



**CITY COUNCIL AGENDA**  
August 09, 2021 – 6:00 p.m.  
City Council Meeting  
City Council Chambers  
310 Elm Street W.  
Norwood Young America, MN 55368

**CITY COUNCIL**

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
  - 3.1 Review Quarterly Police Report – Deputy Voigt
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 July 21, 2021 special meeting and July 26, 2021 meeting
  - 4.2 Approve payment of Claims
  - 4.3 Approve Street Closure Request – MN Minn E Rod & Street Event
  - 4.4 Approve Street Closure Request – Stiftungsfest
  - 4.5 Approve Last Call Outdoor Sale of Alcohol
  - 4.6 Approve Gambling Permit for Raiders Touchdown Club
  - 4.7 Approve Termination of Lifeguards for the End of the Season
5. Public Hearing
6. Old Business
  - 6.1 Update on Covid
7. New Business
  - 7.1 Approve hiring Mike McGuire with McGuire Consulting Services as an Interim City Administrator
  - 7.2 Approve materials for City Administrator Search Process
  - 7.3 Approve Small Cities Street Assistance Funds
  - 7.4 Approve Health Insurance for the fiscal year December 2021 – November 2022
  - 7.5 Approve the Tax Increment Financing (TIF) reports for calendar year ending 2020
  - 7.6 Discuss the American Recovery Plan (ARP) Funds
  - 7.7 Approve placement of a Little Library on City Property
  - 7.8 Approve Wastewater Treatment Plant Garage Roof Proposal
  - 7.9 Review Last Call Too Request for Outdoor Alcohol Sales at MinnERod
  - 7.10 Review Northside Grill Request for a Street Dance and Outdoor Alcohol Sales at MinnERod
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.

### UPCOMING MEETINGS / EVENTS

August 11 Economic Development Commission – 6:00 p.m.

August 17 Finance Committee – 3:00 p.m.

August 17 Parks and Recreation Commission – 4:45 p.m.

August 18 Safety Committee – 2:00 p.m.

August 19 Senior Advisory Committee – 9:00 a.m.

August 23 Work Session, EDA, City Council – 6:00 p.m.

August 26-29 Stiftungsfest



**City of Norwood  
Young America**

**June 2021**



**Carver County Sheriff's Office**  
**Monthly Calls for Service**  
**From: 06/01/2021 To: 06/30/2021**

## **Norwood Young America City**

### **Patrol**

#### **A Offense**

Assault	2
Property Damage	1
Stolen Property Offenses	1
Fraud	3
Weapons	1
<b>Total A Offense:</b>	<b>8</b>

#### **B Offense**

Traffic - alcohol Rel	1
Misc - criminal	1
Ordinances	1
<b>Total B Offense:</b>	<b>3</b>

#### **Non Criminal**

Misc Non-criminal	14
Alarm	3
Missing Person	1
Abuse/Neglect (Info Only)	4
Animal	4
Medical	26
Assist Other Agency	2
Fire Call	2
Mental Health	1
Warrant Service	1
Suspicious Activity	10
Disturbance (Info Only)	5
Child Custody Dispute	3
<b>Total Non Criminal:</b>	<b>76</b>

#### **Traffic**

Traffic - Misc	2
Traffic Stop	24
Pd Accident	2
Driving Complaint	5
<b>Total Traffic:</b>	<b>33</b>

**Total Patrol: 120**

### **Administrative**

#### **Administrative**

GunPermit-Acquire	2
GunPermit-CarryNew	2
GunPermit- Carry Late Ren	1
<b>Total Administrative:</b>	<b>5</b>



**Carver County Sheriff's Office**  
**Monthly Calls for Service**  
**From: 06/01/2021 To: 06/30/2021**

**Total Administrative: 5**

**Total Norwood Young America City: 125**



# **Carver County Sherff's Office**

## **Traffic Citation Summary**

**From: 06/01/2021 To: 06/30/2021**

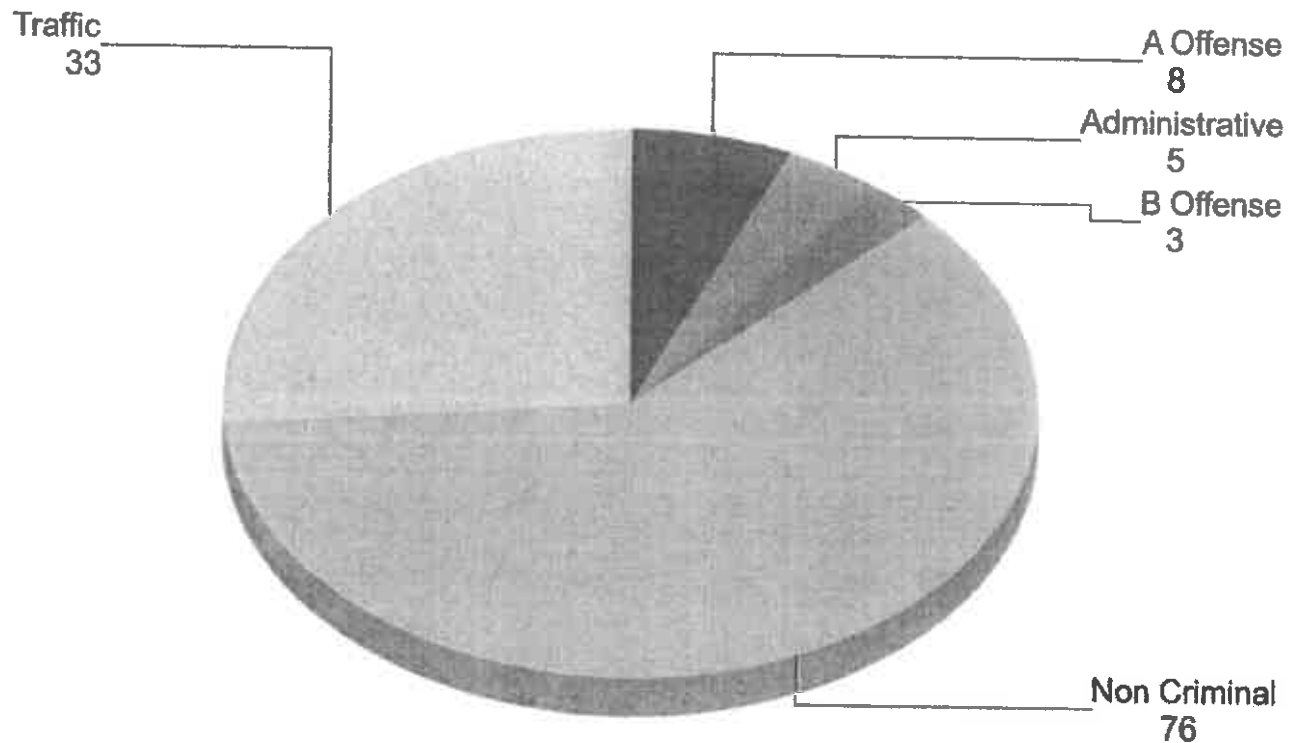
### **Norwood Young America City**

<b>DAS, DAR, DAC:</b>	<b>5</b>
<b>Expired Tabs:</b>	<b>1</b>
<b>No Proof Of Insurance:</b>	<b>3</b>
<b>Seatbelt Violation:</b>	<b>1</b>
<b>Total Norwood Young America City:</b>	<b>10</b>



**Carver County Sheriff's Office**  
**Monthly Calls for Service**  
**From: 06/01/2021 To: 06/30/2021**

## **Norwood Young America City**



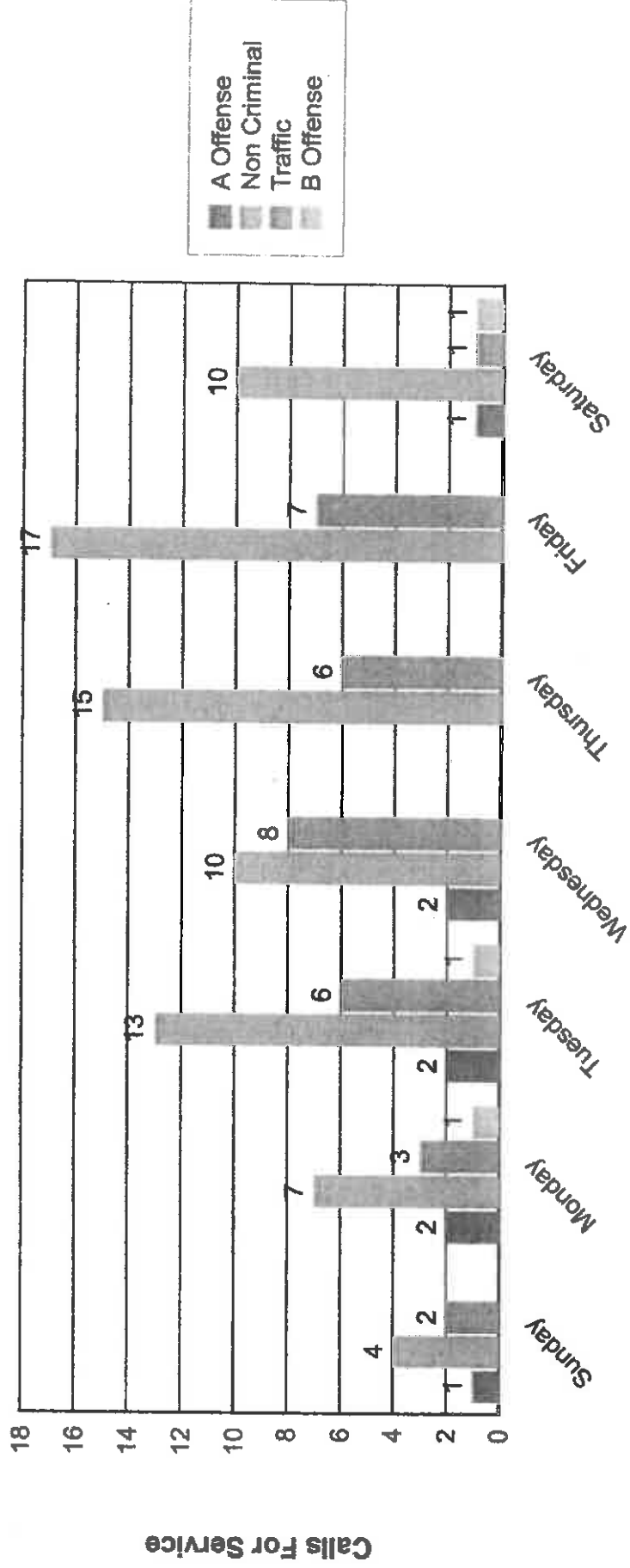
<b>Total A Offense:</b>	<b>8</b>
<b>Total B Offense:</b>	<b>3</b>
<b>Total Non Criminal:</b>	<b>76</b>
<b>Total Traffic:</b>	<b>33</b>
<b>Total Administrative:</b>	<b>5</b>

**Total Norwood Young America City: 125**



**Carver County Sheriff's Office**  
**Day of Week Analysis of Calls for Service**  
**Patrol Activity**  
**From: 06/01/2021 To: 06/30/2021**

## Norwood Young America City



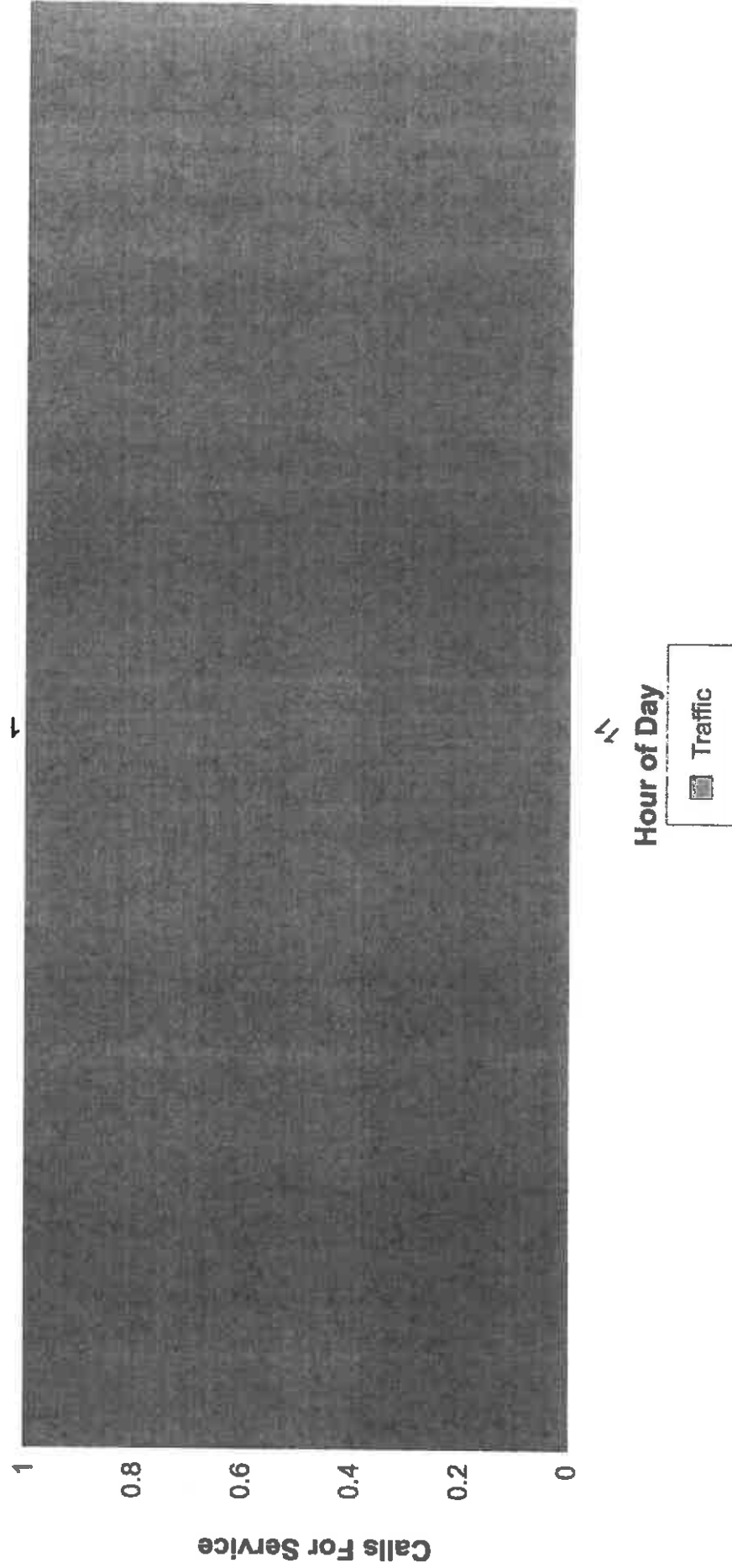
**Total Norwood Young America City: 120**





**Carver County Sheriff's Office**  
**Hour of Day Analysis of Calls for Service**  
**Patrol Activity**  
**From: 06/30/2021 To: 06/30/2021**

## Norwood Young America City



**Total Norwood Young America City: 1**



**Carver County Sherff's Office**  
**Arrest Summary**  
**For: Norwood Young America City**  
**From: 06/01/2021 To: 06/30/2021**

	<b>Total Charges</b>	<b>Total Arrestees</b>	<b>Total Incidents</b>
<b>Norwood Young America City</b>			
13B - Simple Assault	1	1	1
280 - Stolen Property Offenses	1	1	1
35A - Drug/Narcotic Violations	1	0	0
520 - Weapon Law Violations	3	0	0
90D - Driving Under the Influence	5	2	2
90G - Liquor Law Violations	1	0	0
90Z - All Other Offenses	3	2	2
<b>Totals for Norwood Young America</b>	<b>15</b>	<b>6</b>	<b>6</b>



## CITY COUNCIL MINUTES

July 21, 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:

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

*Motion: CH/CS to approve the agenda as submitted. Motion passed 5-0*

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - None

4. Consent Agenda - None

5. Public Hearings - None

6. Old Business - None

7. New Business

7.1. Review 2022 Preliminary Budget

Helget shared the timeline for the budgeting process as follows:

- Preliminary Budget and Preliminary Property Tax Levy adopted at first meeting in September
- Preliminary Property Tax Levy certified to Carver County by September 30, 2021
- Truth in Taxation Meeting at first meeting in December
- Final Budget and Final Property Tax Levy adopted at first meeting in December
- Final Budget and Final Property Tax Levy certified to Carver County by December 31, 2021

Once Preliminary Property Tax Levy is set it can be reduced but not raised except by referendum.

Helget reviewed the proposed preliminary property tax levy including the following: current 2022 budget represents an increase of \$95,498 or 3.16% (reminder that a 1% levy increase generates \$30,171)

Helget reviewed the preliminary budget including the following: general fund expenditures will be increased by \$59,000; staff wages will be increased by 3% and includes step increases; \$130,000 to the Street Improvement Project Fund which is budgeted for future street reconstruction projects; \$6000 added for deputy overtime to the Carver County Policing Contract in addition to a \$1200 increase in overall costs (an estimated increase in 2023 will be \$13,000); \$40,000 for ditch clean-up (with \$14,000 still in the budget from 2021); no rate increase for water and sewer (shortfall of \$20,000 in water fund and shortfall of \$250,000 in sewer fund); \$175,000 payment for 2021A General Obligation bonds with nothing in the budget for an interest payment for the Phase 2 of the 2<sup>nd</sup> Avenue Project.

Voigt shared that there will be an anticipated maintenance cost of a replacement part for a replacement pool power supply source. Zumberge shared that there are no anticipated large maintenance costs for the Fire Department. Hallquist shared no big projects for Economic Development outside the capital expenditures.

Helget then reviewed the equipment replacement schedule including the following: \$69,000 increase for capital equipment replacement which includes a \$607,200 expenditure (compared to \$580,000 in 2021). Itemized costs include

- Administration - \$10,000 to hire a firm to update city code
- Economic Development - \$100,000 for streets lights in Historic Downtown YA, \$30,000 for Tacoma West Industrial Park Sign  
*Recommendation to add \$100,000 for 2023 and 2024 for Streetscape Projects on the Historic Downtowns and Faxon Road*
- Fire Department - \$25,000 for SCBAs (final payment), \$7,200 for turnout gear and \$10,000 for radios  
*Recommendation to consider purchasing a second set of turnout gear for each firefighter with Relief Act funds*
- Public Works - \$235,000 for a dump truck (which will replace a plow truck and hook truck)
- Parks and Recreation - \$200,000 for Old Town Buildings (in addition to \$100,000 from 2021)  
*Recommendation to add \$35,000 for the Legion Park playground equipment (assuming matching grant or fundraising monies will be available)*
- Water Fund - \$25,000 for Wellhead Protection Plan (\$800,000 added in 2027 for new well)
- Sewer Fund - \$50,000 for slip lining, \$18,000 for trickling filter pumps, \$40,000 for lift station SCADA installation, \$60,000 for digester tank. Helget reminded Council about the future costs of updating the Wastewater Treatment Plan for future budgeting (in the past PCA grants covered up to 80% of costs)

Voigt shared that the street sweeper contract will expire in November of 2021. Waconia will be purchasing a new sweeper but Voigt shared that he is continuing to work together with Waconia on a lease agreement which in the past has been scheduled and billed by the hour. Storms requested information on the potential of buying out the lease. Additional information will be available soon. The budget reflects the same number as the year before plus a small amount budgeted for equipment repair.

Voigt shared information on researching a new well. Lagergren recommended that we contact a neighboring community that has already gone through the process. Helget shared about an option to request a variance if we reach capacity on our current aquifer (if additional need is based on housing development). Voigt shared that well exploration can cost hundreds of thousands of dollars plus the need to secure additional land. Lagergren asked for details on reaching capacity (how many homes or businesses). Helget shared that a report was created by Bolten and Menk in the past. Storms asked about using some of our current wells to expand capacity. Helget will find and share that information.

Lagergren or Brumbaugh will be the contact for the Sheriff's Department in case of emergency during the interim period. Helget will contact the Sheriff's Department regarding this temporary change.

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

Lagergren shared information on an Organizational Chart requested by DDA Consultants for their city profile. Council was comfortable with the material presented with the addition of the contracted Police Deputy. Lagergren requested feedback on hiring an interim administrator. Additional information will be shared at the next council meeting. Lagergren also shared an interview schedule for council members and staff with DDA consultants to gather information on our goals and needs for a future city administrator.

#### 9. Adjournment

*Motion: CH/MM to adjourn at 7:13pm. Motion passed 5-0.*

Respectfully Submitted,

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Angela Brumbaugh, City Clerk/Treasurer

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Carol Lagergren, Mayor



## CITY COUNCIL 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 City Council to Order**

Meeting was called to order by Mayor Lagergren at 6:01 pm with all members present.

**2. Approve Agenda**

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

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

John Fahey, County Commission shared the following highlights from the county

- Phase 2 of Highway 212 four lane expansion is fully funded.
- Carver County is the healthiest county in the state.
- Partnership with schools for broadband assistance is continuing.
- County libraries are reopening with full access.
- Bodycams will be on all deputies and sheriff by the end of the year.
- Continued focus from Carver County Public Health on the support of our most vulnerable citizens particularly through continued access to vaccines.

Lagergren added information on a schedule for Highway 212.

- Phase 1 from Carver to Cologne in 2021 and 2022.
- Work on the Cologne bridge in 2023.
- Phase 2 from Cologne to Norwood Young America in 2024 and 2025.

Barb Stockman shared concerns about the ditch along the Serenity Path walking trail. The ditch is putrid with an overgrowth of weeds. There is also a concern about an abundance of snakes in the area. She shared photos with the Council of the area. Request to clean up the ditch area with recognition that Public Works has cut back the trees in the area. Grewe reiterated concerns about snakes between the patio and the house.

**4. Consent Agenda**

4.1 Approve minutes of July 12, 2021

4.2 Approve Payment of Claims

4.3 Approve Appointment to Parks and Recreation Commission – Kelly Vossen

4.4 Approve Street Closure Request for National Night Out – Devonshire Drive

*Motion: MM/CS to approve consent agenda as presented. Motion passed 5-0.*

**5. Public Hearings - None**

**6. Old Business - None**

**7. New Business**

**7.1. Approve Resolution 2021-17, \$1,665,000 General Obligation Bonds, Series 2021A**

Anhult shared that the city retained its AA- based on the growth of the community and the budgetary flexibility of a healthy fund balance. Nick discussed the 10 year plan to borrow \$1.6 million for the road reconstruction of Oak

Lane and Second Avenue. Northland Securities was awarded the bid at a true interest rate 0.964% for 10 years. General Fund will cover approximately \$70,000 of the yearly payment with the Sewer Fund covering approximately \$90,000 of the yearly payment.

*Motion: CH/CS to approve the revised Resolution No. 2021-17, a Resolution Awarding the Sale of General Obligation Bonds, Series 2021A, in the Original Aggregate Principal Amount of \$1,585,000 Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment. Motion passed 5-0.*

7.2 Approve Resolution 2021-18, Variance: Dynamic Sign All Saints Church – 511 Merger Street  
Helget shared information on the Variance request for 80 square feet maximum total sign area (current code allows 60 square feet) and a 45% dynamic display area on the total sign (current code allows 35%). Heher shared that the request seemed reasonable based on the sign site along Highway 212 and the face that the sign will be comparable to neighboring properties.

*Motion: CH/AK to approve a resolution approving a variance to maximum sign area and maximum dynamic display area for a sign at 511 Merger Street (All Saints Lutheran Church). Motion passed 5-0.*

7.3 Adopt Ordinance No. 340, Ordinance Amending Definition of Hotel/Motel and approve Summary Publication  
Helget shared information on the Ordinance Amendment to remove current language regarding number of rooms and provision for cooking in individual rooms. New language would be: Hotel/Motel – Hotel means a facility offering primarily transient lodging accommodations to the general public and which may provide additional services such as restaurants, meeting rooms and recreational facilities and where access to individual rooms is provided through an indoor lobby or office. Motel means a commercial establishment providing primarily transient accommodations to the general public containing rooms having direct access to the outside without the necessity of passing through the main lobby of the building.

*Motion: CH/MM to approve an ordinance amending section 1200.04 of the city code pertaining to definition of hotel/motel. Motion passed 5-0.*

*Motion: CH/MM to approve the summary publication. Motion passed 5-0.*

7.4 Consider Kimpling Shed Removal Extension Request – 423 Morse Street

Mike Kimpling requested an extension to May 31, 2022 to remove one of the sheds on his property to come into compliance with current city code. His request was based on delays in his anticipated timeline and requiring help from his son who is currently in the military. Lagergren shared that a letter will be sent from the city to summarize the decision of the council.

*Motion: MM/CS to approve Mike Kimpling's request and extend the deadline to May 31, 2022, to remove one of his existing three sheds. Motion passed 5-0.*

7.5 Consider VFW and American Legion Request to Relocate Shed onto City Property

Helget shared information on moving the VFW/American Legion shed currently housed behind Harms Bar. The new owners are asking for the shed to be removed. City staff approved moving the shed to the South Shed city property. The VFW/Legion will cover the cost of moving the shed as well as covering ongoing maintenance and insurance.

*Motion MM/AK to direct the city attorney to draft an agreement and authorize the mayor to execute the agreement with the VFW and American Legion to store their shed on the city's property located at 221 South Street West.*

7.6 Discuss Yeager Machine Land Sale Price

Hallquist shared information on Yeager Machine's interest in purchasing Lot 7 as a land purchase with a future 15,000 square feet expansion (approximately \$1.5 million) on his current lot and a parking lot on Lot 7. Finance Committee recommends the sale of the property to Yeager Machine for \$1 per square foot with a future expansion within 5 years as evidenced by a site plan and the additional requirement of paying to combine the two lots. Discussion about the difference between actual costs (approximately \$2.75 per square foot) and the suggested price.

*Motion: CS/AK to offer the sale of Lot 7 to Tacoma West Industrial Park for 2.09 acres at \$1 per square foot. Motion passed 5-0.*

#### 7.7 Discuss Greenwood Marina Land Sale Price

Hallquist shared information on Greenwood Marina's interest in purchasing Lots 8, 9, and 10 which would benefit the purchaser by adding additional greenspace when calculating impervious surface requirements. Their structure would be approximately 11,500 square feet to include both boat storage and boat repair (approximately \$800,000). Greenwood Marina is requesting a possible additional access from Tacoma Avenue. Finance Committee recommends the sale of the property to Greenwood Marina for \$1 per square foot with a future expansion and the requirement of the lots being combined at the expense of the property owner. Storms asked about the need to curb any additional entrances. Storms requested additional information on the need for outdoor storage. Aaron Beam shared that a building will be constructed but there is the potential for some outdoor storage until the need for a larger building or a second building is required. This will be part of the request to the Planning Commission in the future.

*Motion: MM/CS to offer the sale of Lot 8, Lot 9, and Lot 10 of the Tacoma West Industrial Park for 8.49 acres to Greenwood Marina at \$1.00 per square foot. Motion passed 5-0.*

#### 7.8 Approve Closure of Escrow Accounts

Brumbaugh shared information on closing the following Escrow accounts: 803, 804, 805, 807, 812, and 815 based on her research and discussion at the Finance Committee.

*Motion: MM/CS to reimburse Xtreme Properties their escrow balance of \$3,258, close out funds 804, 805, and 807 with the funds coming from the General Fund, and reimbursement Vickerman \$535.81 for the outstanding balance. Motion passed 5-0.*

#### 7.9 Discuss Interim City Administrator Position

Lagergren shared the plan for handling office responsibilities during the interim. The intent is to divide responsibilities between several staff during the interim. City staff leadership will meet to divide up the responsibilities. Lagergren also requested feedback on who would like to be a part of the interview process with an interim. Council recommended that the Personnel Committee handle the interview process.

*Motion: MM/CS to approve the interim plan for handling the City Administrator vacancy. Motion passed 5-0.*

#### 7.10 Approve Fire Department Donations

Lagergren shared information from Fire Chief Zumberge on the costs and revenues for the replacement of Rescue 11. Donations include American Legion (\$7,500), VFW (\$7,500), America's Farmer Grow Communities Award (nominated by Kevin Sons for \$2,500), and UFC (\$2,477.06).

*Motion: CS/CH to accept donations for Fire Rescue 11. Motion passed 5-0.*

#### 7.11 Approve the Summary of Ordinance No. 339 and its Publication

This is a summary of the ordinance change not allowing dogs and cats on athletic fields and playgrounds.

*Motion: CS/AK to approve the Summary of Ordinance No. 339 and its publication.*

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

Krueger: Stiftungsfest is moving forward with great success. Rugby and Chess as new opportunities are also moving forward. Senior Advisory focused on opening the Senior Center and options for transportation

Storms: Parks and Recreation - highlighted the new painting on the Pavilion, continued work on adding lights to the Highway 212 trail which will delay the finish to August, bid process for replastering the pool, and RFQs for replacing the lights and boards at the hockey rink, the continued work on the mural, ongoing discussion about replacing the playground at Legion Park, the approval of bench placement (10 new benches ordered), and the addition of a Little Library from the Girl Scouts at Legion Park

Heher: no report

McPadden: no report

Lagergren: the stop sign on the Underpass trail was placed by MnDOT and not the city. EDC – highlighted new businesses, working on a sign for Industrial Park Boulevard, continued work on the mural, Downtown Streetscape Projects and a potential grant, Marketing Video and its potential use in theaters, Historic Walking Tour, Small Cities Redevelopment Grant (must be completed by September 22) and updates from the West Carver Retail Food Committee report by Kaarin Foede. Update on the meeting with MnDOT and Carver County on the Phase 2 of the Highway 212 expansion – the exact location of the highway is still undetermined.  
Helget: shared his appreciation for his time with the city.

9. Adjournment

*Motion: MM/CS to adjourn at 7:24pm. Motion passed 5-0.*

Respectfully Submitted,

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Angela Brumbaugh, City Clerk/Treasurer

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Carol Lagergren, Mayor





## CITY COUNCIL WORKSHOP 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:

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 7:24 pm with all members present.

2. Approve Agenda

*Motion: CH/MM to approve the agenda as submitted. Motion passed 5-0*

3. Review Orderly Annexation Agreement and Process

Helget shared information on the City's Orderly Annexation Agreement with Young America Township which was established in 2008. Annexations can be triggered by:

- Receipt of a petition requesting annexation signed by 100% of the property owners
- Written agreement between the city and township
- Request by the city pursuant to Minn. Stat 414.0325, Subd. (1)(d)(1)

There is no public hearing required but the county is reimbursed \$250 per acre payable in equal installments over 6 years. Transition zones were established with guidelines for a timeline of future annexations (although the required deadlines have been met). The entire annexation application process takes approximately 60-90 days.

4. Discuss Sidewalk Maintenance and Removal Process

Helget shared current code on sidewalk construction and repairs. Voigt opened a discussion focused on how to handle the removal of sidewalks by property owners without permission from the city staff or city council. Currently, city code does not address this issue. McPadden requested information on the placement of the sidewalk (connecting sidewalk or end of walkway). Lagergren requested information on sidewalk ownership. Helget shared that the sidewalks are the responsibility of the city. Although the property owners may be assessed for repair and maintenance, they belong to the city. Suggestion to reach out to neighboring property owners about eliminating the sidewalks on their properties.

Recommendation of the Council to map out the trails and sidewalk system to determine feasibility of current and/or future sidewalks. Recommendation to research costs of sidewalk removal by city staff or contractor. Recommendation to research how other communities handle sidewalk removal. Future discussion on how to handle the removal of sidewalk on individual properties that have been removed without city permission.

5. Adjournment

*Motion: CS/CH to adjourn at 7:53pm. Motion passed 5-0.*

Respectfully Submitted,

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Angela Brumbaugh, City Clerk/Treasurer

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Carol Lagergren, Mayor



VOUCHER LIST / CLAIMS ROSTER  
and CHECK SEQUENCE

To Be Approved: August 9, 2021

**Payroll EFT**

Check #	506766 - 506799	\$	32,215.38
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**Voided Checks**

Check #	31250-32151, 32172, 32178-32182	\$	-
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**Prepays**

Check #			
Wire - Ehlers Bond Interest 07/28/2021		\$	149,021.88

**Claims Pending Payment**

Check #	32134 - 32177	\$	162,878.88
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**Wire Transfer**

**Cardmember e-check**

Grand Total	\$	<u>344,116.14</u>
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## CITY OF NORWOOD YOUNG AMERICA

08/05/21 5:17 PM

Page 1

**\*Check Detail Register©**

Batch: wireEhlers

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>1048 e</b>	<b>07/27/21</b>	<b>BOND TRUST SERVICES CORP.</b>			
E 517-49330-611		Bond Interest	\$18,425.00		Bond interest payments
E 601-49400-611		Bond Interest	\$5,398.44		Bond interest payments
E 602-49450-611		Bond Interest	\$5,398.44		Bond interest payments
E 521-49330-611		Bond Interest	\$19,862.50		Bond interest payments
E 601-49400-611		Bond Interest	\$13,987.50		Bond interest payments
E 522-49330-611		Bond Interest	\$85,950.00		Bond interest payments
		<b>Total</b>	<b>\$149,021.88</b>		
<b>10100 CHECKING</b>			<b>\$149,021.88</b>		

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

517 Oak Grove Debt Service	\$18,425.00
521 2016A GO	\$19,862.50
522 2020 GO Bond	\$85,950.00
601 WATER FUND	\$19,385.94
602 SEWER FUND	\$5,398.44
	<b>\$149,021.88</b>

## CITY OF NORWOOD YOUNG AMERICA

08/06/21 11:04 AM

Page 1

**\*Check Detail Register©**

Batch: 080921claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>32134</b>	08/09/21	<b>AIR COMPRESSORS PLUS LLC</b>			
E 101-43100-221		Repair/Maintenance Equip	\$172.00	201696	GASKET, SAFETY VALVE, COPPER GASKET
		Total	\$172.00		
<b>32135</b>	08/09/21	<b>ALSLEBEN, SARAH</b>			
R 101-49860-38073		Swimming Lesson Fees	\$35.00		REFUND SWIM LESSONS
		Total	\$35.00		
<b>32136</b>	08/09/21	<b>ANCOMCOMMUNICATIONS, INC.</b>			
E 101-42200-323		Radio Units	\$169.50	103142	G4/G5 REPLACEMENT ANTENNA
		Total	\$169.50		
<b>32137</b>	08/09/21	<b>BOLTON &amp; MENK, INC</b>			
E 496-43100-303		Engineering Fees	\$2,479.00	273244	OAK LANE IMPROVEMENTS
E 101-41500-303		Engineering Fees	\$94.00	273245	INDUSTRIAL PARK SACKETT WACONIA
E 495-43100-303		Engineering Fees	\$2,762.25	273246	2ND AVE RECON & LIFT STATION
		Total	\$5,335.25		
<b>32138</b>	08/09/21	<b>CARVER COUNTY</b>			
E 101-41500-305		Other Professional Fees	\$2,103.93	SHERI00355	2ND QTR POLICE OVERTIME
		Total	\$2,103.93		
<b>32139</b>	08/09/21	<b>CARVER COUNTY</b>			
E 101-43100-310		Other Professional Service	\$1,524.02	CSER-1239	SHARED GIS POSITION
E 101-45200-310		Other Professional Service	\$914.41	CSER-1239	SHARED GIS POSITION
E 601-49400-310		Other Professional Service	\$1,828.82	CSER-1239	SHARED GIS POSITION
E 602-49450-310		Other Professional Service	\$1,828.82	CSER-1239	SHARED GIS POSITION
		Total	\$6,096.07		
<b>32140</b>	08/09/21	<b>CARVER COUNTY FD MUTUAL AID A</b>			
E 101-42200-433		Dues and Subscriptions	\$250.00	1	ANNUAL MEMBERSHIP
		Total	\$250.00		
<b>32141</b>	08/09/21	<b>CENTERPOINT ENERGY</b>			
E 101-41940-383		Gas Utilities	\$39.06		
E 101-42200-383		Gas Utilities	\$11.27		
E 101-43100-383		Gas Utilities	\$113.07		
E 101-45200-383		Gas Utilities	\$101.39		
E 601-49400-383		Gas Utilities	\$52.13		
E 602-49450-383		Gas Utilities	\$510.90		
E 101-49860-383		Gas Utilities	\$333.80		
		Total	\$1,161.62		
<b>32142</b>	08/09/21	<b>PRODUCTIVITY PLUS ACCOUNT</b>			
E 101-45200-221		Repair/Maintenance Equip	\$151.54	P25812	FILTERS & FLUID
		Total	\$151.54		
<b>32143</b>	08/09/21	<b>DIAMOND VOGEL PAINTS</b>			
E 101-43100-224		Street Maint Materials	\$1,624.22	257345197	WHITE, BLUE, & GLASS BEAD
E 101-43100-224		Street Maint Materials	\$1,686.00	257346581	YELLOW

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,310.22		
<b>32144</b>	08/09/21	<b>DIVERSIFIED PLUMBING &amp; HEATING</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$181.25	31124	DISCONNECT & CAPPED GAS LINE AT 510 E ELM
Total			\$181.25		
<b>32145</b>	08/09/21	<b>EMTS</b>			
E 101-42200-207		Training Instructional	\$675.00	1899	EMR INITIAL COURSE FEE
Total			\$675.00		
<b>32146</b>	08/09/21	<b>FLINT PAINTING</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$6,370.00		EXTERIOR PAINTING PAVILION
Total			\$6,370.00		
<b>32147</b>	08/09/21	<b>GLENCOE FLEET SUPPLY</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$22.59	55417	ELBOW, HOSE SPLICER, TUBING
E 101-43100-223		Repair/Maintenance Bldg/	\$29.98	55417	ELBOW, HOSE SPLICER, TUBING
E 101-45200-223		Repair/Maintenance Bldg/	\$149.97	55494	NEUTRAL BASE
Total			\$202.54		
<b>32148</b>	08/09/21	<b>GRAINGER</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$316.62	9972227400	AIR FILTER, BRASS BALL VALVE
Total			\$316.62		
<b>32149</b>	08/09/21	<b>HOLTON ELECTRIC CONTRACTORS</b>			
E 101-49860-223		Repair/Maintenance Bldg/	\$475.62	3524	LEGION POOL PARK PUMP
Total			\$475.62		
<b>32152</b>	08/09/21	<b>JENSEN, SAMANTHA</b>			
R 101-49860-38073		Swimming Lesson Fees	\$50.00		SWIM POOL REIMBURSEMENT
Total			\$50.00		
<b>32153</b>	08/09/21	<b>KWIK TRIP INC.</b>			
E 101-43100-212		Motor Fuels	\$486.70		
E 101-45200-212		Motor Fuels	\$134.56		
Total			\$621.26		
<b>32154</b>	08/09/21	<b>LANA BECK</b>			
E 101-46500-500		Capital Outlay	\$7,300.00	327	MURAL AT WILLKOMMEN
Total			\$7,300.00		
<b>32155</b>	08/09/21	<b>LANO EQUIPMENT OF NORWOOD, INC</b>			
E 101-43100-221		Repair/Maintenance Equip	\$1,063.65	25624A	BOBCAT S-750 REPAIRS
Total			\$1,063.65		
<b>32156</b>	08/09/21	<b>LOFFLER COMPANIES, INC.</b>			
E 101-41400-437		Maintenance Contract	\$89.50	29788642	COPIER RENT
Total			\$89.50		
<b>32157</b>	08/09/21	<b>MARCO TECHNOLOGIES LLC</b>			
E 101-41400-437		Maintenance Contract	\$1,584.38	INV8954972	MANAGED IT SERVICES

## CITY OF NORWOOD YOUNG AMERICA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>Total</b>			<b>\$1,584.38</b>		
<b>32158</b>	<b>08/09/21</b>	<b>MAYER LUMBER CO.</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$36.30	203969	PICNIC TABLES
E 101-41940-223		Repair/Maintenance Bldg/	\$39.40	203989	SALT SHED
<b>Total</b>			<b>\$75.70</b>		
<b>32159</b>	<b>08/09/21</b>	<b>MCFOA</b>			
E 101-41400-433		Dues and Subscriptions	\$45.00		MEMBERSHIP
<b>Total</b>			<b>\$45.00</b>		
<b>32160</b>	<b>08/09/21</b>	<b>MENDOZA JIMENEZ, IVAN</b>			
E 101-45200-432		Refund	\$275.00		RENTAL REFUND
<b>Total</b>			<b>\$275.00</b>		
<b>32161</b>	<b>08/09/21</b>	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-42200-212		Motor Fuels	\$203.06	61963	DYED DIESEL
E 101-43100-212		Motor Fuels	\$331.22	61963	DYED DIESEL
E 101-45200-212		Motor Fuels	\$165.62	61963	DYED DIESEL
E 601-49400-212		Motor Fuels	\$165.62	61963	DYED DIESEL
E 602-49450-212		Motor Fuels	\$165.62	61963	DYED DIESEL
<b>Total</b>			<b>\$1,031.14</b>		
<b>32162</b>	<b>08/09/21</b>	<b>MINI BIFF</b>			
E 101-45200-418		Other Rentals (Biffs)	\$232.94	A-124777	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$132.60	A-124778	FRIENDSHIP
E 101-45200-418		Other Rentals (Biffs)	\$134.59	A-124799	PRAIRIE DAWN PARK
E 101-45200-418		Other Rentals (Biffs)	\$462.44	A-125046	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$267.19	A-125076	PRAIRIE DAWN PARK
<b>Total</b>			<b>\$1,229.76</b>		
<b>32163</b>	<b>08/09/21</b>	<b>MINNESOTA VALLEY TESTING LAB</b>			
E 602-49450-217		Lab Fees	\$37.10	1098931	PHOSPHORUS
E 602-49450-217		Lab Fees	\$37.10	1100028	PHOSPHORUS
E 602-49450-217		Lab Fees	\$405.67	1100349	TSS, MERCURY
<b>Total</b>			<b>\$479.87</b>		
<b>32164</b>	<b>08/09/21</b>	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 602-49450-381		Electric Utilities	\$34.67		LIFT STATION
E 101-43100-381		Electric Utilities	\$100.30		STREET LIGHTS
E 601-49400-381		Electric Utilities	\$21.93		640 TACOMA BLVD WATER TOWER
<b>Total</b>			<b>\$156.90</b>		
<b>32165</b>	<b>08/09/21</b>	<b>STAR Group, LLC</b>			
E 101-43100-221		Repair/Maintenance Equip	\$22.19	309161	COUPLER
E 101-43100-221		Repair/Maintenance Equip	\$25.99	309402	TRANSFER GUN
<b>Total</b>			<b>\$48.18</b>		
<b>32166</b>	<b>08/09/21</b>	<b>NELSON ELECTRIC MOTOR REPAIR I</b>			
E 602-49450-221		Repair/Maintenance Equip	\$3,360.00	1678	PUMP REPAIRS AT TRILANE
<b>Total</b>			<b>\$3,360.00</b>		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>32167</b>	<b>08/09/21</b>	<b>NORTH AMERICAN SAFETY INC</b>			
E 101-42200-542		FD Equipment	\$664.93	INV58911	ROLL UP STOP/SLOW PADDLE
		Total	\$664.93		
<b>32168</b>	<b>08/09/21</b>	<b>PEARSON BROS. INC.</b>			
E 101-43100-425		Street Maint seal coat	\$44,980.90	5339	SEAL COAT PER CONTRACT
		Total	\$44,980.90		
<b>32169</b>	<b>08/09/21</b>	<b>PLUNKETTS PEST CONTROL</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$467.70	7157070	PAVILION
		Total	\$467.70		
<b>32170</b>	<b>08/09/21</b>	<b>QUALITY FLOW SYSTEMS, INC</b>			
E 495-43100-500		Capital Outlay	\$2,500.00	41244	NYSTROM FLOOR DOOR ALUMINUM
E 495-43100-500		Capital Outlay	\$55,150.00	41324	SUBM PUMP, CLAW, ELBOW, HOOK, PIPE
		Total	\$57,650.00		CONTROL PANEL
<b>32171</b>	<b>08/09/21</b>	<b>SAM'S TIRE SERVICE</b>			
E 101-43100-221		Repair/Maintenance Equip	\$319.00	175057	LOADER & MACK TRUCK
		Total	\$319.00		
<b>32173</b>	<b>08/09/21</b>	<b>USA BLUE BOOK</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$86.51	670360	FLANGE GASKET, REDUCING FLANGE
		Total	\$86.51		
<b>32174</b>	<b>08/09/21</b>	<b>VERIZON WIRELESS</b>			
E 101-42200-321		Telephone	\$175.05		FD IPADS
E 101-45200-321		Telephone	\$63.14		
E 101-43100-321		Telephone	\$147.33		
E 601-49400-321		Telephone	\$79.35		
E 602-49450-321		Telephone	\$179.10		
		Total	\$643.97		
<b>32175</b>	<b>08/09/21</b>	<b>VICKERMAN COMPANY</b>			
G 812-22100		Escrow Collected	\$535.71		ESCROW REFUND
		Total	\$535.71		
<b>32176</b>	<b>08/09/21</b>	<b>WM MUELLER &amp; SONS INC</b>			
E 101-43100-224		Street Maint Materials	\$909.69	267804	TAC OIL, FINE
E 101-43100-224		Street Maint Materials	\$251.28	267970	3/8 FINE
E 101-43100-224		Street Maint Materials	\$1,020.80	268030	1/2 WEAR
E 101-43100-224		Street Maint Materials	\$1,024.64	268178	1/2 WEAR
		Total	\$3,206.41		
<b>32177</b>	<b>08/09/21</b>	<b>XTREME PROPERTIES</b>			
G 803-22100		Escrow Collected	\$3,258.00		EXCROW REFUND
		Total	\$3,258.00		
<b>32183</b>	<b>08/09/21</b>	<b>CARQUEST AUTO PARTS</b>			
E 101-42200-221		Repair/Maintenance Equip	\$17.98	233903	
E 101-42200-221		Repair/Maintenance Equip	\$9.99	233984	SLICK MIST

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-221		Repair/Maintenance Equip	\$43.54	234071	AIR FILTERS
E 101-42200-221		Repair/Maintenance Equip	\$64.94	234113	
E 101-42200-221		Repair/Maintenance Equip	\$44.00	234255	SHOW WAX, SPRAY ON WAX
E 101-43100-223		Repair/Maintenance Bldg/	\$5.99	234340	QUICK CONNECT
E 602-49450-221		Repair/Maintenance Equip	\$17.92	234357	ANTI FREEZE
E 101-42200-221		Repair/Maintenance Equip	\$15.98	234928	HOT SHINE TIRE COAT
E 101-43100-223		Repair/Maintenance Bldg/	\$11.00	235149	ZIP TIES
		Total	\$231.34		
<b>32184</b>	08/09/21	<b>GOPHER STATE ONE-CALL</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$58.72	1070640	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$58.73	1070640	LOCATES
		Total	\$117.45		
<b>32185</b>	08/09/21	<b>HALLQUIST, KAREN</b>			
E 101-49860-251		Concessions	\$79.99		POOL
E 101-41300-331		Travel/Meeting Expense	\$2.80		MILEAGE
		Total	\$82.79		
<b>32186</b>	08/09/21	<b>HOME SOLUTIONS</b>			
E 101-43100-221		Repair/Maintenance Equip	\$7.53	A177632	MISC HARDWARE
E 101-41940-223		Repair/Maintenance Bldg/	\$6.56	A177745	SPRAY PAINT
E 101-41940-223		Repair/Maintenance Bldg/	\$14.82	A177770	GRY ENAMEL
E 101-41940-223		Repair/Maintenance Bldg/	\$6.07	A177959	TRAY LINER, MISC HARDWARE
E 101-45200-223		Repair/Maintenance Bldg/	\$44.99	A177977	BASE
E 101-45200-223		Repair/Maintenance Bldg/	\$81.36	A178020	CABLE, STOPS, BOLTS, SNAP LINK, COVER
E 602-49450-223		Repair/Maintenance Bldg/	(\$200.00)	A178054	RETURN
E 101-41940-223		Repair/Maintenance Bldg/	\$19.79	A178056	STAIN KILLER
E 101-41940-223		Repair/Maintenance Bldg/	\$4.49	A178097	ROLLER FRAME
E 101-43100-221		Repair/Maintenance Equip	\$34.63	A178267	SWITCH, CUTTER TOOL
E 101-41940-223		Repair/Maintenance Bldg/	\$2.38	A178497	TUBING
E 101-41940-210		Operating Supplies	\$42.28	A178549	GLOVES
E 101-45200-223		Repair/Maintenance Bldg/	\$72.22	A178593	PAINT, 40LB PELLET
E 101-43100-210		Operating Supplies	\$21.59	B225836	CHISEL SET
E 101-41940-223		Repair/Maintenance Bldg/	\$7.55	B226005	MISC HARDWARE
E 101-45200-223		Repair/Maintenance Bldg/	\$9.06	B226239	COVER/FRAME, LINER
E 101-42200-221		Repair/Maintenance Equip	\$3.80	B226260	
E 602-49450-221		Repair/Maintenance Equip	\$28.31	B226280	PLUG, COUPLER, RUB CEMENT, TIRE KIT
E 101-45200-223		Repair/Maintenance Bldg/	\$11.45	B226287	MISC HARDWARE
E 602-49450-223		Repair/Maintenance Bldg/	\$809.99	B226298	AC
E 101-45200-223		Repair/Maintenance Bldg/	\$59.61	B226327	POLY BRUSH, TRAY LINER
E 101-45200-223		Repair/Maintenance Bldg/	\$29.60	B226336	MISC HARDWARE
E 101-43100-223		Repair/Maintenance Bldg/	\$71.09	B226351	SAW BLADE
E 101-43100-223		Repair/Maintenance Bldg/	\$42.42	B226389	LAG BOLT, HINGE, BITS
E 101-41940-223		Repair/Maintenance Bldg/	\$14.06	B226498	MISC HARDWARE
E 101-41940-223		Repair/Maintenance Bldg/	\$1.25	B226543	MISC HARDWARE
E 101-41940-223		Repair/Maintenance Bldg/	\$1.59	B226556	SCREW EYE
E 101-45200-221		Repair/Maintenance Equip	\$16.19	B226604	TRIMMER LINE
E 101-41940-223		Repair/Maintenance Bldg/	\$22.84	B226659	PAINTER CAULK, SCREWS, CABLES
E 101-43100-210		Operating Supplies	\$24.81	B226691	PAPER TOWELS, BOXED RAGS



## CITY OF NORWOOD YOUNG AMERICA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-223		Repair/Maintenance Bldg/	\$8.99	B226906	FUEL CAN SPOUT
E 101-49860-223		Repair/Maintenance Bldg/	\$68.16	B226934	MISC HARDWARE,
E 101-45200-223		Repair/Maintenance Bldg/	\$4.31	B226954	WALL JACK
E 101-41940-223		Repair/Maintenance Bldg/	\$2.24	B227044	ELBOW
E 101-45200-223		Repair/Maintenance Bldg/	\$16.67	B227045	WASHER, HEX NUT, MISC HARDWARE
E 101-41940-223		Repair/Maintenance Bldg/	\$6.44	B227066	COUPLING
Total			\$1,419.14		
<b>32187</b>	08/09/21	<b>METRO WEST INSPECTION SERVICES</b>			
E 101-42400-328		Rental Dwelling Inspection	\$27.00	2944	RENTAL DWELLING
E 101-42400-312		Building Inspection Fee	\$2,660.19	2944	PERMIT
Total			\$2,687.19		
<b>32188</b>	08/09/21	<b>R.E. SMITH OIL &amp; TIRE CO., INC</b>			
E 101-43100-212		Motor Fuels	\$84.13		
E 101-45200-212		Motor Fuels	\$88.34		
E 101-49800-212		Motor Fuels	\$232.95		
E 101-42200-212		Motor Fuels	\$67.62		FIRE DEPT FUEL
E 101-42200-430		Miscellaneous	\$118.30		POP/WATER
Total			\$591.34		
<b>32189</b>	08/09/21	<b>STRACK CONSULTING LLC</b>			
E 101-41320-305		Other Professional Fees	\$940.00	1178	PLANNING CONSULTANT
Total			\$940.00		
<b>32190</b>	08/09/21	<b>US POSTAL SERVICE</b>			
E 101-41400-350		Print/Publishing/Postage	\$580.00		STAMPS
Total			\$580.00		
<b>10100 CHECKING</b>			<b>\$162,878.88</b>		

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

101 GENERAL FUND	\$86,085.50
495 2nd AVE LIFT STATION-STR RECON	\$60,412.25
496 OAK LANE IMPR PROJECT	\$2,479.00
601 WATER FUND	\$2,206.57
602 SEWER FUND	\$7,901.85
803 Escrow - Xtreme Properties LLC	\$3,258.00
812 Vickerman - 2018 Expansion	\$535.71
	<b>\$162,878.88</b>



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: June 28, 2021

SUBJECT: NYA Area Chamber of Commerce Street Closing Request

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Enclosed is a letter from Julie Wigfield, Executive Director, NYA Area Chamber of Commerce, requesting the road closure on Saturday, August 21, 2021 from 10am-10pm to accommodate the MN MinnERod Pull, a Community Bean Bag Tournament and music on Main Street from Central Avenue to 3<sup>rd</sup> Avenue SE. The Carver County Transportation Department has given permission to close this street already and use 1<sup>st</sup> Street NE as an alternative for the closure.

Diane Henning, owner of Last Call Too, and Sandi Harms/CindyAnn Lambright, owners of Northside Grill, have both provided special event insurance certificates to the City for the event. There will be a fence, mini-biffs and IDs checked for the event.

The NYA Area Chamber of Commerce will be contacting all neighbors of Main Street and the Carver County Sheriff's Department.

**Suggested Motion:**

**Motion to approve the NYA Area Chamber of Commerce street closing request for Saturday, August 21, 2021 from 10am-10pm.**

*Norwood Young America*



July 23, 2021

RE: Road Closure Request for Minn-E-Rod Event on Saturday August 21, 2021

Dear Mayor Lagergren & City Council Members,

The NYA Area Chamber of Commerce is in the planning stages for the Minn-E-Rod event on Saturday, August 21 from 12-9pm on Main Street. We are requesting approval for a road closure request of the following:

**\*\*CR 34 (Main Street- 3 blocks Central Ave to 3rd Ave SE)**

**\*\*Total time of road closure request on Saturday, August 21 from 10am to 10pm**

Thank you for your consideration.

Respectfully,

*Julie Wigfield*

Julie Wigfield, ED  
NYA Area Chamber of Commerce  
PO Box 292  
NYA, MN 55368  
952-737-7403  
[info@nyachamber.org](mailto:info@nyachamber.org)  
[www.nyachamber.org](http://www.nyachamber.org)

# MinnERod Event—Main Street, Norwood Young America

## Saturday, August 21, 2021

Carver County Road Closure Request for CR 34 (Main Street—3 blocks—Central Ave to 3rd Ave SE) 10am-10pm

\*\*Event Set Up 10am-12pm

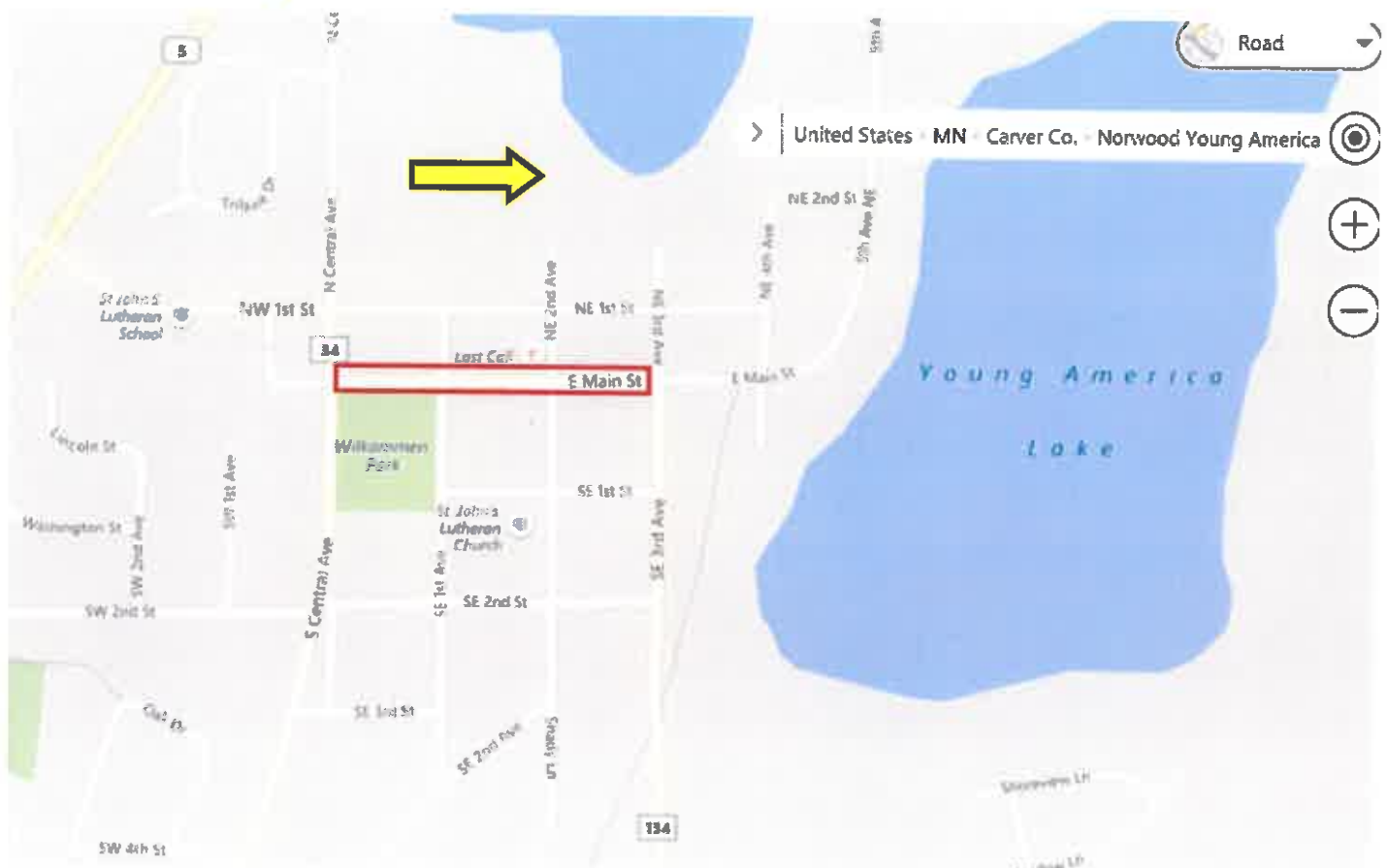
\*\*MinnERod Pull 12pm-3pm

\*\*Community Bean Bag Tournament 3pm-8pm

\*\*Music 5pm-9pm

\*\*Event Clean Up 9pm-10pm

 \*\*Alternate route for Main Street = 1st St NE (one block N of Main St)



Thank you for your consideration.

Julie Wigfield, ED

NYA Area Chamber of Commerce

PO Box 292, NYA MN 55368

(952)737-7403

info@nyachamber.org





TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: August 9, 2021

SUBJECT: Street Closure Request – 2021 Stiftungsfest

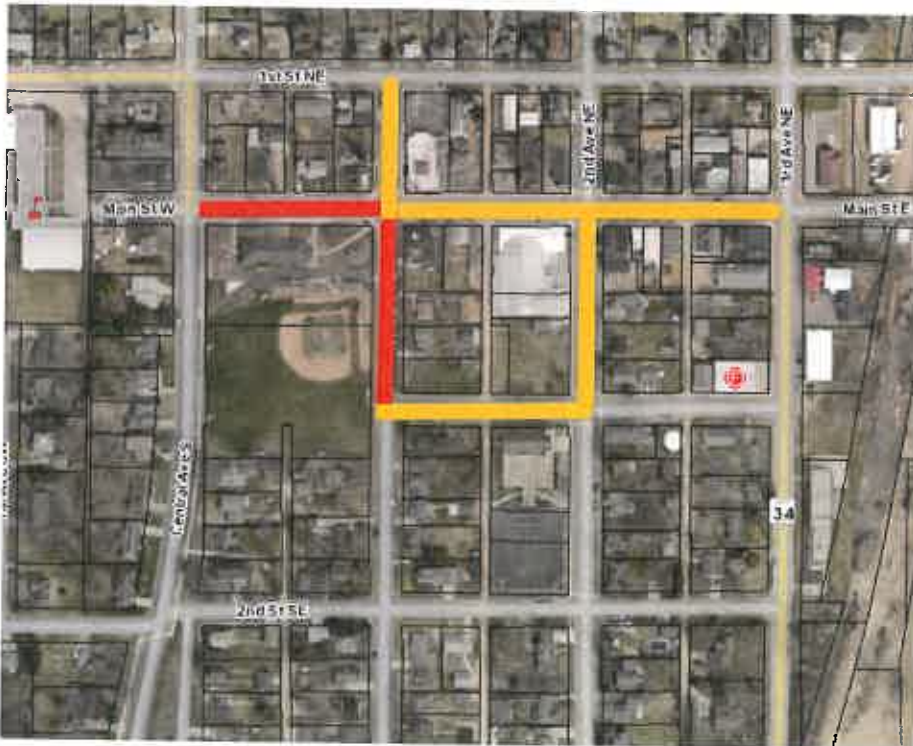
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The Stiftungsfest Committee is requesting the closure of the following streets from Monday, August 26, 2021 through Monday, August 30, 2021. This is from initial setup of Stiftungsfest by the NYA Fire Department to take down (in red):

- Main Street from Central Avenue N to 1<sup>st</sup> Avenue SE
- 1<sup>st</sup> Avenue SE from Main Street to 1<sup>st</sup> Street SE

And closure of these additional streets from Wednesday, August 25, 2021 – Sunday, August 29, 2021. This is for additional events throughout the weekend that include: carnival, craft sale, car show and FD water ball fight (in yellow):

- Main Street from Central Avenue N to 3<sup>rd</sup> Avenue SE
- 1<sup>st</sup> Avenue SE from 1<sup>st</sup> Street NE to 1<sup>st</sup> Street SE
- 1<sup>st</sup> Street SE from 1<sup>st</sup> Avenue SE to 2<sup>nd</sup> Avenue SE
- 2<sup>nd</sup> Avenue NE from Main Street to 1<sup>st</sup> Street SE



**Motion to approve the street closure requests for the 2021 Stiftungsfest celebration.**



To: Mayer Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk-Treasurer  
Date: August 9, 2021  
Subject: Last Call Request for Outdoor Alcohol Sale

---

Last Call has submitted a letter requesting approval for outdoor alcohol sales the week of Stiftungsfest, August 26-29<sup>th</sup>. The intent is to have the only access to the fenced in area outside be the front door. They will have porta-potties available and someone checking ID. No music will be played outside. The fence will come down after the festivities. A map is attached to give a better idea of the area to be fenced in.

**Recommended Motion:**

**Motion to accept the sale of alcohol outdoors on August 26-29<sup>th</sup>, 2021 for Last Call.**

S. City Council

Dated  
July 27<sup>th</sup> 2021

It's that time of year again  
Sift through Aug. 26 27 28 & 29 2021  
Parade Year!! Last Call would like  
to have a 'bar' outside between the bar &  
Mervyn Lachy's house. The only way  
into the outdoor bar is thru the front  
door of bar there will be a 8' fence  
around the area. Porta Pottos will be included.  
There will be someone at front door  
checking id's. The fence will come down as  
soon as possible. No music will be  
played out there.

Thank you!

Last Call  
Diane Manning  
Jan Mervyl  
Joan Lachy

Main Street

Fake's  
Home

Fenced  
IN  
Area

Let  
Call  
Boy





TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk-Treasurer

DATE: August 9, 2021

SUBJECT: Raiders Touchdown Club Gambling Permit

---

The Raiders Touchdown Club would like to hold a raffle on October 15, 2021. Since the value of all prizes is less than \$5,000 they do not need the MN Gambling Control Board approval but they do need City Council.

**Recommended Motion:**

**Motion to approve The Raiders Touchdown Club Gambling Permit.**

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

11/17  
Page 1 of 2

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Raiders Touchdown Club

Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_

Federal Employer ID Number (FEIN), if any: 352191611

Mailing Address: 531 Morse St.

City: Norwood Young America State: MN Zip: 55368 County: Carver

Name of Chief Executive Officer (CEO): Tonia Kalkes (Treasurer)

CEO Daytime Phone: 612-716-0685

CEO Email: \_\_\_\_\_

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): raldertouchdownclub@gmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)



**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767



**IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.



**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Central High School, Football Field

Physical Address (do not use P.O. box): 531 Morse St.

Check one:

☒ City: Norwood Young America

Zip: 55368

County: Carver

☐ Township: \_\_\_\_\_

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

County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 10/15/2021 last home game

Check each type of gambling activity that your organization will conduct:

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP (If required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Tonia Kalkes Date: 7/29/2021  
(Signature must be CEO's signature; designee may not sign)

Print Name: Tonia Kalkes

## REQUIREMENTS

### Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

### Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



To: Mayer Lagergren and Council Members  
From: Karen Hallquist and Angela Brumbaugh  
Date: August 9, 2021  
Subject: Lifeguard Termination of Employment

---

Our pool season will close as of August 14, 2021 we need permission to terminate the Lifeguards. I would like to make their termination date August 20<sup>th</sup> just in case there is some cleaning that needs to be done. The following Lifeguards need to be terminated due to the season ending:

- Barr, Meghan
- Beneke, Josie
- Coffell, Lucy
- Fritz, Allison
- Hill, Alexis
- Hill, Sawyer
- Jacobs, Caydra
- Jacobs, Cambria
- Lee, Kara
- Molva, Bennet
- Smith, Lauren
- Strickfaden, Noah
- Willems, Adeline

It has been a good year for the pool and overall it seems that the Residents have appreciated having the opportunity to send their children to swimming lessons and also spend time at the pool. When everything is completed our goal is to write up a report for the Council so they know how it went.

**Recommended Motion:**

**Approve terminating the Lifeguards listed, as of August 20<sup>th</sup> due to the season ending.**



Date: August 9, 2021  
To: Members of the City Council and City Staff  
From: Carol Lagergren, Mayor  
Re: Update on COVID

Below is information recently shared by Carver County Public Health regarding current protocols:

- The County moved to its Phase 3 reopening protocols on June 1. This means most County facilities are open to in-person services, including the Government Center. Fully vaccinated residents aren't required to wear masks, except in certain areas.
- The CDC now recommends all people—vaccinated or unvaccinated—wear face coverings in public indoor settings in areas of substantial or high transmission. According to the CDC, the County's current level of community transmission rates "Substantial," as does the entire seven-county metro area.
- Vaccination remains our best defense against COVID-19, including the Delta variant which health officials say accounts for more than 80% of all new cases. Nearly all cases nationwide requiring hospitalizations or resulting in death come from those people who remain unvaccinated. Public Health offers all three approved vaccines at its clinics every Tuesday at the Government Center, allowing residents a choice to receive the single-dose Janssen (18+) vaccine, or the two-dose Moderna (18+) or Pfizer (12+) vaccines.
- Public Health continues to offer many ways for residents to receive the vaccine outside the traditional clinic setting. They can contact Public Health at (952) 361-1559 or via email to receive the vaccine in the Public Health office, curbside at the Government Center, a visit to a resident's home, or arrange an appointment at a resident's healthcare clinic or pharmacy. Public Health can also assist with arranging sensory or other accommodations, as well as support for finding transportation to a vaccine appointment.
- 62,818 Carver County residents were vaccinated with one shot as of 7/28/21, or 58.6% of the population. 59,781 Carver County residents were fully vaccinated or about 55.8%. Carver County has pockets where vaccination rates are around 40%. About 50 Carver County residents per day have been getting vaccinated in the last two weeks. Vaccination rates are up slightly statewide.

***Recommendation: Information only.***

***Norwood Young America***



Date: August 9, 2021

To: Members of the City Council

From: Personnel Committee and  
Carol Lagergren, Mayor

Re: Interim City Administrator Position

Based on conversations with Mike McGuire on July 22, 2021, by the Personnel Committee and city staff, the Personnel Committee is recommending we move forward with the attached agreement. Jay Squires has reviewed the contract as well as Mr. McGuire.

***Recommendation: Hire Mike McGuire of McGuire Consulting Services as the Interim City Administrator at \$100 per hour for 16 to 24 hours per week (to be worked in-house and virtually) effective August 10, 2021.***

***Norwood Young America***

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

# McGuire Consulting Services

5070 Condons Street SE  
952.447.3224 / 612.867.3811

Prior Lake, MN 55372  
mikemcguire@mchsi.com

## Professional Summary

- Results oriented City Manager with 28 Years of progressively responsible management and 10 years consulting experience.
- Fiscally responsible in developing and managing multi-million dollar budgets.
- Demonstrated proficiency managing small and midsize city operations. Cities ranging from 3,000-35,000 population.
- Highly skilled in planning, economic development, and personnel management.
- Successfully hired upper-level management staff and assisted city councils in filling vacant Administrator positions.

## Consultant Services

April 2000-Present

### Contract City Administrator

- Willmar
- Faribault
- Bayport
- Pine City
- Grand Rapids

## Professional Experience

### City Manager

#### City of Maplewood

May 1987-April 2000

- Population of 36,000 and an annual budget of \$34 Million
- Special Projects
  - Fire Department Consolidation
  - Community Oriented Services
  - State of the Art Community Center
  - Labor Relations and Contract Negotiations
  - Award Winning Land Stewardship Program

#### City of Prior Lake

May 1973-May 1987

- Population growth from 1,000-10,000 and an annual ending budget of 5 Million
- Special Projects
  - Transition from Clerk Administrator to City Manager form of government
  - Developed Comprehensive Visioning process for the City—Prior Lake 2000
  - Installation of 26 miles of water, sewer, and streets around Prior Lake
  - Orderly annexation program (with two townships and one city)
  - Major Park Land Acquisitions (over 40 parks including playfields, beaches and trails)

## Education

Masters of Arts, Urban and Regional Studies—Mankato State University

Bachelors of Science, Business Administration and Urban Studies—Mankato State University

## Professional Organizations

- International City Manager Association
- Minnesota City/County Managers Assoc. Board Member and President
- Ramsey County Consolidation Commission
- Municipal Legislative Commission, Vice Chair
- Normandale Community College Advisory Board
- Scott County Joint Committee of Cities and Townships

## Civic Organizations

- Feed My Starving Children
- Twin City Habitat for Humanity
- Brush with Kindness
- ISD 622 Meals on Wheels Delivery
- President of the Prior Lake Swimming Assoc.
- St. Michael School Board Member
- Member of Prior Lake and Maplewood Rotary



**Contract For Professional Services  
Interim City Administrator**

**THIS AGREEMENT**, made and entered into by City Council action at the City Council meeting on August 9, 2021, by and between the City of Norwood Young America, Minnesota, hereinafter referred to as “City” and McGuire Consulting Services, an independent contractor, hereinafter referred to as “Interim Administrator”.

**WHEREAS**, City desires to contract for the services of Interim Administrator as an independent contractor to perform Interim City Administrator services and the parties wish to enumerate the terms of their agreement, and

**NOW, THEREFORE**, the City and Interim Administrator agree as follows:

**RESPONSIBILITIES:** The City agrees to contract with the Interim Administrator to perform the duties of the City Administrator as an independent contractor on an interim part-time basis while the City seeks to hire a permanent City Administrator.

**SCHEDULE:** Interim Administrator would begin to perform the work for the City on the week of August 9th and will work 16-24 hours per week. Interim Administrator shall generally be expected to perform the duties of City Administrator at the City Offices on Monday and Tuesday of each week with the remainder of hours worked remotely, depending on workload, pending projects and meetings. The initial work schedule may change based upon the needs of the parties and with mutual agreement between the Interim Administrator and Mayor.

**COMPENSATION:** The City will compensate Interim Administrator \$100 per hour for time worked, not including travel time from and to Interim Administrator’s permanent address in Prior Lake, Minnesota. Employee’s compensation shall be subject to standard federal and state income tax withholding, FICA and Medicare deductions, but excluding PERA deductions, if appropriate. Interim Administrator shall not be entitled to any group insurance benefits, paid holidays, vacation, sick leave, severance or city retirement benefits. Interim Administrator will be reimbursed for 50% of mileage to and from his home and 100% of mileage related to city business at the current IRS mileage rate.



**COMPLIANCE WITH LAWS AND REGULATIONS:** While providing service to the city, Interim Administrator shall abide by all statutes, ordinances, rules and regulations, including all non-discrimination laws, pertaining to the provision of services to be provided. Any violation shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement notwithstanding other termination provisions contained herein.

**TERM AND TERMINATION:** Upon City Council approval, this Agreement shall commence on the week of August 9, 2021 and shall terminate upon the employment of a permanent City Administrator by the City on or before November 30, 2021, whichever occurs first. Notwithstanding this term, this Agreement may be terminated at any time and for any reason by either the City or the Interim Administrator upon seven (7) days written notice by either party, at which time any and all obligations to perform under this Agreement by the City or the Employee shall cease. This Agreement may be extended by written agreement of the parties.

**INDEMNIFICATION:** City will defend, save harmless and indemnify Interim Administrator against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Interim Administrator's duties as City Administrator. Interim Administrator understands and accepts that he may not make a claim or recover damages under the City's worker's compensation policy.

**GENERAL PROVISIONS:**

**NOTICES:** All notices, requests and demands given to or made pursuant to this Agreement shall be in writing and personally delivered or mailed, postage prepaid, as follows:

**To City:** Honorable Mayor and City Council  
City of Norwood Young America  
310 Elm Street West PO Box 59  
Norwood Young America MN 55368

To Interim Administrator: Michael A. McGuire  
5070 Condon Street  
Prior Lake, MN 55372



**COMPLETE AGREEMENT:** This agreement constitutes the entire agreement between the parties and supersedes any oral or written agreements between the parties. This Agreement may only be modified by written agreement signed by both parties.

**GOVERNING LAW:** This agreement shall be interpreted in accordance with the laws of the State of Minnesota.

**SEVERABILITY:** The parties covenant and agree that the provisions herein are reasonable and not known to be in violation of any federal, state, or local law or regulation. In the event that a court of competent jurisdiction, finds any provision contained herein to be illegal or unenforceable, such court may modify that provision to make it valid and enforceable. The declaration of a provision as unenforceable shall not invalidate any other provision of this agreement.

**IN WITNESS WHEREOF,** the parties hereto have caused this Agreement to be executed the date and year first above written.

DATED: \_\_\_\_\_

\_\_\_\_\_  
MIKE MCGUIRE

\_\_\_\_\_  
MAYOR CAROL LAGERGREN



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

*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*



Date: August 9, 2021

To: Honorable Mayor Lagergren and Members of the City Council

From: Angela Brumbaugh, City Clerk/Treasurer

Re: City Administrator Search Process Update

Attached please find a cover letter from Gary Weiers, our Management Consultant for the City Administrator search process. The discussion will include the following:

1. **Position Profile** - review and approve with any changes  
*Please review the Position Profile for accuracy. Bring to the meeting any comments or suggested changes.*
2. **Salary Range** - review and approve  
*Please review the two documents that provide comparative data from cities with populations of 2000 to 5000 in the metro area and cities of that size on a statewide basis.*
3. **Job Description** - review and approve  
*Please review the minimum qualifications section of this document. Review the recommendation from the consultant's cover letter: "In my opinion, the minimums are a bit restrictive, and it is sometimes better to have lower minimums in order to attract more candidates."*
4. **Timeline** - determine dates of final interview  
*Please check your calendars. The suggested search timeline includes interviews at or around October 21st.*
5. **Additional questions**

**Recommendation:** Motion to approve the City Administrator Position Profile and Job Description as provided by DDA and amended by Council.

***Norwood Young America***





**DDA**

Human Resources, Inc.  
a David Drown Associates Company

Faribault Office:  
1327 Merrywood Court  
Faribault, MN 55021  
(612) 920-3320 x109 | fax: (612) 605-2375  
[gary@daviddrown.com](mailto:gary@daviddrown.com)  
[www.ddahumanresources.com](http://www.ddahumanresources.com)

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August 2, 2021

Norwood Young America City Council  
City of Norwood Young America  
310 Elm St W  
Norwood Young America, MN 55368

Dear Honorable Mayor Lagergren and Members of the Council,

We are nearing the point of posting the City Administrator position, so I will attend your meeting on August 9, 2021, to review the process and seek approval to move ahead with the search.

As you know, the information gathering process for developing the position profile has been taking place for a few weeks. Attached to this memo is the draft position profile that will be discussed and modified as needed at the Council meeting. The attributes and goals sections came directly from information gathered while meeting with Council members and department heads.

Other items of discussion at the meeting include the job description, salary information, search timeline, and interview process.

For the job description I would like to discuss the minimum qualifications for the position. In my opinion the minimums are a bit restrictive, and it is sometimes better to have lower minimums in order to attract more candidates. This is entirely up to the Council, so I look forward to talking with you about this.

Another item to review is the position salary. For this discussion I am attaching two documents that provide comparative data for review by the Council. The first is a comparison of cities with populations of 2,000 to 5,000 in the metro area and the second document compares cities of that size on a statewide basis. The source of this information is the annual LMC salary survey so not every city participates but many do as you will see. I look forward to reviewing this information on August 9, 2021.

You will see the profile includes tentative dates for the final interviews, so I would like to finalize interview dates with you at the August 9<sup>th</sup> meeting. The interviews can be done in one day or two days depending on which components the Council wishes to include in the process. Some of the options for this part of the process include the following:

- City Tour
- Community meet and greet event
- Leadership staff interview
- Full Council-formal interview
- Other options

The number of components desired will determine whether the process will take place over one or two days. There is no right or wrong approach to this, as each City has different preferences.

In summary, the items for discussion at the meeting include the following:

1. Position Profile: Review and approve with any changes
2. Salary Range: Review and approve
3. Job Description: Review and approve
4. Timeline: Determine date(s) of final interviews
5. Any questions from the Council

Sincerely,

A handwritten signature in cursive script that reads "Gary Weiers".

**Gary Weiers**  
**Management Consultant**

**Attachments**

- Draft profile
- Job description
- Salary comparison information
- Draft timeline



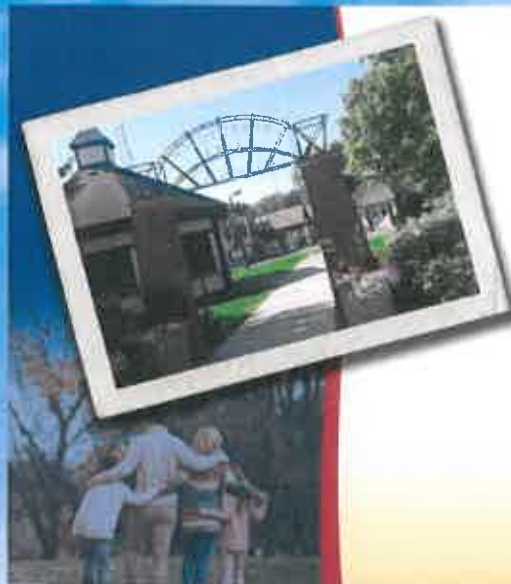


## City Administrator Position

City of Norwood Young America, Minnesota

Salary Range: \$80,787 to \$100,880





# WILLKOMMEN TO



## *Norwood Young America*

**more than a place, it's home.**

- **Beautiful Parks**
- **Welcoming Neighborhoods**
- **Available Sites for New Businesses**

The City of Norwood Young America, Minnesota, is a growing, small-town community situated in western Carver County. In 1997, Young America and Norwood merged into one community to become the city known today as Norwood Young America. This semi-rural town is located on the edge of the Twin Cities Metropolitan Area, approximately 35 miles west of Minneapolis. Home to 3,900 residents, population growth is expected to continue for years to come.

Norwood Young America proudly celebrates its German heritage, as it was originally settled by German immigrants who brought their traditions and customs to the area. This heritage is seen celebrated every August at Stiftungsfest, "A Founder's Day Celebration" and Minnesota's oldest festival.

Norwood Young America's urban amenities and small-town character, along with its proximity to a wide variety of transportation routes, make this City an attractive place to live and work. It is an easily accessible community that is a prime location for new business and industry. The City is very unique in that it has three business districts – Historic Downtown Norwood, Historic Downtown Young America, and the Highway 212 Business Corridor. All three areas are home to successful businesses as well as available sites for future businesses. The City has been fortunate as many new businesses have opened their doors in the last five years.

This suburban locale offers closeness to the services, employment opportunities, and recreational activities provided by the Twin Cities Metropolitan Area, yet it still manages to maintain its rural character.



## Educational Opportunities



Public education in the City of Norwood Young America is provided by Central Public Schools. The District enrolls approximately 1,000 students and is comprised of three facilities. Central Elementary serves students in grades PreK-5, Central Middle School serves students in grades 6-8, and Central High School serves students in grades 9-12.

Those searching for private educational opportunities can find them at St. John's Lutheran School. They are a nationally accredited facility providing high quality, Christian education to over 130 students in Preschool-8<sup>th</sup> grade.

## Health and Wellness Services



Lakeview Clinic – West is a full-service clinic providing family medicine, internal medicine, pediatrics, and radiology and laboratory services. Additional specialty services including cardiology, orthopedics, allergy, neurology, rheumatology, gastroenterology, endocrinology, podiatry, urology, and counseling are available on a regular schedule through Lakeview Clinic – Waconia.

Hospital services can be found at the nearby Ridgeview Medical Center in the City of Waconia. This independent, 109-bed acute care hospital is the heart of the regional health care network that includes clinics, emergency services, and specialty programs.

Norwood Young America is also home to many other health facilities including dental, chiropractic, and eye care services.





## Recreation & Community Events



There is an abundance of opportunities for recreation both in and around the City of Norwood Young America.

The City is home to seven public parks that are scattered throughout the community, and they range from mini and neighborhood parks to community parks and the Sports Complex. Legion Park is home to the NYA City Pool which features diving boards, a kiddie pool, and swimming lessons. Lion's Park is the location of many summer events including Music in the Park. The Norwood Sports Complex is a recently updated facility that includes a baseball field that is home to the Norwood Indians, one of the towns local baseball teams. The historic Willkommen Memorial Park is home to Stiftungsfest, Minnesota's oldest celebration. The park was designed to look like an old German town, and every year, thousands attend the three-day festival. The park also houses a historic NYA Pavilion as well as the other local baseball team, the Young America Cardinals. Baylor Regional Park, situated on Eagle Lake and operated by Carver County, offers 50 sites for camping, a swimming beach, and the area's only 18-hole disc golf course.

The City of Norwood Young America also has many sidewalks and trails available for walking, jogging, and biking around the community. In fact, there is a new underpass trail that winds through Kehrler Park and runs right under Highway 212.

The Norwood Young America area is also home to many lakes and trails that are great for year-round use. Popular lakes include Barnes Lake, Brand Lake, Braunworth Lake, Eagle Lake, Hydes Lake, Tiger Lake, Lake Patterson, and even Lake Waconia, the 2<sup>nd</sup> largest metro-area lake, which is just a few miles to the east.

Other popular attractions in the City include the Norwood Young America Library, the Willkommen Heritage Center, and its collection of shopping, retail, and dining options.



## The Organization

The City of Norwood Young America is a statutory city governed by a five-member City Council. The Council is comprised of a Mayor, who serves a two-year term, and four Council members that serve four-year terms. The Council works well together and is passionate about the community.

The Council appoints and provides guidance and general direction to the City Administrator who serves as the Chief Administrative Officer of the City and is responsible for managing the daily operations of the administration department and overseeing all other City functions.

The departments of the organization provide a number of services to the residents of the community and include Administration, Public Services, Fire, Planning and Zoning, and Economic Development. Law enforcement services are provided by the Carver County Sheriff's Department.

A number of Commissions serve as advisory agencies to the City including the Planning and Zoning Commission, the Economic Development Commission, the Parks & Recreation Commission, and the Senior Advisory Commission.

Norwood Young America employs approximately 32 staff members.

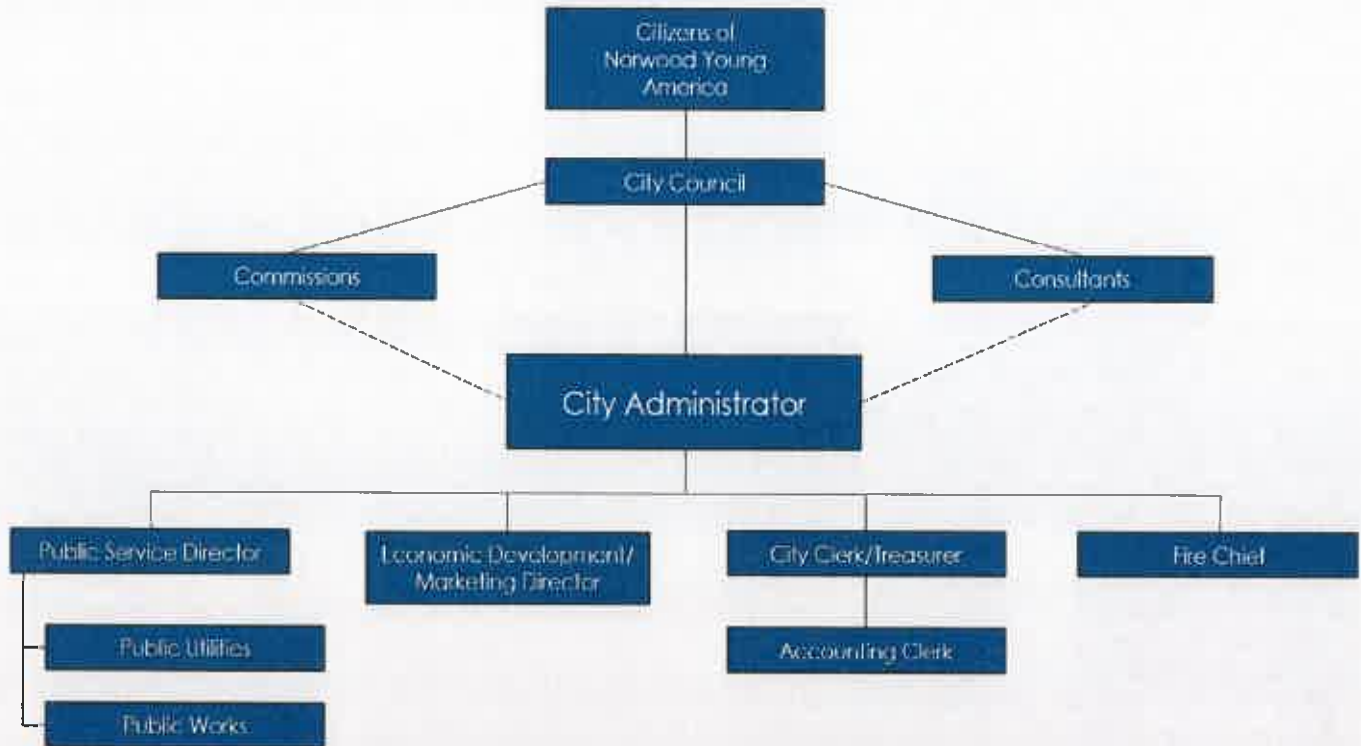


## Vision Statement

*Building on its heritage and high quality of life, Norwood Young America will work collaboratively with its residents and engage our youth to shape a strong and diverse economy and quality neighborhoods through planned, economical and sustainable growth. The continued preservation of the City's natural resources, open spaces, recreational opportunities, and city services make Norwood Young America a place to call home.*



## Organizational Structure



## Budget Summary

	2019	2020	2021	2022 (Draft)
<b>Total Revenue</b>	<b>\$6,013,433</b>	<b>\$10,507,958</b>	<b>\$6,402,251</b>	<b>\$6,674,608</b>
<b>Total Expenditures</b>	<b>5,811,928</b>	<b>12,164,584</b>	<b>6,906,085</b>	<b>7,060,590</b>
General Fund	2,195,013	2,442,819	2,474,220	2,533,320
Water Fund	985,805	881,565	935,759	880,544
Sewer Fund	895,341	825,940	876,164	1,050,085
Capital Projects & Debt Service	1,735,769	8,014,260	2,619,942	2,596,641





## Essential Duties of the Position

- **Serves as Chief Executive Officer:** Directs, coordinates, and evaluates all City departments; consults with City Council and department heads to determine operational goals and objectives for each department; ensures that all City objectives are met by reviewing and evaluating City department operations; participates in the hiring process of all City employees; provides opportunities for training of City employees and oversees the City safety program.
- **Develops and monitors City code, policies, and procedures:** Ensures compliance with local, county, state, and federal laws; sets goals and strategies and creates a positive organizational climate; serves as the City's Data Privacy Officer and oversees data privacy practices to ensure private and public data is correctly handled; manages nuisance complaints and City code violations.
- **Serves as Finance Director:** Monitors the City's cash flow; prepares financial plan, capital, and budget to include enterprise funds; invests City funds when appropriate; recommends utility rate adjustments; completes or directs completion of all state mandated financial reports; oversees purchasing activities; researches and applies for grants and administers grant monies; develops project cost analysis and financial planning options; co-signs, with the Mayor, all contracts/agreements/legal documents and co-signs checks in the Clerk/Treasurer's absence.
- **Serves as Zoning Administrator:** Oversees short- and long-range planning and administration of zoning ordinance and enforcement; oversees administration and maintenance of the Comprehensive Plan; attends Planning Commission meetings as needed and coordinates activities with the City Planning Consultant as necessary.
- **Performs or supervises the Economic Development Authority:** Attends meetings and coordinates activities, functions, and projects such as housing, redevelopment projects, EDA functions, etc.; works with outside individuals/agencies involved in development and redevelopment of the City; coordinates community development projects with City staff and other communities and agencies as appropriate.
- **Serves as the City's Principal Representative:** Regularly communicates with numerous outside entities and residents to keep them informed about municipal activities; promotes understanding of City policies, and responds to questions/concerns of citizens and Council members; informs the Mayor and City Council of activities and developments which may affect the City; delivers oral and written presentations including newspaper, radio, and television interviews; establishes and maintains good relationships with other governmental and non-governmental agencies to promote the City's best interests; regularly interacts with legislators and local government leaders, state and county agency officials, and other City officials.
- **Directs preparation of City Council agenda and meetings:** Attends City board and commission meetings as assigned/needed; drafts ordinances, resolutions, and policies for the Council's review, and administers approved documents; oversees the maintenance of various municipal records, files, and documents; responsible for or oversees the preparation of grant proposals, applications, and the administration of grants; prepares specifications for bids and requests for proposals; recommends award/selection and administers contracts and agreements for service; regularly meets with and coordinates the work of City consultants and contractors.



## Desired Administrator Attributes



- Be an effective communicator utilizing a multitude of venues to keep the Council informed, staff involved, and the community engaged.
- Be enthusiastic about the role local government can play in advancing the mission of the City.
- Appreciate and value the importance of having a strong community presence.
- Be a leader not a caretaker.
- Possess an attitude of accomplishment and a focus on getting things done.
- Be approachable and available to all.
- Have a strong financial background.
- Have the ability to inspire others.
- Be transparent.
- Be a skilled delegator who understands and appreciates prioritization and can effectively delegate to others.
- Understand and put into practice strategies that maximize employee strengths and help improve weaknesses.
- Be creative and feel empowered to present ideas and options to the Council.
- Be passionate about the City of Norwood Young America.





## New Administrator Goals & Priorities



- In partnership with the Council and staff, develop and implement plans that facilitate a climate of economic development in the City. Engage other community and state partners in making this goal a reality.
- Ensure that plans for industrial park development are completed in a timely manner.
- Facilitate the implementation of strategies that increase available housing development opportunities.
- Actively engage with community and state partners on the Highway 212 expansion project.
- By being a positive example, continue to build upon strategies that maximize employee engagement, productivity, and trust.
- Move forward decisively with implementation of the 2026 Strategic Plan.
- Build upon efforts to improve the appearance of the City and put into practice the City motto of "more than a place, it's home."
- Continue to strategize ways to improve City infrastructure.
- Assist the Council in clarifying the policy making role of the elected body and the organizational management role of staff.
- Continue to enhance efforts to educate and engage the community through information sharing and marketing strategies.





## Position Announcement

**City:** Norwood Young America, Minnesota

**Position:** City Administrator

**Salary Range:** \$80,787 to \$100,880

**Application Deadline:** 09/07/2021



**Job Summary:** Under the direction of the Mayor and City Council, serve as Chief Administrative Official with overall responsibility to manage the daily operations of the Administration Department and oversee all other City functions.

**Minimum Qualifications:**

- Bachelor's degree in Public or Business Administration, Urban/Regional Studies, or related field
- Five years of experience in municipal government with at least two years as a City Administrator
- Two years of experience in community/economic development and public finance

**Desired Qualifications:**

- Master's degree in one of the above fields
- Seven years of experience as a City Administrator/Manager (or Assistant Administrator/Manager in a comparable city)
- Five years of experience in Human Resources
- Five years of experience in community/economic development, public finance, and planning and zoning.

**Apply:** Visit <https://daviddrown.hiringplatform.com/71568-norwood-young-america-city-administrator/230676-application-form/en>, and complete the process by September 7, 2021. Finalists will be selected on September 27, 2021, and final interviews will be held on October 21, 2021.

Please direct questions to Gary Weiers at [gary@daviddrown.com](mailto:gary@daviddrown.com) or 612-920-3320 x109.

**DDA Human Resources, Inc.**

Faribault Office  
1327 Merrywood Court  
Faribault, MN 55021

Phone: 612-920-3320 x109

Fax: 612-605-2375

[gary@daviddrown.com](mailto:gary@daviddrown.com)

[www.ddahumanresources.com](http://www.ddahumanresources.com)



**DDA**

Human Resources, Inc.  
a David Drown Associates Company





## CITY ADMINISTRATOR

Department: Administration  
Supervisor: City Council  
Pay Grade: 20  
FLSA Status: Exempt

### GENERAL DEFINITION OF WORK

Under the direction of the Mayor and City Council, serves as chief administrative official with overall responsibility to manage the daily operations of the administration department and oversee all other City functions; oversees City finances and coordinates the preparation and administration of Council-approved annual budget; oversees the general administration of special projects, and communications of the City. Regularly interacts with department heads and employees to ensure programs and services are administered with effectiveness and efficiency.

### EXEMPT STATUS and HOURS OF WORK

The City Administrator is a full-time exempt position working 40 hours per week. The majority of the hours that the City Administrator works are during the City Hall posted hours. Exceptions to these hours may include approved Personal Time-Off (PTO), approved leave, meetings, trainings, or any other event that requires adjusted hours.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Minimum Qualifications***

- Bachelor's Degree in Public or Business Administration, Urban/Regional Studies or other related field
- Five years' experience in municipal government with at least two years as a City Administrator
- Two years' experience in community/economic development and public finance
- Valid Minnesota Driver's License

#### ***Desired Qualifications***

- Master's Degree in Public Administration or Urban & Regional Studies, or related field
- Seven years' experience in municipal government in a management capacity as a City Administrator/Manager or Assistant City Administrator/Manager in a comparable City
- Five years' experience in Human Resources
- Five years' experience in community/economic development, public financing, planning and zoning

## ESSENTIAL FUNCTIONS

- **Serves as chief executive officer:** directs, coordinates and evaluates all city departments; consults with City Council and department heads to determine operational goals and objectives for each department; ensures that all city objectives are met by reviewing and evaluating city department operations; participates in the hiring process of all city employees; provides opportunities for training of city employees and oversees city safety program.
- **Develops and monitors city code, policies and procedures:** ensures compliance with local, county, state and federal laws; sets goals and strategies and creates a positive organizational climate; serves as the city's Data Privacy Officer and oversees data privacy practices to ensure private and public data is correctly handled; manages nuisance complaints and city code violations.
- **Serves as finance director:** monitors city's cash flow; prepares financial plan, capital plan and budget to include enterprise funds; invests city funds, when appropriate; recommends utility rate adjustments; completes or directs completion of all state mandated financial reports; oversees purchasing activities; researches and applies for grants and administers grant monies; develops project cost analysis and financial planning options; co-signs, with the mayor, all contracts/agreements/legal documents and co-signs checks in the clerk/treasurer's absence.
- **Serves as zoning administrator:** oversees short and long-range planning and administration of zoning ordinance and enforcement; oversees administration and maintenance of the Comprehensive Plan; attends Planning Commission meetings as needed and coordinates activities with the City Planning Consultant as necessary.
- **Performs or supervises the Economic Development Authority;** attends meetings, coordinates activities, functions and projects such as housing, redevelopment projects, EDA functions, etc.; works with outside individuals/agencies involved in development and redevelopment of the city; coordinates community development projects with city staff, other communities and agencies as appropriate.
- **Serves as city's principal representative:** regularly communicates with numerous outside entities and residents to keep informed about municipal activities; promotes understanding of city policies, and responds to questions/concerns of citizens and council members; informs the Mayor and City Council of activities and developments which may affect the city; delivers oral and written presentations including newspaper, radio, and television interviews; establishes and maintains good relationships with other governmental and non-governmental agencies to promote the city's best interests; regularly interacts with legislators and local government leaders, state and county agency officials, and other city officials.
- **Directs preparation of City Council agenda and meetings;** attends city board and commission meetings as assigned/needed; drafts ordinances, resolutions, and policies for the Council's review and administers approved documents; oversees the maintenance of various municipal records, files and documents; responsible for or oversees the preparation of grant proposals, applications and administration of grants; prepares specifications for bids and requests for proposals; recommends award/selection and administers contracts and agreements for service; and regularly meets with and coordinates the work of city consultants and contractors.

- ***Performs other duties as apparent or assigned. Attends other public meetings and community functions as needed.***

## **KNOWLEDGE, SKILLS AND ABILITIES**

- **Communications:** Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedural manuals, statutes, legal opinions, City codes, financial reports, ordinances and policies, and legislative issues. Ability to prepare and analyze comprehensive reports. Ability to give presentations before the City Council, the general public, and staff. Ability to communicate effectively orally and in writing. Ability to maintain records,
- complete forms and prepare reports. Ability to effectively give and follow verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, City Council, City Attorney, Engineer, other consultants, and contracted service providers, fiscal advisors, developers, and the general public.
- **Decision Making:** Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of administrative processes as it directly relates to City operations.
- **Interpersonal Relationships:** Must be considerate and consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the organization; must have a positive attitude. Must be able to effectively motivate and supervise staff.
- **Professional Attitude:** Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies staff and citizens with courteous, helpful, accurate and business-like attitude in all telephone and personal contact. Must have ability to establish and maintain an effective and respected working relationship with department heads, elected officials and other agencies.
- **Quality of Work:** Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively. Must be able to delegate work, supervise the work of others, and assist other city staff where appropriate.
- **Municipal Government Knowledge:** Must have sound working knowledge of local municipal government and services provided; working knowledge of operations of government agencies, and public human resources management programs including labor relations. Ability to formulate, initiate, and administer policies and procedures. Ability to work as a team member. General knowledge of computer operations and software programs. Considerable knowledge of modern policies and practices of public administration. Ability to formulate and accomplish short and long-term goals. Must be bondable.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by a Utility Biller to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use

of smell.

- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

---

## ACKNOWLEDGEMENT

I, (print name) \_\_\_\_\_, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



### Metro salary comparisons for cities of 2,000 to 5,000

Organization	Pop	Region	Job Title	Range Min	Range Max	Actual	Entry Date
Lexington	2,200	Metro	City Administrator	\$69,324.00	\$109,200.00	\$109,200.00	3/15/2021
Excelsior	2,360	Metro	City Manager		\$119,545.40	\$119,545.40	5/5/2021
Lauderdale	2,456	Metro	City Administrator	\$88,150.40	\$110,198.40	\$110,198.40	3/18/2021
Osseo	2,752	Metro	City Administrator	\$100,599.30	\$127,436.10	\$124,966.00	5/5/2021
Greenfield	2,794	Metro	City Administrator-Clerk,	\$80,329.60	\$108,680.00	\$80,329.60	3/31/2021
Hanover	3,300	Metro	City Administrator/Clerk	\$62,108.80	\$92,000.00	\$85,280.00	5/27/2021
Newport	3,582	Metro	City Administrator	\$93,520.00	\$116,118.00	\$116,118.00	3/17/2021
Norwood Young America	3,725	Metro	City Administrator	\$80,787.20	\$100,880.00	\$100,880.00	7/13/2021
Deephaven	3,790	Metro	City/Clerk Administrator	\$92,809.60	\$120,515.20	\$115,273.60	3/17/2021
Scandia	3,945	Metro	City Administrator	\$89,069.18	\$117,287.10	\$90,000.00	9/17/2020
Centerville	4,001	Metro	Administrator	\$79,602.00	\$117,104.00	\$112,000.00	8/11/2020
Columbus	4,067	Metro	City Administrator	\$87,713.60	\$109,720.00	\$109,720.00	5/29/2020
Watertown	4,226	Metro	City Administrator	\$89,192.00	\$111,389.00	\$111,389.00	4/21/2021
Rockford	4,380	Metro	City Administrator	\$83,200.00	\$125,881.00	\$125,881.00	12/7/2020
Wayzata	4,561	Metro	City Manager	\$111,480.40	\$143,331.90	\$139,814.20	1/22/2021
Oak Park Heights	4,897	Metro	City Administrator	\$82,314.71	\$117,592.40	\$117,592.40	4/7/2021
Elko New Market	4,920	Metro	City Administrator	\$108,097.60	\$132,932.80	\$132,932.80	3/29/2021
Carver	4,990	Metro	City Manager	\$105,574.00	\$131,560.00	\$130,032.00	3/31/2021
<b>Average</b>				<b>\$88,463.08</b>	<b>\$117,298.41</b>	<b>\$112,841.80</b>	

Source: League of Minnesota Cities Annual Salary Survey

# Statewide salary comparisons for cities of 2,000 to 5,000 population

Organization	Pop	Region	Job Title	Range Min	Range Max	Actual	Entry Date
Howard Lake	2,045	Central	City Administrator/Clerk	\$88,358.40	\$119,267.20	\$113,140.80	3/31/2021
Springfield	2,051	Southwest	City Manager	\$75,233.60	\$96,636.80	\$77,604.80	4/5/2021
Nisswa	2,061	Central	City Administrator	-	\$96,428.80	\$96,428.80	3/26/2021
Maple Lake	2,109	Central	City Administrator	\$64,064.00	\$93,620.80	\$65,832.00	4/20/2020
Aitkin	2,136	Central	CITY ADMINISTRATOR	\$81,619.20	\$103,396.80	\$95,596.80	3/16/2021
Tracy	2,163	Southwest	City Administrator	\$70,000.00	\$104,300.00	\$102,506.60	3/15/2021
Lexington	2,200	Metro	City Administrator	\$69,324.00	\$109,200.00	\$109,200.00	3/15/2021
Crosslake	2,230	Central	City Administrator/Treasurer	\$101,250.00	\$101,250.00	\$101,250.00	5/26/2020
Gaylord	2,230	Central	City Administrator	\$74,027.20	\$95,617.60	\$95,617.60	5/19/2021
Arlington	2,233	Central	City Administrator/Economic Develo	\$71,947.20	\$87,547.20	\$84,178.00	2/22/2021
Winsted	2,296	Central	City Administrator	\$66,830.40	\$90,313.60	\$89,502.40	5/5/2021
Wells	2,343	Central	City Administrator	\$62,883.00	\$89,833.00	\$82,152.00	3/15/2021
Pequot Lakes	2,346	Central	City Administrator	\$73,028.00	\$87,634.00	\$77,897.00	4/23/2020
Excelsior	2,360	Metro	City Manager	-	\$119,545.40	\$119,545.40	5/5/2021
Crosby	2,386	Central	Asst Deputy Registrar	\$11,180.00	\$14,539.20	\$12,303.20	8/13/2019
Lauderdale	2,456	Metro	City Administrator	\$88,150.40	\$110,198.40	\$110,198.40	3/18/2021
Pelican Rapids	2,496	Central	City Administrator	\$75,691.20	\$100,921.60	\$100,921.60	3/15/2021
Olivia	2,528	Southwest	City Administrator	\$82,472.00	\$109,948.80	\$106,496.00	3/25/2021
Lake Crystal	2,602	Central	City Administrator	\$54,400.00	\$87,445.00	\$87,445.00	3/15/2021
Cohasset	2,624	Northeast	Assistant Finance Director	\$60,008.00	\$69,992.00	\$66,996.80	3/29/2021
Sandstone	2,625	Central	City Administrator	-	-	\$83,587.98	5/28/2020
Barnesville	2,659	Northwest	City Administrator	-	-	\$104,998.40	10/21/2020
Dodge Center	2,710	Southeast	City Administrator	\$87,550.00	\$128,750.00	\$113,300.00	3/17/2021
Foley	2,711	Central	Administrator/Clerk	\$64,056.00	\$99,672.00	\$99,672.00	5/3/2021
Osseo	2,752	Metro	City Administrator	\$100,599.30	\$127,436.10	\$124,966.00	5/5/2021
Cokato	2,760	Central	City Administrator	-	-	\$88,110.29	3/9/2020
Moose Lake	2,787	Central	City Administrator	-	-	\$87,550.00	3/31/2021
Greenfield	2,794	Metro	City Administrator-Clerk/Treasurer	\$80,329.60	\$108,680.00	\$80,329.60	3/31/2021
Chatfield	2,839	Southeast	City Clerk	\$90,398.00	\$116,753.00	\$116,753.00	3/26/2021
Staples	2,941	Central	City Administrator	\$83,025.00	\$106,420.00	\$98,989.00	3/18/2021
Milaca	2,946	Central	City Manager	-	-	\$82,000.00	4/1/2021

Organization	Pop	Region	Job Title	Range Min	Range Max	Actual	Entry Date
Granite Falls	2,947	Central	City Manager	\$79,372.80	\$103,168.00	\$84,406.40	1/28/2020
Eagle Lake	3,158	Southwest	City Administrator	\$73,244.04	\$94,197.20	\$94,197.20	3/15/2021
Pine City	3,203	Central	City Administrator/Clerk EDA Execut	-	-	\$80,000.00	4/23/2020
Breckenridge	3,205	Central	City Administrator	\$85,626.00	\$102,242.00	\$99,264.00	4/21/2021
Long Prairie	3,215	Central	City Administrator	\$79,368.00	\$92,724.00	\$81,552.00	7/1/2020
Benson	3,240	Central	City Manager	-	-	\$106,280.00	3/30/2021
Hanover	3,300	Metro	City Administrator/Clerk/Treasurer	\$62,108.80	\$92,000.00	\$85,280.00	5/27/2021
Montrose	3,320	Central	City Administrator	\$85,000.00	\$103,318.00	\$85,000.00	5/4/2021
Blue Earth	3,332	Southwest	Clerk Administrator	\$70,526.40	\$103,963.20	\$90,000.00	3/16/2020
Jackson	3,386	Southwest	City Administrator	\$83,886.40	\$118,123.20	\$98,862.40	4/29/2021
Perham	3,388	Central	City Manager	\$80,225.60	\$104,312.00	\$104,312.00	3/17/2021
Zumbrota	3,412	Southeast	City Administrator	\$79,851.20	\$99,195.20	\$99,195.20	4/3/2020
Mora	3,504	Central	City Administrator/Public Utilities Ge	\$86,736.00	\$115,669.00	\$101,202.00	3/30/2021
Sleepy Eye	3,521	Southwest	City Manager	\$100,000.00	\$113,000.00	\$113,000.00	3/17/2021
Two Harbors	3,578	Northeast	CITY ADMINISTRATOR	\$100,193.60	\$110,213.00	\$102,197.50	10/19/2020
Newport	3,582	Metro	City Administrator	\$93,520.00	\$116,118.00	\$116,118.00	3/17/2021
Melrose	3,586	Central	City Administrator/Treasurer	\$89,590.53	\$117,882.30	\$113,167.00	4/15/2021
Park Rapids	3,700	Northwest	City Administrator	\$68,536.00	\$91,998.40	\$87,817.60	9/1/2019
Norwood Young America	3,725	Metro	City Administrator	\$80,787.20	\$100,880.00	\$100,880.00	7/13/2021
Deephaven	3,790	Metro	City/Clerk Administrator	\$92,809.60	\$120,515.20	\$115,273.60	3/17/2021
St. Charles	3,825	Southeast	City Administrator	\$75,192.00	\$96,580.64	\$85,886.00	3/20/2020
Scandia	3,945	Metro	City Administrator	\$89,069.18	\$117,287.10	\$90,000.00	9/17/2020
Centerville	4,001	Metro	Administrator	\$79,602.00	\$117,104.00	\$112,000.00	8/11/2020
Columbus	4,067	Metro	City Administrator	\$87,713.60	\$109,720.00	\$109,720.00	5/29/2020
Le Sueur	4,100	Central	City Administrator	\$104,285.30	\$134,692.60	\$132,610.50	5/7/2021
Wadena	4,161	Central	City Administrator	\$81,868.80	\$106,761.60	\$89,885.12	1/21/2021
Watertown	4,226	Metro	City Administrator	\$89,192.00	\$111,389.00	\$111,389.00	4/21/2021
St. James	4,298	Southwest	City Manager	\$94,909.08	\$117,913.20	\$100,200.80	4/30/2021
Lonsdale	4,300	Southeast	City Administrator	\$86,028.80	\$134,555.20	\$125,590.40	4/14/2021
Rockford	4,380	Metro	City Administrator	\$83,200.00	\$125,881.00	\$125,881.00	12/7/2020
Wayzata	4,561	Metro	City Manager	\$111,480.40	\$143,331.90	\$139,814.20	1/22/2021
Windom	4,637	Southwest	City Administrator	\$96,907.20	\$121,139.20	\$121,139.20	5/13/2020
Luverne	4,745	Southwest	City Administrator	\$96,865.60	\$136,010.90	\$136,010.90	3/26/2021



[illegible]

**Norwood Young America Administrator Search Timeline**  
**July 14, 2021**

ITEM	TASK	COMPLETION DATE
<b>Decision by City Council to proceed</b>		July 12, 2021
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>Gather all pertinent background information</li> <li>Gather salary information and review job description</li> <li>Meet with staff, stakeholders, and each member of the City Council</li> </ul>	July 22, 2021
<b>Professional position profile</b>	Develop position profile and advertisement	August 2, 2021
<b>Approve position profile</b>	City Council approves profile, job description, salary range, and hiring process	August 9, 2021
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>Post position upon approval of profile</li> <li>Comprehensively advertise</li> <li>Email and phone calls to prospective candidates</li> </ul>	August 10, 2021- September 7, 2021
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select semifinalists	September 8, 2021
<b>Personality Index</b>	DDA will administer a work-related personality index to all semifinalists	September 19, 2021
<b>Video interview</b>	Each semifinalist will complete a video interview	September 19, 2021
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>City Council selects finalists for interviews</li> <li>DDA will notify candidates not selected as finalists</li> </ul>	September 27, 2021
<b>Background check of all finalists</b>	Includes: <ul style="list-style-type: none"> <li>Criminal background: county, state, national</li> <li>Sex offender registry</li> <li>Social Security number verification</li> <li>Employment and education verification</li> <li>Credit check</li> </ul>	October 13, 2021
<b>Reference check on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	October 13, 2021
<b>Intellect profile</b>	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	October 13, 2021
<b>Finalist packet</b>	DDA will provide the Council information including: <ul style="list-style-type: none"> <li>Summary of references</li> <li>Results of background checks</li> <li>Personality index reports</li> <li>Video interview</li> <li>Resumes, etc.</li> </ul>	October 14, 2021
<b>Interviews</b>	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	October 21, 2021
<b>Decision</b>	City Council may select candidate for offer	October 21, 2021
<b>Offer and agreement</b>	DDA will negotiate agreement with selected candidate	October 22, 2021
<b>Projected start date</b>	New Administrator begins	November 2021
<b>Follow up</b>	DDA will follow up periodically with the new Administrator	November 2022



To: Mayer Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk-Treasurer  
Date: August 9, 2021  
Subject: Small Cities Street Assistant Grant

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The 2021 Omnibus transportation bill provided a one-time funding for Cities to be used for Street Assistance. These funds can 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."*

We have received this type of funding in the past (\$45,000 in 2015) but it is considered "one-time funding" because it is never a guarantee from year to year. The proceeds of this money comes from gas tax, motor vehicle sales tax, and license tab fees. A formula based on lane miles is used to calculate the amount per City. This assistance is State funding and not Federal. Norwood Young America has been allocated \$62,652 and we have received \$31,326 for the first half.

In the past we have put it in the General fund-street department but with the amount of street work the City is looking at doing we would like to put it in the capital fund for streets (fund 498).

**Recommended Motion:**

**Approve depositing the Small Cities Streets Assistance into the Street Maintenance Fund 498.**



To: Mayor Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk-Treasurer and Personnel Committee  
Date: August 9, 2021  
Re: Health Insurance Company – Rates for November 2021 through December 2022

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The City received the new rates for the upcoming year (December 2021-November 2022). The rates themselves have increased 2.77% but because we are age-based employees jump to the next age for their monthly premium. Our current employees have increases from 2.8%-7.6%.

Health Partners have increased the deductible from \$4,100 to \$4,300 for single and \$8,200 to \$8,600 for family.

A.T. Group has done a comparison with Health Partners, Preferred One, Medica, Blue Cross Blue Shield (BCBS), and Public Employees Insurance Plan (PEIP). Each plan is slightly different but they compared as close to what we have as possible. Preferred One is the least expensive plan but A.T. Group said they are also the most difficult to work with for both Employees and themselves. The deductible is also \$200 more than Health Partners.

Medica is slightly less than Health Partners but the deductible is \$200 more than Health Partners. Based on the given information, my recommendation would be to stay with the current company as I don't feel the savings would outweigh the increase in difficulties we may have or a benefit with the increased deductibles.

The additional cost to the City would be approximately \$468 per month or \$5,616. The Employees additional premium per month would be anywhere from \$1.50 to \$16.00 more per month.

Included with this memo is:

- Health Partners Premium Increase by Age
- Health Partners Premium Comparison by Employees
- Premium Comparisons by Company (by Age)
- Employee Premium Comparisons by Company

Personnel discussed the information and is recommending we stay with our current company, Health Partners.

**Motion:**

**Approve Health Partners as the Cities Health Insurance Carrier for December 2021-November 2022 year.**

Health Partners Premium Increase by age

Age	2022			2021	
	12/2021	Increase		12/2020	
00-17	\$ 314.69	\$ 8.49	2.77%	\$ 306.20	
18	\$ 314.69	\$ 8.49	2.77%	\$ 306.20	
19	\$ 314.69	\$ 8.49	2.77%	\$ 306.20	
20	\$ 314.69	\$ 8.49	2.77%	\$ 306.20	
21	\$ 353.58	\$ 9.53	2.77%	\$ 344.05	
22	\$ 353.58	\$ 9.53	2.77%	\$ 344.05	
23	\$ 353.58	\$ 9.53	2.77%	\$ 344.05	
24	\$ 353.58	\$ 9.53	2.77%	\$ 344.05	
25	\$ 354.99	\$ 9.56	2.77%	\$ 345.43	
26	\$ 362.07	\$ 9.76	2.77%	\$ 352.31	
27	\$ 370.55	\$ 9.99	2.77%	\$ 360.56	
28	\$ 384.34	\$ 10.36	2.77%	\$ 373.98	
29	\$ 395.66	\$ 10.67	2.77%	\$ 384.99	
30	\$ 401.31	\$ 10.81	2.77%	\$ 390.50	
31	\$ 409.80	\$ 11.05	2.77%	\$ 398.75	
32	\$ 418.29	\$ 11.28	2.77%	\$ 407.01	
33	\$ 423.59	\$ 11.42	2.77%	\$ 412.17	
34	\$ 429.25	\$ 11.57	2.77%	\$ 417.68	
35	\$ 432.07	\$ 11.64	2.77%	\$ 420.43	
36	\$ 434.90	\$ 11.72	2.77%	\$ 423.18	
37	\$ 437.73	\$ 11.80	2.77%	\$ 425.93	
38	\$ 440.56	\$ 11.87	2.77%	\$ 428.69	
39	\$ 446.22	\$ 12.03	2.77%	\$ 434.19	
40	\$ 451.88	\$ 12.18	2.77%	\$ 439.70	
41	\$ 460.36	\$ 12.41	2.77%	\$ 447.95	
42	\$ 468.49	\$ 12.62	2.77%	\$ 455.87	
43	\$ 479.81	\$ 12.93	2.77%	\$ 466.88	
44	\$ 493.95	\$ 13.31	2.77%	\$ 480.64	
45	\$ 510.57	\$ 13.76	2.77%	\$ 496.81	
46	\$ 530.37	\$ 14.29	2.77%	\$ 516.08	
47	\$ 552.65	\$ 14.90	2.77%	\$ 537.75	
48	\$ 578.10	\$ 15.58	2.77%	\$ 562.52	
49	\$ 603.21	\$ 16.26	2.77%	\$ 586.95	
50	\$ 631.49	\$ 17.02	2.77%	\$ 614.47	
51	\$ 659.43	\$ 17.78	2.77%	\$ 641.65	
52	\$ 690.19	\$ 18.60	2.77%	\$ 671.59	
53	\$ 721.30	\$ 19.44	2.77%	\$ 701.86	
54	\$ 754.89	\$ 20.34	2.77%	\$ 734.55	
55	\$ 788.48	\$ 21.25	2.77%	\$ 767.23	
56	\$ 824.90	\$ 22.23	2.77%	\$ 802.67	
57	\$ 861.67	\$ 23.22	2.77%	\$ 838.45	
58	\$ 900.92	\$ 24.28	2.77%	\$ 876.64	
59	\$ 920.37	\$ 24.81	2.77%	\$ 895.56	
60	\$ 959.62	\$ 25.87	2.77%	\$ 933.75	
61	\$ 993.56	\$ 26.78	2.77%	\$ 966.78	
62	\$ 1,015.84	\$ 27.38	2.77%	\$ 988.46	
63	\$ 1,043.77	\$ 28.13	2.77%	\$ 1,015.64	
64	\$ 1,060.74	\$ 28.59	2.77%	\$ 1,032.15	
65	\$ 1,060.74	\$ 28.59	2.77%	\$ 1,032.15	

# Health Partners Premium Comparison by Employee-Monthly

12

Yearly

	2022 12/2021	2021 12/2020				85% City	15% Employee
Emp. 1	\$ 721.30	671.59	\$ 49.71	7.4%		\$ 7,357.26	\$ 1,298.34
Emp. 2	\$ 479.81	455.87	\$ 23.94	5.3%		\$ 4,894.06	\$ 863.66
Emp. 3	\$ 1,039.18	1002.9	\$ 36.28	3.6%		\$ 10,599.64	\$ 1,870.52
Emp. 4	\$ 1,762.96	1671.73	\$ 91.23	5.5%		\$ 17,982.19	\$ 3,173.33
Emp. 5	\$ 690.19	641.65	\$ 48.54	7.6%		\$ 7,039.94	\$ 1,242.34
Emp. 6	\$ 1,833.68	1775.97	\$ 57.71	3.2%		\$ 18,703.54	\$ 3,300.62
Emp. 7	\$ 353.58	344.05	\$ 9.53	2.8%		\$ 3,606.52	\$ 636.44
Emp. 8	\$ 1,060.74	1032.15	\$ 28.59	2.8%		\$ 10,819.55	\$ 1,909.33
Emp. 9	\$ 2,144.82	2040.21	\$ 104.61	5.1%		\$ 21,877.16	\$ 3,860.68
Emp. 10	\$ 1,464.88	1365.19	\$ 99.69	7.3%		\$ 14,941.78	\$ 2,636.78
	\$ 11,551.14	\$ 11,001.31	\$ 549.83	5.0%		\$ 117,821.63	\$ 20,792.05
						Total Yearly	\$ 138,613.68
			City Monthly Increase	\$ 467.36			

## Health Partners

### Changes:

#### Deductibles In-Network

	2022 Yr	Current Yr
Single	\$ 4,300.00	\$ 4,100.00
Family	\$ 8,600.00	\$ 8,200.00

#### Premiums:

Avg Single	661.124
Avg Family	\$ 1,649.10

### Pharmacy

In-Network	Single	\$ 4,300.00	\$ 4,100.00
	Family	\$ 8,600.00	\$ 8,200.00
Out-Network	Single	\$ 30,000.00	\$ 30,000.00
	Family	\$ 60,000.00	\$ 60,000.00

# Premium Comparisons

Age	P1 / 12/01/2021 \$4500-100% Emb <i>Preferred One</i>	HP / 12/01/2021 \$4300-100% Emb <i>Health Partners</i>	Medica / 12/01/2021 \$4500-100% Emb <i>Medica</i>	BC / 12/01/2021 \$4250-100% Emb <i>BlueCross</i>
0-20	281.88	314.69	304.30	328.33
21	316.73	353.58	341.91	368.91
22	316.73	353.58	341.91	368.91
23	316.73	353.58	341.91	368.91
24	316.73	353.58	341.91	368.91
25	317.96	354.99	343.28	370.38
26	324.30	362.07	350.12	377.76
27	331.90	370.55	358.32	386.62
28	344.25	384.34	371.66	401.00
29	354.38	395.66	382.60	412.81
30	359.45	401.31	388.07	418.71
31	367.06	409.80	396.28	427.57
32	374.66	418.29	404.48	436.42
33	379.41	423.59	409.61	441.95
34	384.47	429.25	415.08	447.86
35	387.01	432.07	417.82	450.81
36	389.54	434.90	420.55	453.76
37	392.07	437.73	423.29	456.71
38	394.61	440.56	426.02	459.66
39	399.67	446.22	431.49	465.56
40	404.75	451.88	436.96	471.47
41	412.34	460.36	445.17	480.32
42	419.63	468.49	453.03	488.80
43	429.76	479.81	463.97	500.61
44	442.42	493.95	477.65	515.37
45	457.32	510.57	493.72	532.70
46	475.05	530.37	512.87	553.36
47	495.00	552.65	534.41	576.60
48	517.80	578.10	559.02	603.17
49	540.29	603.21	583.30	629.36
50	565.62	631.49	610.65	658.87
51	590.65	659.43	637.66	688.01
52	618.19	690.19	667.41	720.11
53	646.06	721.30	697.50	752.57
54	676.15	754.89	729.98	787.62
55	706.25	788.48	762.46	822.67
56	738.86	824.90	797.68	860.66
57	771.79	861.67	833.24	899.03
58	806.95	900.92	871.19	939.98
59	824.37	920.37	889.99	960.27
60	859.52	959.62	927.95	1001.22
61	889.92	993.56	960.77	1036.63
62	909.87	1015.84	982.31	1059.88
63	934.90	1043.77	1009.32	1089.02
64	950.10	1060.74	1025.73	1106.73
65+	950.10	1060.74	1025.73	1106.73

# Employee Premium Comparisons by Company

	2021		2022		Increase	85% City Increase	15% Employee Increase	Health Partners \$4300 - 100%	Preferred One \$4500-100%	Medica \$4500-100%	BCBS \$4250-100%	PEIP Ded/Co-Ins
	Dec-20	Dec-21	Dec-20	Dec-21								
Emp. 1	\$ 671.59	\$ 721.30	\$ 49.71	7.40%	\$ 42.25	\$ 7.46	\$	721.30	\$ 646.06	\$ 697.50	\$ 752.57	\$ 669.90
Emp. 2	\$ 455.87	\$ 479.81	\$ 23.94	5.25%	\$ 20.35	\$ 3.59	\$	479.81	\$ 429.76	\$ 463.97	\$ 500.61	\$ 669.90
Emp. 3	\$ 1,002.90	\$ 1,039.18	\$ 36.28	3.62%	\$ 30.84	\$ 5.44	\$	1,039.18	\$ 930.78	\$ 1,004.88	\$ 1,084.23	\$ 1,750.22
Emp. 4	\$ 1,671.73	\$ 1,762.96	\$ 91.23	5.46%	\$ 77.55	\$ 13.68	\$	1,762.96	\$ 1,579.06	\$ 1,704.77	\$ 1,839.38	\$ 1,750.22
Emp. 5	\$ 641.65	\$ 690.19	\$ 48.54	7.56%	\$ 41.26	\$ 7.28	\$	690.19	\$ 618.19	\$ 667.41	\$ 720.11	\$ 669.90
Emp. 6	\$ 1,775.97	\$ 1,833.68	\$ 57.71	3.25%	\$ 49.05	\$ 8.66	\$	1,833.68	\$ 1,642.40	\$ 1,773.15	\$ 1,913.17	\$ 1,750.22
Emp. 7	\$ 344.05	\$ 353.58	\$ 9.53	2.77%	\$ 8.10	\$ 1.43	\$	353.58	\$ 316.73	\$ 341.91	\$ 368.91	\$ 669.90
Emp. 8	\$ 1,032.15	\$ 1,060.74	\$ 28.59	2.77%	\$ 24.30	\$ 4.29	\$	1,060.74	\$ 950.10	\$ 1,025.73	\$ 1,106.73	\$ 669.90
Emp. 9	\$ 2,040.21	\$ 2,144.82	\$ 104.61	5.13%	\$ 88.92	\$ 15.69	\$	2,144.82	\$ 1,921.12	\$ 2,074.03	\$ 2,237.80	\$ 1,750.22
Emp. 10	\$ 1,365.19	\$ 1,464.88	\$ 99.69	7.30%	\$ 84.74	\$ 14.95	\$	1,464.88	\$ 1,312.08	\$ 1,416.54	\$ 1,528.39	\$ 1,750.22
Yearly	\$ 11,001.31	\$ 11,551.14	\$ 549.83		\$ 467.36	\$ 82.47	\$	11,551.14	\$ 10,346.28	\$ 11,169.89	\$ 12,051.90	\$ 12,100.60
	\$ 132,015.72	\$ 138,613.68	\$ 6,597.96	5.00%	\$ 5,608.27	\$ 989.69	\$	138,613.68	\$ 124,155.36	\$ 134,038.68	\$ 144,622.80	\$ 145,207.20
City Portion Employee Portion												
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$

	In Network				Out Network			
	In Network Deductible		Out of Network Ded.		Out of Pocket Limit Medical/Pharmacy		Out of Pocket Limit Med/Pharmacy	
	Single	Family	Single	Family	Single	Family	Single	Family
	Health Partners 2021	Health Partners 2022	Health Partners 2021	Health Partners 2022	Health Partners 2021	Health Partners 2022	Health Partners 2021	Health Partners 2022
	\$ 4,100	\$ 8,200	\$ 10,000	\$ 20,000	\$ 4,100	\$ 8,200	\$ 30,000	\$ 60,000
	\$ 4,300	\$ 8,600	\$ 10,000	\$ 20,000	\$ 4,300	\$ 8,600	\$ 30,000	\$ 60,000





To: Mayer Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk-Treasurer  
Date: August 9, 2021  
Subject: TIF 2020 Year End Reports and Summary

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Attached are the reports for each current TIF District we have in the City. Currently there are five different districts:

- TIF 1-5 – Housing
- TIF 3-3 – Economic Development
- TIF 3-4 – Economic Development
- TIF 3-5 – Economic Development
- TIF 3-6 – Economic Development

These reports are done by our Auditors (they have all of the documentation they need from the Audit) and are reported to the State Auditor's Office. The TIF reports are due August 17.

The Annual Disclosure Statement is a summary of all the reports. This summary will be in the paper on August 12<sup>th</sup> as we are required to publish it. Abdo also does a letter with key highlights and/or recommendations. When you look at TIF 1-5, they talk about a check needing to be issued to Peace Villa from November 2018 settlement. We already noticed that and issued a check in April. We do have a couple Districts that will not be fully paid by the time they are to be decertified. Abdo can review the Districts cash flows and provide further analysis if the Council wishes.

**Recommended Motion:**

**Approve the Tax Increment Financing reports for calendar year ending 2020.**

# 2020 ANNUAL DISCLOSURE STATEMENT

Name of TIF Authority:

Norwood Young America

Name of Municipality:

Norwood Young America

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2020.

Norwood Young America Times

(Name of the Newspaper)

on

8/15/2021

(Date of Publication)

	Name of TIF District				
	TIF 1-5	TIF 3-3	TIF 3-4	TIF 3-5	TIF 3-6
Current net tax capacity	\$ 49,244	\$ 2,552	\$ 67,460	\$ 66,738	\$ 196,470
Original net tax capacity	\$ 1,978	\$ 1,620	\$ 9,522	\$ 6,598	\$ 10,674
Captured net tax capacity	\$ 47,266	\$ 932	\$ 57,938	\$ 60,140	\$ 185,796
Principal and interest payments due in 2021	\$ 58,605	\$ 8,113	\$ 48,717	\$ 50,569	\$ 149,288
Tax increment received in 2020	\$ 61,047	\$ 989	\$ 54,407	\$ 56,459	\$ 166,523
Tax increment expended in 2020	\$ 58,976	\$ 8,474	\$ 20,939	\$ 7,359	\$ 26,573
Month and year of first tax increment receipt (MM / YYYY)	7 / 2017	8 / 2014	7 / 2016	8 / 2015	7 / 2020
Date of required decertification (MM / DD / YYYY)	12/31/2041	12/31/2022	12/31/2023	12/31/2023	12/31/2028

(All lines within the table must be published even if the amounts to be published are zero.)

Additional information regarding each district may be obtained from:

Angela Brumbaugh

Name of TIF Representative

cityclerk@cityofnva.com

Email

PO Box 59, Norwood Young America, MN 55368

Address (Street, City, Zip)

(952) 467-1807

Phone

August 2, 2021

City of Norwood Young America  
Norwood Young America, Minnesota

Thank you for the opportunity to complete the 2020 TIF Reporting Forms for the City of Norwood Young America. The attached forms were submitted to the Office of the State auditor on August 2, 2021. The purpose of this letter is to summarize your reporting requirements and provide an overview of the districts covered by the reporting forms.

### Reporting Requirements

- The City's Annual Disclosure is required to be published in your local newspaper by **August 15, 2021**.
- Minnesota Statutes § 469.175, subd. 5 and subd. 6 provide that the TIF authority is required to submit copies of the annual TIF reports and the annual disclosure statement to both the County auditor and County board.

### TIF District Overview

#### TIF 1-5

Type: Housing

Required Decertification Date: 12/31/2041

#### Key Highlights:

- The Peace Villa Easement Agreement Pay-As-You-Go note has a maturity date of 02/01/2030 and an outstanding balance of \$453,786 as of 12/31/2020.
  - 97% of increment collected in the preceding six months must be remitted to the Developer biannually. Payments are due February 1<sup>st</sup> and August 1<sup>st</sup>.
  - The February 1<sup>st</sup> 2019 payment should be reviewed. If not previously made, a check should be issued for 97% of the increment collected with the November 2018 tax settlement.

#### TIF 3-3

Type: Economic Development

Required Decertification Date: 12/31/2022

#### Key Highlights:

- The District has an outstanding interfund loan from the Capital fund with a remaining balance of \$235,771. The loan is being repaid with available tax increment.
- At the current level of tax increment (\$989 was available in 2020), when the District is decertified in 2022, the loan will not be fully repaid. We would be happy to review the District's cash flow with the City and provide further analysis as needed.

## TIF District Overview (Continued)

### TIF 3-4

Type: Economic Development

Required Decertification Date: 12/31/2023

#### Key Highlights:

- The District has an outstanding interfund loan from the Capital fund with a remaining balance of \$484,020. The loan is being repaid with available tax increment.
- At the current level of tax increment (\$54,130 was available in 2020), when the District is decertified in 2023, the loan will not be able to be fully repaid. We would be happy to review the Districts cash flow with the City and provide further analysis as needed.

### TIF 3-5

Type: Economic Development

Required Decertification Date: 12/31/2023

#### Key Highlights:

- The District has an outstanding interfund loan from the Capital fund with a remaining balance of \$138,815. The loan is being repaid with available tax increment and is expected to be paid off in 2023.

### TIF 3-6

Type: Economic Development

Required Decertification Date: 12/31/2023

#### Key Highlights:

- The District has an outstanding interfund loan from the Capital fund with a remaining balance of \$577,648.

Thank you again for the opportunity to assist with this activity. Please feel free to contact me if you have any questions regarding the attached information. Thank you for your time and consideration.

Bonnie Schwieger, CPA

Audit Manager

952.715.3065

bonnie.schwieger@aemcpas.com



ABDO, EICK & MEYERS, LLP

Certified Public Accountants & Consultants

Enclosures

# Tax Increment Financing District Reports

## City of Norwood Young America

Norwood Young America, Minnesota

For the Year Ended  
December 31, 2020

**ABDO  
EICK &  
MEYERS** LLP  
*Certified Public Accountants & Consultants*

**People  
+ Process.**  
**Going  
Beyond the  
Numbers**

# Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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## Financing & Debt

Since 2010, have you made debt service payments on a TIF bond or non-TIF bond, or are the district's increment pledged to pay an outstanding bond?  
(Do not consider Pay-As-You-Go (PAYG) or Interfund loans.)

1

No

## TIF Principal and Interest

	A	B	C
	Bonds Retired		
	Before 2010		
2			
3			
		All Prior Years	2020 Amount
2		\$ 0	\$ 0
3		\$ 0	\$ 0
4		\$ 0	\$ 0
5		\$ 0	\$ 0

2 TIF Bonds issued (other than refunding bonds)

3 TIF Refunding bonds issued

4 TIF Bond Principal payments from tax increment

5 Interest payments from tax increment (TIF and Non-TIF Bonds)

Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - General Obligation TIF Bonds
- B - Revenue TIF Bonds
- C - Other TIF Debt
- D - Non-TIF Bonds

6	A	B	C	D	E	F	G	H	I	J
1	Name	Type	Pooled	Refunding	Refunded	Issue Date	Final Maturity Date	Interest Rate Range	Issue Amount	Amount Refunded (if refunded)
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Do not consider PAYG and Interfund loans. If you need to report additional bonds, please contact the OSA.

Comments (500 character limit):

## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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## Interfund Loans

- 1 Does/Did this district have interfund loans outstanding after 2009?
- 2 Did this district pay interest on interfund loans that were retired before 2010?

## Interfund Loans

	A	B
	12/31/2019	12/31/2020
3 Due to other TIF districts	\$ 0	\$ 0
4 Due to non-tax increment accounts	\$ 0	\$ 0
5 Due from other TIF districts	\$ 0	\$ 0
6 Due from non-tax increment accounts	\$ 0	\$ 0

## Principal and Interest

A	B	C
Interfund Loans Retired Before 2010		
7 Principal payments paid from this district	Prior Years	2020 Amount
8 Interest payments paid from this district	\$ 0	\$ 0

Interfund Loans



## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

**Key To Drop-Down Menu for "Type"**

- A - Receivable: Interfund Loan to Other District  
 B - Receivable: Interfund Loan to Non-Tax Increment Account  
 C - Payable: Interfund Loan from Other District  
 D - Payable: Interfund Loan from Non-Tax Increment Account

9		A	B	C	D	E	F	G
Name of Second Party (District or Non-Tax Increment Account)								
Type	District	Non-Tax Increment Account			Resolution Date	Final Maturity Date	Interest Rate Range	Authorized Amount
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

If you need to report additional Interfund loans, please contact the OSA.

Comments (500 Character limit):

10

Interfund Loans

## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS	Com
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## Pay-As-You-Go (PAYG) Financing

1. Are there any PAYG obligations for this district? ☐ Yes ☐ No

For the section below, report only the documented PAYG costs to be repaid with tax increment.

## DOCUMENTED PAYG COSTS

	A	B	C	D
	Total All PAYG Through 2020	Peace Villa Easement Agreement	PAYG 2 Through 2020	PAYG 3 Through 2020
2 Land/building acquisition	\$ 200,000	\$ 200,000		
3 Site improvements/preparation costs	\$ 300,000	\$ 300,000		
4 Utilities	\$ 0	\$ 0		
5 Other public improvements	\$ 0	\$ 0		
6 Construction of affordable housing	\$ 30,000	\$ 30,000		
7 Small city authorized costs, if not already included above	\$ 0	\$ 0		
8 Temporary economic development (jobs) (Minn. Stat. § 489.176, subd. 4c (d))	\$ 0	\$ 0		
9 Total documented PAYG costs to be paid with tax increment	\$ 530,000	\$ 530,000	\$ 0	\$ 0

## Principal and Interest

	12/31/2019	12/31/2020
10 Outstanding obligation contingent upon available tax increment	\$ 488,309	\$ 453,786
11 Principal payments	Prior Years	2020 Amount
12 Interest payments	\$ 41,691	\$ 34,523
	\$ 64,988	\$ 24,083

**PAYG**

Nonwood Young America - TIF 1-5 - 2020 Annual Reporting Form

13	A	B	C	D	E	F
	Name on Development Agreement	Issue Date	Final Maturity Date	Interest Rate Range	Contract / Note Amount	Documented Amount
1	Peace Villa Easement Agreement	11/1/2017	2/1/2030	5.000 - 5.000 %	\$ 530,000	\$ 530,000
2				- - %		\$ 0
3				- - %		\$ 0
4				- - %		\$ 0
5				- - %		\$ 0
6				- - %		\$ 0
7				- - %		\$ 0
8				- - %		\$ 0
9				- - %		\$ 0
10				- - %		\$ 0

Comments (500 Character limit):

**Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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**Comments**

Please enter any additional comments regarding this district (500 character limit on Comments):

[1]

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# Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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## Financing & Debt

Since 2010, have you made debt service payments on a TIF bond or non-TIF bond, or are the district's increment pledged to pay an outstanding bond?

1

(Do not consider Pay-As-You-Go (PAYG) or Interfund loans.)

No

## TIF Principal and Interest

	A	B	C
	Bonds Retired Before 2010	All Prior Years	2020 Amount
2	TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0
3	TIF Refunding bonds issued	\$ 0	\$ 0
4	TIF Bond Principal payments from tax increment	\$ 0	\$ 0
5	Interest payments from tax increment (TIF and Non-TIF Bonds)	\$ 0	\$ 0

# Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

## Key To Drop-Down Menu for "Type"

- A - General Obligation TIF Bonds
- B - Revenue TIF Bonds
- C - Other TIF Debt
- D - Non-TIF Bonds

6		A	B	C	D	E	F	G	H	I	J
		Name	Type	Pooled	Refunding	Refunded	Issue Date	Final Maturity Date	Interest Rate Range	Issue Amount	Amount Refunded (if refunded)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Do not consider PAYG and Interfund loans. If you need to report additional bonds, please contact the OSA.

Comments (500 character limit):

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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## Interfund Loans

- 1 Does/Did this district have Interfund loans outstanding after 2009? ☐ Yes ☐ No
- 2 Did this district pay interest on Interfund loans that were retired before 2010? ☐ Yes ☐ No

## Interfund Loans

	A	B
	12/31/2019	12/31/2020
3 Due to other TIF districts	\$ 0	\$ 0
4 Due to non-tax increment accounts	\$ 155,887	\$ 155,887
5 Due from other TIF districts	\$ 0	\$ 0
6 Due from non-tax increment accounts	\$ 0	\$ 0

## Principal and Interest

	A	B	C
	Interfund Loans Retired Before 2010	Prior Years	2020 Amount
7 Principal payments paid from this district		\$ 0	\$ 0
8 Interest payments paid from this district		\$ 42,844	\$ 8,105



## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

## Key To Drop-Down Menu for "Type"

- A - Receivable: Interfund Loan to Other District  
 B - Receivable: Interfund Loan to Non-Tax Increment Account  
 C - Payable: Interfund Loan from Other District  
 D - Payable: Interfund Loan from Non-Tax Increment Account

9		A		B		C		D		E		F		G			
Name of Second Party (District or Non-Tax Increment Account)																	
Type		District				Non-Tax Increment Account				Resolution Date		Final Maturity Date		Interest Rate Range		Authorized Amount	
1	D					Interfund Loan from the EDA General fund				5/29/2012		12/31/2022		4.000 - 4.000 %		\$ 155,887	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	

If you need to report additional interfund loans, please contact the OSA.

Comments (500 Character limit):

10

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS	Com
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## Pay-As-You-Go (PAYG) Financing

1 Are there any PAYG obligations for this district? ☐ No ☒ Yes \*Skip this worksheet. Proceed

For the section below, report only the documented PAYG costs to be repaid with tax increment.

	A Total All PAYG Through 2020	B PAYG 1 Through 2020	C PAYG 2 Through 2020	D PAYG 3 Through 2020
<b>DOCUMENTED PAYG COSTS</b>				
2 Land/building acquisition	\$ 0			
3 Site improvements/preparation costs	\$ 0			
4 Utilities	\$ 0			
5 Other public improvements	\$ 0			
6 Construction of affordable housing	\$ 0			
7 Small city authorized costs, if not already included above	\$ 0			
8 Temporary economic development (jobs) [Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0			
9 Total documented PAYG costs to be paid with tax increment	\$ 0	\$ 0	\$ 0	\$ 0

## Principal and Interest

	12/31/2019	12/31/2020
10 Outstanding obligation contingent upon available tax increment	\$ 0	\$ 0
11 Principal payments	Prior Years	2020 Amount
	\$ 0	\$ 0
12 Interest payments	\$ 0	\$ 0



Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

13	A	B	C	D	E	F
	Name on Development Agreement	Issue Date	Final Maturity Date	Interest Rate Range	Contract / Note Amount	Documented Amount
1				- %		\$ 0
2				- %		\$ 0
3				- %		\$ 0
4				- %		\$ 0
5				- %		\$ 0
6				- %		\$ 0
7				- %		\$ 0
8				- %		\$ 0
9				- %		\$ 0
10				- %		\$ 0

Comments (500 Character limit):

14

**Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Bal
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**Comments**

Please enter any additional comments regarding this district (500 character limit on Comments):

1

**Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIG	ADS
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**Financing & Debt**

Since 2010, have you made debt service payments on a TIF bond or non-TIF bond, or are the district's increment pledged to pay an outstanding bond?

1	No
---	----

**TIF Principal and Interest**

	A	B	C
	Bonds Retired Before 2010	All Prior Years	2020 Amount
2			
3			
4			
5			

TIF Bonds issued (other than refunding bonds)

TIF Refunding bonds issued

TIF Bond Principal payments from tax increment

Interest payments from tax increment (TIF and Non-TIF Bonds)

Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - General Obligation TIF Bonds
- B - Revenue TIF Bonds
- C - Other TIF Debt
- D - Non-TIF Bonds

	A	B	C	D	E	F	G	H	I	J
	Name	Type	Pooled	Refunding	Refunded	Issue Date	Final Maturity Date	Interest Rate Range	Issue Amount	Amount Refunded (if refunded)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Do not consider PAYG and Interfund loans. If you need to report additional bonds, please contact the OSA.

Comments (500 character limit):



# Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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## Interfund Loans

- Does/Did this district have interfund loans outstanding after 2009?
- Did this district pay interest on interfund loans that were retired before 2010?

## Interfund Loans

	A	B
	12/31/2019	12/31/2020
Due to other TIF districts	\$ 0	\$ 0
Due to non-tax increment accounts	\$ 510,986	\$ 484,020
Due from other TIF districts	\$ 0	\$ 0
Due from non-tax increment accounts	\$ 0	\$ 0

## Principal and Interest

	A	B	C
	Interfund Loans Retired Before 2010	Prior Years	2020 Amount
Principal payments paid from this district		\$ 127,201	\$ 26,946
Interest payments paid from this district		\$ 123,375	\$ 20,570

# Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

## Key To Drop-Down Menu for "Type"

- A - Receivable: Interfund Loan to Other District
- B - Receivable: Interfund Loan to Non-Tax Increment Account
- C - Payable: Interfund Loan from Other District
- D - Payable: Interfund Loan from Non-Tax Increment Account

Name of Second Party (District or Non-Tax Increment Account)		Type		District		Non-Tax Increment Account		Resolution Date		Final Maturity Date		Interest Rate Range		Authorized Amount	
9	A	B	C	D	E	F	G								
1	D														
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

If you need to report additional Interfund loans, please contact the OSA.

Comments (500 Character limit):

10

## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS	Com
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## Pay-As-You-Go (PAYG) Financing

1 Are there any PAYG obligations for this district? ☐ No ☐ Yes \*Skip this worksheet. Proceed

For the section below, report only the documented PAYG costs to be repaid with tax increment.

	A	B	C	D
	Total All PAYG Through 2020	PAYG 1 Through 2020	PAYG 2 Through 2020	PAYG 3 Through 2020
2 DOCUMENTED PAYG COSTS				
3 Land/building acquisition	\$ 0			
4 Site improvements/preparation costs	\$ 0			
5 Utilities	\$ 0			
6 Other public improvements	\$ 0			
7 Construction of affordable housing	\$ 0			
8 Small city authorized costs, if not already included above	\$ 0			
9 Temporary economic development (jobs) [Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0			
Total documented PAYG costs to be paid with tax increment	\$ 0	\$ 0	\$ 0	\$ 0

## Principal and Interest

	12/31/2019	12/31/2020
10 Outstanding obligation contingent upon available tax increment	\$ 0	\$ 0
11 Principal payments	Prior Years	2020 Amount
12 Interest payments	\$ 0	\$ 0

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ad to the Project Costs worksheet.

E	F	G	H	I	J	K	DOCUMENTED PAYG COSTS	
PAYG 4 Through 2020	PAYG 5 Through 2020	PAYG 6 Through 2020	PAYG 7 Through 2020	PAYG 8 Through 2020	PAYG 9 Through 2020	PAYG 10 Through 2020		
							Land/Bldg Acq	2
							Site Impv/Prep	3
							Utilities	4
							Other Pub Impr	5
							Affordable Hsg	6
							Small City	7
							Temp Jobs Bill	8
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	TOTAL	9

Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

13	A	B	C	D	E	F
	Name on Development Agreement	Issue Date	Final Maturity Date	Interest Rate Range	Contract / Note Amount	Documented Amount
1				- %		0
2				- %		0
3				- %		0
4				- %		0
5				- %		0
6				- %		0
7				- %		0
8				- %		0
9				- %		0
10				- %		0

Comments (500 Character limit):

14

**Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Bal
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**Comments**

Please enter any additional comments regarding this district (500 character limit on Comments):

1

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# Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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## Financing & Debt

Since 2010, have you made debt service payments on a TIF bond or non-TIF bond, or are the district's increment pledged to pay an outstanding bond?  
 (Do not consider Pay-As-You-Go (PAYG) or Interfund loans.)

1	No
---	----

## TIF Principal and Interest

	A	B	C
	Bonds Retired Before 2010	All Prior Years	2020 Amount
2			
3			
4			
5			

TIF Bonds issued (other than refunding bonds)

TIF Refunding bonds issued

TIF Bond Principal payments from tax increment

Interest payments from tax increment (TIF and Non-TIF Bonds)



### Key To Drop-Down Menu for "Type"

- A - General Obligation TIF Bonds  
B - Revenue TIF Bonds  
C - Other TIF Debt  
D - Non-TIF Bonds

[illegible]

Comments (500 character limit):

## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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## Interfund Loans

- 1 Does/Did this district have interfund loans outstanding after 2009?
- 2 Did this district pay interest on interfund loans that were retired before 2010?

## Interfund Loans

	A	B
	12/31/2019	12/31/2020
3 Due to other TIF districts	\$ 0	\$ 0
4 Due to non-tax increment accounts	\$ 180,431	\$ 138,815
5 Due from other TIF districts	\$ 0	\$ 0
6 Due from non-tax increment accounts	\$ 0	\$ 0

## Principal and Interest

	A	B	C
	Interfund Loans Retired Before 2010	Prior Years	2020 Amount
7 Principal payments paid from this district		\$ 105,998	\$ 41,616
8 Interest payments paid from this district		\$ 51,949	\$ 6,990

## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

**Key To Drop-Down Menu for "Type"**

- A - Receivable: Interfund Loan to Other District  
 B - Receivable: Interfund Loan to Non-Tax Increment Account  
 C - Payable: Interfund Loan from Other District  
 D - Payable: Interfund Loan from Non-Tax Increment Account

9		A		B		C		D		E		F		G	
Name of Second Party (District or Non-Tax Increment Account)															
Type		District		Non-Tax Increment Account		Resolution Date		Final Maturity Date		Interest Rate Range		Authorized Amount			
1	D			Interfund Loan from EDA General Fund	5/6/2013	12/31/2023	4.000 - 4.000	\$ 341,427							
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

If you need to report additional interfund loans, please contact the OSA.

Comments (500 Character Limit):

10

# Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS	Com
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## Pay-As-You-Go (PAYG) Financing

1 Are there any PAYG obligations for this district? ☐ No ☐ Yes \*Skip this worksheet. Proceed

For the section below, report only the documented PAYG costs to be repaid with tax increment.

	A	B	C	D
	Total All PAYG Through 2020	PAYG 1 Through 2020	PAYG 2 Through 2020	PAYG 3 Through 2020
2 DOCUMENTED PAYG COSTS				
3 Land/building acquisition	\$ 0			
4 Site improvements/preparation costs	\$ 0			
5 Utilities	\$ 0			
6 Other public improvements	\$ 0			
7 Construction of affordable housing	\$ 0			
8 Small city authorized costs, if not already included above	\$ 0			
9 Temporary economic development (jobs) [Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0			
Total documented PAYG costs to be paid with tax increment	\$ 0	\$ 0	\$ 0	\$ 0

## Principal and Interest

	12/31/2019	12/31/2020
10 Outstanding obligation contingent upon available tax increment	\$ 0	\$ 0
11 Principal payments	Prior Years	2020 Amount
12 Interest payments	\$ 0	\$ 0



Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

	A	B	C	D	E	F
13						
	Name on Development Agreement	Issue Date	Final Maturity Date	Interest Rate Range	Contract / Note Amount	Documented Amount
1				- %		\$ 0
2				- %		\$ 0
3				- %		\$ 0
4				- %		\$ 0
5				- %		\$ 0
6				- %		\$ 0
7				- %		\$ 0
8				- %		\$ 0
9				- %		\$ 0
10				- %		\$ 0

14

Comments (500 Character limit):

**Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balances
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**Comments**

Please enter any additional comments regarding this district (500 character limit on Comments):

1



**Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form**

<b>Home</b>	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Home**

The Annual Reporting Form is required for each TIF district that must report in 2021 for the reporting year 2020 and is due by August 2, 2021.

Sections of this Annual Reporting Form may be pre-populated with previously reported information. This Annual Reporting Form is interactive, a line on one worksheet may carry over to another sheet. These cells are shaded yellow. Some columns automatically calculate a total. These cells are shaded blue. The information in the shaded cells cannot be changed directly but the information can be changed on the original worksheet.

Please become familiar with the forms and review each line for accuracy.

**Important Information for Completing SAFES Forms**

The OSA has become aware of an issue affecting some reporting forms that are downloaded from the State Auditor's Form Entry System (SAFES), which could include this form.

Please press the **Ctrl, Alt, and F9** keys at the same time to ensure that all calculations on your form are correct. Pressing these keys at the same time forces the form to recalculate and will resolve the issue. Please do this when you first open the form and again just before submitting the form, at a minimum.

Please feel free to contact us at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us) with any questions.

**What do the red messages in the form indicate?**

The red messages in the right margin indicate that data must be entered or corrected before the reporting form can be submitted. Once the data has been entered or corrected, the red message will no longer be displayed.

Tab Name	Red Messages Remaining
<a href="#">Overview</a>	0
<a href="#">District Info</a>	0
<a href="#">Debt</a>	0
<a href="#">Interfund Loans</a>	0
<a href="#">PAYG</a>	0
<a href="#">Project Costs</a>	0
<a href="#">Transfers</a>	0
<a href="#">Rev &amp; Exp</a>	0
<a href="#">Balance Sheet</a>	0
<a href="#">EIC</a>	0
<a href="#">ADS</a>	0
<a href="#">Comments</a>	0
Cut and Paste Errors	0
<b>TOTAL COUNT</b>	<b>0</b>

**Have you reviewed the instructions?**

Detailed instructions on how to complete the Annual Reporting Form are available by clicking the link below.

[CLICK HERE for detailed reporting instructions](#)

Instructional videos provide additional assistance in completing the Annual Reporting Form the videos.

[CLICK HERE to view videos](#)

**Have you read the TIF Statements of Position?**

The Office of the State Auditor (OSA) prepares Statements of Position to provide an educational resource to local governments, auditors and the public. Statements of Position are not legal advice and should not be relied upon in lieu of legal advice.

[CLICK HERE for a list of all TIF Statements of Position](#)

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**Have you saved your files?**

Use the SAVE AS command and choose the location to save your files on your computer. Otherwise, they will be saved to a temporary location, making them difficult to locate when you are ready to upload.

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**Are your calculations too slow?**

If the calculations are too slow, change the calculation options from automatic to manual. For information regarding how to change the calculation process, please see the following link to Microsoft.

[CLICK HERE for Microsoft Change formula recalculation, iteration, or precision](#)

"Change when a worksheet or workbook recalculates"

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**Do you need additional forms?**

A TIF District Annual Reporting Form is required to be submitted for a TIF district beginning with the year the district is certified. If you have a new TIF district that needs to be reported for 2020, please email the OSA as soon as possible. For new TIF districts, you must complete a TIF Plan Collection Form through SAFES (State Auditor's Form Entry System) before a 2020 District Annual Form can be generated. If you have a new pooled debt issue to be reported for 2020, please email the OSA.

[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)

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**Was this TIF District recently decertified?**

If a district has recently been decertified, please print and complete a Confirmation of Decertification Form from our website. Complete and sign Part A, and send the form to your County Auditor. He or she will verify the information and sign Part B. It is the authority's responsibility to make sure the OSA receives a fully completed decertification form.

[Confirmation of Decertification Form](#)

If the district is decertified before the maximum duration limit identified in the TIF Act is reached, please submit a copy of the city council's resolution to decertify the district in addition to the Confirmation of Decertification.

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**Do you have additional information to share with our office?**

A comment box is available at the end of the reporting form. Please use the comment box as needed to share information that may be pertinent to the reporting form. If your comment exceeds the space available on the reporting form, you may email the OSA to share the information.

[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)

## Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2020

1	TIF District Name:	TIF 3-6
2	Development Authority:	Norwood Young America
3	District Type:	Economic Development
4	County Where TIF District is Located:	Carver
5	County Identification Number, if any:	

6	For Economic Development districts only: (choose "Not Applicable" for all other districts)	
a	Is the Small City Exception being used?	No
b	Is the district used for a Workforce Housing Project?	No
7	Is this TIF district in a fiscal disparities area?	Yes
8	If yes, under what option?	Option B

## Original TIF Plan Information

9	TIF Plan Approval Date:	
10	Certification Request Date:	2/26/2019
11	Certification Date:	6/17/2019
		7/17/2019

## District Duration

12	Month and year of first receipt of tax increment (actual or anticipated):	7/2020
13	Required Decertification Date:	12/31/2028

## TIF Plan Estimates - Original Plan 2/26/2019

		2/26/2019
14	ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)	
15	Tax increment revenues distributed from the county	
16	Interest and investment earnings	\$ 1,269,642
17	Sales/lease proceeds	\$ 63,482
18	TIF Credits	\$ 0
	<b>Total Estimated Tax Increment Revenues</b>	<b>\$ 1,333,124</b>

## ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)

19	Project costs	
20	Land/building acquisition	\$ 650,000
21	Site improvements/preparation costs	\$ 250,000
22	Utilities	\$ 70,000
23	Other public improvements	\$ 26,697
24	Construction of affordable housing	\$ 0
25	Small city authorized costs, if not already included above	\$ 0
26	Administrative costs	\$ 65,000
	<b>Estimated Tax Increment Project Costs</b>	<b>\$ 1,061,697</b>
27	Estimated financing costs	
	Interest expense	\$ 271,427
28	<b>Total Estimated Project/Financing Costs to be Paid From Tax Increment</b>	<b>\$ 1,333,124</b>

## ESTIMATED FINANCING

29	Total amount of bonds to be issued	2/26/2019
		\$ 1,061,697

## Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## District Information

## Special Legislation

1 Was any special legislation enacted for this district? No

2	A	B	C	D
	Year	Chapter	Article	Section
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3 Captured Tax Capacity (Only select "Not Applicable" if Decertified or Entirely Tax Exempt) Applicable

4	Current net tax capacity	2020 Amount
5	Original net tax capacity	+ \$ 196,470
6	Captured net tax capacity (If negative, show \$0)	- \$ 10,874
		= \$ 185,796
7	Fiscal disparity deduction, if applicable (option B)	
8	Captured net tax capacity shared with other taxing jurisdictions	- \$ 54,749
9	Captured net tax capacity retained for tax increment financing (If negative, show \$0)	- \$ 0
		= \$ 131,047

## Fiscal Disparities

10 Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form.

## Five-Year Rule

11 Did one or more of the following actions occur before 7/17/2024? Yes

If yes, select "Yes" at the appropriate actions:

12	Revenues were paid to a third party	
13	Bonds were issued and sold to a third party	No
14	Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	No
15	Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	No
16	Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	Yes
		No

## Statutory County Correction of Error(s)

17 Did the county auditor address any error under Minn. Stat. § 469.177, subd. 13 in 2020? (Populated per county; use Comments Tab to note any disagreement) No

## Decertification

18 Has this district been decertified? No

19 Actual Decertification Date:

# Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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## Financing & Debt

Since 2010, have you made debt service payments on a TIF bond or non-TIF bond, or are the district's increment pledged to pay an outstanding bond?  
*(Do not consider Pay-As-You-Go (PAYG) or Interfund Loans.)*

1	No
---	----

## TIF Principal and Interest

	A	B	C
	Bonds Retired Before 2010	All Prior Years	2020 Amount
2	TIF Bonds Issued (other than refunding bonds)	\$ 0	\$ 0
3	TIF Refunding bonds issued	\$ 0	\$ 0
4	TIF Bond Principal payments from tax increment	\$ 0	\$ 0
5	Interest payments from tax increment (TIF and Non-TIF Bonds)	\$ 0	\$ 0

Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - General Obligation TIF Bonds
- B - Revenue TIF Bonds
- C - Other TIF Debt
- D - Non-TIF Bonds

6	A	B	C	D	E	F	G	H	I	J
1	Name	Type	Pooled	Refunding	Refunded	Issue Date	Final Maturity Date	Interest Rate Range	Issue Amount	Amount Refunded (if refunded)
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Do not consider PAYG and interfund loans. If you need to report additional bonds, please contact the OSA.

Comments (500 character limit):

Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Principal										Interest					
K	L	M	N	O	P	Q	R	S	T	U	V	W			
Paid In Prior Years From Tax Increment		Paid In Prior Years From Other Sources		Paid In 2020 From Tax Increment		Paid In 2020 From Other Sources		Paid In Prior Years From Tax Increment		Paid In 2020 From Tax Increment		Paid In 2020 From Other Sources		Due in 2021 From Tax Increment	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

# **Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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## **Interfund Loans**

1 Does/Did this district have interfund loans outstanding after 2009? ☐ Yes ☐ No

2 Did this district pay interest on interfund loans that were retired before 2010? ☐ Yes ☐ No

## **Interfund Loans**

	A	B
	12/31/2019	12/31/2020
3 Due to other TIF districts	\$ 0	\$ 0
4 Due to non-tax increment accounts	\$ 609,028	\$ 577,648
5 Due from other TIF districts	\$ 0	\$ 0
6 Due from non-tax increment accounts	\$ 0	\$ 0

## **Principal and Interest**

	A	B	C
	Interfund Loans Retired Before 2010	Prior Years	2020 Amount
7 Principal payments paid from this district		\$ 0	\$ 31,380
8 Interest payments paid from this district		\$ 24,984	\$ 26,034



## Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

## Key To Drop-Down Menu for "Type"

- A - Receivable: Interfund Loan to Other District  
 B - Receivable: Interfund Loan to Non-Tax Increment Account  
 C - Payable: Interfund Loan from Other District  
 D - Payable: Interfund Loan from Non-Tax Increment Account

9		A		B		C		D		E		F		G	
Name of Second Party (District or Non-Tax Increment Account)															
Type		District		Non-Tax Increment Account		Resolution Date		Final Maturity Date		Interest Rate Range		Authorized Amount			
1	D			EDA General Fund	2/26/2018	12/31/2028	0.000 - 0.000	%	\$ 609,028						
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

If you need to report additional Interfund loans, please contact the OSA.

Comments (500 Character limit):

Nonwood Young America - TIF 3-6 - 2020 Annual Reporting Form

	H	I	J	K	L	M	N	O	P	Q	R	S
	Principal											
	2020		Paid/Rec'd in		Additions/		Outstanding		Paid/		Modified	
	Prior Years	Draw	Paid/Rec'd in	2020	Reductions	Reductions		Due in 2021	Rec'd in	Interest	Due in 2021	Terms
	Draw	Amount	Prior Years		in 2020	Prior Years			Prior Years	2020		In 2020?
	Amount											
1	\$ 609,028	\$ 0	\$ 0	\$ 31,380	\$ 0	\$ 0	\$ 577,648	\$ 127,125	\$ 24,984	\$ 26,034	\$ 22,163	No
2							\$ 0					
3							\$ 0					
4							\$ 0					
5							\$ 0					
6							\$ 0					
7							\$ 0					
8							\$ 0					
9							\$ 0					
10							\$ 0					
11							\$ 0					
12							\$ 0					
13							\$ 0					
14							\$ 0					
15							\$ 0					
16							\$ 0					
17							\$ 0					
18							\$ 0					
19							\$ 0					
20							\$ 0					

**Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS	Com
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**Pay-As-You-Go (PAYG) Financing**

1 Are there any PAYG obligations for this district? ☐ No ☐ Yes **\*Skip this worksheet. Proceed**

For the section below, report only the documented PAYG costs to be repaid with tax increment.

	A	B	C	D
	Total All PAYG Through 2020	PAYG 1 Through 2020	PAYG 2 Through 2020	PAYG 3 Through 2020
2 DOCUMENTED PAYG COSTS				
3 Land/building acquisition	\$ 0			
4 Site improvements/preparation costs	\$ 0			
5 Utilities	\$ 0			
6 Other public improvements	\$ 0			
7 Construction of affordable housing	\$ 0			
8 Small city authorized costs, if not already included above	\$ 0			
9 Temporary economic development (jobs) [Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0			
Total documented PAYG costs to be paid with tax increment	\$ 0	\$ 0	\$ 0	\$ 0

**Principal and Interest**

	12/31/2019	12/31/2020
10 Outstanding obligation contingent upon available tax increment	\$ 0	\$ 0
11 Principal payments	Prior Years	2020 Amount
12 Interest payments	\$ 0	\$ 0

Comments

used to the Project Costs worksheet.

E	F	G	H	I	J	K	DOCUMENTED PAYG COSTS						
PAYG 4 Through 2020	PAYG 5 Through 2020	PAYG 6 Through 2020	PAYG 7 Through 2020	PAYG 8 Through 2020	PAYG 9 Through 2020	PAYG 10 Through 2020	Land/Bldg Acq	Site Impv/Prep	Utilities	Other Pub Impr	Affordable Hsg	Small City	
													2
													3
													4
													5
													6
													7
													8
													9
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0							TOTAL

13	A	B	C	D	E	F
----	---	---	---	---	---	---

Comments (500 Character limit):

[illegible]

## Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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## Project Costs

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>PROJECT COSTS (OTHER THAN PAYG)</b>			
1 Land/building acquisition	\$ 609,028	\$ 0	\$ 609,028
2 Site improvements/preparation costs	\$ 0	\$ 0	\$ 0
3 Utilities	\$ 0	\$ 0	\$ 0
4 Other public improvements	\$ 0	\$ 0	\$ 0
5 Construction of affordable housing	\$ 0	\$ 0	\$ 0
6 Small city authorized costs, if not already included above	\$ 0	\$ 0	\$ 0
7 Temporary economic development (Jobs) [Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0	\$ 0	\$ 0
8 Authority administrative costs	\$ 20,948	\$ 39	\$ 20,987
9 County administrative costs	\$ 0	\$ 500	\$ 500
10 Subtract prior years' costs paid with public funds other than tax increment			\$ 0
11 <b>Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds</b>	\$ 629,976	\$ 539	\$ 630,515
<b>PROJECT COSTS (PAYG)</b>			
12 Land/building acquisition			\$ 0
13 Site improvements/preparation costs			\$ 0
14 Utilities			\$ 0
15 Other public improvements			\$ 0
16 Construction of affordable housing			\$ 0
17 Small city authorized costs, if not already included above			\$ 0
18 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d) (2010))			\$ 0
19 <b>Total Documented Project Costs (PAYG) to be Paid with Tax Increment</b>			\$ 0
20 <b>TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS</b>			\$ 630,515
21 Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs	\$ 20,948	\$ 39	\$ 20,987

## Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Transfers

- 1 Are there any transfers of tax increment to or from the TIF district?

No

A	B	C	D
District Name	Prior Years	2020 Amount	Total Through 2020

## 2 TRANSFERS IN

Transfers of tax increment from other TIF districts

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total Transfers In		\$ 0	\$ 0	\$ 0

## 3

## 4 TRANSFERS OUT

Transfers of tax increment to other TIF districts

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total Transfers Out		\$ 0	\$ 0	\$ 0

## 5



## Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	At
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## Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>REVENUES</b>			
1 Tax increment revenues distributed from the county	\$ 0	\$ 165,876	\$ 165,876
2 Interest and investment earnings	\$ 0	\$ 647	\$ 647
3 TIF Credits	\$ 0	\$ 0	\$ 0
4 Loan/advance repayments	\$ 0	\$ 0	\$ 0
5 Lease proceeds	\$ 0	\$ 0	\$ 0
6 Repayments or return of tax increment per agreements	\$ 0	\$ 0	\$ 0
7 <b>Total Revenues</b>	\$ 0	\$ 166,523	\$ 166,523
<b>EXPENDITURES</b>			
8 Project costs (other than PAYG)	\$ 629,976	\$ 539	\$ 630,515
9 Tax increment returned to the county	\$ 0	\$ 0	\$ 0
<b>Bond Payments</b>			
Principal			
10 Payments for PAYG note or contract	\$ 0	\$ 0	\$ 0
11 Payments on all other TIF bonds	\$ 0	\$ 0	\$ 0
Interest			
12 Interest on PAYG	\$ 0	\$ 0	\$ 0
13 Interest on all other (TIF and Non-TIF) bonds	\$ 0	\$ 0	\$ 0
14 Interest on interfund loans	\$ 24,984	\$ 26,034	\$ 51,018
15 <b>Total Expenditures</b>	\$ 654,960	\$ 26,573	\$ 681,533
16 <b>Revenues over (under) expenditures</b>	\$ (654,960)	\$ 139,950	\$ (515,010)
<b>OTHER SOURCES AND USES</b>			
17 Transfers in	\$ 0	\$ 0	\$ 0
18 Transfers out	\$ 0	\$ 0	\$ 0
19 TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0	\$ 0
20 Refunding TIF bonds issued	\$ 0	\$ 0	\$ 0
21 TIF Bonds refunded	\$ 0	\$ 0	\$ 0
22 TIF Bond discount	\$ 0	\$ 0	\$ 0
23 TIF Bond premium	\$ 0	\$ 0	\$ 0
24 Sales of property	\$ 0	\$ 0	\$ 0
25 Other (see instructions, comment required)	\$ 0	\$ 0	\$ 0
26 <b>Total Other Sources and Uses</b>	\$ 0	\$ 0	\$ 0
27 <b>Net change in tax increment balances</b>	\$ (654,960)	\$ 139,950	\$ (515,010)
28 Tax increment balance (beginning 01/01/2020)		\$ (654,960)	
29 Tax increment balance (ending 12/31/2020)		\$ (515,010)	

30 Comments (500 Character limit):

## Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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## Balance Sheet

		A	B
		12/31/2019	12/31/2020
<b>ASSETS</b>			
1	Cash	\$ 0	\$ 62,638
2	Investments	\$ 0	\$ 0
3	Due from other TIF districts	\$ 0	\$ 0
4	Due from non-tax increment accounts	\$ 0	\$ 0
5	Interest receivable	\$ 0	\$ 0
6	Taxes receivable	\$ 0	\$ 0
7	Other receivables	\$ 0	\$ 0
8	Property held for resale	\$ 0	\$ 0
9	<b>Total Assets</b>	<b>\$ 0</b>	<b>\$ 62,638</b>
<b>LIABILITIES</b>			
10	Due to other TIF districts	\$ 0	\$ 0
11	Due to non-tax increment accounts	\$ 609,028	\$ 577,648
12	Accounts payable	\$ 45,932	\$ 0
13	Unearned revenue	\$ 0	\$ 0
14	<b>Total Liabilities</b>	<b>\$ 654,960</b>	<b>\$ 577,648</b>
15	Deferred Inflows	\$ 0	\$ 0
16	<b>Total Liabilities and Deferred Inflows</b>	<b>\$ 654,960</b>	<b>\$ 577,648</b>
<b>TAX INCREMENT BALANCE</b>			
17	<b>Total Tax Increment Balance</b>	<b>\$ (654,960)</b>	<b>\$ (515,010)</b>
18	<b>Total Liabilities and Tax Increment Balance</b>	<b>\$ 0</b>	<b>\$ 62,638</b>

**Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Excess Increment Calculation****Excess increment calculation report required?**

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

**Excess increment calculation reporting exemption:** Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 166,523
2	Multiply the above amount by 1.2	\$ 199,828
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 1,333,124
4	Based on the calculation above, the Excess Increment Calculation Report is:	<b>NOT REQUIRED</b>

**Excess Increment Calculation Report**

5	Total tax increment generated by the district since certification	\$ 166,523
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	\$ 166,523
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 1,333,124
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2020	
11	Add transfers of increment made prior to December 31, 2020, used to pay for Minn. Stat § 469.1763 deficits	
12	Subtotal B	\$ 1,333,124
13	Excess increment (Subtract subtotal B from subtotal A)	\$ (1,166,601)
Subtract any of the authorized uses of excess increment listed below:		
14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ (1,166,601)

\*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

**Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Expr	Br
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**2020 Annual Disclosure Statement**

- 1 Name of Development Authority: Norwood Young America
- 2 Name of Municipality: Norwood Young America
- 3 Norwood Young America Times 8/15/2021  
(Name of the Newspaper) (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2020.

		TIF 3-6
4	Current net tax capacity	\$ 196,470
5	Original net tax capacity	\$ 10,674
6	Captured net tax capacity	\$ 185,796
7	Principal and interest payments due in 2021	\$ 149,288
8	Tax increment received in 2020	\$ 166,523
9	Tax increment expended in 2020	\$ 26,573
10	Month and year of first tax increment receipt	7/2020
11	Date of required decertification	12/31/2028
12	The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies*	\$ 0

\* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2020.

Additional information regarding this district may be obtained from:

- 13 Name: Steve Helget
- 14 Address: PO Box 59
- 15 City: Norwood Young America
- 16 State: MN
- 17 Zip Code: 55368
- 18 Phone: (952) 467-1807 Enter as 6512962551.
- 19 Email: cityadmin@cityofnva.com

Enter 'none' if no email address.

**Norwood Young America - TIF 3-6 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Bal
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**Comments**

Please enter any additional comments regarding this district (500 character limit on Comments):

1

**Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Home**

The Annual Reporting Form is required for each TIF district that must report in 2021 for the reporting year 2020 and is due by August 2, 2021.

Sections of this Annual Reporting Form may be pre-populated with previously reported information. This Annual Reporting Form is interactive, a line on one worksheet may carry over to another sheet. These cells are shaded yellow. Some columns automatically calculate a total. These cells are shaded blue. The information in the shaded cells cannot be changed directly but the information can be changed on the original worksheet.

Please become familiar with the forms and review each line for accuracy.

**Important Information for Completing SAFES Forms**

The OSA has become aware of an issue affecting some reporting forms that are downloaded from the State Auditor's Form Entry System (SAFES), which could include this form.

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Cut and Paste Errors	0
<b>TOTAL COUNT</b>	<b>0</b>

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## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2020

1	TIF District Name:	TIF 3-5
2	Development Authority:	Norwood Young America
3	District Type:	Economic Development
4	County Where TIF District is Located:	Carver
5	County Identification Number, if any:	584

6	For Economic Development districts only: (choose "Not Applicable" for all other districts)	
a	Is the Small City Exception being used?	No
b	Is the district used for a Workforce Housing Project?	No
7	Is this TIF district in a fiscal disparities area?	Yes
8	If yes, under what option?	Option B

## Original TIF Plan Information

9	TIF Plan Approval Date:	
10	Certification Request Date:	5/13/2013
11	Certification Date:	6/21/2013
		6/28/2013

## District Duration

12	Month and year of first receipt of tax increment (actual or anticipated):	8/2015
13	Required Decertification Date:	12/31/2023

## TIF Plan Estimates - Original Plan 5/13/2013

		5/13/2013
14	<b>ESTIMATED TAX INCREMENT REVENUES</b> (from tax increment generated by the district)	
15	Tax increment revenues distributed from the county	
16	Interest and investment earnings	\$ 550,000
17	Sales/lease proceeds	\$ 20,000
18	TIF Credits	\$ 0
	<b>Total Estimated Tax Increment Revenues</b>	\$ 570,000

		5/13/2013
19	<b>ESTIMATED PROJECT/FINANCING COSTS</b> (to be paid or financed with tax increment)	
20	Project costs	
21	Land/building acquisition	\$ 290,000
22	Site improvements/preparation costs	\$ 0
23	Utilities	\$ 0
24	Other public improvements	\$ 114,000
25	Construction of affordable housing	\$ 0
26	Small city authorized costs, if not already included above	\$ 0
	Administrative costs	\$ 55,000
	<b>Estimated Tax Increment Project Costs</b>	\$ 459,000

27	Estimated financing costs	
28	Interest expense	\$ 111,000
	<b>Total Estimated Project/Financing Costs to be Paid From Tax Increment</b>	\$ 570,000

		5/13/2013
29	<b>ESTIMATED FINANCING</b>	
	Total amount of bonds to be issued	\$ 459,000



## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home Overview **District Info** Debt Interfund Loans PAYG Project Costs Transfers Rev & Exp Balance Sheet

## District Information

## Special Legislation

1 Was any special legislation enacted for this district? No

2	A	B	C	D
	Year	Chapter	Article	Section
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3 Captured Tax Capacity (Only select "Not Applicable" if Decertified or Entirely Tax Exempt) Applicable

4	Current net tax capacity	2020 Amount
5	Original net tax capacity	+ \$ 66,738
6	Captured net tax capacity (If negative, show \$0)	- \$ 6,598
		= \$ 60,140
7	Fiscal disparity deduction, if applicable (option B)	
8	Captured net tax capacity shared with other taxing jurisdictions	- \$ 17,722
9	Captured net tax capacity retained for tax increment financing (If negative, show \$0)	- \$ 0
		= \$ 42,418

## Fiscal Disparities

10 Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form. 0

## Five-Year Rule

11 Did one or more of the following actions occur before 6/28/2018? Yes

If yes, select "Yes" at the appropriate actions:

12	Revenues were paid to a third party	
13	Bonds were issued and sold to a third party	Yes
	Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	No
14	Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	Yes
15	Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	No
16		No

## Statutory County Correction of Error(s)

17 Did the county auditor address any error under Minn. Stat. § 469.177, subd. 13 in 2020? (Populated per county; use Comments Tab to note any disagreement) No

## Decertification

18 Has this district been decertified? No

19 Actual Decertification Date:

Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

		K	L	M	N	O	P	Q	R	S	T	U	V	W
		Principal										Interest		
		Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid In 2020 From Tax Increment	Paid In 2020 From Other Sources	Additions in Prior Years	Additions in 2020	Outstanding	Due in 2021 From Tax Increment	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid In 2020 From Tax Increment	Paid In 2020 From Other Sources	Due in 2021 From Tax Increment
1														
2														
3														
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## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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## Project Costs

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>PROJECT COSTS (OTHER THAN PAYG)</b>			
1 Land/building acquisition	\$ 286,427	\$ 0	\$ 286,427
2 Site improvements/preparation costs	\$ 0	\$ 0	\$ 0
3 Utilities	\$ 0	\$ 0	\$ 0
4 Other public improvements	\$ 0	\$ 0	\$ 0
5 Construction of affordable housing	\$ 0	\$ 0	\$ 0
6 Small city authorized costs, if not already included above	\$ 0	\$ 0	\$ 0
7 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d))	\$ 0	\$ 0	\$ 0
8 Authority administrative costs	\$ 1,413	\$ 39	\$ 1,452
9 County administrative costs	\$ 1,380	\$ 330	\$ 1,710
10 Subtract prior years' costs paid with public funds other than tax increment			\$ 0
<b>11 Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds</b>	<b>\$ 289,220</b>	<b>\$ 369</b>	<b>\$ 289,589</b>
<b>PROJECT COSTS (PAYG)</b>			
12 Land/building acquisition			\$ 0
13 Site improvements/preparation costs			\$ 0
14 Utilities			\$ 0
15 Other public improvements			\$ 0
16 Construction of affordable housing			\$ 0
17 Small city authorized costs, if not already included above			\$ 0
18 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d) (2010))			\$ 0
<b>19 Total Documented Project Costs (PAYG) to be Paid with Tax Increment</b>			<b>\$ 0</b>
<b>20 TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS</b>			<b>\$ 289,589</b>
21 Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs	\$ 1,413	\$ 39	\$ 1,452

## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Transfers

- 1 Are there any transfers of tax increment to or from the TIF district?

No

- 2 TRANSFERS IN

Transfers of tax increment from other TIF districts

	A	B	C	D
	District Name	Prior Years	2020 Amount	Total Through 2020
1				\$ 0
2				\$ 0
3				\$ 0
4				\$ 0
5				\$ 0
6				\$ 0
7				\$ 0
8				\$ 0
9				\$ 0
10				\$ 0
11				\$ 0
12				\$ 0
13				\$ 0
14				\$ 0
15				\$ 0
16				\$ 0
17				\$ 0
18				\$ 0
19				\$ 0
20				\$ 0
3	Total Transfers In	\$ 0	\$ 0	\$ 0

- 4 TRANSFERS OUT

Transfers of tax increment to other TIF districts

1				\$ 0
2				\$ 0
3				\$ 0
4				\$ 0
5				\$ 0
6				\$ 0
7				\$ 0
8				\$ 0
9				\$ 0
10				\$ 0
11				\$ 0
12				\$ 0
13				\$ 0
14				\$ 0
15				\$ 0
16				\$ 0
17				\$ 0
18				\$ 0
19				\$ 0
20				\$ 0
5	Total Transfers Out	\$ 0	\$ 0	\$ 0



## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	AC
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## Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>REVENUES</b>			
1 Tax increment revenues distributed from the county	\$ 179,136	\$ 56,188	\$ 235,324
2 Interest and investment earnings	\$ 374	\$ 271	\$ 645
3 TIF Credits	\$ 0	\$ 0	\$ 0
4 Loan/advance repayments	\$ 0	\$ 0	\$ 0
5 Lease proceeds	\$ 0	\$ 0	\$ 0
6 Repayments or return of tax increment per agreements	\$ 0	\$ 0	\$ 0
7 <b>Total Revenues</b>	\$ 179,510	\$ 56,459	\$ 235,969
<b>EXPENDITURES</b>			
8 Project costs (other than PAYG)	\$ 289,220	\$ 369	\$ 289,589
9 Tax increment returned to the county	\$ 0	\$ 0	\$ 0
<b>Bond Payments</b>			
Principal			
10 Payments for PAYG note or contract	\$ 0	\$ 0	\$ 0
11 Payments on all other TIF bonds	\$ 0	\$ 0	\$ 0
Interest			
12 Interest on PAYG	\$ 0	\$ 0	\$ 0
13 Interest on all other (TIF and Non-TIF) bonds	\$ 0	\$ 0	\$ 0
14 Interest on interfund loans	\$ 51,949	\$ 6,990	\$ 58,939
15 <b>Total Expenditures</b>	\$ 341,169	\$ 7,359	\$ 348,528
16 <b>Revenues over (under) expenditures</b>	\$ (161,659)	\$ 49,100	\$ (112,559)
<b>OTHER SOURCES AND USES</b>			
17 Transfers in	\$ 0	\$ 0	\$ 0
18 Transfers out	\$ 0	\$ 0	\$ 0
19 TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0	\$ 0
20 Refunding TIF bonds issued	\$ 0	\$ 0	\$ 0
21 TIF Bonds refunded	\$ 0	\$ 0	\$ 0
22 TIF Bond discount	\$ 0	\$ 0	\$ 0
23 TIF Bond premium	\$ 0	\$ 0	\$ 0
24 Sales of property	\$ 0	\$ 0	\$ 0
25 Other (see instructions, comment required)	\$ 0	\$ 0	\$ 0
26 <b>Total Other Sources and Uses</b>	\$ 0	\$ 0	\$ 0
27 <b>Net change in tax increment balances</b>	\$ (161,659)	\$ 49,100	\$ (112,559)
28 Tax Increment balance (beginning 01/01/2020)		\$ (161,659)	
29 Tax Increment balance (ending 12/31/2020)		\$ (112,559)	

Comments (500 Character limit):

30

## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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**Balance Sheet**

		A	B
		12/31/2019	12/31/2020
<b>ASSETS</b>			
1	Cash	\$ 18,772	\$ 26,256
2	Investments	\$ 0	\$ 0
3	Due from other TIF districts	\$ 0	\$ 0
4	Due from non-tax increment accounts	\$ 0	\$ 0
5	Interest receivable	\$ 0	\$ 0
6	Taxes receivable	\$ 0	\$ 0
7	Other receivables	\$ 0	\$ 0
8	Property held for resale	\$ 0	\$ 0
9	<b>Total Assets</b>	<b>\$ 18,772</b>	<b>\$ 26,256</b>
<b>LIABILITIES</b>			
10	Due to other TIF districts	\$ 0	\$ 0
11	Due to non-tax increment accounts	\$ 180,431	\$ 138,815
12	Accounts payable	\$ 0	\$ 0
13	Unearned revenue	\$ 0	\$ 0
14	<b>Total Liabilities</b>	<b>\$ 180,431</b>	<b>\$ 138,815</b>
15	Deferred Inflows	\$ 0	\$ 0
16	<b>Total Liabilities and Deferred Inflows</b>	<b>\$ 180,431</b>	<b>\$ 138,815</b>
<b>TAX INCREMENT BALANCE</b>			
17	<b>Total Tax Increment Balance</b>	<b>\$ (161,659)</b>	<b>\$ (112,559)</b>
18	<b>Total Liabilities and Tax Increment Balance</b>	<b>\$ 18,772</b>	<b>\$ 26,256</b>



## Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Excess Increment Calculation

## Excess increment calculation report required?

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

Excess increment calculation reporting exemption: Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 235,969
2	Multiply the above amount by 1.2	\$ 283,163
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 570,000
4	Based on the calculation above, the Excess Increment Calculation Report is:	<b>NOT REQUIRED</b>

## Excess Increment Calculation Report

5	Total tax increment generated by the district since certification	\$ 235,969
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	\$ 235,969
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 570,000
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2020	
11	Add transfers of increment made prior to December 31, 2020, used to pay for Minn. Stat. § 469.1763 deficits	
12	Subtotal B	\$ 570,000
13	Excess increment (Subtract subtotal B from subtotal A)	\$ (334,031)
Subtract any of the authorized uses of excess increment listed below:		
14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ (334,031)

\*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

**Norwood Young America - TIF 3-5 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Expr	B
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**2020 Annual Disclosure Statement**

1	Name of Development Authority:	Norwood Young America
2	Name of Municipality:	Norwood Young America
3	Norwood Young America Times (Name of the Newspaper)	8/15/2021 (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2020.

		TIF 3-5
4	Current net tax capacity	\$ 66,738
5	Original net tax capacity	\$ 6,598
6	Captured net tax capacity	\$ 60,140
7	Principal and interest payments due in 2021	\$ 50,569
8	Tax increment received in 2020	\$ 56,459
9	Tax increment expended in 2020	\$ 7,359
10	Month and year of first tax increment receipt	8/2015
11	Date of required decertification	12/31/2023
12	The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies*	\$ 0

\* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2020.

Additional information regarding this district may be obtained from:

13	Name:	Steve Helget
14	Address:	PO Box 59
15	City:	Norwood Young America
16	State:	MN
17	Zip Code:	55368
18	Phone:	(952) 467-1807 Enter as 6512962551.
19	Email:	cityadmin@cityofnva.com

Enter 'none' if no email address.

**Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Home**

The Annual Reporting Form is required for each TIF district that must report in 2021 for the reporting year 2020 and is due by August 2, 2021.

Sections of this Annual Reporting Form may be pre-populated with previously reported information. This Annual Reporting Form is interactive, a line on one worksheet may carry over to another sheet. These cells are shaded yellow. Some columns automatically calculate a total. These cells are shaded blue. The information in the shaded cells cannot be changed directly but the information can be changed on the original worksheet.

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**Do you have additional information to share with our office?**

A comment box is available at the end of the reporting form. Please use the comment box as needed to share information that may be pertinent to the reporting form. If your comment exceeds the space available on the reporting form, you may email the OSA to share the information.

[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)

## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2020

1	TIF District Name:	TIF 3-4
2	Development Authority:	Norwood Young America
3	District Type:	Economic Development
4	County Where TIF District is Located:	Carver
5	County Identification Number, if any:	583

6 For Economic Development districts only: (choose "Not Applicable" for all other districts)

a Is the Small City Exception being used?

No

b Is the district used for a Workforce Housing Project?

No

7 Is this TIF district in a fiscal disparities area?

8 If yes, under what option?

Yes

Option B

## Original TIF Plan Information

9	TIF Plan Approval Date:	
10	Certification Request Date:	4/8/2013
11	Certification Date:	6/21/2013
		6/28/2013

## District Duration

12 Month and year of first receipt of tax increment (actual or anticipated):

7/2016

13 Required Decertification Date:

12/31/2023

## TIF Plan Estimates - Original Plan 4/8/2013

ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)		4/8/2013
14	Tax increment revenues distributed from the county	
15	Interest and investment earnings	\$ 765,000
16	Sales/lease proceeds	\$ 76,500
17	TIF Credits	\$ 0
18	<b>Total Estimated Tax Increment Revenues</b>	<b>\$ 841,500</b>

## ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)

Project costs		
19	Land/building acquisition	
20	Site improvements/preparation costs	\$ 600,000
21	Utilities	\$ 0
22	Other public improvements	\$ 0
23	Construction of affordable housing	\$ 0
24	Small city authorized costs, if not already included above	\$ 0
25	Administrative costs	\$ 0
26	<b>Estimated Tax Increment Project Costs</b>	<b>\$ 76,500</b>
		<b>\$ 676,500</b>
Estimated financing costs		
27	Interest expense	\$ 165,000
28	<b>Total Estimated Project/Financing Costs to be Paid From Tax Increment</b>	<b>\$ 841,500</b>

## ESTIMATED FINANCING

	4/8/2013
29 Total amount of bonds to be issued	\$ 676,500

## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev & Exp Balance Sheet

## District Information

## Special Legislation

1 Was any special legislation enacted for this district? No

2	A	B	C	D
	Year	Chapter	Article	Section
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3 Captured Tax Capacity (Only select "Not Applicable" if Decertified or Entirely Tax Exempt) Applicable

4	Current net tax capacity	2020 Amount
5	Original net tax capacity	+ \$ 67,460
6	Captured net tax capacity (If negative, show \$0)	- \$ 9,522
		= \$ 57,938
7	Fiscal disparity deduction, if applicable (option B)	
8	Captured net tax capacity shared with other taxing jurisdictions	- \$ 17,073
9	Captured net tax capacity retained for tax increment financing (If negative, show \$0)	- \$ 0
		= \$ 40,865

## Fiscal Disparities

10 Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form. [ ]

## Five-Year Rule

11 Did one or more of the following actions occur before 6/28/2018? Yes

If yes, select "Yes" at the appropriate actions:

12	Revenues were paid to a third party	
13	Bonds were issued and sold to a third party	Yes
	Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	No
14	Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	Yes
15	Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	No
16		No

## Statutory County Correction of Error(s)

17 Did the county auditor address any error under Minn. Stat. § 469.177, subd. 13 in 2020? (Populated per county; use Comments Tab to note any disagreement) No

## Decertification

18 Has this district been decertified? No

19 Actual Decertification Date: [ ]



Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

	K	L	M	N	O	P	Q	R	S	T	U	V	W			
	Principal													Interest		
	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2020 From Tax Increment	Paid in 2020 From Other Sources	Additions in Prior Years	Additions in 2020	Outstanding	Due in 2021 From Tax Increment	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2020 From Tax Increment	Paid in 2020 From Other Sources	Due in 2021 From Tax Increment			
1							0									
2							0									
3							0									
4							0									
5							0									
6							0									
7							0									
8							0									
9							0									
10							0									
11							0									
12							0									
13							0									
14							0									
15							0									
16							0									
17							0									
18							0									
19							0									
20							0									

## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

	H	I	J	K	L	M	N	O	P	Q	R	S
	Principal						Interest		Terms			
	Prior Years Draw Amount	2020 Draw Amount	Paid/Rec'd In Prior Years	Paid/Rec'd In 2020	Additions/ Reductions Prior Years	Additions/ Reductions In 2020	Outstanding	Due In 2021	Paid/ Rec'd In Prior Years	Paid/ Rec'd In 2020	Due in 2021	Modified In 2020?
1	\$ 612,876	\$ 0	\$ 127,201	\$ 26,946	\$ 25,291	\$ 0	\$ 484,020	\$ 29,378	\$ 123,375	\$ 20,570	\$ 19,339	No
2							\$ 0					
3							\$ 0					
4							\$ 0					
5							\$ 0					
6							\$ 0					
7							\$ 0					
8							\$ 0					
9							\$ 0					
10							\$ 0					
11							\$ 0					
12							\$ 0					
13							\$ 0					
14							\$ 0					
15							\$ 0					
16							\$ 0					
17							\$ 0					
18							\$ 0					
19							\$ 0					
20							\$ 0					



Principal				Interest			
Paid In Prior Years		Paid In 2020		Paid In Prior Years		Paid In 2020	
Due In 2021		Outstanding		Due In 2021		Due In 2021	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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## Project Costs

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>PROJECT COSTS (OTHER THAN PAYG)</b>			
1 Land/building acquisition			
2 Site improvements/preparation costs	\$ 597,234	\$ 0	\$ 597,234
3 Utilities	\$ 0	\$ 0	\$ 0
4 Other public improvements	\$ 0	\$ 0	\$ 0
5 Construction of affordable housing	\$ 0	\$ 0	\$ 0
6 Small city authorized costs, if not already included above	\$ 0	\$ 0	\$ 0
7 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d))	\$ 0	\$ 0	\$ 0
8 Authority administrative costs	\$ 0	\$ 0	\$ 0
9 County administrative costs	\$ 1,153	\$ 39	\$ 1,192
10 Subtract prior years' costs paid with public funds other than tax increment	\$ 1,640	\$ 330	\$ 1,970
			\$ 0
<b>Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds</b>	\$ 600,027	\$ 369	\$ 600,396
<b>PROJECT COSTS (PAYG)</b>			
12 Land/building acquisition			\$ 0
13 Site improvements/preparation costs			\$ 0
14 Utilities			\$ 0
15 Other public improvements			\$ 0
16 Construction of affordable housing			\$ 0
17 Small city authorized costs, if not already included above			\$ 0
18 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d) (2010))			\$ 0
19 Total Documented Project Costs (PAYG) to be Paid with Tax Increment			\$ 0
			\$ 0
<b>TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS</b>			\$ 600,396
21 Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs	\$ 1,153	\$ 39	\$ 1,192

## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Transfers

- 1 Are there any transfers of tax increment to or from the TIF district?

No

## 2 TRANSFERS IN

Transfers of tax increment from other TIF districts

	A	B	C	D
	District Name	Prior Years	2020 Amount	Total Through 2020
1				0
2				0
3				0
4				0
5				0
6				0
7				0
8				0
9				0
10				0
11				0
12				0
13				0
14				0
15				0
16				0
17				0
18				0
19				0
20				0
3	Total Transfers In	\$ 0	\$ 0	0

## 4 TRANSFERS OUT

Transfers of tax increment to other TIF districts

1				0
2				0
3				0
4				0
5				0
6				0
7				0
8				0
9				0
10				0
11				0
12				0
13				0
14				0
15				0
16				0
17				0
18				0
19				0
20				0
5	Total Transfers Out	\$ 0	\$ 0	0

## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	Alt
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## Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>REVENUES</b>			
1 Tax increment revenues distributed from the county	\$ 231,983	\$ 54,130	\$ 286,113
2 Interest and investment earnings	\$ 720	\$ 277	\$ 997
3 TIF Credits	\$ 0	\$ 0	\$ 0
4 Loan/advance repayments	\$ 0	\$ 0	\$ 0
5 Lease proceeds	\$ 0	\$ 0	\$ 0
6 Repayments or return of tax increment per agreements	\$ 0	\$ 0	\$ 0
7 <b>Total Revenues</b>	\$ 232,703	\$ 54,407	\$ 287,110
<b>EXPENDITURES</b>			
8 Project costs (other than PAYG)	\$ 600,027	\$ 369	\$ 600,396
9 Tax increment returned to the county	\$ 0	\$ 0	\$ 0
<b>Bond Payments</b>			
Principal			
10 Payments for PAYG note or contract	\$ 0	\$ 0	\$ 0
11 Payments on all other TIF bonds	\$ 0	\$ 0	\$ 0
Interest			
12 Interest on PAYG	\$ 0	\$ 0	\$ 0
13 Interest on all other (TIF and Non-TIF) bonds	\$ 0	\$ 0	\$ 0
14 Interest on interfund loans	\$ 123,375	\$ 20,570	\$ 143,945
15 <b>Total Expenditures</b>	\$ 723,402	\$ 20,939	\$ 744,341
16 <b>Revenues over (under) expenditures</b>	\$ (490,699)	\$ 33,468	\$ (457,231)
<b>OTHER SOURCES AND USES</b>			
17 Transfers in	\$ 0	\$ 0	\$ 0
18 Transfers out	\$ 0	\$ 0	\$ 0
19 TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0	\$ 0
20 Refunding TIF bonds issued	\$ 0	\$ 0	\$ 0
21 TIF Bonds refunded	\$ 0	\$ 0	\$ 0
22 TIF Bond discount	\$ 0	\$ 0	\$ 0
23 TIF Bond premium	\$ 0	\$ 0	\$ 0
24 Sales of property	\$ 0	\$ 0	\$ 0
25 Other (see instructions, comment required)	\$ 0	\$ 0	\$ 0
26 <b>Total Other Sources and Uses</b>	\$ 0	\$ 0	\$ 0
27 <b>Net change in tax increment balances</b>	\$ (490,699)	\$ 33,468	\$ (457,231)
28 Tax increment balance (beginning 01/01/2020)		\$ (490,699)	
29 Tax increment balance (ending 12/31/2020)		\$ (457,231)	

Comments (500 Character limit):

30

## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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**Balance Sheet**

		A	B
		12/31/2019	12/31/2020
<b>ASSETS</b>			
1	Cash		
2	Investments	\$ 20,267	\$ 26,789
3	Due from other TIF districts	\$ 0	\$ 0
4	Due from non-tax increment accounts	\$ 0	\$ 0
5	Interest receivable	\$ 0	\$ 0
6	Taxes receivable	\$ 0	\$ 0
7	Other receivables	\$ 0	\$ 0
8	Property held for resale	\$ 0	\$ 0
9	<b>Total Assets</b>	<b>\$ 20,267</b>	<b>\$ 26,789</b>
<b>LIABILITIES</b>			
10	Due to other TIF districts	\$ 0	\$ 0
11	Due to non-tax increment accounts	\$ 510,966	\$ 484,020
12	Accounts payable	\$ 0	\$ 0
13	Unearned revenue	\$ 0	\$ 0
14	<b>Total Liabilities</b>	<b>\$ 510,966</b>	<b>\$ 484,020</b>
15	Deferred Inflows	\$ 0	\$ 0
16	<b>Total Liabilities and Deferred Inflows</b>	<b>\$ 510,966</b>	<b>\$ 484,020</b>
<b>TAX INCREMENT BALANCE</b>			
17	<b>Total Tax Increment Balance</b>	<b>\$ (490,699)</b>	<b>\$ (457,231)</b>
18	<b>Total Liabilities and Tax Increment Balance</b>	<b>\$ 20,267</b>	<b>\$ 26,789</b>



## Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Excess Increment Calculation****Excess increment calculation report required?**

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

**Excess increment calculation reporting exemption:** Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 287,110
2	Multiply the above amount by 1.2	\$ 344,532
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 841,500
4	Based on the calculation above, the Excess Increment Calculation Report is:	<b>NOT REQUIRED</b>

**Excess Increment Calculation Report**

5	Total tax increment generated by the district since certification	\$ 287,110
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	\$ 287,110
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 841,500
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2020	
11	Add transfers of increment made prior to December 31, 2020, used to pay for Minn. Stat § 469.1763 deficits	
12	Subtotal B	\$ 841,500
13	Excess increment (Subtract subtotal B from subtotal A)	\$ (554,390)
Subtract any of the authorized uses of excess increment listed below		
14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ (554,390)

\*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

# Norwood Young America - TIF 3-4 - 2020 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev & Expr B:

## 2020 Annual Disclosure Statement

- 1 Name of Development Authority: Norwood Young America
- 2 Name of Municipality: Norwood Young America
- 3 Norwood Young America Times 8/15/2021  
(Name of the Newspaper) (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2020.

- 4 Current net tax capacity
- 5 Original net tax capacity
- 6 Captured net tax capacity
- 7 Principal and interest payments due in 2021
- 8 Tax increment received in 2020
- 9 Tax increment expended in 2020
- 10 Month and year of first tax increment receipt
- 11 Date of required decertification
- 12 The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies\*

### TIF 3-4

\$	67,460
\$	9,522
\$	57,938
\$	48,717
\$	54,407
\$	20,939
	7/2016
	12/31/2023
\$	0

\* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2020.

Additional information regarding this district may be obtained from:

- 13 Name: Steve Helget
- 14 Address: PO Box 59
- 15 City: Norwood Young America
- 16 State: MN
- 17 Zip Code: 55368
- 18 Phone: (952) 467-1807 Enter as 6512962551.
- 19 Email: cityadmin@cityofnva.com

Enter 'none' if no email address.

**Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Home**

The Annual Reporting Form is required for each TIF district that must report in 2021 for the reporting year 2020 and is due by August 2, 2021.

Sections of this Annual Reporting Form may be pre-populated with previously reported information. This Annual Reporting Form is interactive, a line on one worksheet may carry over to another sheet. These cells are shaded yellow. Some columns automatically calculate a total. These cells are shaded blue. The information in the shaded cells cannot be changed directly but the information can be changed on the original worksheet.

Please become familiar with the forms and review each line for accuracy.

**Important Information for Completing SAFES Forms**

The OSA has become aware of an issue affecting some reporting forms that are downloaded from the State Auditor's Form Entry System (SAFES), which could include this form.

**Please press the Ctrl, Alt, and F9 keys at the same time** to ensure that all calculations on your form are correct. Pressing these keys at the same time forces the form to recalculate and will resolve the issue. Please do this when you first open the form and again just before submitting the form, at a minimum.

Please feel free to contact us at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us) with any questions.

**What do the red messages in the form indicate?**

The red messages in the right margin indicate that data must be entered or corrected before the reporting form can be submitted. Once the data has been entered or corrected, the red message will no longer be displayed.

Tab Name	Red Messages Remaining
<a href="#">Overview</a>	0
<a href="#">District Info</a>	0
<a href="#">Debt</a>	0
<a href="#">Interfund Loans</a>	0
<a href="#">PAYG</a>	0
<a href="#">Project Costs</a>	0
<a href="#">Transfers</a>	0
<a href="#">Rev &amp; Exp</a>	0
<a href="#">Balance Sheet</a>	0
<a href="#">EIC</a>	0
<a href="#">ADS</a>	0
<a href="#">Comments</a>	0
Cut and Paste Errors	0
<b>TOTAL COUNT</b>	<b>0</b>

**Have you reviewed the instructions?**

Detailed instructions on how to complete the Annual Reporting Form are available by clicking the link below.

[CLICK HERE for detailed reporting instructions](#)

Instructional videos provide additional assistance in completing the Annual Reporting Form the videos.

[CLICK HERE to view videos](#)

**Have you read the TIF Statements of Position?**



The Office of the State Auditor (OSA) prepares Statements of Position to provide an educational resource to local governments, auditors and the public. Statements of Position are not legal advice and should not be relied upon in lieu of legal advice.

[CLICK HERE for a list of all TIF Statements of Position](#)

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**Have you saved your files?**

Use the SAVE AS command and choose the location to save your files on your computer. Otherwise, they will be saved to a temporary location, making them difficult to locate when you are ready to upload.

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**Are your calculations too slow?**

If the calculations are too slow, change the calculation options from automatic to manual. For information regarding how to change the calculation process, please see the following link to Microsoft.

[CLICK HERE for Microsoft Change formula recalculation, iteration, or precision](#)

"Change when a worksheet or workbook recalculates"

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**Do you need additional forms?**

A TIF District Annual Reporting Form is required to be submitted for a TIF district beginning with the year the district is certified. If you have a new TIF district that needs to be reported for 2020, please email the OSA as soon as possible. For new TIF districts, you must complete a TIF Plan Collection Form through SAFES (State Auditor's Form Entry System) before a 2020 District Annual Form can be generated. If you have a new pooled debt issue to be reported for 2020, please email the OSA.

[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)

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**Was this TIF District recently decertified?**

If a district has recently been decertified, please print and complete a Confirmation of Decertification Form from our website. Complete and sign Part A, and send the form to your County Auditor. He or she will verify the information and sign Part B. It is the authority's responsibility to make sure the OSA receives a fully completed decertification form.

[Confirmation of Decertification Form](#)

If the district is decertified before the maximum duration limit identified in the TIF Act is reached, please submit a copy of the city council's resolution to decertify the district in addition to the Confirmation of Decertification.

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**Do you have additional information to share with our office?**

A comment box is available at the end of the reporting form. Please use the comment box as needed to share information that may be pertinent to the reporting form. If your comment exceeds the space available on the reporting form, you may email the OSA to share the information.

[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2020

1	TIF District Name:	TIF 3-3
2	Development Authority:	Norwood Young America
3	District Type:	Economic Development
4	County Where TIF District is Located:	Carver
5	County Identification Number, if any:	0582-0

6	For Economic Development districts only: (choose "Not Applicable" for all other districts)	
a	Is the Small City Exception being used?	No
b	Is the district used for a Workforce Housing Project?	No
7	Is this TIF district in a fiscal disparities area?	
8	If yes, under what option?	Yes Option B

## Original TIF Plan Information

9	TIF Plan Approval Date:	
10	Certification Request Date:	5/29/2012
11	Certification Date:	6/21/2013 6/28/2013

## District Duration

12	Month and year of first receipt of tax increment (actual or anticipated):	8/2014
13	Required Decertification Date:	12/31/2022

## TIF Plan Estimates - Original Plan 5/29/2012

ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)		5/29/2012
14	Tax increment revenues distributed from the county	
15	Interest and investment earnings	\$ 335,000
16	Sales/lease proceeds	\$ 35,000
17	TIF Credits	\$ 0
18	<b>Total Estimated Tax Increment Revenues</b>	<b>\$ 370,000</b>

## ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)

Project costs		
19	Land/building acquisition	
20	Site improvements/preparation costs	\$ 269,200
21	Utilities	\$ 0
22	Other public improvements	\$ 0
23	Construction of affordable housing	\$ 0
24	Small city authorized costs, if not already included above	\$ 0
25	Administrative costs	\$ 0
26	<b>Estimated Tax Increment Project Costs</b>	<b>\$ 35,000</b>
Estimated financing costs		
27	Interest expense	\$ 65,800
28	<b>Total Estimated Project/Financing Costs to be Paid From Tax Increment</b>	<b>\$ 370,000</b>

## ESTIMATED FINANCING

ESTIMATED FINANCING		5/29/2012
29	Total amount of bonds to be issued	\$ 304,200

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev & Exp Balance Sheet

## District Information

## Special Legislation

1 Was any special legislation enacted for this district? No

2	A	B	C	D
	Year	Chapter	Article	Section
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3 Captured Tax Capacity (Only select "Not Applicable" if Decertified or Entirely Tax Exempt) Applicable

	2020 Amount
4 Current net tax capacity	
5 Original net tax capacity	+ \$ 2,552
6 Captured net tax capacity (if negative, show \$0)	- \$ 1,620
	= \$ 932
7 Fiscal disparity deduction, if applicable (option B)	
8 Captured net tax capacity shared with other taxing jurisdictions	- \$ 313
9 Captured net tax capacity retained for tax increment financing (if negative, show \$0)	- \$ 0
	= \$ 619

## Fiscal Disparities

10 Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form.

## Five-Year Rule

11 Did one or more of the following actions occur before 6/28/2018? Yes

If yes, select "Yes" at the appropriate actions:

12 Revenues were paid to a third party	
13 Bonds were issued and sold to a third party	Yes
14 Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	No
15 Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	Yes
16 Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	No

## Statutory County Correction of Error(s)

17 Did the county auditor address any error under Minn. Stat. § 469.177, subd. 13 in 2020? (Populated per county; use Comments Tab to note any disagreement) No

## Decertification

18 Has this district been decertified? No

19 Actual Decertification Date:

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

	Principal				Interest								
	K	L	M	N	O	P	Q	R	S	T	U	V	W
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

Debt

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

	2020		Principal		Interest		Modified In 2020?
	Prior Years Draw Amount	2020 Draw Amount	Paid/Rec'd In Prior Years	Paid/Rec'd In 2020	Paid/ Rec'd In 2020	Due in 2021	
1	\$ 155,887	\$ 0	\$ 0	\$ 0	\$ 8,105	\$ 8,113	No
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							



## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev. & Exp Balance Sheet EIC ADS

## Project Costs

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>PROJECT COSTS (OTHER THAN PAYG)</b>			
1 Land/building acquisition			
2 Site improvements/preparation costs	\$ 163,545	\$ 0	\$ 163,545
3 Utilities	\$ 0	\$ 0	\$ 0
4 Other public improvements	\$ 0	\$ 0	\$ 0
5 Construction of affordable housing	\$ 0	\$ 0	\$ 0
6 Small city authorized costs, if not already included above	\$ 0	\$ 0	\$ 0
Temporary economic development (Jobs)	\$ 0	\$ 0	\$ 0
7 [Minn. Stat. § 469.176, subd. 4c (d)]			
8 Authority administrative costs	\$ 0	\$ 0	\$ 0
9 County administrative costs	\$ 23,928	\$ 39	\$ 23,967
10 Subtract prior years' costs paid with public funds other than tax increment	\$ 1,340	\$ 330	\$ 1,670
			\$ 0
11 <b>Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds</b>	\$ 188,813	\$ 369	\$ 189,182
<b>PROJECT COSTS (PAYG)</b>			
12 Land/building acquisition			
13 Site improvements/preparation costs			\$ 0
14 Utilities			\$ 0
15 Other public improvements			\$ 0
16 Construction of affordable housing			\$ 0
17 Small city authorized costs, if not already included above			\$ 0
18 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d) (2010))			\$ 0
19 <b>Total Documented Project Costs (PAYG) to be Paid with Tax Increment</b>			\$ 0
			\$ 0
20 <b>TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS</b>			\$ 189,182
21 Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs	\$ 23,928	\$ 39	\$ 23,967



## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Transfers

- 1 Are there any transfers of tax increment to or from the TIF district?

No

## 2 TRANSFERS IN

Transfers of tax increment from other TIF districts

	A	B	C	D
	District Name	Prior Years	2020 Amount	Total Through 2020
1				0
2				0
3				0
4				0
5				0
6				0
7				0
8				0
9				0
10				0
11				0
12				0
13				0
14				0
15				0
16				0
17				0
18				0
19				0
20				0
3	Total Transfers In	\$ 0	\$ 0	0

## 4 TRANSFERS OUT

Transfers of tax increment to other TIF districts

1				0
2				0
3				0
4				0
5				0
6				0
7				0
8				0
9				0
10				0
11				0
12				0
13				0
14				0
15				0
16				0
17				0
18				0
19				0
20				0
5	Total Transfers Out	\$ 0	\$ 0	0



## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev & Exp Balance Sheet EIC AT

## Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>REVENUES</b>			
1 Tax increment revenues distributed from the county			
2 Interest and investment earnings	\$ 3,361	\$ 989	\$ 4,350
3 TIF Credits	\$ 10	\$ 0	\$ 10
4 Loan/advance repayments	\$ 0	\$ 0	\$ 0
5 Lease proceeds	\$ 0	\$ 0	\$ 0
6 Repayments or return of tax increment per agreements	\$ 0	\$ 0	\$ 0
7 <b>Total Revenues</b>	\$ 3,371	\$ 989	\$ 4,360
<b>EXPENDITURES</b>			
8 Project costs (other than PAYG)	\$ 188,813	\$ 369	\$ 189,182
9 Tax increment returned to the county	\$ 0	\$ 0	\$ 0
Bond Payments			
Principal			
10 Payments for PAYG note or contract	\$ 0	\$ 0	\$ 0
11 Payments on all other TIF bonds	\$ 0	\$ 0	\$ 0
Interest			
12 Interest on PAYG	\$ 0	\$ 0	\$ 0
13 Interest on all other (TIF and Non-TIF) bonds	\$ 0	\$ 0	\$ 0
14 Interest on interfund loans	\$ 42,844	\$ 8,105	\$ 50,949
15 <b>Total Expenditures</b>	\$ 231,657	\$ 8,474	\$ 240,131
16 <b>Revenues over (under) expenditures</b>	\$ (228,286)	\$ (7,485)	\$ (235,771)
<b>OTHER SOURCES AND USES</b>			
17 Transfers in	\$ 0	\$ 0	\$ 0
18 Transfers out	\$ 0	\$ 0	\$ 0
19 TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0	\$ 0
20 Refunding TIF bonds issued	\$ 0	\$ 0	\$ 0
21 TIF Bonds refunded	\$ 0	\$ 0	\$ 0
22 TIF Bond discount	\$ 0	\$ 0	\$ 0
23 TIF Bond premium	\$ 0	\$ 0	\$ 0
24 Sales of property	\$ 0	\$ 0	\$ 0
25 Other (see instructions, comment required)	\$ 0	\$ 0	\$ 0
26 <b>Total Other Sources and Uses</b>	\$ 0	\$ 0	\$ 0
27 <b>Net change in tax increment balances</b>	\$ (228,286)	\$ (7,485)	\$ (235,771)
28 Tax Increment balance (beginning 01/01/2020)		\$ (228,286)	
29 Tax Increment balance (ending 12/31/2020)		\$ (235,771)	

Comments (500 Character limit):

30

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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## Balance Sheet

	A	B
	12/31/2019	12/31/2020
<b>ASSETS</b>		
1 Cash	\$ 0	\$ 0
2 Investments	\$ 0	\$ 0
3 Due from other TIF districts	\$ 0	\$ 0
4 Due from non-tax increment accounts	\$ 0	\$ 0
5 Interest receivable	\$ 0	\$ 0
6 Taxes receivable	\$ 0	\$ 0
7 Other receivables	\$ 0	\$ 0
8 Property held for resale	\$ 0	\$ 0
9 <b>Total Assets</b>	\$ 0	\$ 0
<b>LIABILITIES</b>		
10 Due to other TIF districts	\$ 0	\$ 0
11 Due to non-tax increment accounts	\$ 155,887	\$ 155,887
12 Accounts payable	\$ 72,399	\$ 79,884
13 Unearned revenue	\$ 0	\$ 0
14 <b>Total Liabilities</b>	\$ 228,286	\$ 235,771
15 Deferred Inflows	\$ 0	\$ 0
16 <b>Total Liabilities and Deferred Inflows</b>	\$ 228,286	\$ 235,771
<b>TAX INCREMENT BALANCE</b>		
17 <b>Total Tax Increment Balance</b>	\$ (228,286)	\$ (235,771)
18 <b>Total Liabilities and Tax Increment Balance</b>	\$ 0	\$ 0

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Excess Increment Calculation****Excess increment calculation report required?**

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

**Excess increment calculation reporting exemption:** Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 4,360
2	Multiply the above amount by 1.2	\$ 5,232
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 370,000
4	Based on the calculation above, the Excess Increment Calculation Report is:	<b>NOT REQUIRED</b>

**Excess Increment Calculation Report**

5	Total tax increment generated by the district since certification	\$ 4,360
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	4,360
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 370,000
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2020	
11	Add transfers of increment made prior to December 31, 2020, used to pay for Minn. Stat. § 469.1763 deficits	
12	Subtotal B	\$ 370,000
13	Excess increment (Subtract subtotal B from subtotal A)	\$ (365,640)
Subtract any of the authorized uses of excess increment listed below:		
14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ (365,640)

\*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

## Norwood Young America - TIF 3-3 - 2020 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev & Expr B

## 2020 Annual Disclosure Statement

- 1 Name of Development Authority: **Norwood Young America**
- 2 Name of Municipality: **Norwood Young America**
- 3 **Norwood Young America Times** **8/15/2021**  
(Name of the Newspaper) (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2020.

		TIF 3-3
4	Current net tax capacity	
5	Original net tax capacity	\$ 2,552
6	Captured net tax capacity	\$ 1,620
7	Principal and interest payments due in 2021	\$ 932
8	Tax increment received in 2020	\$ 8,113
9	Tax increment expended in 2020	\$ 989
10	Month and year of first tax increment receipt	\$ 8,474
11	Date of required decertification	8/2014
	The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies*	12/31/2022
12		\$ 0

\* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2020.

Additional information regarding this district may be obtained from:

13 Name: **Steve Helget**

14 Address: **PO Box 59**

15 City: **Norwood Young America**

16 State: **MN**

17 Zip Code: **55368**

18 Phone: **(952) 467-1807** Enter as 6512962551.

19 Email: **cityadmin@cityofnva.com**

Enter 'none' if no email address.

**Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Home**

The Annual Reporting Form is required for each TIF district that must report in 2021 for the reporting year 2020 and is due by August 2, 2021.

Sections of this Annual Reporting Form may be pre-populated with previously reported information. This Annual Reporting Form is interactive, a line on one worksheet may carry over to another sheet. These cells are shaded yellow. Some columns automatically calculate a total. These cells are shaded blue. The information in the shaded cells cannot be changed directly but the information can be changed on the original worksheet.

Please become familiar with the forms and review each line for accuracy.

**Important Information for Completing SAFES Forms**

The OSA has become aware of an issue affecting some reporting forms that are downloaded from the State Auditor's Form Entry System (SAFES), which could include this form.

Please press the **Ctrl, Alt, and F9** keys at the same time to ensure that all calculations on your form are correct. Pressing these keys at the same time forces the form to recalculate and will resolve the issue. Please do this when you first open the form and again just before submitting the form, at a minimum.

Please feel free to contact us at [TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us) with any questions.

**What do the red messages in the form indicate?**

The red messages in the right margin indicate that data must be entered or corrected before the reporting form can be submitted. Once the data has been entered or corrected, the red message will no longer be displayed.

Tab Name	Red Messages Remaining
<a href="#">Overview</a>	0
<a href="#">District Info</a>	0
<a href="#">Debt</a>	0
<a href="#">Interfund Loans</a>	0
<a href="#">PAYG</a>	0
<a href="#">Project Costs</a>	0
<a href="#">Transfers</a>	0
<a href="#">Rev &amp; Exp</a>	0
<a href="#">Balance Sheet</a>	0
<a href="#">EIC</a>	0
<a href="#">ADS</a>	0
<a href="#">Comments</a>	0
Cut and Paste Errors	0
<b>TOTAL COUNT</b>	<b>0</b>

**Have you reviewed the instructions?**

Detailed instructions on how to complete the Annual Reporting Form are available by clicking the link below.

[CLICK HERE for detailed reporting instructions](#)

Instructional videos provide additional assistance in completing the Annual Reporting Form the videos.

[CLICK HERE to view videos](#)

**Have you read the TIF Statements of Position?**

The Office of the State Auditor (OSA) prepares Statements of Position to provide an educational resource to local governments, auditors and the public. Statements of Position are not legal advice and should not be relied upon in lieu of legal advice.

[CLICK HERE for a list of all TIF Statements of Position](#)

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**Have you saved your files?**

Use the SAVE AS command and choose the location to save your files on your computer. Otherwise, they will be saved to a temporary location, making them difficult to locate when you are ready to upload.

---

**Are your calculations too slow?**

If the calculations are too slow, change the calculation options from automatic to manual. For information regarding how to change the calculation process, please see the following link to Microsoft.

[CLICK HERE for Microsoft Change formula recalculation, iteration, or precision](#)

"Change when a worksheet or workbook recalculates"

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**Do you need additional forms?**

A TIF District Annual Reporting Form is required to be submitted for a TIF district beginning with the year the district is certified. If you have a new TIF district that needs to be reported for 2020, please email the OSA as soon as possible. For new TIF districts, you must complete a TIF Plan Collection Form through SAFES (State Auditor's Form Entry System) before a 2020 District Annual Form can be generated. If you have a new pooled debt issue to be reported for 2020, please email the OSA.

[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)

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**Was this TIF District recently decertified?**

If a district has recently been decertified, please print and complete a Confirmation of Decertification Form from our website. Complete and sign Part A, and send the form to your County Auditor. He or she will verify the information and sign Part B. It is the authority's responsibility to make sure the OSA receives a fully completed decertification form.

[Confirmation of Decertification Form](#)

If the district is decertified before the maximum duration limit identified in the TIF Act is reached, please submit a copy of the city council's resolution to decertify the district in addition to the Confirmation of Decertification.

---

**Do you have additional information to share with our office?**

A comment box is available at the end of the reporting form. Please use the comment box as needed to share information that may be pertinent to the reporting form. If your comment exceeds the space available on the reporting form, you may email the OSA to share the information.

[TIF@osa.state.mn.us](mailto:TIF@osa.state.mn.us)



## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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## Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2020

1	TIF District Name:	TIF 1-5
2	Development Authority:	Norwood Young America
3	District Type:	Housing
4	County Where TIF District is Located:	Carver
5	County Identification Number, if any:	585

6 For Economic Development districts only: (choose "Not Applicable" for all other districts)

a Is the Small City Exception being used?

Not Applicable

b Is the district used for a Workforce Housing Project?

Not Applicable

7 Is this TIF district in a fiscal disparities area?

8 If yes, under what option?

Yes

Option A

## Original TIF Plan Information

9	TIF Plan Approval Date:	11/10/2014
10	Certification Request Date:	6/1/2015
11	Certification Date:	6/30/2015

## District Duration

12 Month and year of first receipt of tax increment (actual or anticipated):

7/2017

13 Required Decertification Date:

12/31/2041

## TIF Plan Estimates - Original Plan 11/10/2014

		11/10/2014
14	ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)	
15	Tax increment revenues distributed from the county	
16	Interest and investment earnings	\$ 1,873,158
17	Sales/lease proceeds	\$ 187,316
18	TIF Credits	\$ 0
	Total Estimated Tax Increment Revenues	\$ 0
		\$ 2,060,474

## ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)

19	Project costs	
20	Land/building acquisition	\$ 260,000
21	Site improvements/preparation costs	\$ 400,000
22	Utilities	\$ 0
23	Other public improvements	\$ 437,117
24	Construction of affordable housing	\$ 0
25	Small city authorized costs, if not already included above	\$ 0
26	Administrative costs	\$ 56,195
	Estimated Tax Increment Project Costs	\$ 1,153,312
27	Estimated financing costs	
	Interest expense	\$ 907,162
28	Total Estimated Project/Financing Costs to be Paid From Tax Increment	\$ 2,060,474

## ESTIMATED FINANCING

29	Total amount of bonds to be issued	11/10/2014
		\$ 1,153,311

## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home Overview **District Info** Debt Interfund Loans PAYG Project Costs Transfers Rev & Exp Balance Sheet

## District Information

## Special Legislation

1 Was any special legislation enacted for this district? No

2	A	B	C	D
	Year	Chapter	Article	Section
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3 Captured Tax Capacity (Only select "Not Applicable" if Decertified or Entirely Tax Exempt) Applicable

4	Current net tax capacity	2020 Amount
5	Original net tax capacity	+ \$ 49,244
6	Captured net tax capacity (If negative, show \$0)	- \$ 1,978
		= \$ 47,266
7	Fiscal disparity deduction, if applicable (option B)	
8	Captured net tax capacity shared with other taxing jurisdictions	- \$ 0
9	Captured net tax capacity retained for tax increment financing (If negative, show \$0)	- \$ 0
		= \$ 47,266

## Fiscal Disparities

10 Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form. \$ 0

## Five-Year Rule

11 Did one or more of the following actions occur before 6/30/2020? Yes

If yes, select "Yes" at the appropriate actions:

12	Revenues were paid to a third party	
13	Bonds were issued and sold to a third party	No
14	Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	No
15	Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	Yes
16	Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	No

## Statutory County Correction of Error(s)

17 Did the county auditor address any error under Minn. Stat. § 469.177, subd. 13 in 2020? (Populated per county; use Comments Tab to note any disagreement) No

## Decertification

18 Has this district been decertified? No

19 Actual Decertification Date:



Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

	K	L	M	N	O	P	Q	R	S	T	U	V	W
	Principal												Interest
	Paid In Prior Years From Tax Increment	Paid In Prior Years From Other Sources	Paid In 2020 From Tax Increment	Paid In 2020 From Other Sources	Additions In Prior Years	Additions In 2020	Outstanding	Due In 2021 From Tax Increment	Paid In Prior Years From Tax Increment	Paid In Prior Years From Other Sources	Paid In 2020 From Tax Increment	Paid In 2020 From Other Sources	Due In 2021 From Tax Increment
1							1						
2							0						
3							0						
4							0						
5							0						
6							0						
7							0						
8							0						
9							0						
10							0						
11							0						
12							0						
13							0						
14							0						
15							0						
16							0						
17							0						
18							0						
19							0						
20							0						

## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

	H	I	J	K	Principal		Interest		P	Q	R	S
					L	M	N	O	Paid/Rec'd in Prior Years	Paid/Rec'd in 2020	Due in 2021	Modified In 2020?
	Prior Years Draw Amount	2020 Draw Amount	Paid/Rec'd in Prior Years	Paid/Rec'd in 2020	Additions/Reductions Prior Years	Additions/Reductions In 2020	Outstanding	Due in 2021	Paid/Rec'd in Prior Years	Paid/Rec'd in 2020	Due in 2021	Modified In 2020?
1							\$ 0					
2							\$ 0					
3							\$ 0					
4							\$ 0					
5							\$ 0					
6							\$ 0					
7							\$ 0					
8							\$ 0					
9							\$ 0					
10							\$ 0					
11							\$ 0					
12							\$ 0					
13							\$ 0					
14							\$ 0					
15							\$ 0					
16							\$ 0					
17							\$ 0					
18							\$ 0					
19							\$ 0					
20							\$ 0					



## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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## Project Costs

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>PROJECT COSTS (OTHER THAN PAYG)</b>			
1 Land/building acquisition			
2 Site improvements/preparation costs	\$ 0	\$ 0	\$ 0
3 Utilities	\$ 0	\$ 0	\$ 0
4 Other public improvements	\$ 0	\$ 0	\$ 0
5 Construction of affordable housing	\$ 0	\$ 0	\$ 0
6 Small city authorized costs, if not already included above	\$ 0	\$ 0	\$ 0
7 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d))	\$ 0	\$ 0	\$ 0
8 Authority administrative costs	\$ 0	\$ 0	\$ 0
9 County administrative costs	\$ 3,423	\$ 70	\$ 3,493
10 Subtract prior years' costs paid with public funds other than tax increment	\$ 1,060	\$ 300	\$ 1,360
11 <b>Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds</b>	\$ 4,483	\$ 370	\$ 4,853
<b>PROJECT COSTS (PAYG)</b>			
12 Land/building acquisition			
13 Site improvements/preparation costs			\$ 200,000
14 Utilities			\$ 300,000
15 Other public improvements			\$ 0
16 Construction of affordable housing			\$ 0
17 Small city authorized costs, if not already included above			\$ 30,000
18 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d) (2010))			\$ 0
19 <b>Total Documented Project Costs (PAYG) to be Paid with Tax Increment</b>			\$ 530,000
20 <b>TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS</b>			\$ 534,853
21 Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs	\$ 3,422	\$ 70	\$ 3,492

## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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**Transfers**

- 1 Are there any transfers of tax increment to or from the TIF district?

No

A	B	C	D
District Name	Prior Years	2020 Amount	Total Through 2020

## 2 TRANSFERS IN

Transfers of tax increment from other TIF districts

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total Transfers In		\$ 0	\$ 0	\$ 0

## 3

## 4 TRANSFERS OUT

Transfers of tax increment to other TIF districts

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total Transfers Out		\$ 0	\$ 0	\$ 0

## 5

## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev & Exp Balance Sheet EIC AT

## Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2020 Amount	Total Through 2020
<b>REVENUES</b>			
1 Tax increment revenues distributed from the county			
2 Interest and investment earnings	\$ 136,127	\$ 60,417	\$ 196,544
3 TIF Credits	\$ 683	\$ 630	\$ 1,313
4 Loan/advance repayments	\$ 0	\$ 0	\$ 0
5 Lease proceeds	\$ 0	\$ 0	\$ 0
6 Repayments or return of tax increment per agreements	\$ 0	\$ 0	\$ 0
7 <b>Total Revenues</b>	\$ 136,810	\$ 61,047	\$ 197,857
<b>EXPENDITURES</b>			
8 Project costs (other than PAYG)	\$ 4,483	\$ 370	\$ 4,853
9 Tax increment returned to the county	\$ 0	\$ 0	\$ 0
<b>Bond Payments</b>			
<b>Principal</b>			
10 Payments for PAYG note or contract	\$ 41,691	\$ 34,523	\$ 76,214
11 Payments on all other TIF bonds	\$ 0	\$ 0	\$ 0
<b>Interest</b>			
12 Interest on PAYG	\$ 64,988	\$ 24,083	\$ 89,071
13 Interest on all other (TIF and Non-TIF) bonds	\$ 0	\$ 0	\$ 0
14 Interest on interfund loans	\$ 0	\$ 0	\$ 0
15 <b>Total Expenditures</b>	\$ 111,162	\$ 58,976	\$ 170,138
16 <b>Revenues over (under) expenditures</b>	\$ 25,648	\$ 2,071	\$ 27,719
<b>OTHER SOURCES AND USES</b>			
<b>Transfers in</b>			
17 Transfers out	\$ 0	\$ 0	\$ 0
18 TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0	\$ 0
19 Refunding TIF bonds issued	\$ 0	\$ 0	\$ 0
20 TIF Bonds refunded	\$ 0	\$ 0	\$ 0
21 TIF Bond discount	\$ 0	\$ 0	\$ 0
22 TIF Bond premium	\$ 0	\$ 0	\$ 0
23 Sales of property	\$ 0	\$ 0	\$ 0
24 Other (see instructions, comment required)	\$ 0	\$ 0	\$ 0
25 <b>Total Other Sources and Uses</b>	\$ 0	\$ 0	\$ 0
26 <b>Net change in tax increment balances</b>	\$ 25,648	\$ 2,071	\$ 27,719
27 Tax increment balance (beginning 01/01/2020)		\$ 25,648	
28 Tax increment balance (ending 12/31/2020)		\$ 27,719	

Comments (500 Character limit):

30



## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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**Balance Sheet**

		A	B
		12/31/2019	12/31/2020
	<b>ASSETS</b>		
1	Cash		
2	Investments	\$ 51,160	\$ 60,812
3	Due from other TIF districts	\$ 0	\$ 0
4	Due from non-tax increment accounts	\$ 0	\$ 0
5	Interest receivable	\$ 0	\$ 0
6	Taxes receivable	\$ 0	\$ 0
7	Other receivables	\$ 0	\$ 0
8	Property held for resale	\$ 0	\$ 0
9	<b>Total Assets</b>	\$ 51,160	\$ 60,812
	<b>LIABILITIES</b>		
10	Due to other TIF districts	\$ 0	\$ 0
11	Due to non-tax increment accounts	\$ 0	\$ 0
12	Accounts payable	\$ 25,512	\$ 33,093
13	Unearned revenue	\$ 0	\$ 0
14	<b>Total Liabilities</b>	\$ 25,512	\$ 33,093
15	Deferred Inflows	\$ 0	\$ 0
16	<b>Total Liabilities and Deferred Inflows</b>	\$ 25,512	\$ 33,093
	<b>TAX INCREMENT BALANCE</b>		
17	<b>Total Tax Increment Balance</b>	\$ 25,648	\$ 27,719
18	<b>Total Liabilities and Tax Increment Balance</b>	\$ 51,160	\$ 60,812



**Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form**

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
------	----------	---------------	------	-----------------	------	---------------	-----------	-----------	---------------

**Excess Increment Calculation****Excess increment calculation report required?**

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

**Excess increment calculation reporting exemption:** Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 197,857
2	Multiply the above amount by 1.2	\$ 237,428
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 2,060,474
4	Based on the calculation above, the Excess Increment Calculation Report is:	<b>NOT REQUIRED</b>

**Excess Increment Calculation Report**

5	Total tax increment generated by the district since certification	\$ 197,857
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	\$ 197,857
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 2,060,474
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2020	
11	Add transfers of increment made prior to December 31, 2020, used to pay for Minn. Stat. § 469.1763 deficits	
12	Subtotal B	\$ 2,060,474
13	Excess increment (Subtract subtotal B from subtotal A)	\$ (1,862,617)
Subtract any of the authorized uses of excess increment listed below:		
14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ (1,862,617)

\*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

## Norwood Young America - TIF 1-5 - 2020 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev & Expr B

## 2020 Annual Disclosure Statement

- 1 Name of Development Authority: Norwood Young America
- 2 Name of Municipality: Norwood Young America
- 3 Norwood Young America Times 8/15/2021  
(Name of the Newspaper) (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2020.

		TIF 1-5
4	Current net tax capacity	\$ 49,244
5	Original net tax capacity	\$ 1,978
6	Captured net tax capacity	\$ 47,266
7	Principal and interest payments due in 2021	\$ 58,605
8	Tax increment received in 2020	\$ 61,047
9	Tax increment expended in 2020	\$ 58,976
10	Month and year of first tax increment receipt	7/2017
11	Date of required decertification	12/31/2041
12	The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies*	\$ 0

\* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2020.

Additional information regarding this district may be obtained from:

13 Name: Steve Helget

14 Address: PO Box 59

15 City: Norwood Young America

16 State: MN

17 Zip Code: 55368

18 Phone: (952) 467-1807 Enter as 6512962551.

19 Email: cityadmin@cityofnva.com

Enter 'none' if no email address.



To: Mayer Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk-Treasurer  
Date: August 9, 2021  
Subject: American Recovery Plan (ARP)

---

Charlie Storm attended the Carver County Leaders meeting on July 27<sup>th</sup>. During the meeting they discussed the American Recovery Plan (the old plan was CARES). The City is allotted \$429,213 and we received \$199,412.18 of that total on July 27, 2021. These funds will be placed in a separate fund allocated only for the American Recovery Plan.

Charlie will be discussing the information on these documents.

**Recommended Motion:**

n/a

# American Recovery Plan (“ARP”)



**CARVER COUNTY LEADERS**

**JULY 27, 2021**

# Presentation Summary

## 1. ARP: *State and Local Fiscal Recovery Funds* (“SLFRF”)

1. Federal Guiding Principles & Key Objectives
2. Eligible Uses Similar to CRF
3. New Eligible Uses

## 2. Reporting Deadline

## 3. My High-Level Direction

4. <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>

## SLFRF: Guiding Principle

Delivers \$350 billion to govt's: "...addresses priority areas for an equitable economic recovery, including provisions that:

1. *prioritize equity,*
2. focus on economically distressed areas,
3. *support community empowerment,*
4. encourage strong labor practices, and
5. spotlight evidence-based interventions."

# SLFRF Allocations

Carver city	574,637
Chanhasen city	3,005,175
Chaska city	3,073,503
Cologne city	204,642
Hamburg city	58,876
Mayer city	258,052
New Germany city	47,716
Norwood Young America city	429,213
Victoria city	1,162,278
Waconia city	1,408,694
Watertown city	515,762
<b>Carver County Cities</b>	<b>10,738,548</b>
Benton township	93,609
Camden township	108,641
Dahlgren township	154,877
Hancock township	40,200
Hollywood township	121,510
Laketown township	252,813
San Francisco township	97,367
Waconia township	135,062
Watertown city	515,762
Watertown township	144,400
Young America township	80,513
<b>Carver County Townships</b>	<b>1,744,754</b>
	<b>32,864,666</b>



# SLFRF – Key Objectives



## 1. Continue CRF Objectives:

1. Support urgent COVID-19 response efforts.
2. Support immediate economic stabilization for households and businesses.

## 2. New Objectives:

1. Replace Governments' lost revenue
2. “Address systemic public health and economic challenges that have contributed to the **inequal impact of the pandemic on certain populations**”. (*i.e. equity*)

# SLFRF – Familiar Eligible Uses

## • Spending Deadlines:

- 12/31/2024: “Obligated”
- 12/31/2026: “Spend”

## • \$20.4M Carver County:

• Two Eligible Uses Similar to How CC Spent CRF \$:

### 1. Public Health & Safety payroll:

- “Time spent from March 2021 mitigating or responding to the COVID-19 public health emergency”
- Unlike CRF - No automatic broad eligibility

### 2. Aid to Others:

- Small businesses & Non-profits
- Assistance to households

# SLFRF: New Eligible Uses

## ✦ **New Eligible Uses: 66 Expenditure Classifications:**

3. Revenue losses: 2020 – 2024
  - Entity-wide – presumed to be related to COVID-19
  - Up to Revenue loss can be used for Road, Bridge, Buildings, etc.
4. Capital Projects:
  - Develop affordable housing (CDA?)
  - Stormwater: related to road projects ?? (212, ???)
  - Broadband: e-rate for schools?
  - Ventilation systems: County buildings, hospitals, etc.
5. HHS Services: Behavioral, Public Health, etc.
6. Public Health data systems
7. ?????

# SLRFR – Reporting Deadlines Under \$5M

## **“Project and Expenditure” Reports**

- ✧ Annually by 10/31/XX for period ending 9/30/XX
- ✧ Types of projects
- ✧ Financial data
- ✧ Over \$50k: Contract, grant, subaward information

# SLRFR: My High-Level Direction

- **Identify Organization/Community Needs**
- **Quantify the Need with Data**
- **Address Feds Definition of Equity?**
  - ✧ Yes: Safe Harbor – green light!
  - ✧ No: Determine if COVID19 negatively impacted need
- **Unused \$ ?**
  - ✧ CRF \$ sent to County
  - ✧ ARP \$ sent to Feds!
    - ?? Sub award to Carver County CDA??



TO: Honorable Mayor Lagergren and City Council Members

FROM: Park and Rec Commission  
Tony Voigt, Public Service Director

DATE: August 9, 2021

RE: Allowing a Little Library on City Property

---

Karla and Keirra Hemmann, on behalf of Girl Scout Troop 16580, presented at the last regular Parks Commission meeting to propose placing a little library on city property. Keirra along with Chloe Knopik built the little library as part of their Silver Award Project. The little library is a large cabinet with bookshelves inside that will be stocked by the Scouts with books to get it started and will function as a take one leave one basis. I have included a picture of the final project for reference. The Girl Scouts are asking that we place the Little Library on City Property to offer the books to the public and be more available to the community. The Scouts plan to retain ownership by erecting and maintaining the structure.

The Parks Commission along with Karla and Keirra Hemmann discussed multiple locations around the community which would be a good placement for this project. The Commission decided unanimously to recommend placement on City property with Legion Park being the best location. The final location will be on the North side of the Park just off Park Place. It will be on the west sidewalk entrance to the playground area.

I would suggest we have an agreement drafted and signed before final placement can take place.

**Suggested Motion: Make a motion to enter an agreement and allow Girl Scout Troop 16580 to place a Little Library in Legion Park**









TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: August 9, 2021  
RE: Waste Water Treatment Plant Garage Roof Project

---

The roof on the Waste Water Treatment Plant Garage is in poor condition. Recently we have been experiencing leaks into the building during rain events. We have patched the leakage areas the best we can waiting the roof to get repaired. Upon inspection I verified the rubber membrane is starting to dry out and shrink. The shrinkage is causing the membrane to get taught and pull away from the flashing at the edges of the building and allowing moisture to penetrate the roof membrane.

I am proposing to replace the roof with the same/similar ballasted rubber membrane roof design standards that are currently in place. A rubber membrane roof is designed to last approximately 25-35 years. I am unsure of when the roof was last replaced but I am certain it needs to be addressed due to the amount of shrinkage we are experiencing.

I created an RFQ and solicited to 3 contractors. I received 2 quotes as follows.

Laraway Roofing	\$33,140
Vos Construction	\$41,869

We have budgeted \$35,000 this year under the 602-49450-500 for this repair which is the Sewer Fund Capital Outlay line item. There is \$102,000 under this line item for this year. I propose to use the remainder of this fund to complete some Sanitary Sewer Slip Lining and a Trickling Filter Pump replacement.

**Suggested Motion:** Make a motion to hire Laraway Roofing to replace the existing roof on the Waste Water Treatment Plant Garage Roof for the amount of \$33,140

*Norwood Young America*



## **REQUEST FOR QUOTES**

### **Norwood Young America Waste Water Treatment Plant Garage Roof Project**

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

## **I. GENERAL PROVISIONS**

- A. The City of Norwood Young America is accepting quotes to replace the existing roofing on the Waste Water Treatment Plant garage located at 510 E Elm St
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **12:00p.m., August 4<sup>th</sup>, 2021.**  
City of Norwood Young America  
Attention: Tony Voigt  
P.O. Box 59  
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:  
Tony Voigt  
Public Service Director  
P.O. Box 59  
Norwood Young America, MN 55368  
(320) 761-5008  
[tvoigt@cityofnYA.com](mailto:tvoigt@cityofnYA.com)

## **I. Scope of Work**

- A. Replace existing roof on Waste Water Treatment Plant Garage with similar materials and design and to include the lower roof where the generator radiator and exhaust are located
  - 1. Contractor is required to remove and dispose of old rubber membrane.
  - 2. Contractor will be required to reuse all ballast rock and add rock if necessary to properly ballast the newly installed roof
  - 3. Contractor is required to verify and install a minimum of R-30 value insulation to be placed under the rubber membrane
  - 4. Contractor is required to install a 60mil thickness rubber membrane roof
  - 5. Contractor will be required to remove and patch the hole left by the vacated exhaust stack from item V below under City Responsibilities.
  - 6. Contractor is required to dispose of all old flashing and replace with new steel flashing
  - 7. Contractor is required to verify all measurements.

**II. Insurance**

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

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

**III. Project Completion**

A. The scope of work is to be completed by **December 31 2021**. Deadline could be extended due to shortage of materials pending approval by the Public Service Director.

**IV. Contractor Warranty**

A. Contractor shall warrant their workmanship.

**V. City Responsibilities**

A. There is a methane burning exhaust stack penetration on the South end of the building that is no longer in service and needs removal. The city will be responsible to remove all utilities below the roof and assist with removal of this stack.

**VI. Job Site Clean-up**

A. The Contractor is responsible for cleaning up after themselves.

**VII. Quote**

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

**VIII. Right to Reject Quotes**

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

**IX. Disclaimer**

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

## CONTRACTOR'S QUOTE

Company name: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

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

Quote: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CONTRACTOR'S QUOTE

Company name: Laraway Roofing

Contact Person: Matt Dockter

Title: General Manager

Address: 25068 205<sup>th</sup> Ave., New Ulm, MN 56073

Phone Number: 507-354-8538

Quote: \$ 33,140.00

Signature: 

Date: 8/3/21



Office (507) 326-7901  
Fax (507) 964-3003  
19063 371st Avenue  
Green Isle, MN 55338  
[www.vosconstruction.com](http://www.vosconstruction.com)

## PROPOSAL

To: City of NYA  
Attn: Tony Voigt  
PO Box 59  
NYA, MN 55368

Date: 5-3-2021  
Project: NYA – Waste Water Garage Roof  
Attention: Tony Voigt  
Submitted By: Scott Vos

Replace roof on Waste Water Treatment Plant Garage – Labor and Materials

### Scope of Work

- A. Replace existing roof on Waste Water Treatment Plant Garage with similar materials and design and to include the lower roof where the generator radiator and exhaust are located
1. Contractor is required to remove and dispose of old rubber membrane.
  2. Contractor will be required to reuse all ballast rock and add rock if necessary to properly ballast the newly installed roof
  3. Contractor is required to verify and install a minimum of R-30 value insulation to be placed under the rubber membrane
  4. Contractor is required to install a 60mil thickness rubber membrane roof
  5. Contractor will be required to remove and patch the hole left by the vacated exhaust stack from item V below under City Responsibilities.
  6. Contractor is required to dispose of all old flashing and replace with new steel flashing
  7. Permit included

Base Bid for above Scope: \$41,869.00

This proposal may be withdrawn by Vos Construction, Inc. if not accepted within 30 days from above date.  
Payments will be paid within 30 days of invoice

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made within thirty days of invoice.

Signature

Date of acceptance





To: Mayer Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk-Treasurer  
Date: August 9, 2021  
Subject: Last Call Request for Outdoor Alcohol Sale - MinnERod

---

Last Call has submitted a letter requesting approval for outdoor alcohol sales for the MinnERod event on August 21<sup>st</sup> from noon to 9 p.m. The difference on this request from the one for Stiftungsfest is the intent is to allow people to be able to watch the MinnERod event while they drink and not have it fenced in.

According to Chapter 4. Alcoholic Beverages of our code there must be a fence in order to have sales outside:

**440.02 Special License Requirements.** The licensee of an on-sale license issued under this Chapter, with the approval of the Council and with appropriate endorsement on the license, may allow the sale and consumption outside of the interior of the fixed, permanent structure occupied by the licensee. The following requirements shall be met before outside sales shall be permitted.

**Subd. 2 Enclosed Area.** The area for outside sales shall be enclosed by an oblique eight (8) foot tall fence with continuous sides and which shall not allow for any object greater than three (3) inches in diameter to pass through any opening in the fence. The fence shall not have more than three (3) inches of clearance above the ground.

We also address it in Chapter 8. Streets, sidewalks, public parks and grounds:

**Section 840.02 Open Containers Restricted.** No person shall consume or possess in any unsealed container any alcoholic beverage on or in any of the following: 1) in a City park between the hours of 12:00 a.m. and 8:00 a.m. with the exception of public celebrations or activities where the City Council has authorized consumption and possession; 2) on a City street or sidewalk in the C-2, C-3, B-1, and I-1 Zoning Districts; 3) on other public property, unless the Council has authorized consumption and possession.

The State also has rules stating it cannot be sold unless the area is designated and a confined area:

Minnesota Administrative Rules

**7515.0430 ON-SALE APPLICATIONS.**

**Subp. 2. Description of premises.** *The retail licenses for sale of alcoholic beverages which the municipality may issue must contain a specific description of the premises to which the license applies. The description must state the numbered street address or the description of the lot, block, addition, or township. In addition, the license application must include a complete description of*

*the compact and contiguous area in which the licensee will conduct business, including a description of physically connected attachments to the main structure such as patios, decks, or pavilions. If the description in this subpart covers a building with more than one story or rooms which are used for business purposes other than those permitted to be in combination with the license as outlined in part [7515.0420](#), then the description must specify the floor and the space to which the license will apply.*

Unfortunately, considering our code and the State rules, I cannot recommend that the City allows this.

**Recommended Motion:**

**Motion to deny the sale of alcohol outside for the MinnERod event for Last Call for August 21<sup>st</sup>.**

To: City Council

Last Call would like  
permission to sell alcohol outside  
bar for the day of August 21<sup>st</sup>  
Saturday from noon to 9pm.  
during the Union Road. The  
Liquor liability has been sent to  
Homer Hallquist for outdoor alcohol  
sales as of August 5<sup>th</sup>.

August 5<sup>th</sup> 2021

Thank you!

Last Call  
Dana Manning

Id's will be  
checked and  
security will  
be watching!

Wacouag Dodge  
Mark Dene  
Janglez Seven  
Jan Fong



To: Mayer Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk-Treasurer  
Date: August 9, 2021  
Subject: Northside Grill Request for a Street Dance and Outdoor Alcohol Sale - MinnERod

---

Northside Grill has submitted a letter requesting approval for a Street dance and outdoor alcohol sales for the MinnERod event on August 21<sup>st</sup> from 5 to 9 p.m. Although they are planning on checking IDs and having security, it does not meet City Code or Minnesota Administrative Rules.

According to Chapter 4. Alcoholic Beverages of our code there must be a fence in order to have sales outside:

**440.02 Special License Requirements.** The licensee of an on-sale license issued under this Chapter, with the approval of the Council and with appropriate endorsement on the license, may allow the sale and consumption outside of the interior of the fixed, permanent structure occupied by the licensee. The following requirements shall be met before outside sales shall be permitted.

**Subd. 2 Enclosed Area.** The area for outside sales shall be enclosed by an oblique eight (8) foot tall fence with continuous sides and which shall not allow for any object greater than three (3) inches in diameter to pass through any opening in the fence. The fence shall not have more than three (3) inches of clearance above the ground.

We also address it in Chapter 8. Streets, sidewalks, public parks and grounds:

**Section 840.02 Open Containers Restricted.** No person shall consume or possess in any unsealed container any alcoholic beverage on or in any of the following: 1) in a City park between the hours of 12:00 a.m. and 8:00 a.m. with the exception of public celebrations or activities where the City Council has authorized consumption and possession; 2) on a City street or sidewalk in the C-2, C-3, B-1, and I-1 Zoning Districts; 3) on other public property, unless the Council has authorized consumption and possession.

The State also has rules stating it cannot be sold unless the area is designated and a confined area:

Minnesota Administrative Rules

**7515.0430 ON-SALE APPLICATIONS.**

**Subp. 2. Description of premises.** *The retail licenses for sale of alcoholic beverages which the municipality may issue must contain a specific description of the premises to which the license applies. The description must state the numbered street address or the description of the lot, block, addition, or township. In addition, the license application must include a complete description of*

*the compact and contiguous area in which the licensee will conduct business, including a description of physically connected attachments to the main structure such as patios, decks, or pavilions. If the description in this subpart covers a building with more than one story or rooms which are used for business purposes other than those permitted to be in combination with the license as outlined in part [7515.0420](#), then the description must specify the floor and the space to which the license will apply.*

Unfortunately, considering our code and the State rules, I cannot recommend that the City allows the sale of alcohol. However, the street dance is something that could happen. CindyAnn did not have the neighbors signatures of approval at the time of bringing in the letter but said she would work on getting all of them by Monday.

### **Recommended Motion:**

**Motion to approve a Street Dance after the MinnERod event but deny the sale of alcohol Northside Grill for August 21<sup>st</sup>.**

City of NYA-

Northside Grill is requesting approval for a street dance after the Mini Rod event on August 21 5-9pm. We will have a bar/concession area right outside of our building that will start serving at Noon. We have 2 person security arranged for the event checking Ids and making sure it is a peaceful, fun event. Myself, Sandi Harms and one of our trained bartenders will be serving and also checking Ids.

Thank you!

CindyAnn Lambright