



CITY COUNCIL AGENDA

August 8, 2022 –

6:00 p.m.

City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

CITY COUNCIL MEETING

1. CALL A MEETING OF THE CITY COUNCIL TO ORDER

- 1.1. Pledge of Allegiance

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, and 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 July 25, 2022, City Council Meeting
- 4.2. Approve minutes of July 25, 2022, Workshop
- 4.3. Approve payment of Claims
- 4.4. Approve reinstatement of rescue reserve firefighters—Steve Noll and Kevin Sullivan
- 4.5. Last Call Request for Outdoor Alcohol Sales—Stiftungsfest

5. PUBLIC HEARING

6. OLD BUSINESS

7. NEW BUSINESS

- 7.1. Pavement Condition Evaluation—Josh Eckstein, Bolton & Menk, Inc.
- 7.2. Abdo Utilities Rate Study Proposal—Administrator Aukrust and Angela Brumbaugh, Clerk/Finance Director
- 7.3. **Ordinance No. 353 An Ordinance Amending City Code: Chapter 8. Streets, Sidewalks, Public Parks, and Grounds Section 820—Excavations—Administrator Aukrust** (*First reading*)
- 7.4. **Ordinance No. 354 Amending City Code Rezoning of 309 1st Street NE and 312 1st Street NE—Karen Hallquist, Community and Economic Development Director** (*Second Reading/Adoption*)
- 7.5. **Ordinance No. 355 Amending City Code Section 1210.06, Subd.3(B.13) Specific Conditional Use Provisions for Kennels—Karen Hallquist, Community and Economic Development Director** (*First Reading*)

- 7.6. **Resolution 2022-25 Approval of Community Growth Partnership Initiative Development Grant Application—Karen Hallquist, Community and Economic Development Director**
- 7.7. Community and Economic Development Director job description—Administrator Aukrust
- 7.8. Community & Economic Development Administrative Assistant job description and posting—Administrator Aukrust
- 7.9. Non-Profit Liability Waiver—Administrator Aukrust
- 7.10. City Buildings update—Administrator Aukrust

8. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

9. ADJOURNMENT

The following informational items in the Council packet are for informational purposes, council review, and discussion. There is no action required by the City Council on these items.

UPCOMING MEETINGS / EVENTS

August 9, 2022	Primary Election	7:00 AM to 8:00 PM City Council Chambers
August 10, 2022	Economic Development Commission Meeting	6:00 PM
August 16, 2022	Park and Recreation Commission Meeting	4:45 PM
August 18, 2022	Senior Advisory Meeting	9:00 AM
August 22, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
August 25-28, 2022	Stiftungsfest!	Please see the website for the schedule
September 6, 2022	Planning Commission Meeting	6:00 PM
September 9, 2022	NYA Food Distribution	2:00 PM to 3:30 PM
September 12, 2022	City Council Meeting	6:00 PM
September 14, 2022	Economic Development Commission Meeting	6:00 PM
September 15, 2022	Senior Advisory Meeting	9:00 AM
September 20, 2022	Park and Recreation Commission Meeting	4:45 PM
September 26, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM



CITY COUNCIL SPECIAL WORKSHOP MINUTES

July 25, 2022 – 5:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

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

ABSENT:

STAFF: Karen Hallquist (Economic Development/Marketing Director) and Angela Brumbaugh (City Clerk/Treasurer)

OTHERS: Caitlin Huiras, Carver County Public Health Program Specialist

Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 5:00 p.m. with five members present.

1. Approve Agenda

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

2. City Buildings

- Different organizations occupy City Buildings:
 - History Center
 - Active Non-profit
 - Reports annually to the City including financials
 - The Harbor
 - Quarterly reporting to the City
 - The Food Shelf
 - Has a Board of Directors
 - Not an active 501c3
 - The City does not receive any reports
- In the process of having signed agreements with any organizations storing items in City Buildings

2a. The Following Areas Were Discussed

- Cleaning out the Creek
- Thistles on 7th Street across from Kwik Trip
- Trees on Elm Street – roots pushing through the grates
- Irrigation of ball fields
- Paved Trails – weeds
- Skate Park – intentions

4. Adjournment

Motion: CH/CS to adjourn at 5:55 p.m. Motion passed 5-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



CITY COUNCIL MINUTES

July 25, 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: Angela Brumbaugh (City Clerk/Finance Director), Karen Hallquist (Economic and Marketing Director)

OTHERS: Richard Stolz, John Fahey, Josh Eckstein (Bolton and Menk), Jared Johnson (Planning Consultant)

3. Call City Council Meeting to Order:

Mayor Lagergren called the City Council meeting to order at 6:04 PM with five members present.

4. Approve Agenda

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

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

County Commissioner John Fahey discussed the following

- Hwy 212 is ahead of schedule and should be completed in October
- Submitted request to MNDOT for a bridge by Bongards
- Bridge estimated cost is \$10-12 million
- Applied for a bridge grant
- Accepted bid from Metro Net - Rural parts of County will have internet access
- Residential valuation adjustments exceeded 21%
- Average home value is \$452,300 in the County

City resident, Richard Stolz had the following comments

- Outdoor Storage is not a good idea
- C3 zoning area doesn't allow any storage unless there are conditional uses that have been granted
- Noticed the public hearing regarding dog kennels and doesn't feel it's a good idea to change code every time someone as an issue

6. Consent Agenda

6.1. Approve minutes of July 11, 2022

6.2. Approve payment of Claims

6.3. Solicitor application

6.4. Personnel Committee hiring recommendation—Public Services Technician

6.5. National Night Out road closure—Devonshire Drive

6.6. Central Schools project road closure—SW 7th Street

6.7. Liquor License—West Carver Lions

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

7. Public Hearing

8. Old Business

9. New Business

9.1 Personnel Committee Recommendation

- Had conversation with DDA about our current salary schedule
- Three positions not addressed at that meeting
- Market comparison that needed to be looked at and need an adjustment
- ARPA funds can be used to fund

Motion: CH/CS to approve the new position titles, grades, and steps retroactive to July 2, 2022.

Community and Economic Development Director grade 9, step 10. Clerk-finance Director grade 13, step 6. City Administrator step 9. Motion passed 5-0.

9.2 Wellhead Protection Plan Proposal

- The City is required to prepare and submit a plan for each well.
- Deadline to submit both parts 1 and 2 is April 1, 2023
- Part 1 tonight would be completed by LRE with conjunction with Bolton and Menk
- Takes 7-8 months to complete part 1.
- Will reach out to DOH for an extension for the deadline
- This report is to help protect the aquifer.
- Looking at contamination and steps to mitigate and protecting from spills
- \$28,600 cost is for LRE and a total of \$30,000 for both LRE and Bolton and Menk

Motion: CS/AK Motion to approve the proposal from LRE and Bolton & Menk for completing Part 1 Wellhead Protection Plan for the City of Norwood Young America. Motion passed 5-0.

9.3 Retaining wall proposal

- Retaining wall by East Railroad Street
- Visually inspected the wall and found a point failure and sink hole forming
- Site plan is required because of the height

Motion: AK/CH Motion to authorize Bolton & Menk, Inc. to prepare plans and specifications and to receive quotes for the East Railroad Street retaining wall repair. Motion passed 5-0.

9.4 Culvert Replacement

- Culvert goes under the athletic fields.
- Future maintenance will probably be a partnership between the City and the School
- Plastic meets the standards but there is an additional risk for earlier maintenance
- Bolton and Menk recommendation we should put in a concrete pipe
- Life difference is concrete is 100 years. Plastic is 50-60 years.
- All agree they support the school project

Motion: CL/CS Motion to approve a cost share with Central Schools for installation of a concrete pipe culvert to be constructed as part of the Central Schools Improvement Project, not to exceed \$50,000. Motion failed. CL/AK in favor. CS/MM/CH nay

9.5 Approval of Ordinance No. 354 Amending City Code Rezoning of 309 1st Street NE and 312 1st Street NE

- June 13th rezoning 309 and 312 1st NE
- Zone as C3 and be consistent without looking like spot rezoning
- It was C3 in 2004

Motion: CH/AK An Ordinance amending Chapter 1225.02 of the Norwood Young America City Code Rezoning 309 1st Street NE and 312 1st Street NE. Motion Passed 5-0. (First Reading)

9.6 Resolution 2022-23 Approving a Comprehensive Plan Amendment for 309 1st Street NE & 312 1st Street NE

Motion: CH/AK Resolution Approving a Comprehensive Plan Amendment for 309 1st Street NE and 312 1st Street NE. Motion passed 5-0.

9.7 Discussion of Draft Ordinance No. 346 Accessory Ground Mounted Solar Systems

- 15' Maximum Height Requirement for fencing
- Only allowed in I1 District not B1
- Planning recommended two drafts for Council to discuss: Side and Rear and Rear only

Motion: No motion was made. Council gave direction to move forward with a Public Hearing for ground mounted solar on side and rear parcels in I1 District only.

9.8 The Meadows 2nd Addition Met Council update

- Johnson updated Council Comp Plan amendment for the Meadows couldn't be done administratively by Met Council
- Overall density would be at 2.9 units per acre
- Met Council requires 3 units per acre
- On Met Council consent agenda August 24th.

Motion: No motion needed. Discussion only.

9.9 Resolution 2022-24 Appointing Election Judges for the 2022 Elections

Motion: CH/MM Motion to adopt Resolution 2022-24 Appointing Election Judges for the 2022 Elections. Motion passed 5-0.

10. Council Member and Mayor and Staff Reports

CH – nothing to add

AK – Stiftungsfest Meetings are going well

CS – Legion Park playground equipment started today. Community survey going out this week. Looking at Bench Program options.

MM – nothing to add

CL – Personnel Committee completed Administrator 6 month review. High scores were received in all areas.

CL/KH – Will be getting a second quote for Industrial Blvd signs. Ribbon cutting in August for Mi-pub box.

9. Adjournment

Motion: MM/CS to adjourn at 7:36 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, City Clerk/Finance Director



more than a place, it's home.

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

To Be Approved: August 8, 2022

Payroll EFT

Check #	507405 - 507408	\$	2,004.97
Check #	507409 - 507438 Fire	\$	15,754.75
Check #	507439 - 507470	\$	29,500.51

Voided Checks

Check #	33289	\$	(514.53)
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Prepays

Check #	-
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Claims Pending Payment

Check #	33315 - 33375	\$	662,313.45
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Cardmember e-check

Grand Total	\$	<u>709,059.15</u>
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***Check Detail Register©**

Batch: 081122 claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
33315	08/08/22	ACCESS LIFTS, INC.			
E 101-41940-223		Repair/Maintenance Bldg/	\$814.00	M3178SA-32	FOOD SHELF
		Total	\$814.00		
33316	08/08/22	AUGUSTUS, RACHEL			
R 601-49400-36200		Miscellaneous Revenues	\$131.69		OVERPAYMENT OF FINAL BILL
		Total	\$131.69		
33317	08/08/22	BRANDT, SEAN & LEAH			
R 601-49400-36200		Miscellaneous Revenues	\$66.99		OVERPAYMENT OF FINAL BILL
		Total	\$66.99		
33318	08/08/22	CARDMEMBER SERVICE			
E 101-41940-223		Repair/Maintenance Bldg/	\$25.99		
E 101-41400-200		Office Supplies	\$22.53		
E 101-43100-221		Repair/Maintenance Equip	\$50.93		
E 101-49860-223		Repair/Maintenance Bldg/	\$658.00		
E 101-41320-350		Print/Publishing/Postage	\$14.76		
E 101-41400-200		Office Supplies	\$11.98		
E 101-49860-209		Swim Uniforms	\$29.99		
E 101-41320-350		Print/Publishing/Postage	\$475.40		
E 601-49400-210		Operating Supplies	\$28.71		
E 101-43100-210		Operating Supplies	\$28.72		
E 101-41400-433		Dues and Subscriptions	\$100.00		
E 101-49860-223		Repair/Maintenance Bldg/	\$1,014.65		
E 101-45200-223		Repair/Maintenance Bldg/	\$1,014.65		
E 101-49860-251		Concessions	\$288.18		
E 101-49860-210		Operating Supplies	\$10.10		
E 101-49860-210		Operating Supplies	\$20.00		
E 101-45200-210		Operating Supplies	\$109.00		
E 101-49860-251		Concessions	\$141.25		
E 101-49860-210		Operating Supplies	\$15.50		
E 101-49860-210		Operating Supplies	\$9.70		
E 101-49860-210		Operating Supplies	\$26.77		
E 101-49860-216		Chemicals and Chem Pro	\$19.99		
E 101-49860-209		Swim Uniforms	\$332.76		
E 101-49860-209		Swim Uniforms	\$120.75		
E 101-41110-350		Print/Publishing/Postage	\$36.00		
E 101-49860-209		Swim Uniforms	(\$26.20)		
E 101-49860-209		Swim Uniforms	(\$60.37)		
E 101-49860-209		Swim Uniforms	\$82.97		
E 101-49860-210		Operating Supplies	\$27.49		
E 101-49860-210		Operating Supplies	\$36.96		
E 101-41400-200		Office Supplies	\$9.21		
E 101-41400-200		Office Supplies	\$8.63		
E 101-41400-200		Office Supplies	\$1,147.22		
E 101-49860-251		Concessions	\$36.06		
E 101-49860-251		Concessions	\$44.50		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49860-251		Concessions	\$67.62		
E 101-43100-430		Miscellaneous	\$8.99		
E 101-49860-251		Concessions	\$13.67		
E 101-49860-251		Concessions	\$116.56		
E 101-49860-251		Concessions	\$155.24		
E 101-49860-210		Operating Supplies	\$16.39		
E 101-41940-223		Repair/Maintenance Bldg/	\$21.00		
E 101-49860-210		Operating Supplies	\$24.98		
E 101-49860-251		Concessions	\$69.15		
E 101-49860-251		Concessions	\$108.44		
E 101-49860-251		Concessions	\$45.95		
E 101-49860-251		Concessions	\$12.45		
E 101-41320-350		Print/Publishing/Postage	\$475.40		
E 101-46500-433		Dues and Subscriptions	\$900.00		
E 101-49860-251		Concessions	\$72.50		
E 101-49860-251		Concessions	\$27.83		
E 101-49860-251		Concessions	\$26.99		
E 101-49860-251		Concessions	\$251.42		
E 101-41400-200		Office Supplies	\$2,450.02		
E 101-41400-200		Office Supplies	\$17.20		
E 101-49860-251		Concessions	\$131.69		
E 101-41110-350		Print/Publishing/Postage	\$36.00		
E 101-49860-210		Operating Supplies	\$96.65		
E 101-42200-207		Training Instructional	\$75.00		
E 101-49860-223		Repair/Maintenance Bldg/	\$298.44		
E 101-43100-221		Repair/Maintenance Equip	\$73.02		
		Total	\$11,505.38		
33319	08/08/22	CARQUEST AUTO PARTS			
E 601-49400-221		Repair/Maintenance Equip	\$82.01		
E 101-43100-221		Repair/Maintenance Equip	\$4.84	5927-252004	WASH FLUID
E 602-49450-221		Repair/Maintenance Equip	\$82.01	5927-252348	OIL FILTER, OIL
E 602-49450-210		Operating Supplies	\$8.58	5927-252373	FILTER WRENCH
E 101-43100-221		Repair/Maintenance Equip	\$18.03	5927-252381	FUEL CAP
E 101-45200-221		Repair/Maintenance Equip	\$21.85	5927-252542	PLUG, CLAMPS, TOGGLE SWITCH
E 101-43100-221		Repair/Maintenance Equip	\$8.80	5927-252558	STT LAMP
E 602-49450-221		Repair/Maintenance Equip	\$44.90	5927-252924	AIR
		Total	\$271.02		
33320	08/08/22	CARVER COUNTY ATTORNEYS OFF			
E 101-41500-307		Prosecution Contract	\$2,608.20	2022017	2ND QTR
		Total	\$2,608.20		
33321	08/08/22	CARVERLINK - CARVER CO BROADBA			
E 101-41940-321		Telephone	\$40.00		
E 601-49400-321		Telephone	\$40.00		
E 602-49450-321		Telephone	\$25.00		
E 101-42200-321		Telephone	\$40.00		
E 101-43100-321		Telephone	\$56.00		
E 101-45200-321		Telephone	\$24.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-321		Telephone	\$40.00		
E 101-41300-321		Telephone	\$6.00		
E 101-41320-321		Telephone	\$6.00		
E 101-41400-321		Telephone	\$6.00		
E 101-46500-321		Telephone	\$2.00		
E 101-42100-321		Telephone	\$10.00		
E 101-45500-321		Telephone	\$10.00		
		Total	\$305.00		
33322	08/08/22	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$48.05		
E 101-42200-383		Gas Utilities	\$12.63		
E 101-43100-383		Gas Utilities	\$142.03		
E 101-45200-383		Gas Utilities	\$168.58		
E 601-49400-383		Gas Utilities	\$67.04		
E 602-49450-383		Gas Utilities	\$1,118.91		
E 101-49860-383		Gas Utilities	\$798.12		
		Total	\$2,355.36		
33323	08/08/22	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$950.00		
		Total	\$950.00		
33324	08/08/22	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$375.00		
		Total	\$375.00		
33325	08/08/22	CORE AND MAIN			
E 601-49400-229		Water Meters	\$1,262.50	R041456	METERS
		Total	\$1,262.50		
33326	08/08/22	BLEICHNER LAWN SERVICE			
E 101-43100-437		Maintenance Contract	\$800.00	151417	CEMETERY
E 101-43100-437		Maintenance Contract	\$360.00	151418	OAK GROVE MOWING
		Total	\$1,160.00		
33327	08/08/22	DELTA DENTAL			
G 101-21714		Dental Insurance	\$731.10		
		Total	\$731.10		
33328	08/08/22	DIVERSIFIED PLUMBING & HEATING, INC			
E 602-49450-223		Repair/Maintenance Bldg/	\$495.00	33850	RPZ TESTING
		Total	\$495.00		
33329	08/08/22	GOPHER STATE ONE-CALL			
E 601-49400-223		Repair/Maintenance Bldg/	\$37.80	2070643	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$37.80	2070643	LOCATES
		Total	\$75.60		
33330	08/08/22	GRAINGER			
E 602-49450-210		Operating Supplies	\$251.30	9388276413	SOLENOID VALVE

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Batch: 081122 claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$251.30		
33331	08/08/22	HAASKEN, NATHAN			
R 601-49400-36200		Miscellaneous Revenues	\$10.51		OVERPAYMENT OF FINAL BILL
Total			\$10.51		
33332	08/08/22	HALLQUIST, KAREN			
E 101-41410-331		Travel/Meeting Expense	\$67.50		MILEAGE
Total			\$67.50		
33333	08/08/22	HAWKINS INC			
E 601-49400-216		Chemicals and Chem Pro	\$40.00	6238527	CHLORINE CYLINDER
E 602-49450-216		Chemicals and Chem Pro	\$90.00	6238577	CHLORINE CYLINDER
E 602-49450-216		Chemicals and Chem Pro	\$1,099.65	6244151	CHLORINE CYLINDER, SULFUR DIO
E 101-49860-216		Chemicals and Chem Pro	\$635.86	6244152	BLACK DELDRUM, SODIUM BICARBONATE
E 601-49400-216		Chemicals and Chem Pro	\$341.70	6244153	CHLORINE CYLINDER
Total			\$2,207.21		
33334	08/08/22	HILLYARD /HUTCHINSON			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,496.65	604806427	BAG LINERS, TOWEL ROLL, SHINE ALL, DISINFECTANT
Total			\$1,496.65		
33335	08/08/22	HYDRO ENGINEERING INC			
E 494-43100-500		Capital Outlay	\$200.00	97331	2ND AVE
Total			\$200.00		
33336	08/08/22	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$306.00		DUES
Total			\$306.00		
33337	08/08/22	KONICA MINOLTA			
E 101-41400-437		Maintenance Contract	\$689.65	40465222	
Total			\$689.65		
33338	08/08/22	KWIK TRIP INC.			
E 101-42200-212		Motor Fuels	\$71.67		
E 101-43100-212		Motor Fuels	\$617.84		
E 101-45200-212		Motor Fuels	\$264.79		
Total			\$954.30		
33339	08/08/22	LANDSCAPE STRUCTURES INC			
E 275-45200-543		Streets-Equipment	\$49,541.32	INV-116413	LEGION PARK EQUIPMENT
Total			\$49,541.32		
33340	08/08/22	LANO EQUIPMENT OF NORWOOD, INC			
E 101-45200-221		Repair/Maintenance Equip	\$19.80	75942	KNIFE
Total			\$19.80		
33341	08/08/22	MAC QUEEN EQUIPMENT			
E 602-49450-221		Repair/Maintenance Equip	\$2,973.18	W08340	2009 VAC
Total			\$2,973.18		

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***Check Detail Register©**

Batch: 081122 claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
33342	08/08/22	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$1,711.13	INV10175835	MANAGED IT
		Total	\$1,711.13		
33343	08/08/22	MAYER LUMBER CO. INC.			
E 101-45200-223		Repair/Maintenance Bldg/	\$147.59	218370	PARK BENCHES
		Total	\$147.59		
33344	08/08/22	METRO FIBERNET LLC			
E 101-41940-321		Telephone	\$132.85		
E 601-49400-321		Telephone	\$53.14		
E 602-49450-321		Telephone	\$53.14		
E 101-42200-321		Telephone	\$53.14		
E 101-43100-321		Telephone	\$37.20		
E 101-45200-321		Telephone	\$15.94		
E 101-49860-321		Telephone	\$26.57		
E 101-41940-321		Telephone	\$79.71		
E 101-41300-321		Telephone	\$46.23		
E 101-41320-321		Telephone	\$46.23		
E 101-41400-321		Telephone	\$46.23		
E 101-46500-321		Telephone	\$15.41		
E 101-42100-321		Telephone	\$77.05		
E 101-45500-321		Telephone	\$77.05		
		Total	\$759.89		
33345	08/08/22	MID-AMERICAN RESEARCH CHEMICAL			
E 101-43100-223		Repair/Maintenance Bldg/	\$2,213.56	0768161-IN	MARKING PAINT
		Total	\$2,213.56		
33346	08/08/22	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$1,120.19		
E 101-45200-212		Motor Fuels	\$480.09		
E 101-42200-212		Motor Fuels	\$317.26	25393	FIRE DEPT FUEL
E 101-45200-223		Repair/Maintenance Bldg/	\$274.75	5582	CORNERSTONE
		Total	\$2,192.29		
33347	08/08/22	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$137.70	A-133541	LEGION PARK
E 101-45200-418		Other Rentals (Biffs)	\$239.70	A-133790	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$137.70	A-133794	FRIENDSHIP PARK
E 101-45200-418		Other Rentals (Biffs)	\$137.70	A-133806	PRAIRIE DAWN PARK
		Total	\$652.80		
33348	08/08/22	MINNESOTA RURAL WATER ASSOC			
E 602-49450-207		Training Instructional	\$510.00		
		Total	\$510.00		
33349	08/08/22	MINNESOTA VALLEY TESTING LAB, INC			
E 602-49450-217		Lab Fees	\$41.26	1155974	PHOSPHORUS
E 602-49450-217		Lab Fees	\$41.26	1157074	PHOSPHORUS

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 081122 claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$82.52		
33350	08/08/22	MITCHELL, DOMINIQUE			
R 601-49400-36200		Miscellaneous Revenues	\$21.52		OVERPAYMENT OF FINAL BILL
Total			\$21.52		
33351	08/08/22	MN DEPT OF EMPLOYMENT & EC DEV			
E 101-43100-142		Unemployment Benefit Pa	\$246.67		
E 601-49400-142		Unemployment Benefit Pa	\$246.67		
E 602-49450-142		Unemployment Benefit Pa	\$246.66		
Total			\$740.00		
33352	08/08/22	MN DEPT OF LABOR & INDUSTRY			
G 101-21721		State Bldg Surcharge Fee	\$518.36		2ND QTR SURCHARGE
Total			\$518.36		
33353	08/08/22	MN VALLEY ELECTRIC COOPERATIVE			
E 602-49450-381		Electric Utilities	\$35.28		LIFT STATION
E 101-43100-380		Street Lighting	\$102.68		STREET LIGHTS
E 601-49400-381		Electric Utilities	\$45.40		640 TACOMA BLVD
Total			\$183.36		
33354	08/08/22	MOLNAU, DOUG			
R 601-49400-36200		Miscellaneous Revenues	\$33.71		OVERPAYMENT OF FINAL BILL
Total			\$33.71		
33355	08/08/22	STAR Group, LLC			
E 101-43100-221		Repair/Maintenance Equip	\$74.00	330600	PULLEY PULLER
E 101-43100-221		Repair/Maintenance Equip	\$217.08	330630	STEERING PUMP
E 101-42200-210		Operating Supplies	\$69.69	330674	SHOP TOWELS, GLASS CLEANER
E 101-43100-221		Repair/Maintenance Equip	\$29.46	330930	MERCON V
E 101-43100-221		Repair/Maintenance Equip	\$153.24	331564	STEERING HOSE
E 101-43100-221		Repair/Maintenance Equip	\$59.72	331643	HYDRAULIC FILTER
E 101-43100-221		Repair/Maintenance Equip	\$85.04	331894	SCAN TOOL
E 101-43100-221		Repair/Maintenance Equip	\$54.49	331895	OIL FILTERS
E 101-43100-221		Repair/Maintenance Equip	\$14.34	332035	MIRROR
E 101-43100-221		Repair/Maintenance Equip	\$223.56	332047	POWER BRAKE BOOSTER
Total			\$980.62		
33356	08/08/22	NATURE DEVELOPMENT LLC			
R 601-49400-36200		Miscellaneous Revenues	\$261.34		OVERPAYMENT OF FINAL BILL 924 SERENITY
Total			\$261.34		
33357	08/08/22	NEXTSTAGE			
E 225-46500-453		Deferred Loan/Grant	\$10,000.00		REVOLVING LOAN
Total			\$10,000.00		
33358	08/08/22	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$425.00		
Total			\$425.00		

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Batch: 081122 claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
33359	08/08/22	NORWOOD YOUNG AMERICA TIMES			
E 101-41400-350		Print/Publishing/Postage	\$608.40	903087	FINANCIAL REPORT
E 101-41320-350		Print/Publishing/Postage	\$42.90	903088	CUP ON KENNELS
		Total	\$651.30		
33360	08/08/22	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$1,773.39		
		Total	\$1,773.39		
33361	08/08/22	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$289.34		
		Total	\$289.34		
33362	08/08/22	PLUNKETTS PEST CONTROL			
E 101-41940-223		Repair/Maintenance Bldg/	\$508.45	7640285	PAVILION CONTRACT
		Total	\$508.45		
33363	08/08/22	PRO IRRIGATION			
E 101-45200-223		Repair/Maintenance Bldg/	\$200.00	5844	BALLFIELD, VETS PARK
		Total	\$200.00		
33364	08/08/22	RIVERA, TEODORO			
R 601-49400-36200		Miscellaneous Revenues	\$103.31		OVERPAYMENT OF FINAL BILL
		Total	\$103.31		
33365	08/08/22	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$285.00	15511	MASONIC LODGE
E 101-41500-304		Legal Fees	\$2,648.96	15511	PERSONNEL
E 101-41500-304		Legal Fees	\$19.00	15511	PERSONNEL
E 101-41500-304		Legal Fees	\$1,026.00	15511	PERSONNEL
		Total	\$3,978.96		
33366	08/08/22	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$860.52		
		Total	\$860.52		
33367	08/08/22	R.E. SMITH OIL & TIRE CO., INC			
E 601-49400-212		Motor Fuels	\$147.61		
E 602-49450-212		Motor Fuels	\$147.62		
E 101-43100-212		Motor Fuels	\$443.69		
E 101-49800-212		Motor Fuels	\$122.52		
E 101-42200-212		Motor Fuels	\$117.79		
E 101-42200-212		Motor Fuels	\$135.27		FIRE DEPT ACCT
		Total	\$1,114.50		
33368	08/08/22	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$425.00		
		Total	\$425.00		
33369	08/08/22	SW CORRIDOR TRANS COALITION			
E 101-41110-433		Dues and Subscriptions	\$2,500.00		2022 DUES

CITY OF NORWOOD YOUNG AMERICA

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Batch: 081122 claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,500.00		
33370	08/08/22	USA BLUE BOOK			
E 602-49450-223		Repair/Maintenance Bldg/	\$208.57	9179	BALL VALVE
Total			\$208.57		
33371	08/08/22	UTILITY CONSULTANTS, INC.			
E 602-49450-217		Lab Fees	\$737.95	113326	CBOD/TSS TESTING
Total			\$737.95		
33372	08/08/22	VERIZON WIRELESS			
E 101-45200-321		Telephone	\$62.84		
E 101-43100-321		Telephone	\$146.63		
E 601-49400-321		Telephone	\$78.96		
E 602-49450-321		Telephone	\$139.92		
E 101-41300-321		Telephone	\$41.55		
E 101-46500-321		Telephone	\$41.56		
E 101-42200-321		Telephone	\$175.05		FD ACCT
Total			\$686.51		
33373	08/08/22	VERNER, ROBERT			
R 601-49400-36200		Miscellaneous Revenues	\$54.65		OVERPAYMENT OF FINAL BILL
Total			\$54.65		
33374	08/08/22	WM CORPORATE SERVICES, INC.			
E 101-41320-384		Refuse/Garbage Disposal	\$2,265.14		CLEAN UP DAY
Total			\$2,265.14		
33375	08/08/22	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$1,245.83	278557	3/8 FINE
E 101-45200-223		Repair/Maintenance Bldg/	\$193.75	278917	TOPSOIL
E 496-43100-500		Capital Outlay	\$59,660.94		FINAL PAY R OAK LANE
E 494-43100-500		Capital Outlay	\$481,597.39	PAY #3	2ND AVE
Total			\$542,697.91		
10100 CHECKING			\$662,313.45		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$49,770.55
225 Economic Recovery	\$10,000.00
275 CAPITAL	\$49,541.32
494 2nd Ave PHASE II	\$481,797.39
496 OAK LANE IMPR PROJECT	\$59,660.94
601 WATER FUND	\$3,155.26
602 SEWER FUND	\$8,387.99
	\$662,313.45



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: August 8, 2022

RE: Approve reinstating Steve Noll and Kevin Sullivan as Rescue Reserve with the Norwood Young America Fire Department

Fire Chief ZumBerge has stated that Steve Noll and Kevin Sullivan still help whenever their schedules allow and ZumBerge feels it is an asset to have them as members of the Rescue Reserve.

According to our software

- Steve Noll has been affiliated with the Fire Department from 2002 and previously served as an Officer
- Kevin Sullivan has been affiliated with the Fire Department since 2002.

Recommended Motion:

Motion to approve reinstating Steve Noll and Kevin Sullivan as Rescue Reserve for the City of Norwood Young America, effective immediately.



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, City Clerk-Treasurer
Date: August 8, 2022
Subject: Last Call Request for Outdoor Alcohol Sale - Stiftungsfest

Last Call, 118 Main St E, has submitted a letter requesting approval for outdoor alcohol sales during Stiftungsfest from August 26th through August 28th. Attached is the letter of request along with a drawing to show the fenced in area. The following is addressed in the letter:

- Fencing will be placed around the area
- The only access will be from entering the bar
- Security will be present
- IDs will be checked

Recommended Motion:

Motion to approve the sale of alcohol in an enclosed outside area for Last Call from August 26th through August 28th, 2022.

8.2.22

S. City Council

Last Call is asking permission to put a outdoor bar outside for St. Ignace Fest Aug. 26th 27th and 28th 2022. There will be no music outside.

We will have security outside and at the front doors checking I.D.s. There will be a porta potty outdoors. The fence will be 8' ft tall. There is no way of entering fenced in area from outside only thru front door of bar. The fence will come down immediately after the festival.

Thank u!
Kenne Higgins
Last Call
Don Menzel
Joan Farley

XANX ST.

NOT TO
SCALE

← SIDEWALK →

EXISTING
BAR
LAST CAN

FENCED
IN
AREA

JOHN
FATHER'S
HOME



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: August 8, 2022

RE: Bolton & Menk: Pavement Condition Evaluation and Presentation

On April 25, 2022, the Council approved Bolton & Menk to update the 2020 Street & Utility Reconstruction Scoping Study. The entire street system was visually re-evaluated in June 2022. Enclosed you will find a map and memo with their findings and recommendations.

Recommended Motion:

No action is needed at this time. This information is for discussion, planning, and budgeting purposes only.

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

August 3, 2022

City of Norwood Young America
Attn: Andrea Aukrust
310 W. Elm St.
P.O. Box 59
Norwood Young America, MN 55368

RE: Recommended Projects

Dear Mrs. Aukrust:

Background:

In 2019 a Street & Utility Reconstruction Scoping Study was completed to better define the most pressing infrastructure needs of the City. Since the approval of this document, two of the seven recommended reconstruction projects (Oak Lane and Second Avenue SE) have been completed or are currently under construction.

Earlier this summer, a figure from the Scoping Study showing the recommended rehabilitation or maintenance method for each street was updated. This figure is titled "Recommended Street Rehabilitation & Maintenance Plan" and is attached. Since the submittal and review of this figure, the City requested that we identify recommended projects in priority order. These projects are to include both complete street and utility reconstruction projects as well as mill and overlay projects. Please note reclamation projects may also be considered after preliminary design is initiated on a specific project. Reclamation projects require a clear understanding of the depth and condition of aggregate base material and subgrade soil types/conditions. That data is typically obtained through soil borings during the preliminary design phase of a project.

Findings:

A meeting was held with City staff to discuss the previously identified Scoping Study projects, recent watermain breaks, recent utility maintenance concerns, and the updated street evaluation figure. As a result of this meeting, Bolton & Menk is recommending the projects as shown on the attached figure titled "Recommended Project Priorities". In general, each project contains a street and utility reconstruction project along with mill and overlay work in the vicinity of the reconstruction work. The highest priority project is the reconstruction of Fourth Avenue SW, Webster Street, Colonial Circle, and Hilltop Circle along with the mill and overlay of Morse Street, Fourth Street SW, Adams Drive, Oak Drive, Fifth Street SW, and Fifth Street Court. In addition to the projects shown on the attached figure, it is also recommended to continue with ongoing seal coat projects.

Name: Recommended Projects

Date: August 3, 2022

Cost estimates were completed for each of the projects shown. For the reconstruction portion of these projects, the costs from the Scoping Study were taken and assigned an inflation factor of 15% to equate the projects to today's dollars. For the mill and overlay portion of these projects, recent bid prices were utilized and assumptions were made as to curb replacements, utility/drainage repairs, and other misc. items. The following table summarizes the estimated costs of each of the recommended projects.

Project No.	Project Location/Area	Reconstruction Project Cost	Mill & Overlay Project Cost	Total Estimated Project Cost
1	4 th Avenue SW Area / Morse St.	\$3,826,000	\$770,000	\$4,596,000
2	South St / Reform St / Ind. Park	\$3,235,000	\$400,000	\$3,635,000
3	NE Area / East Developments	\$1,087,000	\$1,100,000	\$2,187,000
4	Railroad St / Morse St / Union St	\$2,588,000	\$320,000	\$2,908,000
5	Merger St / SW Developments	\$3,543,000	\$580,000	\$4,123,000
Totals:		\$14,279,000	\$3,170,000	\$17,449,000

*All costs are in today's dollars. Estimated costs shall be adjusted to the proposed project year as necessary.

Recommendations:

Proceeding with Project No. 1 (Fourth Avenue SW area) is recommended. Next steps include topographic survey, preliminary design, soil borings, Feasibility Study, and possibly wetland/ditch permitting.

If a 2023 project is desired, authorization to proceed is recommended to occur in the near future.

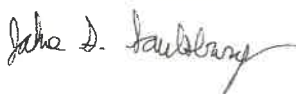
If so, a tentative schedule for a 2023 project would be as follows:

1. Summer/Fall 2022 Complete Feasibility Study, Topographic Survey, & Soil Borings
2. Fall 2022 Conduct Improvement Hearing (assuming project is assessed)
3. Winter 2022-23 Design Project & Prepare Plans/Specifications
4. Spring 2023 Advertise for Bids, Open Bids, & Award Construction Contract
5. Summer 2023 Begin Construction
6. Fall 2023 Conduct Assessment Hearing (assuming project is assessed)

Otherwise, preliminary items for a 2024 construction project could be initiated any time prior to the fall of 2023.

I am available at your convenience to discuss this letter and answer any questions that you or the City Council may have.

Sincerely,
Bolton & Menk, Inc.



Jake S. Saulsbury, P.E.

cc: Josh Eckstein, Bolton & Menk



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator & Angela Brumbaugh, Clerk/Finance Director

DATE: August 8, 2022

RE: Abdo Utility Rate Study Proposal

Enclosed you will find the Utility Rate Study Proposal from Abdo. Utility funds need to be able to sustain the debt for future infrastructure projects, so making sure that your rates are set correctly for your needs is extremely important. Rates cover current dept, current operating costs, and building a nest egg to maintain and replace the existing facilities.

The Utility Rate Study Process:

- Gather input from City Management
- Evaluate Water and Sewer operational and infrastructure expenditures – both current and projected
- Determine the impact of future bond issues on users of the system
- Develop projection of future operational and infrastructure costs
- Provide projection based on existing rate structure based on existing debt and future projects
- Review and discuss outcomes with City Management and City Council

Recommendation

Motion to approve the Utility Rate Study Proposal from Abdo.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: August 8, 2022

RE: Ordinance 353 Amending City Code: Chapter 8. Streets, Sidewalks, Public Parks, and Grounds Section 820—Excavations

Enclosed you will find Ordinance 353 Amending City Code: Chapter 8. Streets, Sidewalks, Public Parks, and Grounds Section 820—Excavations. The Administration has found that specific sections of the existing City Code are not reader-friendly, and the intended objective is being lost in the translation by the complicated language. The Administration sees a need for the current City Code to be rephrased to clarify the interpretation and intention of the existing City Code by being more reader-friendly in its wording without changing the existing intent. The Administration worked with the Planning Consultant and the City Attorney to meet this goal. The Administration also deemed it necessary to encourage residents to be proactive with the maintenance of their sidewalks by adding an option to the City Code where property owners may request that the City undertake repairs of a sidewalk and specially assess the associated costs of the repair to the property. If the City agrees to undertake the repairs, it shall then specially assess said costs on terms and for a duration and interest rate as determined by the City. The agreement shall be set forth in a writing,

Recommended Motion:

Motion to approve the first reading of Ordinance 353 Amending City Code: Chapter 8. Streets, Sidewalks, Public Parks, and Grounds Section 820—Excavations.

***First reading of the Ordinance August 8, 2022**

***Second reading of the Ordinance August 22, 2022**

***Publication of the Ordinance August 25, 2022**

Norwood Young America

**City of Norwood Young America, Minnesota
Ordinance 353**

**An Ordinance Amending City Code: Chapter 8. Streets, Sidewalks, Public
Parks, and Grounds Section 820—Excavations**

WHEREAS, City Administration and the City Council have found specific sections of the existing Code that necessitate rephrasing to clarify the interpretation and intention of the existing City Code to be more comprehensible without changing the existing objective.

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, ORDAINS that City Code **820.29 Sidewalk Repairs.** shall be amended to the following:

820.29 Sidewalk maintenance and repair. It shall be the duty of the owner of property abutting a public right-of-way to maintain and repair sidewalks in the right-of-way to standards approved by the City Administrator. This requirement likewise applies to every owner of the property whose boundary is 20 feet or less from any street if the parcel or strip that separates the property from the street is owned by the City. In the event of failure by the property owner to perform this duty, the City may, in the case of maintenance or repair deemed by the City to be of an emergency nature, undertake such maintenance or repair without notice to the property owner and the property owner shall then promptly reimburse the City for the cost of such work; if the maintenance or repair is not deemed to be of an emergency nature, the City may notify the property owner that the maintenance or repair needs to be performed at the property owner's expense within the time period specified by the notice, which shall be not less than 30 days. For good cause shown, the City may extend the time period for performance of maintenance or repair, but such extension is not deemed to be given unless in writing by the City Administrator or the designee of the City Administrator. Failure by the property owner to perform the required maintenance or repair within the time period specified (plus extensions, if any) shall be a petty misdemeanor. In addition to that sanction, the City may undertake such maintenance or repair following the expiration of the time period specified (plus extensions, if any), and the property owner shall then promptly reimburse the City of the cost of such work. If any payment required to be paid to the City under this section is not made within 30 days of the billing date therefor, the City may assess the property to recover its costs and/or may utilize any appropriate collection methods or legal proceedings to recover the money owed. The property owner may request that the City undertake repairs of a sidewalk and specially assess the associated costs of the repair to the property. If the City agrees to undertake the repairs, it shall then specially assess said costs on terms and for a duration and interest rate as determined by the City. The agreement shall be set forth in a writing,

~~820.29 Sidewalk Repairs. If the owner of any lot or parcel of land shall permit any sidewalk along the same to become broken, rotten or out of repair, it shall be the duty of the street commissioner to immediately repair the same in a good, substantial and thorough manner, and to report to the City Council the costs of the repair, together with a description of the lot or parcel of land abutting which such repairs were made, and the report shall be filed with and be preserved by the City Administrator. The City Council shall, once in each year, at or as near as conveniently may be, the time of levying the yearly city taxes, assess and levy upon each of the lots or parcels of land fronting or abutting upon sidewalks which are being repaired by the street commissioner, the cost~~

~~of making the repairs and the same shall be returned, collected and enforced in the same manner as City taxes are returned, collected and enforced.~~

First reading of Ordinance 353 by the City Council of the City of Norwood Young America, Minnesota, this 8th day of August 2022.

Attest:

Carol Lagergren, Mayor

Andrea Aukrust, City Administrator

First Reading: August 8, 2022

Second Reading/Adoption: August 22, 2022

Publication: August 25, 2022



TO: NYA City Council

FROM: Jared Johnson, Planning Consultant - WSB

DATE: August 8, 2022

SUBJECT: Ordinance No. 354 Rezoning 309 & 312 1st Street NE

Background

At their July 25, 2022 meeting, the City Council approved the first reading of an ordinance amendment to rezone 309 and 312 1st Street NE from R-3 Medium Density Mixed Residential to C-3 Downtown District. The City Council also approved a Comprehensive Plan Amendment from Low Density to Downtown Mixed Use for the properties.

Action

After review and discussion staff is recommending the City Council make a motion to approve the second reading of Ordinance No. 354 approving the rezoning of 309 & 312 1st Street NE from R-3 Medium Density Mixed Residential to C-3 Downtown District.

Attachments

Ordinance No. 354

CITY OF NORWOOD YOUNG AMERICA ORDINANCE NO. 354

AN ORDINANCE AMENDING CHAPTER 1225.02 OF THE NORWOOD YOUNG AMERICA CITY CODE REZONING 309 1st STREET NE & 312 1st STREET NE

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

- I. Chapter 1225.02 of the Norwood Young America City Code is amended by rezoning the following described property outlined in red on the attached Exhibit “A” from R-3 Medium Density Mixed Residential to C-3 Downtown District:
 - PID: 580510520 (309 1st STREET) LEGALLY DESCRIBED AS “BLK 10 EXC W 100' THEREOF INCLUDING ABANDONED RR OLD #95.0500570”
 - PID: 580110100 (312 1st STREET) LEGALLY DESCRIBED AS “IN SE1/4 NE1/4 FORMER RR LEASE DESC AS: COMM AT INTERSECTION OF N LINE MAIN ST & W LINE”
 - PID: 580510521 (312 1st STREET) LEGALLY DESCRIBED AS “THAT P/O BLOCK 1 LYING SELY OF A LINE PARALLEL WITH & 35' NWLY FROM CENTER LINE OF MAIN”
- II. The Zoning Map of the City of Norwood Young America under Chapter 1225.04 of the City Code shall be republished to show the aforesaid zoning.

Adopted by the City Council this 8th day of August 2022.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, City Clerk

EXHIBIT A





TO: NYA City Council

FROM: Jared Johnson, Planning Consultant - WSB

DATE: August 8, 2022

SUBJECT: Ordinance Amendment Relating to Kennel Conditions

APPLICANT: U + B Architecture & Design on behalf of Carver Canines (Douglas Pritchard and Laura Zimmerman)

REQUEST: Ordinance Amendment No. 355 Kennel Conditional Use Permit Provisions

Background

U + B Architecture & Design, on behalf of Carver Canines, has applied for a zoning ordinance amendment to Chapter 12, Section 1210.06 Subd.3(B.13) Conditional Use Permit requirements for commercial kennels. Chapter 1210.06 Subd.3 outlines specific conditional use permit requirements for a variety of uses including kennels. Conditional use permit applications for commercial kennels, under the current zoning ordinance, must meet four criteria in addition to the general standards all conditional use permits must meet in Chapter 1210.06. To obtain approval, kennels must meet the following:

- a. The use shall not be located within 500 feet of any residential district.
- b. Any outdoor exercise area shall be screened from view from abutting property with a landscaping buffer strip having a minimum width of eight (8) feet, consisting of coniferous and deciduous trees.
- c. The site must be located on a collector street.
- d. The structures associated with the kennel operation must be a minimum of two hundred feet from a wetland area.

Carver Canines is requesting conditions "c" and "d" be removed from the section.

Review

Carver Canines provided a narrative for their request to remove conditions "c" and "d" from the ordinance. Carver Canines would like to construct a dog boarding facility at 630 Railroad Drive. The site is zoned C-2 General Commercial where kennels are listed as a conditional use. The narrative states the additional requirements, specifically "a", "c", and "d" reduce the options for potential development sites within the City. Carver Canines believes 630 Railroad Drive is an excellent site for a dog boarding facility. The site is located more than 500 feet from the nearest

residential district and is 1.35 acres in size which accommodates the square-footage needed for both the building (4,000-5,000 SF) and outdoor play areas (5,000-7,000 SF). The site will also have high visibility from Highway 212.

Carver Canines states there is a wetland in the northwest corner of the site and is largely associated with Highway 212 runoff. Condition "d" would restrict the buildable area of 630 Railroad Drive to 15-17% of the total lot area. The wetland setback requirement does not leave enough room for the building, parking lot, and outdoor play areas. Railroad Drive is not a designated collector street, making the site unusable for a kennel use, due to condition "c".

Overall, Carver Canines is requesting conditions "c" and "d" be removed as the conditions are very restrictive and do not provide adequate locations for dog boarding operations in the community.

Staff believes conditions "c" and "d" are restrictive and are unnecessary for kennel operations in the City. There are only four designated collector streets in the City:

- County Road 31
- Elm Street
- Tacoma Avenue/3rd Avenue and Main Street
- 1st Street/County Road 34

All four designated collector streets are surrounded by residential neighborhoods zoned R-1 Low Density Residential or R-2 Medium Density Residential with the exception of the two downtown areas which are zoned C-3 Downtown District. Kennels are not permitted in residential districts. This leaves only the C-3 Downtown District properties where kennels are allowed and abut a collector street. These properties are small for a kennel operation and are most likely within 500 feet of a residential district which would not meet condition "a". The only feasible areas where kennel operations are allowed would be in the C-2 General Commercial district and B-1 Business Industrial district. The designated collector streets do not run through either district. If the zoning ordinance conditionally allows kennel operations in a commercial district, it should not matter if it is on a collector street. Commercially designated areas are typically intended to allow uses like dog boarding facilities. It is also unclear why this commercial use would require a collector road when other commercial uses, some with higher expected traffic volumes would not have the same standard. Staff finds condition "c" an unnecessary provision that should be removed.

Staff believes condition "d", "must be a minimum of 200 feet from a wetland area", to be onerous as well. The intended concern for condition "d" is believed to be from dog waste runoff. While dog waste is a valid concern for any animal care facility, staff believes proper containment measures can be put in place to avoid potential runoff issues. As a condition for approving a conditional use permit for a kennel facility, staff would require the applicant to have a detailed waste removal plan to ensure the outside play area is cleaned and sanitized properly. Condition "d" is unnecessary and can be addressed adequately by adding a condition of approval for a kennel facility. The City also has a wetland ordinance that requires a protective buffer of at least 25 feet surrounding all wetlands. Any type of development would be required to have a minimum setback of 25 feet from a wetland to provide proper filtration of runoff.

Removing the two conditions from the ordinance will allow Carver Canines to pursue development at 630 Railroad Drive and bring a desired business to the community. Staff does want to clarify that it is not anticipated that every new business to the community would prompt the need for an ordinance modification. The City should not be obligated to amend the City Code every time a new development does not conform to specific zoning ordinances. Code amendments should be considered if the amendment benefits the community as a whole and not individual properties or businesses. While the proposed zoning ordinance amendment benefits 630 Railroad Drive, the proposed conditions for removal would also not hinder any other potential kennel business moving to the City.

Planning Commission Meeting

The Planning Commission held a public hearing for the ordinance amendment at the August 2, 2022 meeting. There were no public comments. The Planning Commission recommended the City Council approve the ordinance amendment 5-0.

Action

After discussion and holding the public hearing, staff is recommending the City Council make a motion to approve the first reading of the requested zoning ordinance amendment to Chapter 12, Section 1210.06, Subd.3(B.13) removing conditions "c" and "d".

Attachments

Code Amendment Narrative
Ordinance Amendment No. 355

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. 355**

**AN ORDINANCE AMENDING CHAPTER 12, SECTION 1210.06,
SUBD.3(B.13) OF THE CITY CODE RELATING TO SPECIFIC
CONDITIONAL USE PROVISIONS FOR KENNELS.**

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS:**
- II. SECTION 1210.06, SUBD. 3(B.13) SPECIFIC CONDITIONAL USE PROVISIONS FOR KENNELS SHALL BE AMENDED WITH THE FOLLOWING ~~STRICKEN~~ WORDS TO BE REMOVED:**

13. Kennels. The following applies to commercial kennels:

- a. The use shall not be located within 500 feet of any residential district.
- b. Any outdoor exercise area shall be screened from view from abutting property with a landscaping buffer strip having a minimum width of eight (8) feet, consisting of coniferous and deciduous trees.
- c. ~~The site must be located on a collector street.~~
- d. ~~The structures associated with the kennel operation must be a minimum of two hundred feet from a wetland area.~~

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

Adopted by the City of Norwood Young America on the 22nd day of August, 2022.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted:
Published:

City Code Amendment Request

memo date: July 14, 2022
project: Carver Canines at 630 Railroad Drive

U+B architecture and design assumes all information included below to be correct and current to the date listed above. If you find any information within this document in error, in need of correction or clarification, please notify U+B within 10 days.

Carver Canines is a new business that hopes to construct and operate a dog boarding facility or kennel in the City of Norwood Young America. The site in question is 630 Railroad Drive, which is located in the C-2 "General Commercial" zoning district along highway 212. Animal shelter and pet daycare is listed as a principal permitted conditional use in the C-2 zoning district. Under 'Standards for Granting a Conditional Use Permit' in the City Code, there are provisions specific to kennels. The following requirements for commercial kennels are listed:

- A. The use shall not be located within 500 feet of a residential district.
- B. Any outdoor exercise area shall be screened from view from abutting property with a landscaping buffer strip having a minimum width of (8) feet, consisting of coniferous and deciduous trees.
- C. The site must be located on a collector street.
- D. The structures associated with the kennel operation must be a minimum of two hundred feet from a wetland area.

Items 'A', 'C' and 'D', narrow the options for potential sites in Norwood Young America to very few. Furthermore, Carver Canines' building program will require a 4,000 – 5,000 SF facility with 5,000 – 7,000 SF of outdoor play areas. Sites that are 1 acre-1.5 acres in size will provide the appropriate amount of space for the building program, the outdoor play areas, parking, and some additional space for future expansion. Sites that are much larger or smaller than 1 acre-1.5 acres are not well suited for this business.

In many ways, 630 Railroad Drive is an excellent site for a dog boarding facility. It is located 900+ feet away from the nearest residential district, which satisfies requirement 'A'. It is also the appropriate size, at 1.35 acres, and its proximity to Highway 212 will provide good visibility for customers. The issue is that this property includes a wetland in the NW corner of the site, that is largely associated with highway run-off, and Railroad Drive is not a collector street. Items 'C' and 'D', impose a specific hardship to Carver Canines. With these requirements, the current City Code will prohibit the construction of a dog boarding facility at this location. The 200 hundred foot setback restricts the buildable area of 630 Railroad drive to 15-17% of the total lot area. This does not leave enough room for the building, parking lot, and outdoor play areas. Additionally, Railroad Drive is not a collector street, so this would prohibit Carver Canines from utilizing this site entirely.

Carver Canines is requesting that items 'C' & 'D' be removed from the kennel requirements in 'Standards for Granting a Conditional Use Permit' in the Norwood Young America City Code. The provisions are very restrictive do not provide adequate location options for this desired business in your community.



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: August 8, 2022

SUBJECT: Resolution 2022-25; Approval of Community Growth Partnership Initiative Development Grant

The City of NYA applied for the CGPIDG (Community Growth Partnership Initiative Development Grant) in January 2022 and was not selected due to the land acquisition for the second industrial park was too “speculative” at the time. Since the initial application, the City has received two Letters of Intent from manufacturing businesses for land purchases for the second industrial park which will bring an increase in jobs and tax base, plus additional City funding efforts have been researched.

The Carver County CDA offers the CGPIDG 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. The Carver Co CDA did not expend all of their budgeted monies for this program in early 2022, so they are offering a second round of applications with the deadline for application submission on August 31, 2022.

Action:

Motion to recommend approval of Resolution 2022-25; Approval of Community Growth Partnership Initiative Development Grant Application

**RESOLUTION NO. 2022-25
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 Community and Economic Development 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 8th day of August 2022.

Carol Lagergren, Mayor

ATTEST:

Andrea Aukrust, City Administrator



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: August 8, 2022

RE: Community and Economic Development Director Job Description

Enclosed you will find the job description for the new Community and Economic Development Director position. This position progressing from an Economic Development and Marketing Director position to a Community and Economic Development Director position better complements the duties already being performed and balances with the changes in growth the community is already experiencing and is projected to see very shortly.

Recommendation

Motion to approve the job description of the Community and Economic Development Director.

Norwood Young America



COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

Department: Administration
Supervisor: City Administrator
Pay Grade: 9
FLSA Status: Exempt

GENERAL DEFINITION OF WORK

The Community and Economic Development Director directs the development, redevelopment, housing activities, and business activities for the City. Performs complex and difficult professional level management, leadership, budget, research, economic and community development management, strategic and special projects management, capital project management, public facilities planning, policy development, and administrative functions for the City.

HOURS OF WORK

The Economic Development/Marketing Director is a full-time position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

QUALIFICATIONS

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

Minimum Qualifications

- Bachelor's degree in business, urban policy, public administration, finance, economic development, marketing, or a related field
- Four years or more experience of professional related economic development or business experience
- Strong communication skills
- Valid Minnesota Driver's License

Desired Qualifications

- Working knowledge of Tax Increment Financing, Tax Abatement, Minnesota Department of Employment and Economic Development programs, and other grant/loan organizations
- Experience in grant procurement and administration
- Certification from the International Economic Development Council or the National Development Council
- Experience working with Microsoft Office programs

ESSENTIAL FUNCTIONS

- An employee in this class is responsible for economic and community development functions of the city, including consulting and relationship building with local, regional, and state officials, community leaders, and business executives to promote growth through the expansion and retention of existing businesses, and the attraction of new businesses into City.
- Duties include planning, organizing, developing, and implementing economic and community development initiatives, capital projects, strategic and special projects, and other administrative activities in cooperation with the City Administrator, the Council, and department heads.
- Work requires community relations and leadership in establishing goals and priorities within and outside of the organization; promoting the business and economic development interests within the community; managing assigned departments, functions, and projects; researching data and trends; and administering capital and special projects for the City.

- Work requires sensitivity to the long- and short-term needs of the City, advising the City Administrator and City Council, and requires extensive contact and coordination with governmental agencies, corporate entities, developers, business leaders, civic organizations, property owners, citizens, and other City departments on a wide range of economic and community development related issues and programs using sound judgment and maintaining confidentiality.
- Employee must exercise independent judgment and simultaneously must consider financial, ethical, socio-economic, legal, and regulatory variables that affect the City.
- Work is performed under the administrative supervision of the City Administrator and is evaluated through periodic conferences, observation of results achieved, success and cost of projects, review of work, and overall acceptance of the programs by the business community and citizens.

DISTINGUISHING FEATURES OF THE POSITION:

- This position is many times a resident's or business owner's "first impression" of the City Government.
- The Director exercises considerable judgment, professionalism, and creativity in the day-to-day management of staff, application reviews, and community outreach.
- The Director promotes a consistent positive message of the City being a family and business-friendly community with a strong entrepreneurial environment.

TECHNICAL AND PROFESSIONAL FUNCTIONS:

- Staff support and coordination of Planning Commission, Economic Development Commission, and other commissions/boards that promote the development of the community or as directed.
- Advises applicants in pre-application meetings for zoning inquiries and permits (subdivisions, site plans, annexations, conditional uses, historic, etc.) when practical.
- Promotes City's Economic Development Revolving Loan Fund, State and County Grant/Loan Programs, and other financial assistance when applicable.
- Applies for and administers county/state/federal grants.
- Assists Finance Department with Grant, Loan, and Tax Increment Financing (TIF) reporting/administration.
- Negotiates development agreements in close consultation with City Administrator along with monitors development agreements for compliance.
- Acts as a business liaison and assists applicants through "red tape" to better streamline the development process.
- Works with the Building Inspector ensuring compliance with building and municipal code requirements, property maintenance standards, and historic preservation requirements.
- Creates community development content to populate and maintain City's website and social media accounts.
- Attends, at the direction of the City Administrator, Chamber of Commerce meetings, events, and ribbon cuttings.
- Performs such additional duties as may, from time to time, be directed by the City Administrator/Finance Director

KNOWLEDGE, SKILLS AND ABILITIES

The Economic Development/Marketing Director must be able to work with and without direct supervision and both independently and as a team player. It is critical that they possess strong customer service, communication, and presentation skills. They must have the ability to plan, organize, prioritize and multitask.

The position will have the knowledge of; Minnesota statutes, local ordinances, and case law relating to department activities and; the ability to develop and implement goals and objectives. Ability to effectively communicate and have strong positive public relations skills; knowledge of municipal operations, including city policies, procedures, ordinances, state and federal laws, and statutes; how to guide businesses and developers through complex economic development programs and City Code and development processes; how to analyze complex information and communicate it clearly and concisely to a wide variety of audiences; and the ability to actively market community development and economic development opportunities to attract, retain, and grow business/industry. They must also be knowledgeable in economic development tools, including but not limited to Tax Increment Financing, Tax Abatement, Minnesota Department of Employment and Economic Development programs, and other grant/loan organizations. This position requires the ability to research and analyze data and make recommendations.

All positions within the City require the ability to present a positive and professional image to co-workers and the public and communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws, and OSHA standards, and attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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

- Requires employee to mainly work inside and have contact with the public, co-workers, and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up to 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using the sense of touch.

CONDITIONS OF EMPLOYMENT

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

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

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

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

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

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

Signature

Date



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: August 8, 2022

RE: Community and Economic Development Administrative Assistant
Job Description and Job Posting

Enclosed you will find the job description for a newly created position at City Hall that the Personnel Committee has approved. The Community and Economic Development Administrative Assistant position will assist all Departments Heads. Still, they will primarily be involved with items related to Community and Economic Development, which touches all Departments in the city, as Norwood Young America's growth continues to increase rapidly.

A small sample of duties is outlined below:

- Perform technical and administrative duties that support the Community and Economic Development Director and Planning Department functions.
- Organize and maintain the department's filing system, including applications, plans, plats, and reports.
- Accept, review, and issue permits for straightforward and over-the-counter permit applications.
- Answer questions about building codes and provides copies of plans, maps, and other documents to customers.
- Prepare, track, and follow up on minor City Code violation notifications.

Recommendation

Motion to approve the Community and Economic Development Administrative Assist job description and to post for the position.

Norwood Young America



COMMUNITY AND ECONOMIC DEVELOPMENT ADMINISTRATIVE ASSISTANT

Department: Administration
Supervisor: Comm. & Econ. Dev.
Director
Pay Grade: 5
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

Under general supervision, provides a wide variety of technical office administrative support to the Community and Economic Development Director, City Administrator, and Clerk-Finance Officer; performs technical support work related to department activities; creates, implements, and participates in technical processes, procedures, and programs; and performs related work as required.

HOURS OF WORK

The Community and Economic Development Administrative Assistant is a full-time position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

QUALIFICATIONS

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

Minimum Qualifications

- Associates degree in business administration, urban planning, public administration, finance, economic development, marketing, or a related field
- Strong communication skills
- Valid Minnesota Driver's License

Desired Qualifications

- Bachelor's degree in business administration, urban planning, public administration, finance, economic development, marketing, or a related field
- At least two years of professional related economic development or business experience

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform technical and administrative duties that support the Community and Economic Development Director and Planning Department functions.
- Type, proofread, and edit the content of documents.
- Prepare, update, and maintain application forms and other departmental forms.
- Organize and maintain the department's filing system, including applications, plans, plats, and reports.
- Assist in performing administrative duties that support the building department.
- Accept permit applications, review them for completeness and errors, enter data into the computerized tracking system and route them for review.
- Accept, review, and issue permits for simple and over-the-counter permit applications.
- Answer questions about building codes and provides copies of plans, maps, and other documents to customers.
- Track the progress of permit applications.
- Perform a simple plan review.
- Assist with mailing informational notices and packets to agencies and residents.
- Assist in the preparation of the informational packets for Commission meetings.
- Prepare, track, and follow up on minor City Code violation notifications.
- Provide general administrative assistance to the Director, City Administrator, Building Inspector, Building Official, City Planner, and Code Enforcement Officer.
- Answer phones, redirect incoming calls, and distribute mail.
- Perform related tasks as required.
- ***Performs other duties and responsibilities as assigned by the Community and Economic Development Director, City Administrator, and Clerk-Finance Officer.***

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Principles and practices of effective customer service and customer-oriented telephone etiquette.
- Office administrative practices and procedures, including file and document management procedures and practices.
- City organization and basic information regarding ordinances, rules, policies, procedures, and operating practices applicable to providing telephone reception.
- Advanced uses of word processing, graphics, spreadsheet, database, and other software to create documents and materials requiring the interpretation and manipulation of data.
- City administrative policies and procedures applicable to areas of assigned responsibility, including the requisitioning and purchasing of equipment and supplies and maintenance of public records.

Skills

- Manage stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Operate a computer using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.

Abilities

- Interpret, apply, explain, and reach sound decisions in accordance with regulations, Policies and procedures.
- Maintain strict confidentiality of privileged information.
- Use a high degree of tact, diplomacy, and discretion in dealing with sensitive and confidential situations and concerned internal and external parties.
- Establish and maintain highly effective working relationships with the Mayor, City Council members, other elected and appointed officials, committee members, department directors and managers, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of work

PHYSICAL REQUIREMENTS

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

- Requires employee to mainly work inside and have contact with the public, co-workers, and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

CONDITIONS OF EMPLOYMENT

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

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

related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

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

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

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

Signature

Date



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: August 8, 2022

RE: Liability Waiver for Storage of Materials in
City of Norwood Young America Public Facilities

Enclosed you will find a waiver form for all non-profit organizations to sign that store their property on city property. The administration drafted this waiver with the assistance of the City Attorney to remove the city from all liability for an organization's property. A representative with signing authority from all non-profit organizations storing their property on city property will be required to sign the waiver or promptly remove their belongings.

Recommended Motion:

Motion to approve the Liability Waiver for Storage of Materials in City of Norwood Young America Public Facilities form for all non-profit organizations storing their property on city property.

Norwood Young America



Liability Waiver for Storage of Materials in City of Norwood Young America Public Facilities

Name of Organization: _____
Organization Mailing Address: _____
City: _____ State: _____ Zip: _____
Contact Name (Authorized Signer): _____
Date of Birth: ____/____/____ Age: ____
Address: _____
City: _____ State: _____ Zip: _____
Phone (Day): (____) _____ Phone (Evening): (____) _____
Organization Email: _____
Website: _____
Personal Email: _____
Description of Stored Material(s): _____

Public Facility: _____

TERMS OF STORAGE AND RELEASE OF LIABILITY: I certify that the above information is true, accurate, and complete. I hereby request that the City permit the storage of the above enumerated personal property at the above designated City property. I recognize that there is a risk that the personal property may be lost or damaged. I hereby release any claims for personal injury or property damage against the City of Norwood Young America (and its agents, employees, directors, officers, and volunteers), arising out of or related in any way to the storage of materials on City property. I also understand the City may revoke its permission to store the property at any time.

This agreement is governed by the laws of the State of Minnesota without applying its choice of law provisions. No rules construing instruments against the drafter shall apply.

By signing below, you agree to the TERMS OF STORAGE AND RELEASE OF LIABILITY.

Authorized Signer (Print) Date: _____

Signature of Authorized Signer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: August 8, 2022
RE: City Building Uses

The City of Norwood Young America has several public rental buildings used for rental facilities for residents, non-residents, businesses, and non-profit organizations. The City also has city-owned buildings that non-profit organizations are allowed to use on a permanent basis with conditions. Eligible non-profit organizations are governed by a board of directors who conduct financial audits and provide organizational information and financial reports to the City Council on a quarterly, semi-annual, or annual basis.

It has come to the attention of the Administration and City Attorney that the Southwest Carver County Food Shelf, which has no financial or organizational connection to the City of Norwood Young America or Carver County, has been running its food shelf out of a city-owned building as a dissolved “inactive” non-profit organization.

In July, City representatives and Carver County Public Health met with the president and some of the Southwest Carver County Food Shelf board members. During this meeting, it was shared that the organization has never done a formal financial audit since its incorporation. Members present were not aware of any organizational paperwork or their non-profit status. The organization was given a deadline of July 22, 2022, to produce Southwest Carver County Food Shelf organizational papers, confirmation of their non-profit status, and current financial statements to City representatives. To date, no information has been provided.

Further research by the City Attorney through State of Minnesota Secretary of State records showed the Southwest Carver County Food Shelf creation date was August 17, 1998. On September 20, 2005, it was “Involuntarily Dissolved” by the State of Minnesota Secretary of State; this typically happens for non-compliance to the state’s guidelines and involves reporting the organization’s annual financial audit. When the required reporting is not completed, the State of Minnesota dissolves the non-profit, hence an “inactive” status, and the State no longer recognizes the organization. On July 22, 2013, the Southwest Carver County Food Shelf was reinstated as an active non-profit organization; however, on March 13, 2019, they were again “Involuntary Dissolved” by the State of Minnesota. Since then, the Southwest Carver County Food Shelf has operated as a dissolved inactive non-profit organization.

In consultation with the City Attorney, he warned that the City could not knowingly allow a dissolved, inactive non-profit organization to conduct business in a city-owned building. Further research confirmed that the City has no lease agreement with the Southwest Carver County Food Shelf. Moreover, the City has been financially supporting the monthly expenses (water/sewer, electrical, phone, internet, insurance) that cost the city over \$1,200 per month, as the City believed they were an active legal non-profit organization. Due to liability concerns, the City Attorney has recommended the City give the Southwest Carver County Food Shelf a thirty-day notice to remove their property from the city-owned building at 10 1st Ave SE.

Recommended Motion:

Motion to give the Southwest Carver County Food Shelf representatives a thirty-day notice to remove their property from the city-owned building at 10 1st Ave SE.