



CITY COUNCIL AGENDA
January 24, 2022 – 6:00 p.m.
City Council Meeting
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

CITY COUNCIL WORK SESSION

1. Discuss Concept Plan for Central School District Phased Project
2. Discuss concept Plan for The Meadows Second Addition
3. Joint session with Planning & Zoning Commission
 - a) Discuss Sign Code Repeal and Replace
 - b) Discuss Ground Mounted Accessory Solar in the Industrial District
 - c) Discuss Accessory Structure Height Standards

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
2. Approve Agenda
 - 2.11 Approve minutes of December 27, 2021 meeting
3. Adjournment

CITY COUNCIL

1. CALL MEETING OF CITY COUNCIL TO ORDER
2. APPROVE AGENDA
3. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
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 January 10, 2022
 - 4.2. Approve payment of Claims
 - 4.3. Approve hiring Scott Rannow as an On-call Snowplow Driver
 - 4.4. Approve the resignation of Mathew Schlechter



To: Honorable Mayor Lagergren
Chairperson Heher
Members of the City Council
Members of the Planning Commission
Administrator Aukrust

From: Cynthia Smith Strack

Date: January 24, 2022

Re: Concept Plan Central School District Phased Bond Project

Applicant: ISD 108 Central Schools

Property Owner: ISD 108 Central Schools

Subject Property Address: 531 Morse Street

Property ID: 580114200 (north of 7th St SW), 580143800, 580146000, 58114130 (all south of 7th St SW), and 58143600 (south of Morse St)

Legal: Unplatted

Request: Concept Plan Review

Representative: Timothy Schochenmaier, Superintendent Central Schools
Russ Schumacher Nexus Solutions
Justin Neilsen, Larson Engineering

Attachments: Concept Plan
Memo from City Engineer dated January 20, 2022
Email correspondence from Fire Chief

BACKGROUND

Central Schools is offering concept review of facility upgrades approved by district voters last November. This is a cursory review intended to familiarize Commissioners and Council Members with plans, phases, project timelines, zoning review process, and provide context for future actions. As such this item is for information and discussion but no formal action is needed.

Project representatives will present the concept, phases, and associated information. The Commission and Council may have discussion. Following presentation staff will present context and expectations for future review.

The facilities project includes two likely phases with construction to begin in 2022.

Phase I is work associated with athletic fields north of 7th St SW and includes:

- New baseball field
- New 50' and regulation sized practice fields
- 32 stall parking lot east side of site accessed from Webster St W and 7th St SW. Gravel surfacing proposed.
- 75 stall parking lot west side of site accessed from 7th St SW. Gravel surfacing proposed.
- Small concession stand with concrete slab for portable restroom facilities.
- Batting cages
- Bleacher seating
- Internal sidewalk/trail
- Associated fencing for fields
- Storm facility in southwest corner of site
- No facility overhead lighting is proposed.



Following are likely items that will need to be addressed to facilitate project delivery:

1. Zoning review requires plans based on a certificate of survey with full and complete dimensions.
2. Delineation of wetland and approval for wetland impact must be complete prior to submittal for zoning approval. The LGU is Carver County Water Management Organization.
3. Issues and plans associated with altering drainage of public water must be completed prior to submittal for zoning approval.
4. Central owns the lot identified above and the area at the intersection of 7th and CR 33. If both lots are being used to accommodate the development, platting or administrative lot combination is recommended. If platted the remainder of the school property south of 7th St W could be included in the plat.
5. Parking lots are required to be hard surfaced and have complete perimeter high back curb. A variance would be needed to accommodate the gravel parking surface. The Applicants are encouraged to reach out to the Building Official for comment on accessible routes to facilities as it relates to the proposed gravel surface.
6. New accesses are subject to review and approval as part of site plan consideration.
7. Following site plan review, building and/or zoning permits may be needed.
8. Comments from the City Engineer in review memo dated January 20, 2022 provided for reference.
9. Comment from the Public Services Director has been requested, comments received shall apply.
10. The Fire Chief has no comment on this portion of the plan at this time, subject to further review as project proceeds.

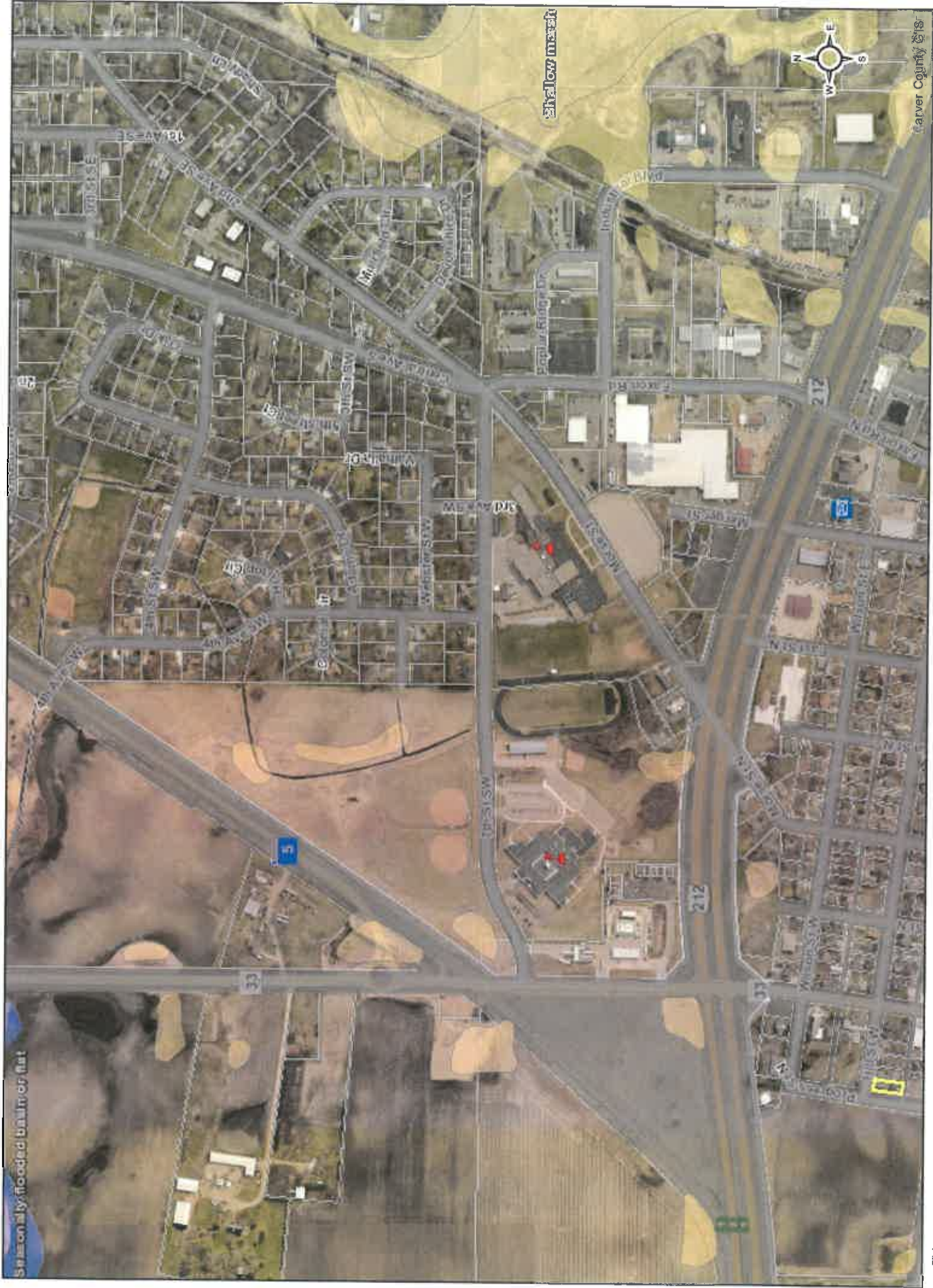
Phase II includes alteration and expansion of existing facilities south of 7th Street SW and including:

- Refurbishing of parking lot south of Morse Street
- A new 1,700 sf two story entry to high school at grade, accessible
- New plaza and greenspace
- Small addition to receiving space north side
- A two story locker and weight room addition – 8,200 sf lower; 5,000 sf upper
- A 22,300 sf gym addition with an at-grade community walking track.
- New athletic field, track, and track/field facilities with security fencing and bleachers
- Reconfiguration of parking lot north of offices/high school with three accesses
- New 44 stall parking lot west of track/field; new access to 7th St W
- Internal sidewalk/trail to facilitate pedestrian movements



Following are likely items that will need to be addressed to facilitate project delivery:

1. Zoning review requires plans based on a certificate of survey with full and complete dimensions.
2. Discussion with Carver County Water Management Organization.
3. Issues and plans associated with altering drainage of public water must be completed prior to submittal for zoning approval.
4. Platting of subject property(ies).
5. Depending on setbacks proposed, variance(s) may be needed to accommodate setback requirements (e.g. front plaza).
6. New street accesses are subject to review and approval as part of site plan consideration.
7. A robust plan for balancing vehicular, bus, and pedestrian traffic in the reconfigured parking lot north of office/high school.
8. A plan for affording safe crossing of 7th St SW for pedestrians and cyclists.
9. If landscaping changes are proposed a landscaping plan/schedule will be needed.
10. Photometric plan for overhead lighting (field and parking facilities).
11. Civil plans for grading, stormwater, and utility access.
12. Comments from the City Engineer in a memo dated January 20, 2022 are provided for information.
13. The concept plan has been forwarded to the Public Services Director and comments have been requested. Comments received shall apply.
14. Fire Chief Steve Zumberge has the following comments:
 - A. Emergency egress: Based on these plans, the fence will need additional emergency exits near both ticket booths and the concession stand area.
 - B. Field access: Designated field level parking for emergency medical vehicles and emergency personnel.
 - C. Fire Lanes: Fire lanes will be addressed during the next construction phase.



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

Map Date: 1/16/2022



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Map Date: 1/16/2022



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2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: 1/20/22
To: Andrea Aukrust, Cynthia Smith Strack
From: John Swanson
Subject: Central School Public Schools – Concept/Site Plan
City of Norwood Young America, MN

Ms. Aukrust and Ms. Smith Strack:

We have reviewed the site/concept plan information for Central Public Schools prepared by Larson Engineering, Inc., and dated January 13, 2022, from an engineering perspective, and offer the following comments for consideration:

- 1) The applicant should identify what municipal utility services are requested. The north site indicates a concession stand and potential irrigation, among other things that may require sewer and water service. Sanitary sewer service is not readily available to the north site.
- 2) The plan proposes gravel surfaced parking areas on the north site. Gravel surfaces near the ditch and other storm water facilities may require the addition of sediment reduction methods to eliminate additional sediment and turbid water from entering the ditch and other storm water facilities. It is recommended the inclusion of paved surfaces be considered.
- 3) Additional impervious surface will require storm water quality, rate and volume control. Water quality, rate and volume discharged from the site must not exceed existing. Hydraulic and hydrologic calculations shall be submitted with the preliminary plans.
- 4) Any work in, across, or immediately adjacent to the ditch will likely require permits and approvals from several agencies, including but not limited to CCWMO, Carver County, USACOE, DNR, etc. In addition, any such work shall not inhibit flow from upstream, increase flow downstream, increase the ditch HWL, or inhibit the ability to clean the ditch.
- 5) The plan should be submitted to CCWMO and other appropriate agencies.
- 6) Preliminary construction plans shall be submitted for review.

The proposed concept plan appears to be acceptable from an engineering perspective contingent upon the comments addressed herein.

Central Schools Concept Plan

Steve Zumberge <SteveZ@locherbros.com>

Wed, Jan 19, 2022 at 11:34 AM

to: Cynthia Smith-Strack <csmithstrack@gmail.com>, Jake Saulsbury <Jake.Saulsbury@bolton-menk.com>, "Jay T. Squires" <Jay.Squires@raswlaw.com>, Tony Voigt <tvoigt@cityofnyc.com>, Karen Hallquist <economicdev@cityofnyc.com>, City Admin <cityadmin@cityofnyc.com>

Good morning Cynthia,

After reviewing the Central School concept plans, here are fire's comments/concerns.

South

Emergency egress: Based on these plans, the fence will need additional emergency exits near both ticket booths and the concession stand area.

Field access: Designated field level parking for emergency medical vehicles and emergency personnel.

Fire Lanes: Fire lanes will be addressed during the next construction phase.

North

No fire concerns at this time.

Thanks,

Steven Zumberge

Fire Chief

Norwood Young America

PO Box 59

310 Elm St W

Norwood Young America MN 55368

Cell: (507) 469-9145

Office: (952) 467-1806

Email:stevez@locherbros.com



To: Honorable Mayor Lagergren
PZC Chairperson Heher
Members of the City Council
Members of the Planning Commission
Administrator Aukrust

From: Cynthia Smith Strack, Consulting Planner

Date: January 24, 2022

Re: Concept Plan: The Meadows Second Addition

Applicant: Mark Eklo (Applicant); STP Investments LLC (Owner)

Subject Address: Not Assigned. Generally north of Lakewood Trail and east of CR 34

Legal Description: Outlot A, The Meadows

Property ID: 585250250

Zoning Class: R-1 Low Density Single Family Residential District

Request: Residential Planned Unit Development/Plat Concept Plan Review

Representative: Mark Eklo
Cara Otto, Otto & Associates

Attachments: 2022 Concept Plan and associated information
Site Map
2005 Preliminary Plat (expired)
Sample City Council Resolution

REQUEST

The City is to consider the attached conceptual residential planned unit development plan with concurrent plat for The Meadows Second Addition. The subject parcel consists of 22.66 acres east of CR 34 and north of Lakewood Trail. The proposed plan includes 50 'villa' lots and 35 'single family lots' all 85 lots are detached owner-occupied residential building sites. The 'villa' lots are proposed one level units with lawn, snow, and refuse provided by an association. Association documents proposed are to be submitted to the City for comment. The remaining lots would not be subject to an association. Phase I of the development would include 17 SF lots adjacent to Quail Court and Phase II would be the balance (18 lots) of the typical SF lots. The Villas would be constructed during a future addition.

Villa housing types are detached owner-occupied dwellings, 2-3 bedrooms, and with attached two car garages. An optional fourth bedroom or stacked third stall garage space would be available. Traditional detached lots would include split entries with attached three car garages. The Applicant has indicated additional information will be available at the meeting.

The subject parcel (aerial attached) is currently zoned R-1 Low Density Single Family. The 2040 Comprehensive Plan guides the subject property to a mix of Medium Density Residential (west approximately half) and Low Density Residential. The Developer proposes a mixed density residential planned unit development with the following entitlements: reduced lot size, reduced lot width, reduced setbacks, and increased surface coverage as illustrated in the following table.

Standard	R-1 Required	R-1 Proposed	R-2 Required	R-2 Proposed
Minimum Size	10,000 sf	Min. 8,950 sf Max. 19,847 sf Avg. 11,279 sf	8,500 sf	Min. 5,250 sf Max. 12,067 sf Avg. 6,238 sf
Minimum Width	80 feet	Min. 67'	70 feet	50'
Setback	Front: 30' Street side: 30' Interior side: 10' Rear: 25'	Front: 25' Street side: 15' Interior side: 10' Rear: 25'	Front: 25' Street side: 25' Interior side: 5' Rear: 25'	Front: 25' Street side: 25' Interior side: 5' Rear: 25'
Coverage	30%	30%	30%	55%

BACKGROUND

The City appears to have approved a preliminary plat for "The Meadows" development in 2005. The City entered into a development agreement on July 27, 2005 and approved a final plat for The Meadows on August 22, 2005.

The property subject to concept plan review at this time was included in the preliminary plat (72 attached SF homes and 35 detached SF homes) but finalized as Outlot A in The Meadows. The executed development agreement appears to apply to the entire subdivision as envisioned in the preliminary plat.

The preliminary plat approval from 2005 has expired. Therefore, the development review process begins with concept (i.e. sketch) plan. The 2022 concept is similar to the 2005 concept in overall density and orientation but differs in housing type. The City may choose to use the 2005 concept as a guide but is not required to do so.

REVIEW

Comprehensive Plan

The 2040 Comprehensive Plan guides the subject property to mixed density residential planned use. Overall density meets metropolitan area density minimum of 3.0 dwelling units per acre, however, the medium density lots are proposed at a density less than that included in the 2040 Plan. The City should seek input from the author of the 2040 plan to determine intent and whether or not an update or amendment is needed. A density table is included in the concept submittal.

	Low Density Lots	Medium Density Lots	Overall
Gross* Density	3.2 du/ac	5.7 du/ac	3.8 du/ac
Net Density	3.9 du/ac	7.0 du/ac	4.5 du/ac
2040 Comp Plan	1-8 du/ac	8-12 du/ac	3 du/ac

* Gross density excludes roadways as per Metro Council standard method

Zoning

The subject property is zoned R-1 Low Density Single Family Residential. The property should be rezoned for mixed use. Single family dwellings are permitted uses in both districts.

Planned Unit Development

Section 1240.02 of the Code provides for planned unit developments through an overlay district. PUD are afforded flexibility in site design requirements. PUD must be: compatible with surrounding land uses and neighborhood character; consistent with the Comprehensive Plan; support compact and orderly development; promote quality development; and, provide efficiency in the layout of roads, utilities, land use

and other infrastructure. PUD must have a defined public benefit such as master planned communities with mixed housing styles, types, etc.

Increases in density over that allowed under applicable zoning classifications is allowed for master planned communities. Mixed residential PUD may allow density transfer when open space is provided. It is noted the park dedication from The Meadows was accepted for PUD. Mixed residential PUD may be afforded entitlements as requested by the Developer.

Phasing

Subdivision build out is proposed in two phases. Phase I is proposed to include 17 SF lots adjacent to Quail Court. Phase II is proposed to include the balance (18 lots) of the typical SF lots. The Villas would be constructed during a future addition.

Financial Impact

Private financing of the development is proposed. The City shall determine what fees apply to the subdivision.

Resource Preservation

The subject parcel is flat with soils conducive to urban development. No apparent wetlands, watercourses, steep slopes, or significant trees are present on the site. The site is not within an area of low vulnerability (on a scale of high, medium, and low) to contamination. Vulnerability is a measure of how long it takes surface water to reach the aquifer.

Transportation

Trip generation analysis is not envisioned due to the limited scale of the proposed development. Quail Court will be constructed from Lakewood Trail to an existing built section. Meadows Boulevard will be extended north and "Proposed Road" will provide access to villa lots. All streets are proposed to be public with ROW width of 50' and curb to curb width of 34 feet.

The Subdivision Code prescribes minimum ROW and improved widths according to street classifications. However, the 2040 Comprehensive Plan does not identify potential future minor collector street locations. The Plan generally suggests collector streets (1) connect local streets to minor arterial streets, (2) connect to arterials but not principal arterials, and (3) be spaced every one-half to one mile in developing areas.

All proposed streets appear to meet code requirements for local streets but not collector streets. The City should discuss vehicular connectivity and assign an appropriate street classification of either collector or local street.

Complete curb and gutter is proposed. High back curb is required under code.

Pedestrians/Bicyclists

No sidewalk or trail is proposed within the concept plan. Existing sidewalk is in place on the north side of Lakewood Trail. A trail facility is in the east boulevard of CR 34.

The City's subdivision code does not require sidewalk or trail within subdivisions, however, such facilities are recommended as a means of achieving goals contained in the Comprehensive Plan pertaining to walkable communities.

Lots/Blocks

Lot orientation and block length appear consistent with Subdivision Code standards. Block length is 600-900 feet. Pedestrian access should be accommodated through the subdivision, east to the existing park.

Parkland Dedication

Parkland was dedicated with The Meadows final plat and associated development agreement with the exception of what is identified as 'Outlot B' in the concept. Outlot B is proposed to be dedicated to the City as the remaining park space proposed under the 2005 development scheme.

The City may agree to accept the park land dedication or readdress.

Utilities

Municipal drinking water, sanitary sewer, and storm sewer infrastructure must be extended throughout the plat. A utility plan is not included with the concept plan. Preliminary utility plans are required with preliminary plat submittal.

Environmental

The proposed subdivision is not large enough to necessitate formal environmental review under state thresholds.

Stormwater/Grading/Drainage

Stormwater management, grading, and erosion control is to be designed and designated by the Developer's Engineer. Storm is proposed to collect in the northwest corner of the development in a facility apparently initiated with the 2005 project. The facility is proposed to be dedicated to the City. The Applicant is responsible for obtaining required review and approval for the proposed plat from the Carver County Water Management Organization (CCWMO). Stormwater will be reviewed at the preliminary plat stage of development review.

Landscaping

The City may require planting of trees on new lots through the subdivision process. A subdivision landscaping plan should be submitted with the preliminary plat.

Additional Department/Agency Comments

Public Works: The plans have been forwarded to Public Services Director Tony Voigt for review and comment. Any/all comments from the Director are hereby incorporated by reference.

City Engineer: The City Engineer has reviewed the application and plan. Comments and recommendations contained in a memo from John Swanson dated January 19, 2022 are hereby incorporated by reference.

City Attorney: Application documents have been forwarded to the City Attorney for review. Platting will require examination of title and execution of a developer's agreement.

Fire Department: The plan submittal has been forwarded to Fire Chief Steve Zumberge for review and comment. Chief Zumberge has the following comments in an email dated January 18, 2022: (1) Fire hydrants are to be located every 300 feet and (2) The proposed road servicing the patio homes will need to be a designated fire lane with parking limited to the non-hydrant side of the street. No parking signs will be required every 75 feet. Chief Zumberge notes comments could change as more detailed plans are submitted. The Chief's comments are hereby incorporated by reference.

If the development moves forward, the Applicant is responsible for facilitating plat check at Carver County.

RECOMMENDATION

After review and discussion, the Planning Commission may consider a MOTION to recommend approval of the concept plan to the City Council subject to any/all conditions.

The City Council may take action to approve or not approve the concept plan.

If approval is contemplated, the following conditions are recommended:

1. Concept PUD and plat approval pertains specifically to The Meadows Second Addition a PUD with concurrent subdivision consisting of 85 single family detached lots proposed development in three phases.

2. The overall conceptual entitlements* for the PUD are as follows:

Planned Use	Low and medium density residential	
Base Zone	R-1 Low Density SF Residential and R-2 Medium Density SF Residential	
Residential Density	Overall 4.5 du/ac. "Villas" 7.0 net; traditional 3.9 net	
Financing	Developer financed	
Park Dedication	Previous area dedication and proposed OL B	
Lot Performance Standards	(R-1 Lots)	(R-2 Lots)
Minimum Size	Min. 8,950 sf Max. 19,847 sf Avg. 11,279 sf	Min. 5,250 sf Max. 12,067 sf Avg. 6,238 sf
Minimum Width	Min. 67'	50'
Setback	Front: 25' Street side: 15' Interior side: 10' Rear: 25'	Front: 25' Street side: 25' Interior side: 5' Rear: 25'
Coverage	30%	55%

* Conceptual entitlements only, demonstrated compliance with other code standards required

3. The concept for The Meadows Second Addition, all correspondence, all reports, and all conditions and restrictions placed upon the concept plan by the City, including but not limited to: its staff, its consultants, the Planning and Zoning Commission, required independent review authorities, and the City Council shall be made apart of this Resolution.
4. The Applicant shall submit applications for rezoning (portion of site), development stage PUD and preliminary plat review/approval and final PUD and final plat review/approval, The Applicant shall submit all required plans for review/approval, pay all necessary fees/costs, and enter into a development agreement at the time of final plat approval.
5. Concept plat approval is limited to major development issues and not intended as or construed to be: preliminary or final plat approval; approval of construction plans; nor any other required approval or acceptance of The Meadows Second Addition.

A sample RESOLUTION contemplating conditional acceptance of the concept plan is attached.



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Map Date: 1/15/2022





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MEMORANDUM

Date: 1/19/22
To: Andrea Aukrust, Cynthia Smith Strack
From: John Swanson
Subject: The Meadows 2nd Addition
City of Norwood Young America, MN

Ms. Aukrust and Ms. Smith Strack:

We have reviewed the concept plan information for The Meadows 2nd Addition prepared by Otto Associates, and dated January 12, 2022, from an engineering perspective, and offer the following comments for consideration:

- 1) The total runoff and drainage patterns shall be verified to be consistent with previous concepts and the original and downstream storm sewer and ponding systems. Storm sewer and ponding calculations shall be submitted with preliminary plans.
- 2) The increased number and type of units appear to be insignificant with regard to sewer and water facilities.
- 3) Street widths proposed are consistent with previous development connecting streets, and the overall original development plan. Proposed street widths appear acceptable from an engineering perspective.
- 4) Sewer, water, and storm sewer stubs were installed to the site as part of The Meadows development. Stubs located in areas no longer appropriate shall be abandoned, relocated, or rerouted. It appears the sewer and water stubs to the westerly entrance may require relocation and potential excavation in Lakewood Trail.

The proposed concept plan appears to be acceptable from an engineering perspective contingent upon the comments addressed herein.

SUBMITTAL: Concept Plan for The Meadows 2nd Addition

Steve Zumberge <SteveZ@locherbros.com>

Tue, Jan 18, 2022 at 8:55 AM

to: Cynthia Smith-Strack <csmithstrack@gmail.com>, Jake Saulsbury <Jake.Saulsbury@bolton-menk.com>, Karen Hallquist
economicdev@cityofnyc.com>, Tony Voigt <tvoigt@cityofnyc.com>, "Jay T. Squires" <Jay.Squires@raswlaw.com>, City Admin
cityadmin@cityofnyc.com>

Good morning Cynthia,

After reviewing the concept plan for the Meadows 2nd addition, fire has the following comments.

1. Fire hydrants will be located every 300 feet.
2. The proposed road servicing the patio homes will need to be a designated fire lane. Parking will be limited to the non-hydrant side of the street. No parking signs will be required every 75 feet.

These comments could change as more detailed plans are submitted.

Steven Zumberge

Fire Chief

Norwood Young America

PO Box 59

310 Elm St W

Norwood Young America MN 55368

Cell: (507) 469-9145

Office: (952) 467-1806

Email:stevez@locherbros.com

From: Cynthia Smith-Strack [mailto:csmithstrack@gmail.com]

Sent: Thursday, January 13, 2022 1:27 PM

To: Jake Saulsbury; Steve Zumberge; Karen Hallquist; Tony Voigt; Jay T. Squires; City Admin

Subject: Fwd: SUBMITTAL: Concept Plan for The Meadows 2nd Addition

DENSITY:
 GROSS PROJECT AREA = 40.60 ACRES
 NET PROJECT AREA = 34.27 ACRES
 (MINUS EXISTING & PROPOSED ROW)

GROSS SINGLE FAMILY (DETACHED) AREA = 27.40 ACRES
 GROSS SINGLE FAMILY (ATTACHED) AREA = 13.20 ACRES
 NET SINGLE FAMILY (DETACHED) AREA = 22.71 ACRES
 NET SINGLE FAMILY (ATTACHED) AREA = 11.86 ACRES

GROSS DENSITY - (OVERALL) = 3.2 UNITS/ACRE
 NET DENSITY - (OVERALL) = 3.6 UNITS/ACRE

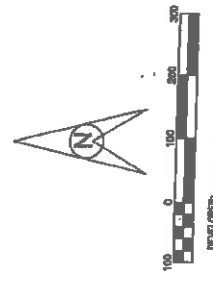
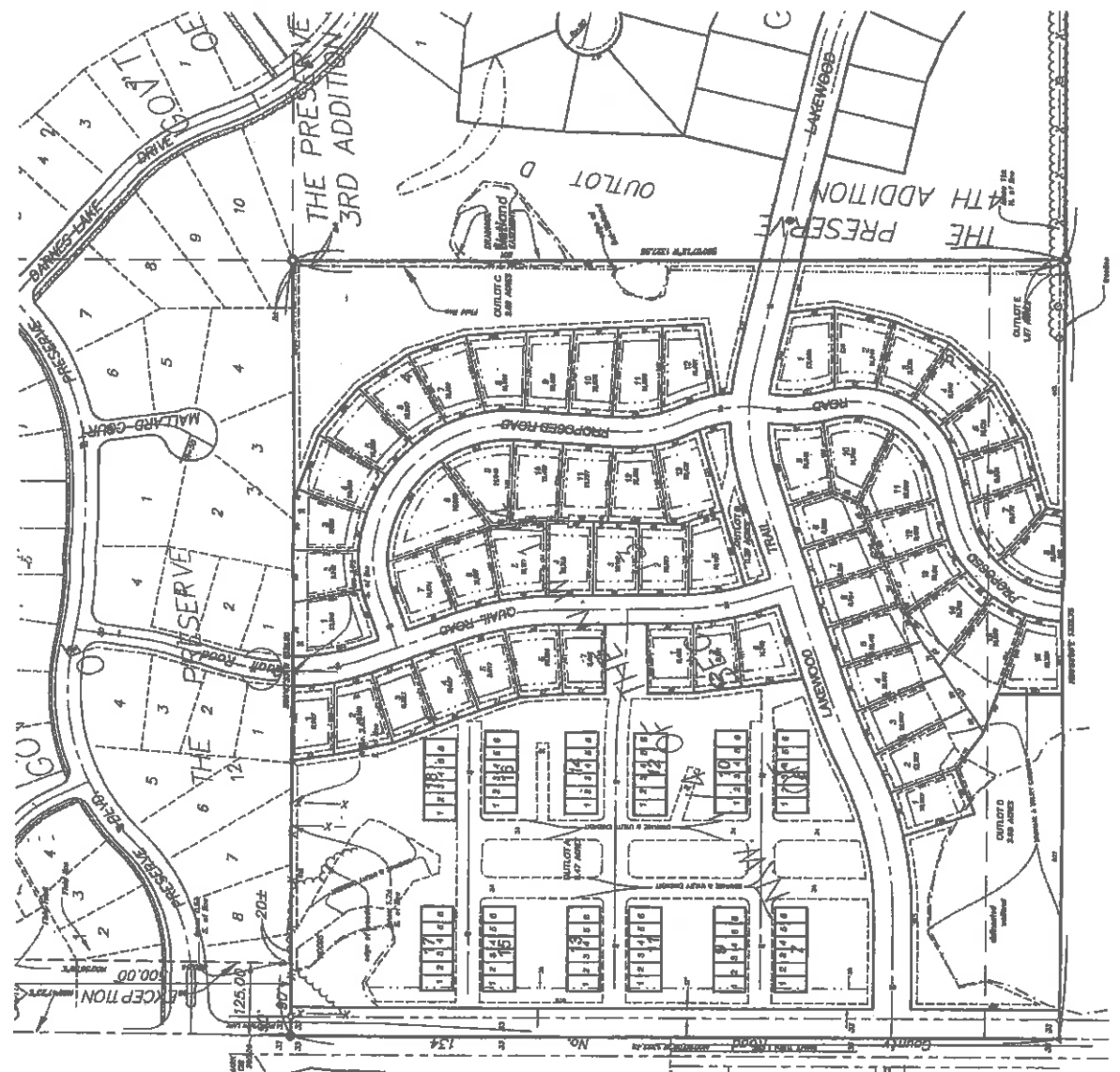
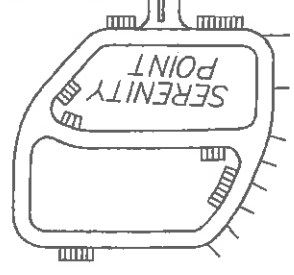
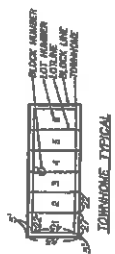
GROSS DENSITY - DETACHED AREA = 2.2 UNITS/ACRE
 GROSS DENSITY - ATTACHED AREA = 5.3 UNITS/ACRE
 NET DENSITY - DETACHED AREA = 2.0 UNITS/ACRE
 NET DENSITY - ATTACHED AREA = 4.2 UNITS/ACRE

OUTLOT AREAS:
 OUTLOT A TOTAL = 8.41 ACRES
 OUTLOT B TOTAL = 0.28 ACRES
 OUTLOT C TOTAL = 2.89 ACRES
 OUTLOT D TOTAL = 2.69 ACRES
 OUTLOT E TOTAL = 1.87 ACRES
 NET (LESS POND & WETLAND) = 0.77 ACRES

TOTAL PARK NET AREA = 5.82 ACRES
 (OUTLOTS B, C & E)
 14% OF GROSS PROJECT AREA

EROSION SETBACKS
 FRONT = 25'
 SIDE = 15'
 HOUSE = 10'
 GARAGE = 5'
 STREET = 15'
 REAR = 25'

LOT TABULATION:
 SINGLE FAMILY LOTS = 50 UNITS
 6 PLEX
 TOTAL = 131 UNITS

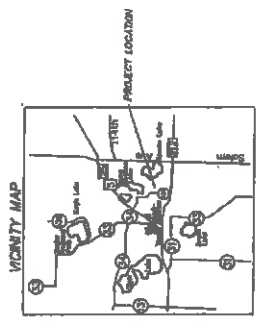


DEVELOPER:
 HANDELWITZ DEVELOPMENT
 10000 N. 10TH AVE.
 SUITE 100
 DENVER, CO 80231
 303-440-4776

DESIGN AND UTILITY ENGINEERING AND SURVEY FIRM:



THIS PROJECT IS SUBJECT TO THE CITY OF DENVER'S SUBDIVISION MAP ACT, AND THE CITY OF DENVER'S SUBDIVISION MAP ACT, AND THE CITY OF DENVER'S SUBDIVISION MAP ACT, AND THE CITY OF DENVER'S SUBDIVISION MAP ACT.



PROPERTY DESCRIPTION:
 The Northeast Quarter of the Northwest Quarter
 of Section 13, Township 11S, Range 56E, Corner County
 of Denver, Colorado.
 The property is situated on the east side of Lakenwood
 Street, between the intersection of Lakenwood Street and
 the intersection of Lakenwood Street and the intersection of
 Lakenwood Street and the intersection of Lakenwood Street.

received
 5-19-05
 2005-001

DEVELOPMENT

PRELIMINARY PLAT

PROJECT NO: 2-04-0465

RESOLUTION NO. 2022-

A RESOLUTION APPROVING A CONCEPT PLANNED UNIT DEVELOPMENT WITH CONCURRENT PLAT FOR THE MEADOWS SECOND ADDITION

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

WHEREAS, Mark Eklo (the “Developer”) and STP Enterprises Inc (the “Property Owner”) have applied for a concept plan approval for The Meadows Second Addition, a single family residential planned unit development and concurrent plat consisting of 85 detached lots as illustrated in the plan attached hereto as Exhibit A; and

WHEREAS, the subject parcel is legally defined as Outlot A, The Meadows; and,

WHEREAS, the subject parcel is planned for mixed residential use consisting of low density residential and medium density residential under the 2040 Comprehensive Plan; and,

WHEREAS, the subject property is currently zoned R-1 Low Density Single Family Residential and proposed for mixed residential zoning consisting of both R-1 Low Density Single Family Residential and R-2 Medium Density Single Family Residential; and,

WHEREAS, the City of Norwood Young America Planning Commission and City Council met in joint session on January 24, 2022 to consider the concept plan for The Meadows Second; and,

WHEREAS, the Planning Commission, after review and discussion, recommended the City Council conditionally approve the concept plan with conditions; and,

WHEREAS, the City Council considered the application materials on file with the City and the Planning Commission recommendation.

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

1. The proposed concept plan appears to meet the goals, policies, objectives, and criteria set forth in the Norwood Young America 2040 Comprehensive Plan for mixed density residential development, subject to the required revisions and stated conditions.
2. The proposed subdivision is consistent with the design standards set forth in the Norwood Young America Subdivision Ordinance, subject to the required revisions and stated conditions.
3. The proposed subdivision appears to meet the minimum requirements and standards necessary for approval of a concept plan for a planned unit development, subject to the required revisions and stated conditions.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a concept plan for The Meadows Second Addition, subject to the following conditions:

1. Concept PUD and plat approval pertains specifically to The Meadows Second Addition a PUD with concurrent subdivision consisting of 85 single family detached lots proposed development in three phases.
2. The overall conceptual entitlements* for the PUD are as follows:

Planned Use	Low and medium density residential	
Base Zone	R-1 Low Density SF Residential and R-2 Medium Density SF Residential	
Residential Density	Overall 4.5 du/ac. "Villas" 7.0 net; traditional 3.9 net	
Financing	Developer financed	
Park Dedication	Previous area dedication and proposed OL B	
Lot Performance Standards	(R-1 Lots)	(R-2 Lots)
Minimum Size	Min. 8,950 sf Max. 19,847 sf Avg. 11,279 sf	Min. 5,250 sf Max. 12,067 sf Avg. 6,238 sf
Minimum Width	Min. 67'	50'
Setback	Front: 25' Street side: 15' Interior side: 10' Rear: 25'	Front: 25' Street side: 25' Interior side: 5' Rear: 25'
Coverage	30%	55%

* Conceptual entitlements only, demonstrated compliance with other code standards required

3. The concept for The Meadows Second Addition, all correspondence, all reports, and all conditions and restrictions placed upon the concept plan by the City, including but not limited to: its staff, its consultants, the Planning and Zoning Commission, required independent review authorities, and the City Council shall be made apart of this Resolution.
4. The Applicant shall submit applications for rezoning (portion of site), development stage PUD and preliminary plat review/approval and final PUD and final plat review/approval, The Applicant shall submit all required plans for review/approval, pay all necessary fees/costs, and enter into a development agreement at the time of final plat approval.
5. Concept plat approval is limited to major development issues and not intended as or construed to be: preliminary or final plat approval; approval of construction plans; nor any other required approval or acceptance of The Meadows Second Addition.

Adopted by the City Council this 24th day of January 2022.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, City Clerk





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

From: Cynthia Smith Strack, Consulting Planner

Date: January 24, 2022

Re: Sign Code Repeal and Replace

BACKGROUND

The Planning Commission has a 2022 goal of examining the sign code following several variance requests and perceived language inconsistencies. The Council acknowledged the goal when approving the 2021 PZC Annual Report to the City Council.

Attached please find a draft sign code update. Please note **green highlight** is for commentary by the Commission, **red text/yellow highlight** is proposed new language for discussion, and **strikethrough/blue highlight** is text proposed for removal.

The approach is repeal/replace entire Section.

The PZC reviewed potential changes at a January 4th meeting and favored clarity and flexibility.

In summary the proposed changes:

1. Include potential changes to the definitions of: government sign, illuminated sign, monument sign, portable sign, and pylon sign to provide clarity.
2. Removing a requirement for illuminated signs to have an automatic shutoff as this has been the subject of discussion with sign manufacturers in the past.
3. Changes to the standards for temporary signs which require all such signs, including real estate signs, election signs, banners, grand opening signage, etc. be registered with the City since that has not been the practice.
4. Expanding the size allowance for temporary signs to better reflect what is actually occurring.
5. Adjusting language pertaining to dynamic signs, including: restricting the number of dynamic display signs to one per parcel and, in exchange, providing for a larger percentage of a sign to be a dynamic display. Currently 35% of a sign in the C-2, C-3, B-1, and I-1 districts can be a dynamic display. The 35% limitation has been the subject of several discussions with business owners and sign companies in the past. Proposed is 75% of a sign in the C-2 District and 50% of a sign in the C-3, B-1, and I-1 Districts.
6. Another subject of repeated discussion are current standards which limit the amount that must elapse between screen display changes. For example, current code allows dynamic signs adjacent to roadways with speed limits of 55 or more to change only once every ten minutes. A common

Section 1260 – Signs

1260.01 Purpose and Intent. The purpose of the sign ordinance is to establish regulations that govern the use, approval, construction, change, replacement, location and design of signs and related informational tools within the city. The sign ordinance is not intended to and does not restrict, limit, or control the content or message of signs. The sign ordinance has a number of specific purposes:

1. To encourage the effective use of signs as a means of communication.
2. To promote health, safety, and welfare by limiting hazardous or distracting signage.
3. To ensure and improve pedestrian and traffic safety.
4. To protect, conserve, and enhance property values.
5. To enhance the attractiveness and economic wellbeing of Norwood Young America as a place to live and conduct business.
6. To encourage creative and well-designed signs that contribute in a positive way to the city's visual environment, express local character, and help develop a distinctive pedestrian image in the city.
7. To recognize that signs are a necessary form of communication and provide flexibility within the sign review and approval process to allow for unique circumstances.
8. To create a framework for a comprehensive and balanced system for sign regulation, to facilitate an easy and pleasant communication between people and their environment, and to avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and overall community appearance.
9. To encourage and, to the maximum extent feasible, require that all signs within the city be brought into compliance with the terms of the sign ordinance.

1260.02 Definitions

Abandoned Sign: A sign (including any structure whose primary function is to support such Sign) a) whose display surface remains blank for a period exceeding sixty (60) days; b) which pertains to a time, building, event or purpose that passed or ceased to apply more than sixty (60) days prior to the then applicable date; or c) that has remained for more than sixty (60) days after demolition of the building that it served.

Address Sign: A sign including postal identification numbers, whether written or in number form, and, optionally, the name of a building occupant.

Awning Sign: A Sign permanently affixed to an awning providing a shelter or cover over the approach to any building entrance or shading a window area.

Banner: A Temporary Sign made out of flexible paper, cloth or plastic-like material.

Building Face: That portion of any exterior elevation of a building or other structure extending from grade to the top of a wall and the entire width of that particular building or structure elevation.

Canopy and Marquee: A roof-like structure projecting over the entrance to a building.

Commercial Speech: speech advertising a business, profession, commodity, service, or entertainment.

Development: A commercial use of three or more principal structures with common characteristics, as determined by the City, or a platted residential use of twenty (20) or more lots with common characteristics, as determined by the City. Common characteristics may include shared access, similar architecture, single ownership or history or site plan review approval.

Scoreboard: A sign displayed at an athletic field and in conjunction with the activities occurring at the athletic field.

Shielded Light Source: Shall have the meaning associated with the nature of the light source, as follows: 1) For an artificial light source directing light upon a Sign, Shield Light Source shall mean a light source diffused or directed so as to eliminate glare and housed to prevent damage or danger. 2) For light source located within a Sign, Shielded Light Source shall mean a light source shielded with a translucent material of sufficient opacity to prevent the visibility of the light source. 3) For a light source designed to directly display a message (e.g. LED and neon lighting), Shielded Light Source means a light source specifically designed by its manufacturer for outdoor use.

Sidewalk Sign: A temporary, freestanding, Portable Sign placed at ground level, with no moving parts or flashing lights, displayed on a public or private sidewalk adjacent to and directly in front of a business.

Sign: Any letter, symbol, device, poster, picture, statuary, reading matter or representation in the nature of any advertisement, announcement, message, or visual communication, whether painted, pasted, printed, affixed or constructed, which is displayed outdoors for informational or communicative purposes and is visible to members of the public who are not on the premises on which it is located.

Sign Area: The entire area within a continuous perimeter enclosing the extreme limits of the Sign message and background. However, such perimeter shall not include any structural elements lying outside of such sign and not forming an integral part of the Sign. The area of a Sign within a continuous perimeter shall be computed by means of the smallest circle, rectangle or triangle that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the building façade against which it is placed.

Special Events Sign: A Temporary Sign displayed before or during a one-time, special, or annual event or a holiday.

Temporary Sign: A Sign displayed concurrent with a specific event or occurrence for a limited duration, after which the Sign is to be removed, which does not necessarily meet the structural requirements for a permanent sign.

Wall Sign: Any Sign which is affixed to the wall of any building or structure.

1260.03 Jurisdiction. No sign permit shall be issued for any lot, tenant, or development after the effective date of and which is not in substantial conformity with the provisions of these regulations. Nor shall any sign, except as hereinafter specified, be erected, substantially improved, converted, enlarged, moved, or structurally altered without conforming with the provisions of these regulations. The lawful use of a sign existing at the time of the enactment of this chapter may be continued although such use may not conform to the regulations herein. For those signs permitted before the adoption of these regulations, such signs shall be classified and governed as nonconforming structures under this Chapter.

1260.04 Permit Required. Except as herein exempted, no person firm or corporation shall maintain, install, erect, relocate or modify any sign in the City without first obtaining a permit therefore. The fee for the permit shall be based on the chart of fees as adopted by the City Council by Ordinance from time to time, and shall be determined by the Building Inspector.

The permit shall include two sets of plans drawn to scale that show in sufficient detail the following:

- A. The proposed and its relationship to the other principal buildings on the lot and on adjacent properties.
- B. The size and height of the sign.
- C. The elevation of the centerline of the roadway upon which the sign is oriented, when applicable.
- D. Material of the sign and supporting pole.

Subd. 3 Address Signs. To aid emergency personnel, postal delivery, and the navigation of traffic, one address sign shall be required per residential and commercial building in all districts. No permits or registration is required.

Subd. 4 Scoreboards. One scoreboard up to 450 square feet per playing field, located in a public or private park, shall be permitted.

Subd. 5. Temporary Signs. The following regulations apply to Temporary Signs within the City. If they are not removed by the date specified, the signs may be taken down by the City and the cost of removal charged to the sign's owner or registrant.

- A. **Signs Containing Non-Commercial Speech.** Subject to Minnesota Statute Section 211B.045, as it may be amended from time to time, and notwithstanding the other provisions contained in this Section 1260, Signs containing Non-Commercial Speech may be posted beginning forty six (46) days before a primary election in a general election year until ten (10) days following the general election. No permit or registration is required for this type of sign.
- B. **Banners.** Banners may be displayed for one-time or special events for up to forty-five (45) days. Banners may be up to forty (40) square feet in area. ~~They must be registered with the City under the guidelines established in this chapter and removed within five (5) business days of the closing date listed on the registration permit.~~
- C. **Grand Openings.** Air inflated devices, Banners exceeding forty (40) square feet in area, non-mechanical whirling devices, spotlights, or any sign resembling the same may be permitted for a period of one (1) week in conjunction with a grand opening, meaning the initial commencement of a business. Such signs are prohibited at all other times.
- D. **Special Events.** Special Event Signs may be permitted with the following conditions:
 - 1. **Non-Residential property:** Special Event Signs may be erected and maintained on non-residential property for a period not to exceed thirty (30) days prior to the date of the event and shall be removed within five (5) business days following the event.
 - 2. **Residential property:** Special Event Signs, not exceeding four (4) square feet, may be erected on residential property for a period not to exceed five (5) days and shall be removed within one (1) day following the event.
- E. **Property for Sale or Lease.** A sign may be placed upon property in and District while it is for sale or for lease. Only one (1) sign shall be permitted per street frontage with the following conditions:
 - 1. Each such Sign shall be removed within seven (7) days following the date of leasing or sale.
 - 2. The maximum Sign Area for each such Sign is as follows:
 - a. R-1, R-2, R-3, T-A Districts- ~~eighteen (18)~~ **nine (9)** square feet
 - b. R-4, RC-1 Districts- ~~thirty-two (32)~~ **eighteen (18)** square feet
 - c. Commercial and Industrial Districts- ~~sixty-four (64)~~ **thirty-two (32)** square feet
 - 3. No such Sign shall exceed **ten (10)** ~~eight (8)~~ feet in height.
 - 4. Subdivision developments which have more than two sites remaining available may place one sign at each entry point. Such signs shall not be greater than **sixty four (64)** ~~thirty-two (32)~~ square feet and not to exceed eight (8) feet in height.
- F. **Construction.** One sign may be installed at a construction site in any district for the period of the construction subject to the following conditions:
 - ~~1. The Sign must be registered with the City under the guidelines established in this chapter.~~
 - 2. The Sign shall be removed within five (5) days of the closing listed on the registration permit or end of construction period, whichever is sooner.
 - 3. No such Sign shall exceed twenty-four (24) square feet or eight (8) feet in height.

Subd. 6 Off-Site Signs. Off-Site signs are not allowed in any district, except that on Off-Site sign lawfully existing prior to January 23, 2017 shall be considered a Nonconforming Sign, subject to Section 1215 of the Zoning Code.

Subd. 7 Dynamic Signs. Dynamic Signs may be permitted with the following conditions:

Such sign shall not exceed forty-eight (48) square feet in area and shall not exceed twelve (12) feet in width and six (6) feet in height. No Sign shall be placed closer than five (5) feet to any public right-of-way.

- C. Directional Signs: Directional Signs for non-single-family uses are allowed up to three (3) per lot. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

Subd. 2 Multiple Family Residential District (R-4) Regulations. The following signs are permitted within the Multiple Family Residential District:

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. Monument and Wall Signs: Each lot and development entrance located on a collector or arterial roadway shall be permitted one Monument Sign per street frontage, not to exceed two (2) Monument Signs. Each lot located on a local roadway shall be permitted one Monument Sign. Such Sign shall not exceed forty-eight (48) square feet in area and shall not exceed twelve (12) feet in width and six (6) feet in height. No Sign shall be placed closer than five (5) feet to any public right-of-way. In addition to any Monument Sign, one Wall Sign shall be permitted on each Building Face, not to exceed two Wall Signs per Building. The Sign Area of each such Wall Sign shall not exceed 5% of the Building Face on which it is located.
- C. Directional Signs: Directional Signs are allowed up to three (3) per lot. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

Subd. 3 Downtown Districts (C-3) Regulations. The following signs are permitted within the Downtown Districts.

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. Monument Signs: Where a building does not cover the full area of the property, one Monument Sign is allowed per lot. The Sign Area of any such Monument Sign shall not exceed thirty-two (32) square feet and shall not exceed ten (10) feet in width or six (6) feet in height.
- C. Wall Signs: One Wall Sign shall be permitted per Building Face, not to exceed three Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met. *(Amended by Ord 311, 10-22-18)*
 - 1. A maximum of 10% of the Building Face may be used for a Wall Sign.
 - 2. Signs shall not project above the roof level.
- D. Sidewalk Signs: Sidewalk Signs shall be permitted on the premises of a business, provided the following provisions are followed:
 - 1. Only one sidewalk sign per business is allowed.
 - 2. Signs shall be displayed during business hours only.
 - 3. Maximum allowable sign size, including the frame and support structure, shall not exceed 6-square feet. Two sides of the sign may contain graphics and/or text. The maximum depth or spread of the sign shall not exceed 2 feet.
 - 4. Quality of said signs shall be of professional craftsmanship only
 - 5. Signs shall not create any hazards or interfere with pedestrian or vehicular traffic.
 - 6. Signs shall be placed only on the business property or on sidewalks directly abutting the business property.
- E. Awning Signs: One Awning Sign is allowed per lot, provided the Sign Area does not exceed eight (8) square feet. The Sign Area of any Awning Sign shall reduce, square foot for square foot, the Sign Area of any permitted Wall Signs on the same building face. Awnings shall have a minimum clearance of eight (8) feet above a public sidewalk or right-of-way and be an integral part of the awning, not projecting above or below the vertical awning face.

Subd. 4 RC-1, C-2, B-1 and I-1 Regulations. The following uses are permitted within the RC-1, C-2, B-1 and I-1 Districts.

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.

or manmade material so as to create a base for the placement of the sign resulting in a height greater than thirty (30) feet as measured from the elevation of the centerline of the roadway.

- D. Directional Signs: Each lot is permitted up to four (4) Directional Signs per driveway or vehicle entrance onto the property. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

1260.10 Substitution Clause. The owner of any Sign that is otherwise allowed under this Section may substitute Non-Commercial Speech for any other Commercial or Non-Commercial Speech without any additional approval or permitting, notwithstanding any provision to the contrary.

1260.11 Severability. If any part, clause, provision, or portion of this Section is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Section shall not be affected thereby.



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

From: Cynthia Smith Strack, Strack Consulting LLC

Date: January 24, 2022

Re: Ground Mounted Accessory Solar

BACKGROUND

Staff have had a couple inquire about allowing ground mounted solar in the industrial district as an accessory use. Those inquiring requested consideration of a code amendment to allow such uses. City policy has been to have the City Council initiate code amendment requests.

To those ends the matter was referred to both the PZC and now the City Council for information.

Attached please find examples emailed to staff on December 28th.

The Planning Commission was skeptical of allowing ground mounted accessory solar arrays, especially in residential districts. Some members noted a potential appetite for considering such uses in commercial and/or industrial districts provided they were truly accessory to principal uses and not located in front or side yards adjacent to streets.

Discussion and a recommendation to City Council to proceed with a code amendment or not is requested.

ACTION

Discussion by City Council is requested.







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

From: Cynthia Smith Strack, Consulting Planner

Date: January 24, 2022

Re: Accessory Structure Height Standards Discussion

BACKGROUND

The Planning Commission has a 2022 goal of examining accessory structure height requirements and inconsistencies in the code relating thereto. The Council acknowledged the goal when approving the 2021 PZC Annual Report to the City Council.

Attached please find accessory structure requirements and accessory structure heights allowed within individual zoning classifications. Please note **green highlight** identifies applicable standards and internal inconsistency. Currently Section 1245.04 limits accessory structure sidewall height to 10 feet and overall height to 18 feet across all zoning classifications. Individual zoning classification standards allow for accessory structure heights of 25' across all zoning classifications.

The Commission held discussion at a January 4, 2022 meeting and is recommending adjustments to height requirements that:

1. Provide for residential accessory structures to be up to two-thirds the height of the principal structure on the lot.
2. Providing for accessory structures heights exceed 25 feet in commercial and industrial zones where building heights can be 35 to 45 feet.

ACTION

This item is for City Council discussion.

- I. ***Principal Structure Required.*** No accessory structure or building shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
- J. ***Front Yard Placement Prohibited.*** No accessory structure shall be place in the front yard.
- K. ***Structures 120 Square Feet or Less.*** Structures sized 120 square feet or less are exempt from this Section, except those standards relating to required setbacks and number of total detached structures allowed.
- L. ***Accessory Structures Must Be Subordinate Structures.*** Detached accessory structures shall be clearly and reasonable subordinate to the principal structure in terms of height, footprint, and total square footage.
- M. ***Maximum Height.*** Sidewall height for detached accessory structures may not exceed ten (10) feet. Total detached accessory structure height may not exceed eighteen (18) feet as measured from the ground level to the highest point of the roof. Where these standards conflict with other standards, the strictest rule shall apply.
- N. ***Setbacks.*** Setbacks established in the underlying zoning district classification shall apply as indicated for accessory structures. (Amended by Ord. 258; 2-23-2015)

1. *Lot area reduction.* Up to 400 square feet may be deducted from the total required lot area for every tuck-under or underground garage proposed.
- B. Lot Width: 150 feet (up to 7 multi-family units)
200 feet (8+ multi-family units and all other uses)
- C. Lot Coverage: 50%
- D. Building Height: 45 feet (principal structure) (Amended by Ord. 216; 8-24-2009)
25 feet (accessory structure)

1230.08 RC-1 Residential/Neighborhood Commercial District

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the RP-1 District, with the exception of "Lot Coverage" and "Building Height" which shall be the maximum amount allowed:

- A. Lot Area: 7,000 square feet
- B. Lot Width: 50 feet
- C. Lot Coverage: 70%
- D. Building Height: 35 feet (principal structure)
15 feet (accessory structure)

1230.09 C-2 General Commercial District

Subd. 6 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the C-2 District; with the exception of "Lot Coverage" which shall be the maximum amount allowed:

- A. Lot Area: 20,000 square feet
- B. Lot Width: 200 feet
- C. Lot Coverage: 80%
- D. Building Height: 35 feet (principal structure)
15 feet (accessory structure)

1230.10 C-3 Downtown Districts

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the C-3 District, with the exception of "Lot Coverage" and building height, which shall be the maximum amount allowed:

- A. Lot Area: no minimum established
- B. Lot Width: no minimum established
- C. Lot Coverage: no maximum established
- D. Building Height: 45 feet (principal structure) (Amended by Ord. 216; 8-24-2009)
25 feet (accessory structure)

1230.11 B-1 Business Industrial District

Subd. 6 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the B-1 District; with the exception of "Lot Coverage" which shall be the maximum amount allowed:

- A. Lot Area: 30,000 square feet
- B. Lot Width: 200 feet
- C. Lot Coverage: 80%



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

December 27, 2021– 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

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

STAFF: Angela Brumbaugh (City Clerk/Treasurer), Karen Hallquist (Economic Development/Marketing Director), Cynthia Smith Strack (Planning Consultant)

OTHERS: Erik and Scott Loomis, Laurie Hilgers (The Harbor)

1. Call EDA Meeting of City Council to Order:

Mayor Lagergren called the EDA meeting to order at 6:00 PM. Four members present.

1.1. Pledge of Allegiance

2. Approve Agenda

Motion: CH/MM to approve the agenda as submitted. Motion passed 4-0.

2.1 Approve minutes of November 22, 2021 meeting

Motion CH/MM to approve the minutes as submitted. Motion passed 4-0.

3. Approve The Harbor Contract with Ecumen Services

Lagergren shared highlights of the contract including the following:

- Monthly Management Fee remains at \$6000 for 2022, and then increase to \$6400 in 2023 and \$7000 in 2024.
- Additional charges will now be assigned at \$200 per hour and \$250 per hour for crisis management services on the following requests generated by the city – crisis communications; strategic counsel; media relations management and document drafting; project repositioning or significant expansion project including financial feasibility studies and pro formas; project management for social media, digital media and website design; setup, integration and compatibility efforts for any software,, systems, procedures, processes or clock and payroll systems other than manager's standards; and financial advice and consultation services provided beyond what is identified in the agreement.

Motion: MM/CH to approve the Management Agreement with Ecumen Services Inc for the years 2022-2024. Motion passed 4-0.

4. Adjournment

Motion: CH/MM to adjourn at 6:04 PM. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



CITY COUNCIL MINUTES

January 10, 2022 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

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

STAFF: Andrea Aukrust (City Administrator), Angela Brumbaugh (City Clerk/Treasurer), Tony Voigt (Public Service Director), Steve ZumBerge (Fire Chief)

OTHERS:

1. Call City Council to Order:

Mayor Lagergren called the City Council meeting to order at 6:02 PM. Five members present.

2. Approve Agenda

Aukrust presented addition (7.8a) to approve posting and hiring the non-benefit grant position for the Recycling Center.

Motion: MM/CH to approve the agenda with the addition. Motion passed 5-0.

3. Introductions, Presentation, Proclamations, Awards and Public Comment - none

4. Consent Agenda

4.1 Approve minutes of December 27, 2021 meeting

4.2 Approve payment of claims

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

5. Public Hearing

6. Old Business

7. New Business

7.1 Approve Resolution 2022-01 Adopting the City of Norwood Young America Organization Designations

Council went through the Resolution which showed the information from 2021 for information.

Lagergren is now on the Board of the Highway 212 Southwest Corridor Transportation Coalition so "alternative" was taken off.

Motion: CH/CS to Approve Resolution 2022-01 Adopting the City of Norwood Young America Organization Designations. Motion passed 5-0.

7.2 Approve Resolution 2022-02 Authorizing Property City Officials to Execute Payment of Claims Prior to City Council.

Aukrust explained the resolution for authorizing payment of claims is necessary for audit purpose as some claims do get paid before the council meeting periodically and this gives us the approval to do so.

Motion: MM/CS to Approve Resolution 2022-02 Authorizing Property City Officials to Execute Payment of Claims Prior to City Council for the Year 2022. Motion passed 5-0.

7.3 Accept Annual Fire Report and Review 2021

ZumBerge stated the call volume was up a bit but car accidents were cut in half.

- 341 Calls for the year with 80% being medical

Motion: MM/AK to Accept Annual Fire Report and Review 2021. Motion passed 5-0.

7.4 Approve the hiring of Nicholas Buchman as a Firefighter

ZumBerge stated Nicholas has three years experience and is a fully trained EMT. Currently he is around during the day.

Motion: CS/AK to approve the hiring of Nicholas Buchman as a Firefighter, contingent upon him passing a physical, agility test, and a criminal background. Motion passed 5-0.

7.5 Report from Commissions for 2021 Year End and 2022 Goals

7.5.1. Senior Advisory

Krueger summarized the 2021 report for Senior Advisory. The goals for 2022 include Housing, Transportation, Education, and Promoting Physical and Social Activity

7.5.2. Economic Development Commission

McPadden discussed 2021 for the EDC including the Food Study, Signage, and Communication with Businesses. Goals for 2022 are to develop opportunities for new businesses and expansions for current businesses, increase relations with businesses, schedule joint meetings with the Council, marketing Norwood Young America

7.5.3. Parks & Recreation Commission

Storms summarized the Parks and Recs Commission which included Highway 212, work completed at the Pavilion, Sidewalk maintenance, Playground equipment, ditch clean up at Friendship Park, and many other items. Goals for 2022 included the Bench program, Arbor Day, pool replaster, Old Town Buildings, Barnes lake Nature Trail, Out lot A, etc.

Motion: MM/CH to receive the 2021 Commission's Annual Reports and adopt the 2022 Commission goals. Motion passed 5-0.

7.6 Approve Renewal of Refuse Haulers License for Randy's Environment & Waste Management

Brumbaugh stated according to Section 320 of the City Code, refuse haulers must have a license with the City in order to conduct business within the City limits.

Motion: CS/AK to approve Renewal of Refuse Haulers License for Randy's Environment & Waste Management. Motion passed 5-0.

7.7 Approve Resolutions 2022-03 Accepting Donations and Designating its Use for the Year 2021

Brumbaugh shared the resolution showing the donations received for the 2021 year.

Motion: CH/AK to approve Resolutions 2022-03 Accepting Donations and Designating its Use for the Year 2021. Motion passed 5-0.

7.8. Accept a grant from Carver County for Part-time staffing at the Recycling Center and Authorize Posting the Open Position for a Part-time Attendant

Carver County Environmental Services are no longer able to staff satellite recycling centers in the County. A grant was drafted by the County in the amount of \$5,000 for the City to be able to hire a part-time person to cover that position. This is the Recycling Center on Railroad Street.

7.8a Approve posting and hiring the non-benefit grant position for the Recycling Center

Motion: CL/CH to accept a grant from Carver County to defray the cost of staffing the Recycling Center in the amount of \$5,000 and authorize posting and hiring of a grant position with no benefits for a part-time attendant at the Recycling Center for the year 2022. Motion passed 5-0.

7.9 Approve the Planning Consultant RFQ and Authorize the Posting for the Position

Aukrust discussed the RFQ for the Planning Consultant was built around the current and future needs of the Community. It will be advertised on the League of MN Cities job postings.

Motion: CH/CS to approve the Planning Consultant RFQ and Authorize the Posting for the Position.

Motion passed 5-0.

7.10 Approve the Increase for the 2022 Bench Program

Voigt discussed the bench program has been \$650 in the past which covered a small amount of the shipping and the bench. Due to the increase of the bench and shipping, the Parks Commission is recommending an increase.

Motion: CS/AK to increase the 2022 Bench Program donation amount to \$975. Motion passed 5-0.

7.11 Discuss and Approve Snow Plowing Procedures

Voigt discussed the process for snow plowing and how it is decided where they go first. He included a map which shows the priority routes. We have three plow trucks, a loader with a wing, and a sidewalk machine that clears downtowns. We have not added any additional plow trucks even with the increase in the size of the City.

Aukrust discussed the process of declaring a snow emergency. We will use social media to help inform people as a courtesy.

Motion: Information only

7.12 Preparing Plans for Old Town

Voigt has worked with architects to get some construction estimates to rebuild. Vos Construction gave costs on tearing down and removing the structure, replacing the structure, and removing and replacing the concrete footings.

Aukrust reminded that by Statute contracts that go over \$175,000 we must go out for sealed bids.

We can request contractors to contact local companies for subcontracts.

Motion: Information only

7.13 Approve Special Meeting with the Planning Commission for January 24, 2022

Council agreed to have the workshop start at 6:00 PM instead of having it at the end of the Council Meeting.

Motion: CH/CS to approve the joint workshop with the Planning Commission on January 24, 2022 at 6 p.m. Motion passed 5-0.

8. Council Member and Mayor and Staff Reports

CH – Planning had a series of conversations on the goals, sign code, solar panel ground mounted panel code for the industrial park,

AK – none

CS - none

MM – none

CL – Norwood Young America is officially 25 years old. There have been 5 Mayors in the last 25 years.

9. Adjournment

Motion: MM/CS to adjourn at 7:37 PM. Motion passed 5-0.

Respectfully submitted,

Angela Brumbaugh, City Clerk/Treasurer

Carol Lagergren, Mayor



more than a place, it's home.

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

To Be Approved: January 24, 2022

Payroll EFT

Check #	507073 - 507088	\$	19,676.04
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Voided Checks

Check #	32678 -	\$	(164.62)
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Prepays

Check #	-		
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Claims Pending Payment

Check #	32681 - 32747	\$	113,334.14
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Cardmember e-check

Grand Total	\$	<u>132,845.56</u>
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CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 012422

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32681	01/24/22	ARNOLDS OF GLENCOE, INC.			
E 101-45200-221		Repair/Maintenance Equip	\$417.83	P36220	
		Total	\$417.83		
32682	01/24/22	BERKLEY RISK ADMIN COMPANY			
E 601-49400-365		Insurance Claims	\$5,000.00	6969	sewer backup
		Total	\$5,000.00		
32683	01/24/22	CARVER COUNTY			
E 101-43100-310		Other Professional Servic	\$5,151.99	CSER-1351	4Q 2021 GIS
		Total	\$5,151.99		
32684	01/24/22	CARVER COUNTY ATTORNEYS OFF			
E 101-41500-307		Prosecution Contract	\$2,243.04		2021Prosecution contract
		Total	\$2,243.04		
32685	01/24/22	CARVER COUNTY RECORDER			
E 225-46500-453		Deferred Loan/Grant	\$76.00	rec fee	Out West Properties
		Total	\$76.00		
32686	01/24/22	CARVERLINK - CARVER CO BROADBA			
E 601-49400-321		Telephone	\$84.34		
E 602-49450-321		Telephone	\$44.34		
E 101-42200-321		Telephone	\$84.34		
E 101-43100-321		Telephone	\$87.04		
E 101-45200-321		Telephone	\$37.30		
E 101-49860-321		Telephone	\$22.17		
E 101-41940-321		Telephone	\$106.51		
E 101-41300-321		Telephone	\$61.98		
E 101-41320-321		Telephone	\$61.98		
E 101-41400-321		Telephone	\$61.98		
E 101-46500-321		Telephone	\$20.66		
E 101-42100-321		Telephone	\$103.29		
E 101-45500-321		Telephone	\$103.29		
E 101-41940-321		Telephone	\$150.84	2980	
		Total	\$1,030.06		
32687	01/24/22	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$428.13		
E 101-45500-383		Gas Utilities	\$175.17		
E 601-49400-383		Gas Utilities	\$678.66		
E 602-49450-383		Gas Utilities	\$70.92		
		Total	\$1,352.88		
32688	01/24/22	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$766.66	January 2022	
		Total	\$766.66		
32689	01/24/22	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$608.34	January 2022	

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Batch: 012422

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$608.34		
32690	01/24/22	CURFMAN TRUCKING & REPAIR INC			
E 101-43100-437		Maintenance Contract	\$1,530.00	C21V959	hauling snow2021
		Total	\$1,530.00		
32691	01/24/22	DELTA DENTAL			
G 101-21714		Dental Insurance	\$1,128.00	3941497	
		Total	\$1,128.00		
32692	01/24/22	DURBIN, CAROLYN			
E 101-41330-319		Sr. Advisory Committee	\$200.00	2021	Senior Advisory
		Total	\$200.00		
32693	01/24/22	ECONOMIC DEV. ASSOC OF MN			
E 101-46500-433		Dues and Subscriptions	\$295.00	2022-11065	2022 membership
		Total	\$295.00		
32694	01/24/22	EGGERS, MIKE			
E 101-41330-316		Planning Commission	\$200.00	2021	planning
		Total	\$200.00		
32695	01/24/22	EMERGENCY AUTOMOTIVE TECH., IN			
E 101-43100-221		Repair/Maintenance Equip	\$260.45	MP010422-5	LED Beacon
E 101-43100-221		Repair/Maintenance Equip	\$377.50	MP01042252	cold weather work lights
		Total	\$637.95		
32696	01/24/22	EMTS			
E 101-42200-207		Training Instructional	\$1,400.00	1891-2021	course fee
E 101-42200-207		Training Instructional	\$1,400.00	1925-2022	course fee
		Total	\$2,800.00		
32697	01/24/22	Engstrom, Adam			
E 101-42200-207		Training Instructional	\$772.20		Carver County Fire Academy
		Total	\$772.20		
32698	01/24/22	FASTENAL COMPANY			
E 101-43100-221		Repair/Maintenance Equip	\$56.75	MNWAC7140	plow bolts
		Total	\$56.75		
32699	01/24/22	FELTMANN, SHARILYN			
E 101-41330-320		Park Board	\$200.00	2021	Parks and Rec
		Total	\$200.00		
32700	01/24/22	GERTH, ANDREA			
E 101-41330-317		EDC Board	\$200.00	2021	Economic Development
		Total	\$200.00		
32701	01/24/22	GOPHER STATE ONE-CALL			
E 601-49400-223		Repair/Maintenance Bldg/	\$25.00		
E 602-49450-223		Repair/Maintenance Bldg/	\$25.00	2000640	

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***Check Detail Register©**

Batch: 012422

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$50.00		
32702	01/24/22	GRUNDAHL, WILLIAM			
E 101-41330-316		Planning Commission	\$200.00	2021	planning
		Total	\$200.00		
32703	01/24/22	H & L MESABI COMPANY			
E 101-43100-221		Repair/Maintenance Equip	\$5,027.00	09312	blades
		Total	\$5,027.00		
32704	01/24/22	HALLQUIST, KAREN			
E 101-46500-331		Travel/Meeting Expense	\$21.06	1/13/22	Carver Gov't office
E 101-46500-331		Travel/Meeting Expense	\$21.06	1/7/22	Caver Gov't office
		Total	\$42.12		
32705	01/24/22	HALLQUIST, PAUL			
E 101-41330-316		Planning Commission	\$200.00	2021	Planning
		Total	\$200.00		
32706	01/24/22	HAMPSHIRE, KAY			
E 101-41330-319		Sr. Advisory Committee	\$200.00	2021	Sr Advisory
		Total	\$200.00		
32707	01/24/22	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical Ins	\$16,148.75	10998799	
		Total	\$16,148.75		
32708	01/24/22	JAUS, RODNEY			
E 601-49400-207		Training Instructional	\$153.19		MWRA tech conf
E 602-49450-207		Training Instructional	\$153.18		
		Total	\$306.37		
32709	01/24/22	KROELLS, LAVONNE			
E 830-45250-470		Donation Expense	\$137.43		
E 101-41330-319		Sr. Advisory Committee	\$200.00	2021	Senior Advisory
		Total	\$337.43		
32710	01/24/22	KUMMER, GREG			
E 101-41330-317		EDC Board	\$200.00	2021	Economic Development
		Total	\$200.00		
32711	01/24/22	LATZIG, ELROY			
E 101-41330-319		Sr. Advisory Committee	\$200.00	2021	Senior Advisory
		Total	\$200.00		
32712	01/24/22	LOCATORS & SUPPLIES, INC			
E 101-43100-210		Operating Supplies	\$165.26		
E 101-43100-221		Repair/Maintenance Equip	\$340.51	0297352	markers, etc
		Total	\$505.77		
32713	01/24/22	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$0.04	2890572-1	

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Batch: 012422

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41400-437		Maintenance Contract	\$905.76	3916971	
		Total	\$905.80		
32714	01/24/22	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$154.00	9546377	contract
		Total	\$154.00		
32715	01/24/22	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217		Lab Fees	\$97.00	1125524	
		Total	\$97.00		
32716	01/24/22	MN FIRE CERTIFICATION BOARD			
E 101-42200-207		Training Instructional	\$1,255.00	9601	Fire certification
		Total	\$1,255.00		
32717	01/24/22	MN PUBLIC FACILITIES AUTHORITY			
E 601-49400-611		Bond Interest	\$16,907.07		
		Total	\$16,907.07		
32718	01/24/22	NOELDNER, TONYA			
E 101-41330-317		EDC Board	\$200.00	2021	Economic Dev
		Total	\$200.00		
32719	01/24/22	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$333.34	January 2022	
		Total	\$333.34		
32720	01/24/22	NORWOOD ELECTRIC INC			
E 602-49450-223		Repair/Maintenance Bldg/	\$180.00	17231	Sewer plant clarifier
		Total	\$180.00		
32721	01/24/22	NYA CHAMBER OF COMMERCE			
E 101-46500-433		Dues and Subscriptions	\$220.00		2022 membership
		Total	\$220.00		
32722	01/24/22	OEM SERVICE CO, LLC			
E 101-45200-221		Repair/Maintenance Equip	\$101.46	034347	plow mount
		Total	\$101.46		
32723	01/24/22	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67	January 2022	
		Total	\$175.67		
32724	01/24/22	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$465.34	January 2022	
		Total	\$465.34		
32725	01/24/22	PEACE VILLA			
E 407-41960-455		Refunds/Reimbursements	\$32,560.90		TIF 1-5 2nd Half
		Total	\$32,560.90		
32726	01/24/22	PUGH, KATIE			

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Batch: 012422

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-432		Refund	\$125.00	2021	Lions Sheelter refund
		Total	\$125.00		
32727	01/24/22	REHNELT, BRYAN			
E 101-41330-320		Park Board	\$200.00	2021	Park and Rec
		Total	\$200.00		
32728	01/24/22	ROYAL TIRE			
E 101-43100-221		Repair/Maintenance Equip	\$1,963.82	301-183609	tires-T3
		Total	\$1,963.82		
32729	01/24/22	SCHULTZ, LOIS			
E 101-41330-319		Sr. Advisory Committee	\$200.00	2021	Senior Advisory
		Total	\$200.00		
32730	01/24/22	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$637.50	January 2022	
		Total	\$637.50		
32731	01/24/22	SIMMONS, THOMAS			
E 101-41330-319		Sr. Advisory Committee	\$200.00	2021	Senior Advisory
		Total	\$200.00		
32732	01/24/22	SMITH, BOB			
E 101-41330-316		Planning Commission	\$200.00	2021	planning
		Total	\$200.00		
32733	01/24/22	SMITH, CONNOR			
E 101-41330-317		EDC Board	\$200.00	2021	Economic Development
		Total	\$200.00		
32734	01/24/22	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.33	January 2022	
		Total	\$333.33		
32735	01/24/22	SPILLE, MARY			
E 101-41330-319		Sr. Advisory Committee	\$200.00	2021	Senior Advisory
		Total	\$200.00		
32736	01/24/22	STENDER, DANIEL H			
E 101-41330-320		Park Board	\$200.00	2021	Park and Rec
		Total	\$200.00		
32737	01/24/22	STRACK CONSULTING LLC			
E 101-41320-305		Other Professional Fees	\$1,380.00	1183-2021	
		Total	\$1,380.00		
32738	01/24/22	SUN LIFE ASSURANCE COMPANY			
G 101-21707		Disability Insurance	\$786.20	121721	
		Total	\$786.20		
32739	01/24/22	UNITED LABORATORIES			

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 012422

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-223		Repair/Maintenance Bldg/	\$635.88	330525-2021	total surface renovator
		Total	\$635.88		
32740	01/24/22	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$25.84		
		Total	\$25.84		
32741	01/24/22	US POSTAL SERVICE			
E 602-49450-350		Print/Publishing/Postage	\$165.27		
E 603-49500-350		Print/Publishing/Postage	\$165.27		
E 601-49400-350		Print/Publishing/Postage	\$165.26	February 202	utility bills
		Total	\$495.80		
32742	01/24/22	WILLIAMS, CATHLEEN			
E 101-41330-319		Sr. Advisory Committee	\$200.00	2021	Senior Advisory
		Total	\$200.00		
32743	01/24/22	WINTER, JASON			
E 101-41330-317		EDC Board	\$200.00	2021	Economic Development
		Total	\$200.00		
32744	01/24/22	XCEL ENERGY			
E 101-45200-381		Electric Utilities	\$26.51	762319509	
E 101-43100-380		Street Lighting	\$104.67	762451224	
E 101-43100-380		Street Lighting	\$93.84	762490388	
E 601-49400-381		Electric Utilities	\$2,689.83	762715212	
		Total	\$2,914.85		
32745	01/24/22	YOUNG AMERICA TOWNSHIP			
E 101-43100-224		Street Maint Materials	\$396.20	5/12/2021	gravel
		Total	\$396.20		
32746	01/24/22	ZELLMANN, JIM			
E 101-41330-320		Park Board	\$200.00	2021	Park and Rec
		Total	\$200.00		
10100 CHECKING			\$113,334.14		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$53,955.48
225 Economic Recovery	\$76.00
407 TAX INCREMENT 1-5 PEACE VILLAG	\$32,560.90
601 WATER FUND	\$25,703.35
602 SEWER FUND	\$735.71
603 STORM WATER UTILITY	\$165.27
830 DONATIONS	\$137.43
	\$113,334.14



TO: Honorable Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk/Treasurer
DATE: January 24, 2022
RE: Hiring Scott Rannow as On-Call Plow Truck Driver

The Personnel Committee discussed and recommended hiring Scott Rannow as a "On-call Seasonal" Snow Plow Driver.

- ❖ Scott has worked as a seasonal employee for the City since 2020.
- ❖ Scott would be Grade 5, Step 9 at \$18.16 per hour.

Recommended Motion:

Approve hiring Scott Rannow as an On-call Seasonal Snowplow Driver at grade 5 step 9.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: January 24, 2022

RE: Mathew Schlechter resignation

Mathew Schlechter submitted his two-week notice/resignation letter to City Hall on January 18, 2022. His last day will be February 1, 2022. In his time with the City of Norwood Young America, Mathew has been a stellar employee and friend to all, and the entire staff will miss him. We wish him the best.

- ❖ Mathew is eligible for rehire
- ❖ All remaining salary, PTO, and benefits will be paid out accordingly

Recommended Motion:

Consent Agenda item

Norwood Young America



TO: Mayor Lagergren and Council Members

FROM: Steve Zumberge, Fire Chief

DATE: January 24, 2022

RE: Declare Excess Property

Using funds generated through Stiftungsfest, the Norwood Young America Fire Department has purchased replacement tracks for Grass 12. The fire department is asking to have the 2012 tracks declared excess property, so that they can be consigned to an auction. The auction will be in Glencoe February 12.

Proposed Action:

Motion to have the 2012 tracks declared excess property.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: January 24, 2022

RE: Enter into a Lease Sharing Agreement for a 2022 Elgin NR Pelican Street Sweeper with the City of Waconia

Recently, our current Lease Sharing Agreement with the City of Waconia expired in November 2021. The previous contract was 6 years in length starting in 2015. In accordance to the previous contract, the City of Waconia paid the lease payments, completed all maintenance and repair to the unit, installed an AVL (Automated Vehicle Location) device, and carried the insurance on the unit. The City's of Waconia and Norwood Young America then paid the annual lease payments in regards to the amount of hours each city accumulated on the AVL as well as any maintenance or repair items that were completed on the unit. These fees averaged approximately \$25,000 a year to cover the lease and repairs.

The City's worked well together establishing schedules and completing what sweeping each city needed. Obviously both City's need the sweeper most in the Spring and the Fall, fortunately the City of Waconia has a second sweeper which allows them to give us more time in each of these respective times of the year. The shared time has not been an issue. This past fall, we did have slight coverage issues due to the lease completing in early November before all the leaves had been picked up.

I have included a copy of the new proposed lease as prepared by the City of Waconia. The proposed lease is very similar to the previous. As you can see on the proposed agreement, the cost the of unit is \$297,400.50. The annual lease payment for the unit will be \$40,850 split between the City's of Norwood Young America and Waconia. The actual cost each city pays on the lease will be determined by the actual hours of use by each city as recorded on the AVL.

If the City was to purchase this unit and keep it for 10 years, our annual payments would be \$29,740 plus the cost of maintenance and repair that we would not be split with another entity. I would recommend the proposed lease is responsible use of the City's budget to complete the street sweeping that is required.

The City budgeted \$30,000 in the 101-43100-417 Maintenance Contracts in Hwys, Streets and Roads for 2022. This amount was designated to cover the required sweeping needs of the City as well as our snow hauling contractor's fees.

Norwood Young America

Suggested Motion: Make a Motion to enter into a 6 year Lease Sharing Agreement for a 2022 Elgin NR Pelican Street Sweeper with the City of Waconia

Norwood Young America

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

AMENDED EQUIPMENT LEASE SHARING AGREEMENT CITIES OF WACONIA AND NORWOOD YOUNG AMERICA

I. General Purpose and Enabling Authority

This Agreement dated effective _____ of _____, 2022 between the Cities of Waconia and Norwood Young America for the Shared Lease of one 2022 Elgin Pelican NR street sweeper, with an acquisition value of \$297,400.50 for a period of "Six" (6) Calendar Years with the period beginning February, 2022 and ending in November, 27.

II. Definitions

For the purposes of this Agreement, the terms defined in this section shall have the following meanings:

1. "Agreement" means this agreement in its entirety.
2. "Equipment" means Elgin Pelican NR Street Sweeper.
3. "Leasing Payment" means amount of annual payment to Financial Institution.
4. "Financial Institution" means Bell Bank.
5. "Equipment Supplier" means MacQueen Equipment, INC, Dealer who represents leased equipment.
6. "Hours of Use" means monitored equipment operation time monitored by Automated Vehicle Location Device
7. "Automated Vehicle Location Device" means City supplied vehicle tracking system utilized to monitor run-time of Equipment.
8. "Equipment Operator" meaning designated maintenance personnel, or who may operate Equipment.
9. "Equipment Log" means documentation of inspection required by equipment supplier.

III. General Provisions and Procedures

1. The City of Waconia will assume the Lead Agency role, and make all leasing payments to said Financial Institution on an annual-yearly basis. Payments to the Financial Institution are due by February 2022, and each calendar year and subsequent year thereafter until February of 2027.
2. After said annual yearly-based Leasing Payment is made to the Financial Institution and Equipment Supplier, the City of Waconia will submit an annual leasing cost invoice to Norwood Young America comprised of Leasing Payment to Financial Institution and Equipment Supplier, including annual programmed and miscellaneous equipment repair costs completed by the City of Waconia.
3. Annual yearly-based Leasing Payments, **Exhibit A** will be determined on Hours of Use through the Automated Vehicle Location Device provided by the City of Waconia. Hours of Use, fixed maintenance program with Mac Queen Equipment, **Exhibit B**, and miscellaneous equipment costs will be provided to Norwood Young America for the annual Leasing Payment to City of Waconia for said Financial Institution and Equipment Supplier. Yearly Hours of Use reports will be provided with reimbursement requests of payment to Financial Institution and Equipment Supplier.
4. Equipment Operator shall be fully trained in operation of equipment. Understand the necessary daily maintenance and responsibilities including maintaining Equipment Log required by Equipment Supplier and provided in said Equipment. Equipment Log shown as an attachment.
5. Equipment repairs will be completed by City of Waconia Fleet Mechanic. Sole purpose for this requirement is substantiated by the Equipment Supplier agreement attached. Requirements are detailed to utilize approved Original Equipment Items (OEM) items in making repairs to maintain extended service plan Agreement held by the City of Waconia.
6. Insurance as part of the Financial Institution requirements is provided by the City of Waconia. **Any equipment damage outside of entity control will be supported by the**

Equipment Sharing Agreement covered within the Agreement pursuant to Carver County and its Cities.

7. Equipment may only be used for public purposed designated to improve or maintain water quality purposes within each communities jurisdiction.

IV. Terms of Agreement

The term of this Agreement shall commence on February, 2022 and end on November, 2027 as detailed within Financial Institution Agreement with the City of Waconia, provided as Exhibit C of said Agreement. Upon, or prior to November, 2027 the Cities of Waconia and Norwood Young America have the option to purchase said unit by paying Buy-out balance, reconstruct another Agreement, or terminate this agreement and agreement with Equipment Supplier.

CITY OF WACONIA

CITY OF NORWOOD YOUNG AMERICA

By: _____
Mayor

By: _____
Mayor

By: _____
City Administrator

By: _____
City Administrator

Date: _____

Date: _____

Exhibit A

Six-Year Lease Payment Schedule

Financial Firm	Annual Lease Payment
Bell Bank	\$40,850.00

Exhibit B

Maintenance Program Cost, Mac Queen Equipment

Fiscal Year	Fixed Maintenance Costs
2022	\$6,500.00
2023	\$7,100.00
2024	\$7,800.00
2025	\$8,500.00
2026	\$9,300.00
2027	\$10,000.00

Exhibit C
Lease Agreement



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: January 24, 2022

RE: Designate equipment as Surplus to sell at auction

I have identified a list of items deemed as surplus equipment. I have included a summary explaining why each piece of equipment should be designated as surplus.

- 2003 Morbark Tornado 13 Woodchipper; This unit was replaced by a 2021 Vermeer Woodchipper that was budgeted and approved for purchase in 2021.
- 2015 ZD326h Kubota zero turn mower; This unit has experienced little to no use since we purchased the 2020 Kubota ZD1511 Kubota Zero Turn mower. We kept this unit as a backup which has not been needed.
- 2003 Ford E450 15 Passenger Bus; This unit has experienced little to no use since the city purchased the 2017 Ford E450 14 Passenger Bus. I was informed at the 2021 DOT inspection that the suspension and frame are getting extremely rusty and likely will not pass in 2022. The 2003 Bus is a 15-passenger bus that requires a CDL passenger endorsement license that the 14-passenger 2017 bus does not. We currently do not have employees on staff that carry a CDL passenger endorsement on their license.
- 2 Stihl FS-91R String Trimmers; These units were replaced by 2021 SRM-3020 and SRM3020T Echo String Trimmers
- 2 Chainsaws; One of these units were replaced by a 2021 Stihl MS261, the other was an older extra saw that has experienced little to no use in the past couple years.
- 2015 Bobcat 3400 Utility Vehicle; This unit was replaced by the purchase of a 2020 Kubota RTV-X1100C. The unit was kept as a spare vehicle after it was replaced. Due to the age of the unit, increasing maintenance cost, and lack of use, I would recommend selling the unit.

If approved, I plan to auction all the equipment on the Wisconsin Surplus Auction Site we have utilized in the past. The City had extremely good luck on this site in the past, and most of the items sold for more than expected. Wisconsin Surplus charges the buyer all listing and auction fees, not the seller.

Suggested Motion: Make a motion to designate the identified equipment as surplus to be sold at auction.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: January 24, 2022

RE: Resolution 2022-04 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2nd Avenue Improvement Project

Enclosed you will find the Memo and Construction Plans from Bolton & Menk and Resolution 2022-04 for your review.

- ❖ Bolton & Menk Memo
- ❖ 2nd Avenue Infrastructure Improvement Construction Plans
- ❖ Resolution 2022-04 Approving Plans and Specifications and Ordering Advertisement for Bids
- ❖ Advertisement for bids will take place from February 3rd to March 2nd
- ❖ Opening of bids (electronically) will be on March 2nd

Recommended Motion:

Motion to approve Resolution 2022-04 Approving Plans and Specifications for the 2nd Avenue Improvement Project and Ordering Advertisement for Bids.

Norwood Young America



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

*****M E M O *****

DATE: January 18, 2022
TO: Andrea Aukrust, City Administrator
FROM: Josh Eckstein, Bolton & Menk, Inc.
SUBJECT: 2nd Avenue Improvement Project

Honorable Mayor and City Council Members:

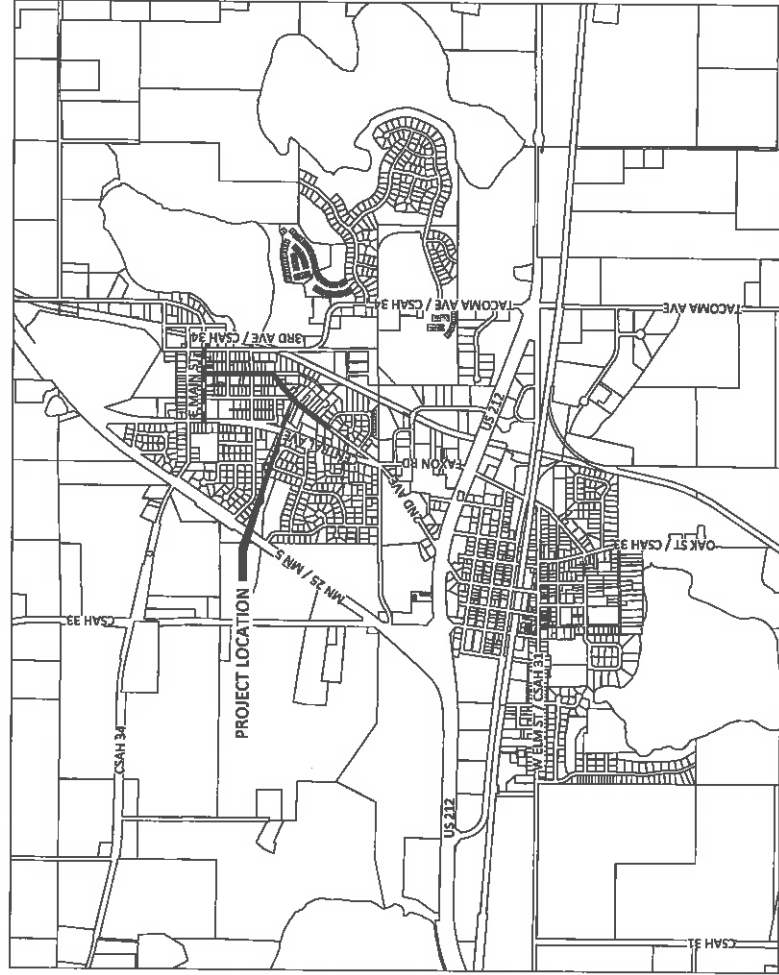
The purpose of this memo is to request approval of plans and specifications and to receive authorization to advertise the 2nd Avenue Improvement Project. The major components associated with this project are:

- Street Reconstruction
- Storm Sewer Construction
- Watermain And Water Service Improvements
- Sanitary Sewer Improvements
- Miscellaneous Driveway And Turf Restoration Items

If authorized to proceed, the project schedule would allow the project to be advertised in February and bid in March. Award of the project is scheduled to be considered at the first council meeting in March.

Please let me know if you have any questions or require any additional information.

JANUARY, 2022



NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

PROJECT LIMITS
HAIR ROUTE

EXISTING CONDITIONS & REMOVAL PLAN
TABLES, DETAILS, TYPICAL SECTIONS, PHASING PLAN
EROSION CONTROL PLAN, SWPPP
GRADING PLAN
SANITARY SEWER & WATER PLAN & PROFILE
STORM SEWER PLAN & PROFILE, BIO RETENTION POND
STREET PLAN & PROFILE, INTERSECTION DETAILS
SIGNING & STRIPING PLAN
THIS PLAN SET CONTAINS 52 SHEETS

THIS PLAN SET CONTAINS 52 SHEETS

PROJECT DATUM: HORIZONTAL: CANVER COUNTY COORDINATE SYSTEM, NAD83 (3986 ADJUSTMENT) VERTICAL: NAVD88	PROJECT NUMBER IMPROVEMENT	
	SHEET NO.	TOTAL SHEETS
✦ BME-987.16 MUDOT GRID STATION #562 - "0.13C" 1 MI. EAST OF NORWOOD YOUNGS AMERICA ALONG HIGHWAY 212		
NORWOOD YOUNGS AMERICA 2ND AVENUE INFRASTRUCTURE IMPROVEMENTS	SHEET	
	GO.01	
TITLE SHEET		


**BOLTON
& MENK**

I HEREBY CERTIFY THAT THIS MAIL VOUCHER, ON BEHALF OF THE STATE OF MISSISSIPPI, WAS PREPARED BY ME ON UNDER MY DIRECT SUPERVISION AND THAT I AM A DUTY EMPLOYED PROFESSIONAL EMPLOYEE UNDER THE LAWS OF THE STATE OF MISSISSIPPI.

Philip Schupp
 PHILIP L. SCHUPP
 LC NO. 54198 DATE 01/25/2022

WOOD YOUNG AMERICA

2ND AVENUE INFRASTRUCTURE IMPROVEMENTS

TITLE SHEET

GO.01

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2022-04**

**Resolution Approving Plans and Specifications
and Ordering Advertisement for Bids**

WHEREAS, pursuant to a resolution passed by the City Council November 22, 2021, the city engineer has prepared plans and specifications for the 2nd Avenue Improvement Project, the improvement of 2nd Avenue from the northern Devonshire Drive intersection to Main Street and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORWOOD YOUNG AMERICA, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The city clerk shall prepare and cause to be inserted in the official paper (NYA Times) and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 27 days, shall specify the work to be done, shall state that bids will be received by the clerk online until 10 a.m. on March 2, 2022, at which time they will be publicly opened and read via conference call by the city engineer. Bids will then be tabulated and will be considered by the council at 6:00 p.m. on March 14, 2022 in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless appropriately submitted online and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the council this 24th day of January 2022.

Approved:

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk - Treasurer



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: January 24, 2022

SUBJECT: Resolution 2022-05; Approval of Community Growth Partnership Initiative Development Grant

As of the end of January, all land in the Tacoma West Industrial Park will have been either sold or pre-dedicated to current property owners for expansion. Staff continues to research a second industrial park along with funding opportunities for both land acquisition and infrastructure expenses.

The Carver County CDA offers an annual CGPIDG (Community Growth Partnership Initiative Development Grant) to municipalities with the goal to increase the tax base and improve the quality of life in Carver County. The three specific strategies for the program are to support affordable housing, community development, and redevelopment. The grant is a 1-1 match of up to \$100,000.

One of the eligible expenses for the CGPIDG is land acquisition. City staff and staff of Carver County CDA deem the project of a second industrial park with potential for increase in jobs and tax base to be a competitive application. Deadline for application submission is January 28, 2022.

Action:

Motion to recommend approval of Resolution 2022-05; Approval of Community Growth Partnership Initiative Development Grant

**RESOLUTION NO. 2022-05
CITY OF NORWOOD YOUNG AMERICA**

**A RESOLUTION APPROVING COMMUNITY GROWTH PARTNERSHIP
INITIATIVE DEVELOPMENT GRANT**

WHEREAS, the City of Norwood Young America has identified a proposed project within the city that meets the Carver County Community Development Agency (CDA) Community Growth Partnership Initiative Grant Program's purpose and criteria; and

WHEREAS, the City has identified a project that will create living wage jobs; and

WHEREAS, the City has the capacity and capability to ensure the proposed project will be completed and administered within the Community Growth Partnership Initiative development program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of affordable housing and of the CDA's mission to improve the lives of Carver County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of Norwood Young America approves the application for funding from the Carver County CDA Community Growth Partnership Initiative Grant program.

BE IT FURTHER RESOLVED that if the application is approved by the Carver County CDA, Karen Hallquist, the Economic Development Marketing Director, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted by the City Council this 24th day of January 2022.

Carol Lagergren, Mayor

ATTEST:

Andrea Aukrust, City Administrator



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: January 24, 2022

RE: Job Posting: Public Services Technician—Streets and Parks

Human Resources is requesting the approval to post for the open Public Services Technician—Streets and Parks position.

- ❖ Public Services Technician – Streets, Buildings, Parks performs entry-level technical, skilled, and manual work in the Public Services Department.
- ❖ The position will be vacant on February 2, 2022

Recommended Motion:

Motion to approve the posting for an open Public Services Technician position with the City of Norwood Young America in the Streets and Parks Department.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer and Andrea Aukrust, City Administrator

DATE: January 24, 2022

RE: DDA Benchmark Comparable Communities

Enclosed you will find for your review, the information provided to the city from DDA for choosing comparable cities for the 2022 market analysis, calibration, and implementing a new pay plan.

- ❖ Any city in Green denotes an original city used in the 2010 study
- ❖ Any city with an asterisk denotes cities we can use in the market study as benchmark communities, take them out completely or consider as spotlight communities

Recommended Action:

It is the opinion of the Administration that the following cities should be used, as they represent similar size rural communities in greater Minnesota in addition to area Metro communities of similar size. The Administration believes it will give a broader picture for comparison because of the special circumstances the Norwood Young America community finds itself in being more rural in a Metro territory. In looking at similar-sized communities in outlying areas we will learn even more about where the City of Norwood Young America lands regardless of location in proximity to the Metro.

1. All the cities in green used in 2010
2. Dayton
3. Delano
4. Jordan
5. Le Sueur
6. Rockford
7. Sleepy Eye
8. Redwood Falls
9. Belle Plaine

Recommended Motion:

Motion to approve the chosen cities (above) for the DDA comparable communities in the market analysis, calibration, and implementation of a new pay plan.

Norwood Young America

**DDA****Human Resources, Inc.**
*a David Drown Associates Company***TO: NORWOOD YOUNG AMERICA CITY COUNCIL****FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT****CC: ANDREA AUKRUST, CITY ADMINISTRATOR AND ANGELA BRAMBAUGH, CITY CLERK/ TREASURER****SUBJECT: BENCHMARK COMPARABLE COMMUNITIES**

BACKGROUND

DDA Human Resources, Inc. (DDA) was hired by the City of Norwood Young America to conduct a market analysis, calibration and implement new pay plan. The project will include:

- General Project Setup and Administration: Creating a project team, collecting current job descriptions, current pay grid and other project needs.
- Market Analysis of council selected and approved benchmark communities.
- Determination of current pay in relation to market and discuss desired pay philosophy.
- Create pay philosophy and re-calibrate pay grid
- Prepare budget implementation to determine payroll costs

While not included in the project scope, DDA can review, re-write and re-evaluate jobs as needed.

RECOMMENDED BENCHMARK COMMUNITIES

City	Pop	General Govt	Police	Streets	Tax Cap	Property Tax	Total expenditures
Arlington	2,230	3	3	2	988,795	845,411	1,684,917
Belle Plaine	7,408	6	11	6	4,922,067	5,324,238	4,090,024
Carver	4,727	2	0	4	4,300,601	2,419,496	2,714,228
Chanhassen*	26,266	9	2	8	43,926,536	10,856,842	13,213,407
Chaska*	27,622	28	30	14	27,921,266	9,091,839	23,835,227
Cologne	1,841	2	0	1	1,549,415	1,237,543	1,331,193
Dayton	6,072	4	7	3	6,827,383	4,156,965	3,800,385
Delano	6,187	5	1	3	6,081,187	3,291,029	3,282,622
Gaylord	2,282	3	4	1	1,019,655	1,171,235	1,083,027

Glencoe	5,520	5	9	3	3,207,819	2,254,686	4,316,684
Granite Falls	2,762	4	6	6	1,921,752	1,701,168	1,745,258
Hamburg	513	1	0		288,296	487,384	297,527
Hutchinson*	14,260	6	32	11	9,999,135	7,008,472	13,752,513
Jordan	6,155	7	11	3	4,350,601	4,102,122	3,974,131
Le Sueur	4,091	5	8	6	2,868,851	2,462,618	2,259,697
Lester Prairie	1,705	2	3	1	906,675	755,381	1,226,056
Mayer	2,295	1	0	1	1,580,205	707,157	885,681
Mound*	9,347	6	2	4	11,760,309	5,926,367	5,947,548
Norwood Young America	3,833	4	0	4	2,495,008	2,443,452	2,087,680
Olivia	2,439	5	5	4	1,240,831	1,230,797	1,204,040
Redwood Falls	5,236	15	13	5	2,893,971	2,588,766	2,591,156
Rockford	4,390	4	0	3	3,000,771	1,690,538	1,590,372
Sleepy Eye	3,464	4	6		1,545,060	1,246,768	1,287,306
Victoria*	9,918	8	1	6	14,086,311	4,839,046	4,809,746
Waconia*	13,124	10	0	9	13,299,399	7,767,482	7,854,593
Watertown	4,654	4	0	1	2,841,365	2,277,772	2,175,239
Winsted	2,289	4	4	3	1,666,886	1,276,283	1,704,792
	6,690	6	6	4	6,573,709	3,302,254	4,249,817

*Any City in Green denotes original City listed since 2010 study.

**Any City with an asterisk, denotes cities we can use in the market study as benchmark communities, take them out completely or consider as spotlight communities. Spotlight communities are cities or counties that, while you want to know what they are paying their employees, are not necessarily a good match for salary purposes because they are usually much larger. Including the data as a spotlight community allows the client to be aware of what some other cities or counties are paying without distorting the market data from similar communities to their own.

NEXT STEPS

The above information is for review and recommendation by the City Council. We can keep consistency with those communities used since 2010, we can add all or some of the suggested communities by DDA. The Council should consider spotlight communities.