



CITY COUNCIL AGENDA

June 27, 2022 –

5:00 p.m.

City Council Workshop

6:00 p.m.

City Council EDA Meeting

& City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

WORKSHOP

1. CALL MEETING OF THE SPECIAL WORKSHOP TO ORDER

- 1.1 Approve Agenda
- 1.2 Small Cities Development Program
- 1.3 Small Cities Development Streetscape Program application
- 1.4 Adjournment

EDA

2. CALL MEETING OF THE EDA TO ORDER

- 2.1. Pledge of Allegiance
- 2.2. Approve Agenda
- 2.3. Approve the minutes of May 23, 2022
- 2.4. Revolving Loan Fund request—Allie B's LLC
- 2.5. Adjournment

CITY COUNCIL MEETING

3. CALL MEETING OF THE CITY COUNCIL TO ORDER

4. APPROVE AGENDA

5. 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.)

6. 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.)

- 6.1. Approve minutes of June 13, 2022
- 6.2. Approve payment of Claims
- 6.3. Knights of Columbus gambling permit for Stiftungsfest
- 6.4. Approve Contract—city property hay baling

7. PUBLIC HEARING-

7.1 Ordinance 352 Public Hearing—Fee Schedule

- 1.) Motion to Open Public Hearing: Ordinance 352—Fee Schedule
- 2.) Presentation—Angela Brumbaugh, Clerk/Treasurer
- 3.) Public Comment
- 4.) Motion to Close Public Hearing

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1. Ordinance 352 An Ordinance Amending City Code: Chapter 20. FEES Section 2000—Fee Schedule (First reading)—Angela Brumbaugh, Clerk Treasurer

10.

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. ADDITIONAL INFORMATION—The following informational items have been included in the Council packet for informational purposes, council review, and discussion. No action is required by the City Council.

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

July 5, 2022	Planning Commission Meeting	6:00 PM
July 8, 2022	<i>NYA Food Distribution</i>	<i>2:00-3:30 PM</i>
July 11, 2022	City Council Meeting	6:00 PM
July 13, 2022	Economic Development Commission Meeting (EDC)	5:00 PM
July 13, 2022	Joint Commission Meeting	6:00 PM
July 19, 2022	Park & Recreation Commission Meeting	4:45 PM
July 21, 2022	Senior Advisory	9:00 AM
July 25, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: June 27, 2022

SUBJECT: Work Session: Small Cities Development Program (current) and Small Cities Development Streetscape Program Application

Small Cities Development Program (current)

The City of Norwood Young America was selected for a Small Cities Development Program in May 2019 with an award of \$556,600. This award was for mixed-use commercial/residential, rental and commercial properties identified in the C-3 Downtown Districts of Historic Downtown Norwood and Historic Downtown Young America. To date, there have been three completed projects – 2 commercial and 1 mixed-use – with a remaining balance to utilize of \$446,284.30.

Since the initial application of the current SCDP, there have been multiple factors that have deterred property owners from participating in the program:

- Slow application process
- COVID-19 and reduction of business
- Lack of contractor participation
- Supply chain issues and pricing

Another concern was the turnover of Carver County CDA administrators for the program.

The NYA SCDP has a sunset date of September 30, 2022. Staff contacted MN DEED Grant Specialist Coordinator Zachary Klehr to ask about filing an extension given the above circumstances. Klehr recommended allowing the current SCDP to sunset, revisit the program guidelines looking at development opportunities vs. locations, and apply again. Staff will reach out to other organizations who may be able to administer such programs as well.

Discussion Only.

Small Cities Development Streetscape Program Application

The City of Norwood Young America applied for a SCDP Streetscape Grant in March 2022. This application identified the 200 block of Main Street in Historic Downtown Young America as an area for much needed improvements including lighting, sidewalk replacement, overgrown trees, etc. The total amount requested from the program is \$392,705, of which \$100,000 is the city's contribution. Applicants can request up to \$600,000 of financial assistance.

Since March, staff has identified a potentially larger project area which includes the 10-100 block of Main Street for additional sidewalk work and upgrades to the light poles. Again, staff contacted MN DEED Grant Specialist Klehr to ask about the possibility for adding to the application. Klehr recommended withdrawing the application from this funding round and re-apply with the expansion. It would be more beneficial to request a full project, rather risk adding after a funding round.

Council members are asked to discuss the withdraw of the SCDP Streetscape application. It is recommended any action be added to the regular Council meeting.

SECTION 1:

* VENDOR ID + REMIT TO LOCATION CODE (SWIFT):

194645

* GRANT NAME:

Norwood Young America Comprehensive

* VENDOR/GRANTEE NAME:

* VENDOR/GRANTEE NAME: Norwood Young America, City of	* GRANT NUMBER: CDAP-18-0065-Q-FY19
--	--

REMIT TO ADDRESS:

310 Elm St. W - PO Box 59

Norwood Young America, MN 55368-0059

FORM PREPARED BY:

Karon Reed

CDAP-19-0066-O EV

42

FINAL:

YES [] NO [x]

EMAIL:	DEED PROGRAM CONTACT NAME:	DEED PROGRAM CONTACT EMAIL:

zachary.klehr@state.mn.us

SECTION 2:

*** DEED PROGRAM USE ONLY**

SWIFT PO ID	PO LINE / DISTRIBUTION	AMOUNT	FUND	FIN DEPT ID	APPROP ID	ACCOUNT	AGENCY COST	PROJECT ID
3-374843	1	\$556,600.00	3000	B22141S	B221003	441352	55354	B22CDBGCG19
TOTAL		\$556,600.00						

SECTION 3: REIMBURSEMENT REQUEST

IDIS ACTIVITY NUMBER	SCDP ACTIVITY (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. CURRENT BALANCE	C. REIMB. REQUESTED THIS PERIOD	D. (B - C = D) AVAILABLE BALANCE	E. IDIS VOUCHER NUMBER
10175	Norwood Young America Multi-Fam. Mix-Use (4 units)	\$50,000	\$42,175.00	\$4,000.00	\$38,175.00	(DEED Program Use Only)
10174	Norwood Young America Multi-Fam Rental (Scattered - 15 units)	\$156,000	\$156,000.00		\$156,000.00	
10176	Norwood Young America Commercial (7)	\$278,000	\$197,033.30	\$3,135.00	\$193,898.30	
10177	Norwood Young America Admin	\$72,600	\$59,281.00	\$1,070.00	\$58,211.00	
					\$0.00	
	TOTAL SWIFT ACTIVITY 884	\$556,600	\$454,489.30	\$8,205.00	\$446,284.30	

SECTION 4: AGREEMENT & AUTHORIZED APPROVAL

By submitting this form, I certify that the request is in accordance with DEED cash management requirements and appropriate record-keeping terms; the data reported is correct and the amount of the request is not in excess of immediate disbursement needs.

Karen Reed

Karen Dees

2/19/2022

Grantee Authorized Signature

Karen Reed

Director of Finance

DEED Staff Authorized Signature

Date _____

Data



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

May 23, 2022 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

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

ABSENT:

STAFF: : Andrea Aukrust (City Administrator), Angela Brumbaugh (City Clerk/Treasurer),

OTHERS:

2. Call EDA Meeting of City Council to Order:

Mayor Lagergren called the EDA meeting to order at 6:00 PM. Five Council Present.

2.1 Pledge of Allegiance

2.2 Approve Agenda

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

2.3 Approve minutes of April 25, 2022 meeting

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

2.4 Adjournment

Motion: CS/AK to adjourn at 6:01 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



TO: Mayor Lagergren and City Council Members, acting as the Economic Development Authority

FROM: Angela Brumbaugh, City Clerk-Treasurer

DATE: June 27, 2022

SUBJECT: Gap Financing for Alli B's LLC

Alice Bunn, owner of Alli B's LLC is in the process of opening a business in the strip mall. The business includes a coffee shop along with a small retail store.

Lee Hall with NextStage reached out to the City as Ms. Bunn has had additional expenses and needs some gap financing in order for this business venture to continue.

NextStage business advisors is a non-profit organization in partnership with Carver County CDA to provide free consulting services for Carver County new and existing entrepreneurs at every stage of business development...business planning, financing, compliance, expansions, etc. Lee Hall is the owner/advisor for NextStage. Hall previously worked with the Metropolitan Consortium of Community Developers (MCCD) with Open to Business to administer Carver County municipality's revolving loan funds including Norwood Young America.

Mr. Hall has informed us Citizens State Bank and NextStage have both agreed to give Ms. Bunn 1/3 of the amount needed (each). He is inquiring if the city would lend the remaining \$10,000 through our revolving loan fund.

Attached is Mr. Hall's documentation regarding his professional opinion for Ms. Bunn's request for a loan. The term would be a 60 month \$10,000 loan at 5%. According to Lee Hall's projection, 97% of all expenses are expected to be covered the first year and cash flow by year two.

Mr. Hall will be at the meeting to discuss this further and answer any questions you may have. . We have tried to redact all private information.

Recommended Motion:

Motion to approve issuing a \$10,000 loan to Alice Bunn at 5% interest with a 60 month term.

NextStage Loan Request

Date: 6/3/22

Loan Presenter: Lee Hall

Borrowing- Entity: Alli B's LLC

Principal: Alice Bunn

I. Summary of Request:

Loan Summary:

NS Loan Amount	\$10,000	+\$10k CSB, +\$10k City of NYA
Term	60	
Interest Only Period?		No. of Months:
Interest Rate:	8.0%	
Monthly Payment:	\$202.76	
Origination Fee:	\$100	

Company Overview:

Alli B's will be a community coffee shop featuring carry-out, table self-service, and a drive thru; the business will offer a variety of coffee and espresso beverages, as well as a limited menu of bakery and lunch items prepared on site. In addition, the business will offer a small retail component featuring products produced by local artists and craftspeople. The business will purchase a small amount of inventory but will primarily sell these items on a consignment- limiting inventory costs/investments.

Ownership/Management:

Alli B's will be principally run by Alice Bunn. Alice is new to business ownership but has a good deal of hospitality/food service experience- including management experience. She has been proactive about seeking out mentorship and support and is working closely with a coffee shop operator in Duluth who operates a similar Coffee/Gift shop concept. Alice has relied heavily on this contact in developing her business plan, and financial assumptions for this project.

Request Overview:

In February, NextStage and Citizens State Bank closed with Alice on \$60,000 of financing for this project, and she took possession of the space and began work. The space has been used previously for food service, and Alice had originally believed that the space could largely be used in its existing configuration, and so submitted drawing for licensing- and budgeted- with only limited improvements in her plan.

Unfortunately, those initial plans were rejected, and Alice needed to hire an architect to prepare new drawings. The revised plan has now received State approval but the updated design necessitates significant additional work- including new interior floor plan, and additional plumbing and electrical work to accommodate. The cost of pretty much everything is higher today than it was last year, but skilled plumbing and electrical contractors in particular are in high demand. Collectively the changes to the plan have added the following costs:

Architectural Drawings and Licensing Submission	\$4,800
Interior Demolition and Construction	\$19,000
Plumbing	\$11,222
Electrical	\$11,750

Alice has worked hard to trim costs elsewhere in her plan, but still has a roughly \$28k funding gap to complete the project and get the doors open.

We are proposing to fill that gap with an additional \$10,000 each from NextStage and Citizens State Bank, and the addition of a \$10,000 participation loan from the City of Norwood Young America's small business revolving loan program (NextStage will originate and service the City's loan).

Risk Rating:

Risk Category	Score	Comment
Profitability	6	Start-up
Debt Service Coverage	5	2.05 DSC, based on Projection
Equity/Leverage	5	10% equity contribution
Guarantor Strength	5	Limited outside assets
Collateral	6	Insufficient to cover 1 st /2 nd positions
Management	4	Mgt experience in hospitality
Proposed Score	5	

II. Borrower/Guarantor Charts:

1. Source/Use, Financing Summary:

Proposed Uses of Funds:

Deposits	4,000
Leasehold Improvements*	44,304
Equipment	26,722
Inventory	6,000
Pre-Paid/Other Start-up	1,332
Working Capital	9,412
Fees, Permits, Licensing	7,132
TOTAL USES	\$ 98,902

Proposed Sources of Funds:

CSB NYA- 1st	30,000
NextStage- 1st	30,000
CSB NYA- 1st	10,000
NextStage- 1st	10,000
City of NYA	10,000
Borrower Equity	8,902
TOTAL SOURCES	\$ 98,902

This Request

Amount	Lender	Purpose	Term	Interest Rate	Monthly Payment	Annual Payment
10,000	CSB NYA	Buildout	60	8.00%	\$202.76	\$2,433.17
10,000	NextStage	Buildout	60	8.00%	\$202.76	\$2,433.17
10,000	City of NYA	Buildout	60	5.00%	\$188.71	\$2,264.55
\$30,000					\$594	\$7,131

Original Financing

Amount	Lender	Purpose	Term	Interest Rate	Monthly Payment	Annual Payment
30,000	CSB NYA	Equipment, Startup	60	7.25%	\$597.58	\$7,170.97
30,000	NextStage	Equipment, Startup	60	7.25%	\$597.58	\$7,170.97
						\$0.00
\$60,000					\$1,195	\$14,342

2. Operations & Cash for Debt Service:

Alli B's

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
<i>Source</i>	<i>Proj.</i>	<i>Proj.</i>	<i>Proj.</i>

Gross Sales

Cost of Sales

Gross Profit			
Expenses			
Payroll Expenses			
Payroll Taxes			
Worker's Comp			
Depreciation			
Credit Card Processing			
Advertising Expenses			
Bank & Service Charges			
Bookkeeping Expense			
Dues & Subscriptions			
Printing			
Insurance			
Clothing			
License & Permits			
Office Supplies &			
Expense			
Phone			
Equipment lease			
Exterminating			
Entertainment			
Plates, silverware, etc			
Rent			
Repair and			
maintenance			
Cable TV/Satelite			
Supplies/Cleaning			
Trash Removal			
Utilities			
Training			
Miscellaneous			
Total Expenses			
Business Income			
EBITDA			
CSB NYA- 1st			
NXST- 1st			
CSB NYA- 2st			
NXST- 2st			
City of NYA			
Total Debt Service			
Coverage	0.97	1.64	1.64

3. Balance Sheet:

BALANCE SHEET	Current	Proforma
ASSETS		
Current Assets		
Cash		
Accounts Receivable		
Inventory		
Other Current Assets		
Total Current Assets		
Net Fixed Assets		
Intangibles		
Rent Deposit		
TOTAL ASSETS		

Current Ratio		
Quick Ratio		
Debt/Net Worth		

	Current	Proforma
LIABILITIES AND NET WORTH		
Current Liabilities		
Accounts Payable		-
Gift Certificates Outstanding		-
Payroll Liabilities	-	-
Sales Tax Accrual		-
Other		-
Total Current Liabilities	\$ -	\$ -
Long Term Liabilities		
TOTAL LIABILITIES		
TOTAL NET WORTH		
TOTAL LIABILITIES & NET WORTH		

4. Guarantors:

For Privacy reasons, specific personal and household financial information has been omitted from this presentation. However, NextStage and Bank underwriters have gathered and reviewed borrower's Historical Tax Returns, Personal Financial Statement and Credit Report. Here is a summary of the key findings from that review:

Credit History reflects no collection items or judgement, history of timely payments.
 Revolving Debt availability more than 55%, indicates responsible usage, low cash flow stress
 Annual Debt Service including Mortgage- 22% of Household income indicating the ability to meet obligations even if income were reduced.

Personal Financial Statement included Tangible Assets of Cash, Residence and Vehicles, but limited Net Worth after inclusion of liabilities.

5. Collateral:

Collateral Valuation

Description	Stated Value	Recovery %	Revised Value
Equipment	\$26,722	50%	\$13,361.00

Inventory	\$6,000	10%	\$600.00
Other Assets			\$0
Subtotal			\$13,961
(Less Proposed Bank Loan)			(\$40,000)
Net Collateral Value (shortfall)			(\$26,039)

NextStage has perfected a 2nd Position Lien on all assets of Allie's B's (behind Citizens State Bank) and will share that collateral position with the City of Norwood Young America on a pro-rata basis.

III. Loan Analysis Narrative:

1. Borrowing Need:

In my original presentation I wrote that *“Alice has been working towards this goal for some time- purchasing and storing equipment she will eventually need to make a go of it- but without significant personal resources, she’s going to need help to get it off the ground. She’s done what she can to minimize start up, including combing auctions for deals on used equipment, pushing her retail vendors to consign, and securing space in a strip mall development at well below market costs/ft plus a few months free to start; there’s no guarantees, but this is likely low cost a way to launch her vision as we can get.*

Obviously the more extensive build-out requirements make this project less ‘low cost’ than we had originally hoped, but once she gets the doors open, the overhead still looks very manageable.

2. Primary Source of Repayment:

Cash Flow- Strong, projected

The primary source of repayment will be the ongoing cash flow from operations. As a start-up venture, that cash flow is speculative, but Alice and I have spent a good deal of time putting those projections together, and at least have a solid methodology to arrive at them. Only time will tell if they are correct, but I do at least believe they are reasonable and achievable. Based on those projections, the business was projected to produce **DSC** of **1.33** in the first year, and **2.35** once it’s out of the start-up/ramp phase- based on the original financing levels.

This additional financing will stress the cash low sum; there will likely be some negative cash flow in start-up (necessitating the \$9k in working capital listed in the project Sources & Uses) but it still projects to be more than sufficient to cover the proposed debt over time - with a **debt service coverage** of **1.64** in year’s 2 & 3.

On the positive side; Alice’s landlord is in the process of building out a self-serve Hotel in the same property as the coffee shop. While Hotel guests will certainly make likely customers, the larger opportunity is that as Alice herself has an extensive Hospitality/Hotel management background, her landlord has approached her about providing some on-site contact/management support for the hotel and its guests in trade for the Coffee shop’s rent.

I did not incorporate any reduction of costs into the cash flow and debt service presented here, but Alice’s scheduled rent is more than the all of the combined loan payments- original loans and new included. Should that agreement come to fruition, projected cash flow and debt service coverage would increase dramatically.

3. Secondary/Tertiary Sources of Repayment:

Personal Guarantee- Moderate

Alice doesn’t have much in the way of tangible liquid assets that aren’t already invested in the business to fall back on should the business fail to produce expected cash flows. In addition, Alice intends to leave her current employment to focus on running the business, so as long as the business is operating, she will likely not have additional outside household resources to contribute or make a loan payment. Her value as a guarantor likely would come in the form of future earnings if the project simply doesn’t work, and she is forced to return to full time work elsewhere.

Collateral- Weak

Collateral coverage is a notable weakness in this deal; what equipment there is will fall well short of the loan balance in a liquidation, and the bank will have first claim on any recovery in any case. Lack of collateral is the biggest limiting factor to securing traditional bank financing for this project. Citizen's State has stepped in to help up to the (and even a little beyond) the available collateral, but the collateral gap is the principle reason for the size of NextStage's involvement- an the request of additional support from the City.

4. Lender Recommendation:

With a Collateral shortfall and limited outside assets to draw on there is risk here; as a start-up- there are never any guarantees that the customers/cash flow will materialize. But I believe Alice is a good bet; she isn't afraid of hard work, and she's done her homework to at least have an idea what she's getting in to (and has a good mentor/resource to continue to lean on for support as she figures it out). I have no question about her commitment and her willingness to sacrifice and work for it.

The added costs to get it off the ground are unfortunate for sure; our loans are heavily reliant on the business cash flow for recovery. The added cost and additional debt service will put even more pressure on that cash flow, but I believe her projections are reasonable and will cover the added debt if they prove correct. With what we've all invested already, I believe the right answer at this point is to provide the added funding to finish it and get the doors open. I recommend approval as presented.

IV. Other:

Business Information:

Legal Name of Business	Alli B's LLC
Legal Structure	Limited Liability Co
Registered with MN SOS?	Yes
When Did Business Start?	8/31/2021

Business Address	640 Railroad Drive, Suite 800
City, State, Zip	NYA. MN 55368

Borrower/Guarantor Information:

	Owner 1	Owner 2
Name	Alice Bunn	
Address		
City, State, Zip	Cologne, MN 55368	
% of Ownership	100%	

Collateral Required:

		First Position	Junior Position
X	Business assets		X
	Equipment purchased with loan proceeds		
	Vehicle (Make and Year)		
	Mortgage on Residence		
	Mortgage on Commercial Real Estate		
	Other		

Jobs: (Excluding owner)

	Wage Range
--	------------

# of current full-time jobs:		
# of current part-time jobs:		
# of full-time jobs to be created due to this financing	1	\$13/hr
# of part-time jobs to be created due to this financing	4	\$13/hr

Benefits of the Loan: (Check all that Apply)

	Located in an IACT; List FIPS Code:
	Minority business owner
X	Located in NS targeted community/county
X	Other: Woman-Owned
	Other:

Bank/Other Lender Contact Information:

Lee Hall
952-921-2381
NextStage

Jason Winter
952-467-3000
Citizens State Bank Norwood Young America



CITY COUNCIL MINUTES

June 13, 2022 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America, MN 55368

Attendance:

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

ABSENT:

STAFF: Andrea Aukrust (City Administrator), Angela Brumbaugh (City Clerk/Treasurer), Karen Hallquist (Economic and Marketing Director)

OTHERS: LaVonne Kroells, Russ Schumacher (Nexus), Mark Eklo, Aaron and Angie Bean, Tim Schochenmaier (Central Public Schools Superintendent), Tim Fahey

1. Call City Council to Order:

Mayor Lagergren called the City Council meeting to order at 6:00 PM. Five members present.

1.1 Pledge of Allegiance

2. Approve Agenda

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

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

LaVonne Kroells with the Lions Club. She is at Willkommen Park for many different events. It is warm but can't open the windows without screens on the windows because bugs get in and the blood mobile can't continue if that happens. The Lions Club is going to give a donation of \$1500 for screens. Randy gave LaVonne a quote for screens from Mayer Lumber.

4. Consent Agenda

4.1 Approve minutes of May 23, 2022

4.2 Approve payment of Claims

4.3 Seasonal employee hiring approval

Motion: CS/AK to approve the consent agenda. Motion passed 5-0.

5. Public Hearing

6. Old Business

7. New Business

7.1 Resolution 2022-17 Greenwood Marina Amended CUP

- Amended with 6 – 11,000 square foot buildings
- Plans meet all CUP criteria
- Site plan is just rearranging the buildings
- Decreases the impervious service due to the new layout
- Planning reviewed the new plan and the Fire Chief approved them also

Motion: CH/CS to approve Resolution 2022-17, a Resolution Approving an amended Conditional Use Permit to Allow Outdoor Storage and a Marine Warehouse Operation at Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition. Motion passed 5-0.

7.2 Resolution 2022-18 Greenwood Marina Amended Site Plan

- Planning Commission unanimously agreed to recommend approval

Motion: CH/CS to approve Resolution 2022-18 A Resolution Approving an Amended Site Plan for Greenwood Marina at Lot 1, block 1 Tacoma West Industrial Park Fourth Addition. Motion passed 5-0.

7.3 Resolution 2022-19 The Meadows 2nd Addition Preliminary PUD and Preliminary Plat

- Requesting a residential subdivision of mixed Owner-occupied, detached single-family housing types
- Revised plan to 39 Villas and 35 Single family
- Due to concerns regarding parking at the April 5th Planning meeting three bump out lots are being added for parking
- The medium density portion is not met with the increase parking
- Preliminary plat does conform to City Code
- The application must be approved by the Met Council

Motion: CH/AK to approve Resolution 2022-19, a Resolution Approving a Preliminary Planned Unit Development Overlay with Concurrent Preliminary Plat for the Meadows Second Addition. Motion passed 5-0.

7.4 Resolution 2022-20 The Meadows 2nd Additions Comprehensive Plan Amendment

Motion: CH/CS to approve Resolution 2022-20, a Resolution approving a Comprehensive Plan Amendment for the Meadows Second Addition. Motion passed 5-0.

7.5 Resolution 2022-21 Central Schools Preliminary and Final PUD with Concurrent site Plan

- Nexus Solutions on behalf of Central Schools has applied for a final PUD regarding the athletic fields
- Four parcels total included in PUD
- A total reconstruction of football field and track
- Chain link fence will be around the entire Athletic field
- Increase of safety is one of the goals
- Increase onsite parking is another goal
- 50 space parking lot will replace the area where the bus garage currently is located, and it will be moved
- 57 space parking lot on the north side of the high school
- There will be a new 1200 square foot two-story Building addition which will be ADA accessible.
- North side will have new athletic fields

Motion: CH/CS to approve Resolution 2022-21, a Resolution Approving a Combined Preliminary and Final Planned Unit Development Overlay with Concurrent Site Plan for Central Schools. Motion passed 5-0.

7.6 Discussion on the Rezoning of 309 and 312 1st Street NE

- Planning would like to zone to C-3 rather than RC-1
- Due to recent proposals received for 312 First Street
- Would like Council to look at the long-term vision
- Property east are zoned R-3
- Rezoning is very costly if an applicant comes in to do it
- Concluded C-3 would be the preferred to tie it with others in that area
- C-3 doesn't remove setback requirements
- In 2004 it was zoned C-3

Motion: Discussion Only

7.7 Old Town Update

- Met with Young America Cardinals Baseball Team and Representative from Stiftungsfest
- Basic Design plan with reconstructing the outside shell of the building

- Ground level storage and safety
- Same look
- Inside design concept is to have an open design plan
- Discussed furnace to help with longevity of building
- Update some of the wiring to accommodate 220 volt
- Another meeting on Wednesday to go through Design Plans again
- Parks Commission will be giving a recommendation to the Council after their next meeting
- Cost estimates will be done but we do not have any numbers yet

Motion: Discussion only

7.8 Legion Park mulch quotes

- Two quotes were received
 - Midwest Groundcover - \$6,200, including installation and delivery
 - Pine Products Inc. - \$5,948
- Recommending Midwest Groundcover because it includes delivery and installation
- Staff will be prepping the area
- Flagship will be talking to Staff about prepping
- Staff has a checklist for weekly, quarterly, and yearly checklists

Motion: CS/AK to approve the quote for playground mulch at Legion Park from Midwest Groundcover for \$6,200. Motion passed 5-0.

7.9 Approval of Outlot A and Barnes Lake Community Survey

- Parks Commission has discussed a survey to find out what amenities' residents would like to see
- Outlot A has a survey as part of the requirements
- Barnes Lake is part of the Prairie Dawn master plan
- The Barnes Lake Trail would add approximately 6 miles
- Would like to have the survey in the next Newsletter and online
- Would like to make sure people living around this area look at this and hopefully fill it out

Motion: AK/CS to recommend publishing a hard copy of the Outlot A & Barnes Lake Nature Trail Community Survey and offer an online survey option in the June city newsletter. Motion passed 5-0.

7.10 Bandshell Signage

- Bandshell agreement was signed between the City and the Willkommen Heritage and Preservation Society in March 2021
- According to the agreement, it did not guarantee anyone would be listed on the sign for their donation
- The Agreement states a sign would tell the history
- None of the other signs in the Community give monetary contributions but some list donors
- The intent of this project was to take care of the project without any cost to the City

Motion: MM/AK to approve the installation of the Bandshell historical marker with the historical marker as presented with the elimination of the dollar amounts replaced with gold-silver-bronze listed. Motion passed 4-1. Lagergren voted nay.

7.11 Market Analysis, Calibration and Implementation Study Presentation

- This is a two-part presentation with the first part open
- Depending on what the City wants to do with the salary study it could involve labor with the Union and the meeting will be closed
- During the public portion we can discuss the process
- Market Analysis Benchmark
 - Geographic

- Population
- Losing/stealing employees from
- Pay Equity has to be done every three years
- MN is the only state that requires pay equity or the loss of local government aid
- Classification studies are used to see where we are compared to the market
- All of the benchmark Cities are added for the minimum/maximum and averaged
- Current grid is under market

7.12 Close meeting

****Closed session pursuant to MN Statute Section 13d.03 to Discuss Labor Negotiations Strategy****

Motion: CH/MM to close the meeting at 7:36 p.m. Motion passed 5-0.

Motion: CS/AK to open the meeting at 8:32 p.m. Motion passed 5-0.

8. Council Member and Mayor and Staff Reports

CH – Discussed solar systems in Industrial Park

AK – nothing to add

CS – moving forward on Old Town

MM – Underpass is complete, Industrial Blvd signage

CL – Hwy 212 is trying to come up with final designs

Andrea – Working on blight abatement and nuisances

9. Adjournment

Motion: CS/MM to adjourn at 8:39 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, City Clerk/Treasurer



more than a place, it's home.

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

To Be Approved: June 27, 2022

Payroll EFT

Check #	507298 - 507319	\$	21,670.75
Check #	507320 - 507332	\$	5,079.98
Check #	507333 - 507338	\$	7,475.00

Voided Checks

Check #	-
---------	---

Prepays

Check #	#
---------	---

Claims Pending Payment

Check #	33188 - 33228	\$	205,300.97
---------	---------------	----	------------

Cardmember e-check

Grand Total	\$	<u>239,526.70</u>
-------------	----	-------------------

CITY OF NORWOOD YOUNG AMERICA

06/24/22 2:26 PM

Page 1

***Check Detail Register©**

Batch: 062722claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
33188	06/27/22	4 PAWS ANIMAL CONTROL			
E 101-42700-315		Animal Impounding	\$175.00		MAY IMPOUNDS
		Total	\$175.00		
33189	06/27/22	BRATT TREE COMPANY			
E 101-41400-430		Miscellaneous	\$3,900.00		FOREST HILL CEMETERY
		Total	\$3,900.00		
33190	06/27/22	BRUMBAUGH, ANGELA			
E 101-41400-331		Travel/Meeting Expense	\$25.74		MILEAGE REIMBURSEMENT
E 101-41410-331		Travel/Meeting Expense	\$21.06		MILEAGE REIMBURSEMENT
		Total	\$46.80		
33191	06/27/22	CASTLE GATE CONSTRUCTION, INC.			
R 601-49400-36200		Miscellaneous Revenues	\$88.05		OVERPMT OF 515 MARSH PATH
		Total	\$88.05		
33192	06/27/22	CENTERPOINT ENERGY			
E 602-49450-383		Gas Utilities	\$1.29		406 2ND AVE SE
E 602-49450-383		Gas Utilities	\$1.38		11 TRILANE DR
E 602-49450-383		Gas Utilities	\$1.38		918 SERENITY CIRCLE
		Total	\$4.05		
33193	06/27/22	COMMERCIAL ASPHALT CO			
E 101-43100-224		Street Maint Materials	\$493.37	220615	MV4 WEAR REC
		Total	\$493.37		
33194	06/27/22	DELTA DENTAL			
G 101-21714		Dental Insurance	\$731.10		Dental Insurance - July
		Total	\$731.10		
33195	06/27/22	EROSION PRODUCTS, LLC			
E 101-45200-223		Repair/Maintenance Bldg/	\$425.00	22186	SUN/SHADE MIX
		Total	\$425.00		
33196	06/27/22	GLENCOE FLEET SUPPLY, INC			
E 101-43100-221		Repair/Maintenance Equip	\$37.31	60967	POST HOLE DIGGER
		Total	\$37.31		
33197	06/27/22	GOPHER STATE SEALCOAT, INC.			
E 101-43100-425		Street Maint seal coat	\$62,934.00	19269	CRACK SEALING
		Total	\$62,934.00		
33198	06/27/22	HALLQUIST, KAREN			
E 101-46500-331		Travel/Meeting Expense	\$17.55		MILEAGE
E 101-41320-331		Travel/Meeting Expense	\$17.55		MILEAGE
E 101-45200-331		Travel/Meeting Expense	\$4.68		MILEAGE
		Total	\$39.78		
33199	06/27/22	HAWKINS INC			

CITY OF NORWOOD YOUNG AMERICA

06/24/22 2:26 PM

Page 2

***Check Detail Register©**

Batch: 062722claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49860-216		Chemicals and Chem Pro	\$20.00	6211269	CHLORINE CYLINDER
E 601-49400-216		Chemicals and Chem Pro	\$40.00	6211764	CHLORINE CYLINDER
E 602-49450-216		Chemicals and Chem Pro	\$90.00	6211815	CHLORINE CYLINDER
		Total	\$150.00		
33200	06/27/22	HERMANS LANDSCAPE SUPPLIES			
E 101-45200-223		Repair/Maintenance Bldg/	\$136.00	51920/1	PULVERIZED DIRT
		Total	\$136.00		
33201	06/27/22	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$306.00		Dues - June
		Total	\$306.00		
33202	06/27/22	KWIK TRIP INC.			
E 101-42200-212		Motor Fuels	\$138.00		FIRE DEPT
E 101-45200-212		Motor Fuels	\$12.59		
E 101-43100-212		Motor Fuels	\$29.38		
		Total	\$179.97		
33203	06/27/22	LANO EQUIPMENT OF NORWOOD, INC			
E 101-43100-221		Repair/Maintenance Equip	\$42.90	74367	TRACTOR FLUID
		Total	\$42.90		
33204	06/27/22	LMCIT			
E 101-49800-360		Insurance	\$764.00		Insurance Premium - 2022
E 101-42200-360		Insurance	\$10,058.17		Insurance Premium - 2022
E 101-43100-360		Insurance	\$12,294.57		Insurance Premium - 2022
E 601-49400-360		Insurance	\$19,093.07		Insurance Premium - 2022
E 602-49450-360		Insurance	\$21,609.07		Insurance Premium - 2022
E 101-41940-360		Insurance	\$17,482.23		Insurance Premium - 2022
E 101-45200-360		Insurance	\$24,960.57		Insurance Premium - 2022
E 101-41400-360		Insurance	\$6,358.32		Insurance Premium - 2022
		Total	\$112,620.00		
33205	06/27/22	LOOMIS HOMES			
G 101-22000		Deposits	\$2,900.00		1025 WHITETAIL PATH
		Total	\$2,900.00		
33206	06/27/22	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$154.00	INV10059742	BASE RATE CONTRACT
E 101-41400-437		Maintenance Contract	\$1,711.13	INV10079782	MANAGED SERVICES
		Total	\$1,865.13		
33207	06/27/22	MAYER LUMBER CO. INC.			
E 101-49860-223		Repair/Maintenance Bldg/	\$57.17	216328	BIT, EXTENSION, DRILL BIT, GLASS BOARD
		Total	\$57.17		
33208	06/27/22	METRO FIBERNET LLC			
E 101-41940-321		Telephone	\$125.59		
E 601-49400-321		Telephone	\$50.24		
E 602-49450-321		Telephone	\$50.24		

CITY OF NORWOOD YOUNG AMERICA

06/24/22 2:26 PM

Page 3

***Check Detail Register©**

Batch: 062722claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-321		Telephone	\$50.24		
E 101-43100-321		Telephone	\$35.17		
E 101-45200-321		Telephone	\$15.07		
E 101-49860-321		Telephone	\$25.12		
E 101-41940-321		Telephone	\$75.36		
E 101-41300-321		Telephone	\$43.71		
E 101-41320-321		Telephone	\$43.71		
E 101-41400-321		Telephone	\$43.71		
E 101-46500-321		Telephone	\$14.57		
E 101-42100-321		Telephone	\$72.84		
E 101-45500-321		Telephone	\$72.84		
		Total	\$718.41		
33209	06/27/22	METRO VENT			
E 101-41940-223		Repair/Maintenance Bldg/	\$657.00	2188	COOLING SERVICE
		Total	\$657.00		
33210	06/27/22	METRO WEST INSPECTION SERVICES			
E 101-42400-328		Rental Dwelling Inspection	\$54.00	3306	RENTAL INSPECTION
E 101-42400-312		Building Inspection Fee	\$3,526.02	3306	BLDG PERMITS
		Total	\$3,580.02		
33211	06/27/22	MID-COUNTY CO-OP OIL ASSN			
E 101-42200-212		Motor Fuels	\$219.76	64580	DYED DIESEL
E 101-43100-212		Motor Fuels	\$1,202.61	64580	DYED DIESEL
E 101-45200-212		Motor Fuels	\$515.41	64580	DYED DIESEL
		Total	\$1,937.78		
33212	06/27/22	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$239.70	A-131958	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$137.70	A-131959	FRIENDSHIP PARK
E 101-45200-418		Other Rentals (Biffs)	\$137.70	A-131975	PRAIRIE DAWN PARK
		Total	\$515.10		
33213	06/27/22	MINNESOTA VALLEY TESTING LAB, INC			
E 602-49450-217		Lab Fees	\$38.00	1147392	PHOSPHORUS
E 601-49400-217		Lab Fees	\$101.00	1148088	COLIFORM
E 602-49450-217		Lab Fees	\$38.00	1148628	PHOSPHORUS
		Total	\$177.00		
33214	06/27/22	NELSON ELECTRIC MOTOR REPAIR I			
E 602-49450-223		Repair/Maintenance Bldg/	\$2,266.00	2058	SERENITY LIFT STATION
		Total	\$2,266.00		
33215	06/27/22	MENZEL, ALICIA			
E 101-41400-331		Travel/Meeting Expense	\$28.84		MILEAGE
		Total	\$28.84		
33216	06/27/22	NORWOOD ELECTRIC INC			
E 101-41940-223		Repair/Maintenance Bldg/	\$187.32	17397	CITY HALL AC
E 101-49860-223		Repair/Maintenance Bldg/	\$479.40	17398	POOL PARK

CITY OF NORWOOD YOUNG AMERICA

06/24/22 2:26 PM

Page 4

***Check Detail Register©**

Batch: 062722claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-223		Repair/Maintenance Bldg/	\$225.00	17407	HEAT EXCHANGER
		Total	\$891.72		
33217	06/27/22	NORWOOD YOUNG AMERICA TIMES			
E 101-41400-350		Print/Publishing/Postage	\$60.48	897965	FEE SCHEDULE
E 101-41400-350		Print/Publishing/Postage	\$37.80	897966	CHAPTER 7
E 601-49400-350		Print/Publishing/Postage	\$15.12	897967	CCR REPORT
		Total	\$113.40		
33218	06/27/22	PINGEL, JOSHUA			
R 601-49400-36200		Miscellaneous Revenues	\$34.35		OVERPAYMENT OF FINAL BILL
		Total	\$34.35		
33219	06/27/22	PISCHKE, JEFF			
R 601-49400-36200		Miscellaneous Revenues	\$14.11		OVERPAYMENT OF FINAL BILL
		Total	\$14.11		
33220	06/27/22	STIFTUNGSFEST, INC.			
E 833-45250-470		Donation Expense	\$2,000.00		LEGION DONATION
		Total	\$2,000.00		
33221	06/27/22	SUN LIFE ASSURANCE COMPANY			
G 101-21707		Disability Insurance	\$506.52		STD/LTD
		Total	\$506.52		
33222	06/27/22	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$141.88		
		Total	\$141.88		
33223	06/27/22	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$165.04		JULY WATER BILL POSTAGE
E 602-49450-350		Print/Publishing/Postage	\$165.05		JULY WATER BILL POSTAGE
E 603-49500-350		Print/Publishing/Postage	\$165.04		JULY WATER BILL POSTAGE
		Total	\$495.13		
33224	06/27/22	US POSTAL SERVICE			
E 101-41400-350		Print/Publishing/Postage	\$40.00		ADDITION OZ STAMP
		Total	\$40.00		
33225	06/27/22	WACONIA FORD MERCURY INC			
E 101-43100-221		Repair/Maintenance Equip	\$171.02	5008636	TUBE ASY
		Total	\$171.02		
33226	06/27/22	WIGFIELD DESIGN			
E 101-43100-221		Repair/Maintenance Equip	\$45.00	1638	SWEEPER LETTER
		Total	\$45.00		
33227	06/27/22	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$180.00	22-43	TACK OIL
E 101-43100-224		Street Maint Materials	\$611.01	277072	1/4 SAND
		Total	\$791.01		

CITY OF NORWOOD YOUNG AMERICA

06/24/22 2:26 PM

Page 5

***Check Detail Register©**

Batch: 062722claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
33228	06/27/22	XCEL ENERGY			
E 101-45200-381		Electric Utilities	\$43.99		228 UNION TRL
E 101-45200-381		Electric Utilities	\$70.52		228 UNION TRL 2
E 601-49400-381		Electric Utilities	\$2,930.54		104 3RD AVE SE
		Total	\$3,045.05		
		10100 CHECKING	\$205,300.97		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$156,344.00
601 WATER FUND	\$22,531.52
602 SEWER FUND	\$24,260.41
603 STORM WATER UTILITY	\$165.04
833 DONATIONS - LEGION	\$2,000.00
	\$205,300.97



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk-Treasurer

DATE: June 27, 2022

SUBJECT: Knights of Columbus Gambling Permit

The Knights of Columbus have submitted Gambling permit form LG240B. They would like to have bingo during Stiftungsfest in August. Approval is needed from the City Council before submitting to the Gambling Control Board.

Recommended Motion:

Motion to approve the Knights of Columbus Gambling Permit.



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: June 27, 2022

RE: Approve Contract – City Hay Baling

Randy has been working with Ryan Neubarth regarding baling hay on City owned property. This contract is the same as it was last year with the City receiving \$5 per bale.

Recommended Motion

Approve the contract between the City and Ryan Neubarth to cut, bale and remove grass from city owned properties with the City receiving \$5.00 per round bale

**2022 NORWOOD YOUNG AMERICA HAY BALING
CITY PROPERTIES
AGREEMENT**

This Agreement is made this ____ day of _____ 2022, by and between the City of Norwood Young America (“City”) and Ryan Neubarth. (“Contractor”) for completing the 2022 Hay Baling City Properties fully outlined in the City’s RFQ.

ARTICLE 1

THE CONTRACT DOCUMENTS

The Contractor shall complete the Project in the following areas:

- 1.1** Prairie Dawn Park, access from Lakewood Trail
- 1.2** Outlot A, Preserve Addition, access off Tacoma Ave/Carver County Road 34
- 1.3** Railroad ditch, access off East Railroad St
- 1.4** Industrial Park, access from Tacoma Boulevard and Tacoma Ave. Industrial Park properties are subject to change as they are advertised for sale.

ARTICLE 2

DATE OF COMMENCEMENT AND COMPLETION DATE

The date of commencement shall be the date of this Agreement unless otherwise indicated below. The Contractor shall remove the bales no later than 2 weeks after each baling. The agreement ends December 31st, 2022

ARTICLE 3

CONTRACT SUM

- 3.1** The Contract Sum is: \$5.00 per bale paid to the City.

ARTICLE 4

PAYMENT

4.1 The Contractor is responsible to notify the city upon baling completion to verify bale quantity in which the Contractor will be invoiced for the correct amount.

4.2 The Contractor shall pay the City upon satisfactory completion of the Project.

ARTICLE 5

INSURANCE

5.1 The Contractor shall provide evidence of insurance with a minimum of \$1,500,000 General liability per occurrence, Automobile liability of \$1,500,000, and Workers Compensation liability of \$1,500,000 prior to commencing work.

This Agreement entered into as of the day and year first written above.

CITY

CONTRACTOR

(Signature)

(Signature)

(Printed name, title and address)

(Printed name, title and address)



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, City Clerk/Treasurer
Date: June 27, 2022
Subject: Fee Schedule for 2022

Jordan, Belle Plaine, Cologne, and Waconia were our comparison Cities with licenses and permits:

- Peddler License – the rate was \$100-\$200, with Belle Plaine the only one at \$100
- Solicitors License – Cologne was the only one that did not charge. The others charge \$100-\$200
- ROW – We would like to simplify this by having the same fee for both. The other Cities charged \$100-\$150
- Planning (CUP, Variances) – These fees were \$300, with some Cities charging based on staff time
- General Permits – All of our administrative permits were lower, with \$80 being the average fee
- Water main/Sewer main Trunk Charge – Townhome – Most cities did not charge a lesser amount for a townhome, and they ranged from \$3,250-\$5,090. Belle Plaine charged \$4,040 for WAC and \$5,090 for SAC
- Adult-Uses License Fee – Jordan and Belle Plaine charge \$10,000, annually

Other changes were made based on actual costs and contracted services

Recommended Motion:

Motion to approve Ordinance No. 352 Amending the Fee Schedule for 2022

ORDINANCE NO. 352

AN ORDINANCE AMENDING THE FEE SCHEDULE "SCHEDULE A" CHAPTER 20, SECTION 2000.02 OF THE NORWOOD YOUNG AMERICA CITY CODE

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY
ORDAINS:

WHEREAS, by Ordinance No. 185, the City Council adopted language for Chapter 20 "Fees," authorizing and establishing certain fees, charges, costs, and rates for licenses, permit applications, information, services, and other matters required or provided by the City; and

WHEREAS, the Fee Schedule for the said year was adopted and set forth as "Schedule A" in Section 2000.02 "Fee Schedule" as part of Ordinance No. 185; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Carver County, Minnesota, that the Fee Schedule established and authorized in Chapter 20, Section 2000.02, Schedule A, of the Norwood Young America City Code, adopted by Ordinance 185, is amended under this Ordinance No. 352, dated July 11, 2022, a copy of which is attached and on file in the office of the City Clerk/Treasurer, is hereby approved and shall become effective upon its publication.

First reading of Ordinance 352 by the City Council of the City of Norwood Young America, Minnesota, this 27th day of June 2022.

CITY OF NORWOOD YOUNG AMERICA

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, Clerk/Treasurer

Public Hearing: June 27, 2022
First Reading: June 27, 2022
Second Reading/Adoption: July 11, 2022
Publication: July 14, 2022



2022 FEE SCHEDULE

		Current	Proposed
BUSINESS SERVICES / MISCELLANEOUS			
Staff Time - Regular Hours	per hour	50.00	55.00
Staff Time - After Hours	per hour	75.00	85.00
Public Notice		75.00	
Comprehensive Plan Amendment/Change	fee + escrow*	500.00	
City Code Amendment	Fee may be waived if the amendment benefits the entire community.	250.00	
Notary Public		N/C	
Golf Cart Permit	annual license	10.00	
ATV Permit	annual license	10.00	
On-Site Parking Permit	per vehicle, per year	10.00	
Copy Cost	per page	0.25	
Fax Cost	per page	1.00	
Credit Card Payment Fee	5% of charge amount	5%	
Laminating Costs	per page, up to size 8 1/2 x 11	2.50	
Certification Fee	per assessment	25.00	
Special Assessment Search		30.00	
Returned Check Charge		35.00	
Peddler License	annual license	50.00	100.00
Solicitor License	annual license	50.00	100.00
Transient Merchant License	annual license	50.00	100.00
Waste Hauler Permit	tri-annual	100.00	
Fire Works - Temporary Tent/Stand		350.00	
Fire Works - Permanent Store		100.00	
Cemetery Lot - Resident		400.00	
Cemetery Lot - Non-Resident		600.00	
Fire Dept. Emergency Call (non-resident of fire district)	per call	500.00	
Fire Department Service Call - Billing Rate	1st hour - minimum of 1 hour	500.00	
Fire Department Service Call	each additional hour	300.00	
Right Of Way Permit - business		50.00	100.00
Right Of Way Permit - residential		25.00	100.00
FINES & VIOLATIONS			
False Alarm - rolling 12 month period			
First three offenses		Warning	
4th offense		50.00	
5th offense		100.00	
6th offense		150.00	
each additional offense increases in increments of \$50			
Sprinkling Ban Violation			
1st offense		Warning	
2nd offense		50.00	
3rd offense		100.00	
each additional offense		200.00	
Towing and Storage of Vehicles		Actual Cost	
Nuisance Violation - rolling 12 month period			
1st offense		Warning	
Offenses thereafter		administrative penalty + cost of abatement	
Administrative Penalty			
1st offense		Warning	
2nd offense		115.00	

		Current	Proposed
3rd offense		130.00	
4th offense		150.00	
each additional offense increases in increments of \$50			
Abatement Fees		Actual Cost	
PLANNING – Application fees may require additional legal, engineering and associated costs.			
Infrastructure Deposit (refundable)	Amount may be different based on development	900.00	
Excavation Permit		Actual Cost	
Fill Permit		Actual Cost	
General Sign Permit (no plan review required)	790.00 permit + 1.00 surcharge	61.00	80.00
Residential Demolition Permit	100.00 permit + 1.00 surcharge	101.00	
Commercial Demolition Permit	200.00 permit + 1.00 surcharge	201.00	
Conditional Use Permit - Residential		200.00	300.00
Conditional Use Permit - Non-Residential		300.00	
Interim Use Permit - Residential		200.00	300.00
Interim Use Permit - Non-Residential		300.00	
Rezoning Application		350.00	400.00
Variance - Residential		200.00	300.00
Variance - Non-Residential		300.00	
Street/Alley/Easement Vacation Application Fee		150.00	300.00
Annexation Application Fee		300.00	
Annexation Township Reimbursement Fee		250 per acre	
Storm Water Plan		250.00	
Wetland Mitigation Plan	Fee + Escrow	100.00	
Parking Reduction		100.00	
Application for Appeal		150.00	
Carver County Recording Fee	Based on Carver County Fee Schedule		
Site Plan Review	fee + escrow**	300.00	
Lot Split		200.00	
Boundary Line Adjustment		100.00	
Sketch Plat Review	fee + escrow***	200.00	
Subdivision * Preliminary Plat	fee + \$10 per lot	350.00	
Subdivision *Final Plat	fee + \$10 per lot	250.00	
Planned Unit Development (PUD)	in addition to plat fees		
Sketch Plan	fee + escrow*	200.00	
General Concept Plan	fee + escrow	400.00	
Final Plan		300.00	
Plan Amendment		300.00	
Developer Escrow Deposit (required payment by certified check)			
*Developer Escrow Deposit	up to	2000.00	
**Developer Escrow Deposit - Site Plan Review		5000.00	
***Developer Escrow Deposit - Site Plan Review Tacoma W Indust Park		15000.00	
***Developer Escrow Deposit - Development Review paid at Sketch Plan		10000.00	

PARK DEDICATION

Single Family	See Chapter 11 of the City Code for fee.
Two Family	See Chapter 11 of the City Code for fee.
Townhome	See Chapter 11 of the City Code for fee.
Multi-Family	See Chapter 11 of the City Code for fee.
Commercial/Industrial	See Chapter 11 of the City Code for fee.
Basin Connection	Actual Cost

If City Council determines land shall be dedicated, the following requirements shall be met:

Residential Subdivisions	10% of total property area
Non-Residential Subdivisions	5% of total property area

BUILDING PERMITS

Building Permit Fee Calculation

f valuation.

	Current	Proposed
Valuation \$1 to 500		25.85
\$501 to 2000	\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and including 2,000	
\$2001 to 25,000	\$76.25 for the first 2000 plus 15.40 for each additional 1000 or fraction thereof, to and including 25,000	
\$25,001 to 50,000	\$430.45 for the first 25,000 plus 11.11 for each additional 1000 or fraction thereof, to and including 50,000	
\$50,001 to 100,000	\$708.20 for the first 50,000 plus 7.70 for each additional 1000 or fraction thereof, to and including 100,000	
\$100,001 to 500,000	\$1,093.20 for the first 100,000 plus 6.16 for each additional 1000 or fraction thereof, to and including 500,000	
\$500,001 to 1,000,000	\$3,557.20 for the first 500,000 plus 5.23 for each additional 1000 or fraction thereof, to and including 1,000,000	
\$1,000,001 and up	\$6,172.20 for the first 1,000,000 plus 4.02 for each additional 1000 or fraction thereof	

Building Department Inspection Fees

Building Permit Fee	100% of above fee schedule + state surcharge	
Residential Plan Check Fee	65% of building permit fee	
Commercial Plan Check Fee	65% of building permit fee	
Building Permit Investigation Fee	Work done without a permit. Fee is up to the actual permit amount.	
Reinspection Fees/Additional Inspection fees	Each inspection	45.00
Pre-Move Structure Inspections	per hour + mileage expense from inspector's office, minimum of 2 hrs	45.00
Moved-In House Permit Fee	fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage	250.00
Mobile Home Move-In Permit		250.00
Moved-In Shed/Garage	fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage	125.00
Heating/Cooling Permit - Residential	per fixture + \$1.00 state surcharge (included in fee)	60.00
Heating/Cooling Permit - Commercial	Based on value, 1997 fee schedule + 10%	
Plumbing Permit	per fixture + 1.00 state surcharge (included in fee)	61.00
Residential Plbg Fixture Change Out (water heater/softener)	\$49.00 + \$1.00 state surcharge	16.00
Commercial/Industrial Plumbing Plan Review	See the MN State's Uniform Building Code for list of valuation.	

GENERAL PERMITS (minor residential alteration)

Rewindow	79.00 permit + 1.00 state surcharge	61.00	80.00
Reside	79.00 permit + 1.00 surcharge	61.00	80.00
Reroof	79.00 permit + 1.00 surcharge	61.00	80.00
Fence - 7 feet tall or more	based on value	61.00	
Fence - under 7 feet tall	zoning permit required	n/c	50.00

RENTAL DWELLINGS

Rental Housing License - Inspection Fee	minimum	54.00
<i>Based on the number of units per address</i>		
3 - 5 units	per unit	18.00
6 - 10 units	per unit	17.00
11 - 20 units	per unit	15.75
21 - 40 units	per unit	14.75
41 - 100 units	per unit	13.50
101 - 200 units	per unit	12.50
200+ units	per unit	11.25
Rental Dwelling Reinspection fee	each	45.00
Unlicensed Rental Dwelling Fines		250.00
Unlicensed fine	per day/per unit, charged until license is obtained	10.00
Rental Dwelling Violation		50.00
Violation fee	per day / per unit, charged until corrections are complete	10.00
Rental Housing License - Initial Inspection Fee		
<i>Based on the number of units per address</i>		

		Current	Proposed
1-4 units	per unit		95.00
5+ units	Units 1- 4 = \$380 + \$55/unit		Based on #
Rental Dwelling Reinspection fee	per unit	45.00	75.00
Unlicensed Rental Dwelling Fines		250.00	
Unlicensed fine	per day/per unit, charged until license is obtained	10.00	
Rental Dwelling Violation		50.00	
Violation fee	per day / per unit, charged until corrections are complete	10.00	
Rental Complaint Inspections	each inspection		85.00
UTILITY CONNECTION CHARGES			
Water main Trunk Charge	per ERU	3900.00	
Water main Trunk Charge - townhome/twinhome	per ERU	2500.00	
Sewer main Trunk Charge	per ERU	3900.00	
Sewer main Trunk Charge - townhome/twinhome per ERU	per ERU	2500.00	
Water Hook-up Charge		125.00	
Sewer Hook-up Charge		125.00	
Storm Sewer Trunk Charge	per ERU	750.00	
Barnes Lake Outlet	per ERU	250.00	
Tacoma Ave N Improvement Fee		634.00	
SAC/WAC Fees	See Spreadsheet, Not to exceed		36781.82
3/4" Residential Water Meter	includes meter, horn, swivels & remote	410.00	Cost + 10%
1" Residential Water Meter	includes meter, horn, swivels & remote	475.00	Cost + 10%
1 1/2" Commercial Water Meter	includes meter, flange, & remote	1470.00	Cost + 10%
2" Commercial Water Meter	includes meter, flange, & remote	1670.00	Cost + 10%
3" Commercial Water Meter	includes meter, flange, & remote	2030.00	Cost + 10%
3/4" Residential Water Meter	meter only	180.00	Cost + 10%
1" Residential Water Meter	meter only	240.00	Cost + 10%
1 1/2" Commercial Water Meter	meter only	1350.00	Cost + 10%
2" Commercial Water Meter	meter only	1550.00	Cost + 10%
3" Commercial Water Meter	meter only	1950.00	Cost + 10%
5/8 x 3/4 Meter Horn	each + sales tax	85.00	Cost + 10%
1" Meter Horn - no lead	each + sales tax	120.00	Cost + 10%
3/4 Swivel - no lead	each + sales tax	15.00	Cost + 10%
1" Swivel - no lead	each + sales tax	19.00	Cost + 10%
1" Male Swivel - no lead	each + sales tax	20.00	Cost + 10%
1" Solder Swivel - no lead	each + sales tax	20.00	Cost + 10%
Single Port Radio	each + sales tax	140.00	Cost + 10%
Dual Port Radio	each + sales tax	155.00	Cost + 10%
1 1/2" flange	each + sales tax	40.00	Cost + 10%
2" flange	each + sales tax	40.00	Cost + 10%
3" flange	each + sales tax	50.00	Cost + 10%
Remote Reader	replacement	250.00	Cost + 10%
Disconnect/Reconnect Charge	each	75.00	75.00
Interior Main line Valve Replacement Disconnect and Reconnect		50.00	50.00
Curb Box Cover	each + sales tax	115.00	Cost + 10%
UTILITY RATES			
Late Payment Penalty	% of unpaid balance	10%	
Water			
Residential Water Base Charge	per unit, per month	16.00	
Commercial Water Base Charge	per unit, per month	28.00	
Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45	
	Tier II - 6,001 to 52,000 gallons used	4.46	
	Tier III - 52,001 to 88,000 gallons used	5.25	
	Tier IV - 88,001+ gallons used	6.77	
Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45	

			Current	Proposed
Tier II - 6,001 to 52,000 gallons used			4.46	
Tier III - 52,001+ gallons used			5.25	
Water Plant Charge	per unit, per month		8.20	
Water Sales	private truck		25.00	
per 1000 gallons for NYA residents			3.60	
per 1000 gallons for non-residents			8.30	
Sewer				
Residential Sewer Base Charge	per unit, per month		9.00	
Commercial Sewer Base Charge	per unit, per month		9.00	
Residential Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr		7.16	
Commercial Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr		7.16	
Sewer Plant Charge	per unit, per month		5.00	
Storm Water Drainage				
REC Unit	per month		4.90	
Special Parcels				
Impervious Area	per month		18.44/acre	
Pervious Area	per month		5.81/acre	
SF Attached (Townhouse)	per month		2.47	
Commercial/Industrial				
0%-50% Impervious	per month		8.98/acre	
>50%-75% Impervious	per month		13.69/acre	
>75% Impervious	per month		16.84/acre	
Open Space	per month		5.81/acre	
EQUIPMENT – 1 hour minimum unless otherwise noted. In the case of a natural disaster, the following rates would be charged. Equipment is not available for rent in any other circumstances. All equipment requires operation by City Staff. Staff time is not included in the Equipment Fee.				
City Staff Operation Fee	per hour		50.00	55.00
City Staff Operation Fee (after hours)	per hour		75.00	85.00
Bobcat S-250	per hour		100.00	
Bucket Truck	per hour		150.00	
Bus	per hour		25.00	
Camera equipment	per hour		100.00	
Dump Truck	per hour		100.00	
Flail Mower	per hour		90.00	
Jetter	per hour		300.00	
Jetter plus Vacuum	per hour		500.00	
Loader	per hour		150.00	
Mower	per hour		50.00	
Pick Up Truck	per hour		50.00	
Push Camera	per occurrence		50.00	
Rotary Mower	per hour		60.00	
Snow Plow	per hour		150.00	
Street Sweeper	per hour		150.00	
Tanker w/ pump	per hour		100.00	
Tractor	per hour		90.00	
Vacuum	per hour		250.00	
Utility Vehicle w/weed sprayer	per hour		50.00	75.00
Loader mounted snow blower	per hour		100.00	150.00
String Trimmer	per hour		50.00	
Chainsaw	per hour		50.00	
Line Striper	per hour		75.00	
Brush Chipper	per hour		100.00	
Utility Vehicle w/plow	per hour		100.00	
4" pump	per hour		50.00	

		Current	Proposed
Salt	per ton	76.00	
Trailer	per hour	50.00	
LIQUOR LICENSE – Liquor licenses run from July 1 – June 30			
On-Sale			
Intoxicating Liquor	per year	1200.00	
Wine	per year	100.00	
Sunday Liquor Sales	per year	200.00	
Pavilion Intoxicating Liquor	must have an NYA On-Sale Intoxicating Liquor License	N/C	
3.2 Beer / Malt Liquor	per year	150.00	
Temporary (1 - 3 day event or up to 12 days in calendar year)	per year	25.00	
Extended hours - 2am	per year	500.00	
Off-Sale			
Intoxicating Liquor	per year	200.00	
3.2 Beer / Malt Liquor	per year	50.00	
Miscellaneous Liquor License			
Consumption & Display Permit	per year	100.00	
Malt Liquor or Set Up Holder Permit	per year	250.00	
Liquor License Investigation Fee - new license	per year	500.00	
Liquor License Investigation Fee - established renewal license	per year	100.00	
ANIMALS			
Animal License or Duplicate Animal License	per year	5.00	
Unlicensed fine	per fine	50.00	
Animal pick-up charge	per event	50.00	
Impound Expenses		Actual Cost	
Animal running at large or creating nuisance			
1st offense		10.00	
2nd offense		50.00	
3rd offense		150.00	
each additional offense		250.00	
Backyard Chickens Permit	Biennial	50.00	
ADULT USE			
Adult Use License Fee	per year	1500.00	10000.00
Adult Use Investigation Fee	per year	500.00	
RENTAL FACILITIES			
Willkommen Park Pavilion			
Rental Fee (Resident of NYA)	per day	400.00	
Rental Fee (Non-resident of NYA)	per day		
NYA Civic Group	per day	N/C	
Local Non-Profit (must have proof 501-3c Form)	per day	150.00	
Damage Deposit (required prior to event date)		300.00	
Sound System	per event	50.00	
Tap Rental / Cleaning	per event	30.00	
Scheduled Early Entry / Exit	per day	250.00	
Early / Late Entry - Two weeks or less prior to event date	per day	125.00	
Willkommen Park Gazebo	per event	50.00	
Roy Clay Community Building			
Rental Fee	per day	125.00	
NYA Civic Group	per day	N/C	
Local Non-Profit (must have proof 501-3c Form)	per day	75.00	
Damage Deposit (required prior to event date)		200.00	
Lion's Shelter			
Rental Fee	per day	125.00	
NYA Civic Group	per day	N/C	
Local Non-Profit (must have proof 501-3c Form)	per day	75.00	

		Current	Proposed
Damage Deposit (required prior to event date)		200.00	
<i>Legion Pool Park</i>			
Rental Fee	per day	125.00	
NYA Civic Group	per day	N/C	
Local Non-Profit (must have proof 501-3c Form)	per day	75.00	
Damage Deposit (required prior to event date)		200.00	