



CITY COUNCIL AGENDA

August 22, 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 Nick Anhut, Ehlers: Tax Abatement Presentation
- 1.3 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 July 25, 2022
- 2.4. 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 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.)

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 removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

- 6.1. Approve minutes of August 8, 2022
- 6.2. Approve Payment of Claims

7. PUBLIC HEARING

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1. **Ordinance No. 353 An Ordinance Amending City Code: Chapter 8. Streets, Sidewalks, Public Parks, and Grounds Section 820—Excavations—**Administrator Aukrust *(Second reading/publish)*
- 9.2. **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 *(second Reading/publish)*

- 9.3. Meadows 2nd Addition Update—Karen Hallquist, Community & Economic Development Director
- 9.4. David Drown and Associates: Proposal for Ongoing Maintenance Classification and Compensation 2023-2025—Administrator Aukrust
- 9.5. Budget Workshop Schedule—Administrator Aukrust
- 9.6. Cemetery tree quote—Administrator Aukrust and Randy Clay, PS Parks & Streets Lead
- 9.7. Diversified updated quote—Administrator Aukrust and Paul Dhoore, PS Utilities Lead
- 9.8. Sanitary Sewer Televising quote—Administrator Aukrust and Paul Dhoore, PS Utilities Lead
- 9.9. Richard Kroells—Southwest Carver County Food Shelf Board Member

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

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



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: August 22, 2022

RE: Tax Abatement Presentation and Process

Nick Anhut will be attending the workshop to discuss the steps needed in order to purchase land for an Industrial Park. At the last workshop Nick presented information to you, his recommendation was to use Tax Abatement.

This presentation discusses Tax Abatement requirements, rules, and gives a timeframe for completion of the process. Nick will be in attendance to present this information in greater detail and answer any questions you may have.

If the Council agrees to move forward with this process, a resolution would be needed to call for a public hearing.

Recommendation

No recommendation for the workshop

Norwood Young America



Norwood Young America, MN

Industrial Park and Bonding Discussion

August 22, 2022

Industrial Park Expansion

Immediate: Land Acquisition

- Potentially 60 acres and \$2.1 million initial cost
- Funded by Taxable Bonds issued by the City

Future: funding will be needed for site and infrastructure improvements

- *Additional bonds supported by land sale, assessments, TIF and/or utility revenues*

Industrial Park Expansion

Tax Abatement Bonds:

- Tax Abatement authority allows MN Cities to apply General Obligation pledge toward financing public improvements
 - ✓ Carries Full Faith and Credit Pledge
 - Helps secure lowest cost financing (carries “AA-” rating)
 - ✓ Pledges an abatement levy from city taxes allocated from designated property benefiting from the improvement
 - ✓ Requires a Public Hearing to establish the Abatement
 - M.S. 469.1812 to M.S. 469.1815

Industrial Park Expansion

Public Hearing Requirements

- Notice Hearing
- Identify Source of Abatements
 - ✓ Designate parcels whose city taxes demonstrate enough capacity to cover the debt repayment
 - ✓ Term of abatement can be up to 20 years
- Adopt Findings: Abatement is in the public interest because...
 - ✓ “Increase or preserve tax base of the city”
 - ✓ “Provide employment opportunities and/or public infrastructure”

Industrial Park Expansion

Potential Tax Abatement Area: Existing Industrial Park Properties

Existing Industrial Park Property: Potential Abatement

	PID	TIF District; Decertification	Taxable		Tax		FD		Net Tax		2022		2023		2024	
			Value	Capacity	Capacity	Capacity	Value	Capacity	Capacity	Capacity	City Taxes	City Taxes	Abatement	Abatement	Abatement	Abatement
Vickerman	587500040	3-5; 2023	4,164,900	83,298	83,298	33,197	33,197	50,101	50,101	36,175	36,175	-	-	-	36,175	36,175
	587510010		4,740,400	94,808	94,808	37,784	37,784	57,024	57,024	41,173	41,173	41,173	41,173	41,173	41,173	41,173
	587510020	3-3; 2022	134,000	2,680	2,680	1,068	1,068	1,612	1,612	1,164	1,164	1,164	1,164	1,164	1,164	1,164
	587520010	3-6; 2028	6,933,700	138,674	138,674	55,266	55,266	83,408	83,408	60,223	60,223	-	-	-	-	-
YMI	587500105		2,281,500	45,630	45,630	18,185	18,185	27,445	27,445	19,816	19,816	19,816	19,816	19,816	19,816	19,816
			155,500	3,110	3,110	1,239	1,239	1,871	1,871	1,351	1,351	1,351	1,351	1,351	1,351	1,351
AJB	587530010		267,000	5,340	5,340	2,128	2,128	3,212	3,212	2,319	2,319	2,319	2,319	2,319	2,319	2,319
PVS S-W Inc.	587500010	3-4; 2023	5,539,500	110,790	110,790	44,154	44,154	66,636	66,636	48,114	48,114	-	-	-	48,114	48,114
NYA	587500020		-	-	-	-	-	-	-	-	-	-	-	-	-	-
NYA	587500030		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals:													65,823	65,823	150,112	150,112

Industrial Park Expansion

Considerations

- Statute: Annual Abatement Limit – 10% of existing Net Tax Capacity

Norwood Young America	
2022 Net Tax Capacity	\$ 4,014,577
Limit (10%)	\$ 401,457
Less: Existing Abatements	(\$ 0)
Available Capacity	\$ 401,457
Less: Industrial Park Abatement	(\$ 150,112)
Remaining for Future Needs*	\$ 251,345

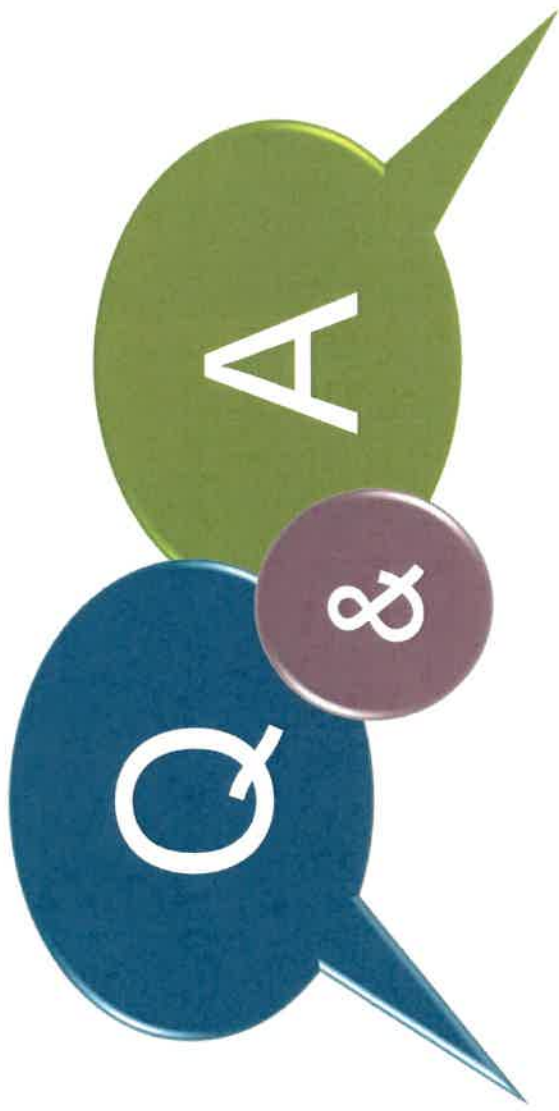
37.4%

**Future project examples: new development, infrastructure or public facilities*

Industrial Park Expansion

Next Steps:

- Fall '22 - Establish a public hearing date
 - Fall '22 - Hold Tax Abatement Public Hearing; Finalize Financing Plan
- *Include placeholder for initial amount (\$65,823) in 2023 preliminary levy*
- Winter '22 - Solicit bids and execute financing for property acquisition
 - 2023 - Initiate planning for land and infrastructure
 - Ongoing - Continue discussions for potential new business development and / or expansion





ECONOMIC DEVELOPMENT AUTHORITY MINUTES

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

OTHERS: Josh Eckstein (Bolton and Menk), Jared Johnson (Planning Consultant)

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

2.3 Approve minutes of May 23, 2022 meeting

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

2.4 NextStage Agreement – Allie B's

NextStage is willing to handle the operations to Allie B's

- A participation agreement between the City and NextStage will allow NextStage to handle the operations of the loan
- NextStage will collect the payments and submit them to the City

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

Motion passed 5-0.

2.5 Adjournment

Motion: MM/CH to adjourn at 6:04 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



CITY COUNCIL MINUTES

August 8, 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/Treasurer), Karen Hallquist (Economic Marketing Director), and Andrea Aukrust (City Administrator)

OTHERS: Jake Saulsbury (Bolton and Menk), Doug Pritchard (Co-owner of Carver Canine), Edie Sebesta (Minnetonka), Lynn and Ken Norton (Norwood Young America)

1. Call City Council Meeting to Order:

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

1.1 Pledge of Allegiance

2. Approve Agenda

Moved 4.3 from the Consent agenda to 7.11 under New Business

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

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

4. Consent Agenda

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 *Moved to New Business 7.11*

4.4. Approve reinstatement of rescue reserve firefighters—Steve Noll and Kevin Sullivan

4.5. Last Call Request for Outdoor Alcohol Sales—Stiftungsfest

Motion: MM/CS to approve consent agenda, excluding 4.3 Claims which was moved to New Business.

Motion passed 5-0.

5. Public Hearing

6. Old Business

7. New Business

7.1 Pavement Condition Evaluation

- Recommending five projects in priority order
- This order could change depending on the circumstances, but the current recommendation is
 - 4th Avenue SW Area/Morse St
 - South St./Reform St/Industrial Park
 - NE Area/East Developments
 - Railroad St/Morse St/Union St
 - Merger St/SW Developments
- Total cost as of today is \$17,449,000

- If projects are postponed, mill and overlays may need a reconstruct instead

Motion: No motion needed at this time, Information only

7.2 Abdo Utilities Rate Study Proposal

- Enterprise funds need to cover operations and project expenses
- Total cost of study is \$12,500
- Council will need to decide if they want to raise rates with residents stating they are already too high

Motion: CS/AK Motion to approve the Utility Rate Study Proposal from Abdo. Motion passed 5-0.

7.3 Ordinance No. 353 An Ordinance Amending City Code: Chapter 8. Streets, Sidewalks, Public Parks, and Grounds Section 820—Excavations (First Reading)

- Intent isn't changing but the current language is hard to understand
- Residents/Businesses are responsible for sidewalks in front of their establishments/home
- Cost can be put on taxes for a set amount of time determined by Council, typically 5-7 years
- City needs to look at our sidewalks also

Motion: CH/CS Motion to approve the first reading of Ordinance 353 Amending City Code: Chapter 8.1 Streets, Sidewalks, Public Parks, and Grounds Section 820-Excavation. Motion passed 5-0.

7.4 Ordinance No. 354 Amending City Code Rezoning of 309 1st Street NE and 312 1st Street NE (Second Reading/Adoption)

- Needs to be approved by Met Council
- Zoning change from R-3 Medium Density Mixed Residential to C-3 Downtown District

Motion: CL/CS Motion to approve Ordinance No. 354, 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.

7.5 Ordinance No. 355 Amending City Code Section 1210.06, Subd.3(B.13) Specific Conditional Use Provisions for Kennels (First Reading)

- Current zoning codes CUP for kennels must meet 4 criteria
 - A. Not within 500' of residential district
 - B. Landscaping buffer strip with a minimum width of 8'
 - C. Must be located on a Collector Street
 - D. Minimum of 200' from Wetland
- Applicant is requesting C. and D. be removed as they are restrictive
 - C. According to zoning code, kennels are not allowed on collector streets which contradicts CUP requirement
 - D. City code and Carver County WMO already have setback standards – an additional 200' is excessive. Use CUP can require a waste removal plan.

Motion: CH/AK Motion to approve an Ordinance amending Chapter 12, Section 1210.06 Subd. 3 (B13) of the City Code relating to specific Conditional Use Provisions for Kennels. Motion Passed 5-0.

7.6 Resolution 2022-25 Approval of Community Growth Partnership Initiative Development Grant Application

- Applied for Community Growth Partnership January 2022 for land acquisition
- Now received letters of intent from manufacturing businesses
- CDA did not expend all the money for this program so doing a second round
- Grant is a 1-1 match up to \$100,000

Motion: MM/CS Motion to approve Resolution 2022-25; Approving Community Growth Partnership Initiative Development Grant. Motion passed 5-0.

7.7 Community and Economic Development Director job description

- Officially changing job title to Economic Development and Marketing Director
- Position is more than just a marketing position

Motion: CS/AK motion to approve the job description of the Community and Economic Development Director. Motion passed 5-0.

7.8 Community & Economic Development Administrative Assistant job description and posting

- Newly created position
- Supervisor would be Community and Economic Development Director
- Different job duties would include permits, minor code violations, filing, etc.

Motion: CH/CS motion to approve the Community and Economic Development Administrative Assist Job descriptions and to post for the position. Motion passed 5-0.

7.9 Non-Profit Liability Waiver

- There are Different organizations storing property in City buildings
- Each group would need to sign the liability waiver
- Should be done on an annual basis

Motion: AK/CB 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 on an annual basis. Motion passed 5-0.

7.10 City Buildings Updates

- SW Carver County Food Shelf operates the food shelf out of a city-owned building
- There has not been any formal documents or presentations given to the City
- Our Attorney has stated the city should not knowingly allow a dissolved, inactive non-profit organization to conduct business in a city-owned building.
- No documents were received from SW Carver Co Food Shelf by the deadline of July 22nd confirming their non-profit status.

Motion: CH/AK motion, based on the Attorney's recommendation, to give the Southwest Carver County Food Shelf representatives a 30-day notice to remove their property from the City-owned building at 10 1st Ave SE. Motion passed 5-0.

7.11 Claims (moved from 4.3 Consent)

- Council acknowledges the value of the SW Corridor Coalition
- Approving a contribution of \$2000 instead of the \$2500 listed on Check #33369

Motion: CL/CS motion to approve the amended list of claims with a total amount of \$706,559.15, void check #33369 and reissue a check in the amount of \$2000 to the Southwest Corridor Coalition. Motion passed 5-0.

8. Council Member and Mayor and Staff Reports

CH – Covered Planning earlier in the meeting

AK – Stiftungsfest Meetings are going well and very informative

CS – Parks Commission meeting next Tuesday. Carverlink open house tomorrow. There have been a lot of surveys returned

MM – EDC on Wednesday

CL – Primary is August 9th. Application deadline for Council Candidacy is the 16th at 5 p.m.

AA – Will be meeting with Stiftungsfest Committee members to see what the city does to assist.

9. Adjournment

Motion: MM/CH to adjourn at 7:18 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: August 22, 2022

Payroll EFT

Check #	507471 - 507503	\$	32,325.01
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Voided Checks

Check #	33369	\$	(2,500.00)
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Prepays

Check #	-		
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Claims Pending Payment

Check #	33376 - 33419	\$	194,827.34
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Cardmember e-check

Grand Total	\$	<u>224,652.35</u>
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CITY OF NORWOOD YOUNG AMERICA

08/19/22 3:22 PM

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***Check Detail Register©**

Batch: 08222022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
33376	08/22/22	AMERICAN TEST CENTER, INC			
E 101-42200-221		Repair/Maintenance Equip	\$975.00	2221548	UNIT W1 FIRE DEPT
E 601-49400-221		Repair/Maintenance Equip	\$300.00	2221549	CRANE TESTED
		Total	\$1,275.00		
33377	08/22/22	ARNOLDS OF GLENCOE, INC.			
E 101-45200-221		Repair/Maintenance Equip	\$28.50	P45584	ROD, LIFT
		Total	\$28.50		
33378	08/22/22	ASPEN MILLS, INC.			
E 101-42200-417		Uniform	\$598.65	297429	QUATTROCCHI CLOTHING
		Total	\$598.65		
33379	08/22/22	BANYON DATA SYSTEMS INC			
E 101-41400-437		Maintenance Contract	\$2,715.00	00163076	UB, FUND, & PAYROLL SUPPORT
		Total	\$2,715.00		
33380	08/22/22	BEST WESTERN KELLY INN			
E 601-49400-331		Travel/Meeting Expense	\$216.24		DHOORE/JAUS RURAL WATER
E 602-49450-331		Travel/Meeting Expense	\$216.24		DHOORE/JAUS RURAL WATER
		Total	\$432.48		
33381	08/22/22	BOLTON & MENK, INC			
E 494-43100-303		Engineering Fees	\$32,266.00	0294748	2ND AVE
G 809-22100		Escrow Collected	\$2,741.00	0294749	CENTRAL
E 496-43100-303		Engineering Fees	\$158.00	0294750	OAK LANE
G 816-22100		Escrow Collected	\$778.00	0294751	YEAGER
E 602-49450-303		Engineering Fees	\$210.00	0294752	
E 601-49400-303		Engineering Fees	\$382.50	0294752	
E 101-43100-303		Engineering Fees	\$693.00	0294752	
		Total	\$37,228.50		
33382	08/22/22	CARDMEMBER SERVICE			
E 101-49860-251		Concessions	\$127.15		POOL CONCESSIONS
E 101-49860-251		Concessions	\$25.30		POOL CONCESSIONS
E 101-49860-251		Concessions	\$22.34		POOL CONCESSIONS
E 101-41320-350		Print/Publishing/Postage	\$444.50		JULY NEWSLETTER
E 101-41110-350		Print/Publishing/Postage	\$35.99		COUNCIL EMAILS
E 101-42200-433		Dues and Subscriptions	\$175.00		NFPA ONLINE CATALOG
E 101-43100-223		Repair/Maintenance Bldg/	\$48.77		FLOOR MAT
E 101-43100-221		Repair/Maintenance Equip	\$33.21		REGULATOR
E 101-43100-221		Repair/Maintenance Equip	\$28.39		PUMP BRUSHES
E 101-49860-216		Chemicals and Chem Pro	\$26.77		POWDER FOR POOL
E 101-45200-210		Operating Supplies	\$83.97		HEADPHONE EAR PROTECTION
E 101-49860-210		Operating Supplies	\$23.08		DOLPHIN CLEANERS
E 101-43100-221		Repair/Maintenance Equip	\$81.95		LINELAZER
E 101-43100-221		Repair/Maintenance Equip	\$34.57		HAND TIGHT TIP GUARD
E 101-43100-221		Repair/Maintenance Equip	\$50.38		PUSH BUTTON ASSEMBLY
E 101-43100-221		Repair/Maintenance Equip	\$114.15		PUMP HEAD

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 08222022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49860-210		Operating Supplies	\$178.36		HANDLE ASSEMBLY
E 101-43100-200		Office Supplies	\$23.98		CABLE TIE
E 601-49400-211		Personal Protection Equip	\$281.90		GLOVES
E 602-49450-211		Personal Protection Equip	\$281.91		GLOVES
E 602-49450-350		Print/Publishing/Postage	\$24.25		POSTAGE
E 101-41400-200		Office Supplies	\$64.00		CART
E 601-49400-211		Personal Protection Equip	\$44.99		GLOVES
E 602-49450-211		Personal Protection Equip	\$45.00		GLOVES
E 601-49400-211		Personal Protection Equip	\$10.49		GLOVES
E 602-49450-211		Personal Protection Equip	\$10.49		GLOVES
		Total	\$2,320.89		
33383	08/22/22	CARVER COUNTY			
E 101-43100-226		Signs	\$650.41	PW-6039	MISC SIGNS
		Total	\$650.41		
33384	08/22/22	CARVER COUNTY			
E 101-43100-310		Other Professional Servic	\$1,560.60	CSER-1419	SHARED GIS
E 101-45200-310		Other Professional Servic	\$936.36	CSER-1419	SHARED GIS
E 601-49400-310		Other Professional Servic	\$1,872.72	CSER-1419	SHARED GIS
E 602-49450-310		Other Professional Servic	\$1,872.72	CSER-1419	SHARED GIS
		Total	\$6,242.40		
33385	08/22/22	CENTERPOINT ENERGY			
E 602-49450-383		Gas Utilities	\$21.88		918 SERENITY CIRCLE
E 602-49450-383		Gas Utilities	\$19.36		830 ELM ST W
E 602-49450-383		Gas Utilities	\$17.98		11 TRILANE DR
E 602-49450-383		Gas Utilities	\$16.74		406 2ND AVE SE
E 601-49400-383		Gas Utilities	\$18.04		640 TACOMA BLVD
E 601-49400-383		Gas Utilities	\$256.15		104 3RD AVE SE
		Total	\$350.15		
33386	08/22/22	CORE AND MAIN			
E 601-49400-229		Water Meters	\$1,758.38	R348840	METERS
		Total	\$1,758.38		
33387	08/22/22	DIAMOND VOGEL PAINTS			
E 101-43100-224		Street Maint Materials	\$2,527.97	257365195	WHITE/YELLOW PAINT
		Total	\$2,527.97		
33388	08/22/22	DIVERSIFIED PLUMBING & HEATING, INC			
E 601-49400-223		Repair/Maintenance Bldg/	\$250.00	34030	CAMERA LINE LAKE ST
		Total	\$250.00		
33389	08/22/22	DROEGE, BRAD			
E 101-42200-210		Operating Supplies	\$42.93		REIMBURSEMENT
		Total	\$42.93		
33390	08/22/22	HART, BILL			
R 601-49400-36200		Miscellaneous Revenues	\$64.23		OVERPAYMENT OF FINAL BILL
R 601-49400-36200		Miscellaneous Revenues	\$53.17		OVERPAYMENT OF FINAL BILL

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 08222022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$117.40		
33391	08/22/22	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical Ins	\$13,485.59		
Total			\$13,485.59		
33392	08/22/22	LARAWAY ROOFING			
E 602-49450-223		Repair/Maintenance Bldg/	\$6,000.00	1-03927	TRUCK SHED
Total			\$6,000.00		
33393	08/22/22	LEAGUE OF MN CITIES INS TRUST			
E 101-41940-151		Workers Comp: Insurance	\$417.53		WORK COMP
E 101-42200-151		Workers Comp: Insurance	\$3,204.92		WORK COMP
E 101-43100-151		Workers Comp: Insurance	\$8,868.42		WORK COMP
E 101-45200-151		Workers Comp: Insurance	(\$4,405.78)		WORK COMP
E 101-49860-151		Workers Comp: Insurance	\$731.99		WORK COMP
E 601-49400-151		Workers Comp: Insurance	\$301.91		WORK COMP
E 602-49450-151		Workers Comp: Insurance	\$6,064.01		WORK COMP
Total			\$15,183.00		
33394	08/22/22	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$175.00	CW140014	TELEPHONE CHARGES
Total			\$175.00		
33395	08/22/22	MAYER LUMBER CO. INC.			
E 603-49500-223		Repair/Maintenance Bldg/	\$18.20	219044	CEMENT
E 101-43100-223		Repair/Maintenance Bldg/	\$43.97	219110	FABRIC
E 101-43100-223		Repair/Maintenance Bldg/	\$77.94	219214	FABRIC
E 101-43100-223		Repair/Maintenance Bldg/	(\$33.76)	219283	RETURN FABRIC
Total			\$106.35		
33396	08/22/22	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		
33397	08/22/22	MID-AMERICAN RESEARCH CHEMICAL			
E 602-49450-223		Repair/Maintenance Bldg/	\$424.00	0768428-IN	HC BAC ENZYM

CITY OF NORWOOD YOUNG AMERICA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$424.00		
33398	08/22/22	MIDWEST PLAYSCAPES INC			
E 275-45200-543		Capital Outlay-Equipment	\$2,806.00	9778	BORDER AT LEGION PARK
Total			\$2,806.00		
33399	08/22/22	MINNESOTA RURAL WATER ASSOC			
E 101-43100-207		Training Instructional	\$450.00		EQUIPMENT OPERATOR EXPO
Total			\$450.00		
33400	08/22/22	MINNESOTA VALLEY TESTING LAB, INC			
E 602-49450-217		Lab Fees	\$455.95	1157550	TSS, MERCURY
E 602-49450-217		Lab Fees	\$41.26	1158191	PHOSPHORUS
Total			\$497.21		
33401	08/22/22	MRI SOFTWARE LLC			
E 101-43100-310		Other Professional Serv	\$29.95	MRIUS11889	BACKGROUND CHECK
Total			\$29.95		
33402	08/22/22	MUNICIPAL EMERGENCY SERVICES			
E 258-42200-542		FD Equipment	\$61,526.18	IN1745688	TURNOUT GEAR
Total			\$61,526.18		
33403	08/22/22	NARVESON, ANDREW			
E 101-42200-223		Repair/Maintenance Bldg/	\$11.78		REIMBURSEMENT
Total			\$11.78		
33404	08/22/22	NELSON ELECTRIC MOTOR REPAIR I			
E 602-49450-221		Repair/Maintenance Equip	\$450.00	2140	TRILANE LIFT STATION
Total			\$450.00		
33405	08/22/22	NORWOOD ELECTRIC INC			
E 494-43100-500		Capital Outlay	\$465.80	17454	STREET LIGHT REPAIR 2ND AVE
Total			\$465.80		
33406	08/22/22	NORWOOD YOUNG AMERICA TIMES			
E 101-41400-350		Print/Publishing/Postage	\$31.20	905224	FEE SCHEDULE
E 101-41320-350		Print/Publishing/Postage	\$113.10	906292	TIF
Total			\$144.30		
33407	08/22/22	PERFORMANCE PLUS LLC			
E 101-42200-208		Medical-Physicals	\$709.00	122961	MEDICAL EXAM
Total			\$709.00		
33408	08/22/22	QUILL CORPORATION			
E 101-41400-200		Office Supplies	\$960.84	26886052	PAPER, KITCHEN UTENSIL, BAGS
E 101-41400-200		Office Supplies	(\$69.46)	26886052	PAPER
Total			\$891.38		
33409	08/22/22	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$1,121.53	15702	

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,121.53		
33410	08/22/22	SW CORRIDOR TRANS COALITION			
E 101-41110-433		Dues and Subscriptions	\$2,000.00		2022 DUES
Total			\$2,000.00		
33411	08/22/22	TWIN CITIES & WESTERN RAILROAD			
E 101-43100-440		Lease	\$418.87	M900343-IN	ANNUAL CROSSING FEE
Total			\$418.87		
33412	08/22/22	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$228.15		
Total			\$228.15		
33413	08/22/22	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$183.76		SEPT WATER BILLS
E 602-49450-350		Print/Publishing/Postage	\$183.76		SEPT WATER BILLS
E 603-49500-350		Print/Publishing/Postage	\$183.78		SEPT WATER BILLS
Total			\$551.30		
33414	08/22/22	VOLUNTEER FIREFIGHTERS'			
E 101-42200-433		Dues and Subscriptions	\$220.00		
Total			\$220.00		
33415	08/22/22	WM CORPORATE SERVICES, INC.			
E 101-41940-223		Repair/Maintenance Bldg/	\$752.97		CLEAN UP DAY
Total			\$752.97		
33416	08/22/22	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$301.24	279518	BINDER ROCK
E 101-43100-224		Street Maint Materials	\$84.01	279629	BINDER ROCK
Total			\$385.25		
33417	08/22/22	WSB			
G 817-22100		Escrow Collected	\$450.00	R-020001-00	PLANNING CONSULTANT
G 809-22100		Escrow Collected	\$187.50	R-020001-00	PLANNING CONSULTANT
G 806-22100		Escrow Collected	\$150.00	R-020001-00	PLANNING CONSULTANT
E 101-41320-305		Other Professional Fees	\$150.00	R-020001-00	PLANNING CONSULTANT
E 101-41320-305		Other Professional Fees	\$2,954.50	R-020001-00	PLANNING CONSULTANT
Total			\$3,892.00		
33418	08/22/22	XCEL ENERGY			
E 101-45200-381		Electric Utilities	\$32.02		228 UNION ST 2
E 101-45200-381		Electric Utilities	\$20.73		228 UNION ST
E 601-49400-381		Electric Utilities	\$3,762.52		104 3RD AVE
E 101-45200-381		Electric Utilities	\$34.26		710 RR ST
E 101-43100-381		Electric Utilities	\$184.67		300 FAXON SIGNAL
E 101-43100-380		Street Lighting	\$116.64		313 CENTRAL AVE SIGN
E 101-41940-381		Electric Utilities	\$3,546.89		
E 101-42200-381		Electric Utilities	\$743.57		
E 101-42500-381		Electric Utilities	\$12.98		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-380		Street Lighting	\$6,472.39		
E 101-43100-381		Electric Utilities	\$396.90		
E 101-45200-381		Electric Utilities	\$1,447.27		
E 101-45500-381		Electric Utilities	\$2,120.98		
E 601-49400-381		Electric Utilities	\$338.62		
E 602-49450-381		Electric Utilities	\$4,047.87		
E 101-49860-381		Electric Utilities	\$1,012.37		
		Total	\$24,290.68		
33419	08/22/22	XTREME ELECTRICAL SERVICES, INC.			
E 101-45200-223		Repair/Maintenance Bldg/	\$312.50	22-1599	FIX TUNNEL LIGHTS
		Total	\$312.50		
		10100 CHECKING	\$194,827.34		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$62,491.56
258 ARPA (COVID) FUNDS	\$61,526.18
275 CAPITAL	\$2,806.00
494 2nd Ave PHASE II	\$32,731.80
496 OAK LANE IMPR PROJECT	\$158.00
601 WATER FUND	\$10,148.76
602 SEWER FUND	\$20,456.56
603 STORM WATER UTILITY	\$201.98
806 Escrow - Greenwood Marina 2021	\$150.00
809 Escrow - Central Schools	\$2,928.50
816 Escrow-Yeager-TWIP 4th add	\$778.00
817 Escrow-Eklow (Budahn Property)	\$450.00
	\$194,827.34



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: August 22, 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 and publish 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/Final 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.~~

Passed and adopted by the City Council of the City of Norwood Young America, Minnesota, this 22 day of August 2022, and effective upon publication.

Attest: Carol Lagergren, Mayor

Andrea Aukrust, City Administrator

First Reading: August 8, 2022
Second Reading/Adoption: August 22, 2022
Publication: August 25, 2022

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

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Passed and adopted by the City Council of the City of Norwood Young America, Minnesota, this 22 day of August 2022, and effective upon publication.

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 22, 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 (2nd Reading)

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.

City Council

The City Council approved the first reading of the ordinance amendment at the August 8, 2022 meeting.

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 about 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.

Action

After discussion, staff is recommending the City Council make a motion to approve the second 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: NYA City Council

FROM: Jared Johnson, Planning Consultant-WSB

DATE: August 22, 2022

SUBJECT: The Meadows 2nd Addition Met Council Update

BACKGROUND

Mark Eklo, the developer of the Meadows 2nd Addition, informed city staff he will no longer be moving forward with the current plat of the proposed development. Site development constraints combined with looming economic conditions have made the current layout economically infeasible, however, Eklo plans to submit a new reconfigured preliminary plat that will increase the number of villa units and allow site constraints to be remedied.

The current development received approval for a Preliminary Plat, Preliminary Planned Unit Development, and a Comprehensive Plan Amendment from the Planning Commission and City Council back in June. The proposal to amend the Comprehensive Plan is no longer applicable as it is directly tied to the specific preliminary plat. The Met Council was set to vote on the Comprehensive Plan Amendment on Wednesday, August 24. City staff has requested the Met Council pull the Meadows 2nd Addition from the agenda. Once the new preliminary plat is submitted, staff will determine if a Comprehensive Plan Amendment is needed and will submit it to the Met Council again for approval.

Action

No action required. The Council may ask staff any questions they may have.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: August 22, 2022

RE: David Drown and Associates: Ongoing Maintenance Classification and Compensation Proposal 2023-2025

Enclosed you will find the Proposal from David Drown and Associates (DDA) for “Ongoing Maintenance Classification and Compensation” for the years 2023-2025. This is a 2023, 2024, and 2025 Budget item that will need Council approval now to lock in the pricing for the next three years. Having DDA provide this service will assist in the next Union negotiations and in future negotiations. It also keeps the city competitive in the market and assists with the retention of employees.

- Ongoing Maintenance Contract: \$2,000 for year 2023, then \$2,700 for 2024 and 2025. Ongoing maintenance includes the following:
 - Pay Equity reporting
 - LMC Salary Survey reporting
 - Annual Market Analysis
 - Annual review of ¼ of job descriptions for job description writing and classification
 - Analysis of COLA adjustments
 - Human Resource assistance regarding policy writing, trends in the industry, and best hiring practices

Recommendation

Motion to approve the Ongoing Maintenance Classification and Compensation Proposal from David Drown and Associates for the years 2023-2025.

Norwood Young America



Norwood Young America, Minnesota

Proposal for Ongoing Maintenance Classification and Compensation July 25, 2022



DDA

Human Resources, Inc.
a David Drown Associates Company

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
612-920-3320
www.ddahumanresources.com

July 25, 2022
Andrea Aukrust, City Administrator

RE: Proposal for Ongoing Maintenance for Classification and Compensation Project Work

Dear Ms. Aukrust,

We have enjoyed working with Norwood Young America and hope to continue our working relationship. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, staff members assigned to your study, a detailed description of services to be provided and various levels of project scope per market analysis. We understand that you have 12-15 positions.

The cost per project scope is as follows:

- Ongoing Maintenance Contract: \$2,000 for year 2023, then \$2,700 for 2024 and 2025. Ongoing maintenance includes the following:
 - Pay Equity reporting
 - LMC Salary Survey reporting
 - Annual Market Analysis
 - Annual review of ¼ of your job descriptions for job description writing and classification
 - Analysis of COLA adjustments
 - Human Resource assistance regarding policy writing, trends in industry and best hiring practices.
- Ongoing Maintenance per position as needed: \$175 job evaluation, \$150 job description writing and \$250 market analysis per position.

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government, and we know first-hand the challenges of managing public sector compensation. This helps us deliver to you practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid, one you understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing a full-service program to maintain classification and compensation systems – and we find that over half of our study clients now opt for this ongoing service.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our absolute best to earn your trust, your respect, and your future business.

Sincerely,
Dr. Tessia Melvin

OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

- You need compensation and benefits to be sufficiently competitive to hire, retain and motivate qualified workers.
- You must maintain internal pay relationships that satisfy the State's pay equity requirement of equal pay for equal work.
- You must remain in control of the process, to assure final recommendations strike a proper balance between wages/benefits and available resources.
- You need the study to be a positive process, which is open and fair to all employees, managers, and unions.

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.

PROPOSED SERVICES

We understand that you have currently 12-15 positions and use the Haye evaluation system. Our ongoing maintenance contract includes:

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Services include:

- We review, update, and reclassify as necessary one-third of job descriptions annually. (Generally, we do 1/3 per year, but we understand this will be all jobs for the County in year 1, and other jobs as needed in years 2 and 3).
- We annually update a market analysis of wages with benchmark communities and suggest changes to pay plan system as necessary to remain in tune with the market.
- We will periodically provide market data on benefits offered by comparable communities and suggest changes as warranted.

- For any new jobs or changed jobs, we will write and classify the job for placement in the compensation system
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system
- We will provide budget support by:
 - Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
 - Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or Board on the status of your compensation system.

STANDARD FEE FOR SERVICES

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Hourly rates:
 - Professional \$200 per hour
 - Technical Support \$150
 - Clerical \$100



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: August 22, 2022

RE: 2023 Budget Workshop Schedule

Two 2023 Budget Workshops have been scheduled. Please bring preliminary budget questions to these meetings.

- Wednesday, August 31, 2022, at 5:00 p.m.
- Wednesday, September 7, 2022, at 5:00 p.m.

Recommendation

Motion to approve the 2023 Budget Workshop scheduled.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Randy Clay, Public Services Lead/Andrea Aukrust, City Administrator

DATE: August 22, 2022

RE: Forest Hill Cemetery Tree Removal Quotes

Enclosed you will find two quotes for the removal of a large oak tree located in the center of Forest Hill Cemetery. The tree is split in the middle and is held together by chains (please see the attached picture). If this tree breaks completely, it will damage approximately 30 headstones, which would then need to be repaired.

Quotes:

Bakkelund Tree & landscape Services, LLC	\$14,700.00
Dvorak Tree Service	\$15,000.00

Recommendation

Motion to approve the quote from Bakkelund Tree & Landscape Services, LLC for \$14,700.00.

Norwood Young America

Bakkelund Tree & Landscape Services, LLC
8390 130th St.
Cologne, MN 55322 US
+1 9522926590
bakkelund@yahoo.com

Estimate

ADDRESS
City of Norwood 310 Elm St W P.O. Box 59 Norwood Young America, MN 55368

SHIP TO
City of Norwood 310 Elm St W P.O. Box 59 Norwood Young America, MN 55368 952-212-0226 rclay.cityofnysa@gmail.com

ESTIMATE #	DATE	
3248	08/15/2022	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Removal of large split Oak tree in middle of cemetery (Forest Hill Cemetery); Hauling/disposal of logs and brush	1	14,700.00	14,700.00

Please read our company Terms & Conditions for more info on our late fees and other policies.

TOTAL

\$14,700.00

Accepted By

Accepted Date

DVORAK TREE SERVICEJim Dvorak - Owner Operator
Licensed & Insured**612-282-7151**Trimming, Removal, Storm Damage,
Clearings, Stump Grinding, etc**JOB WORK ORDER**

DATE OF ORDER

8-15-22

CUSTOMER PHONE

952-212-0226

BILL TO

Ferguson Cemetery

ADDRESS

18624 County Rd 34

CITY

Northwood Young America

JOB PHONE

DESCRIPTION OF WORK

- Removal of large cracked
white oak with use of crane

- cleaned up + removed

Stump Removal 800⁰⁰

Additional

TOTAL MATERIALS

Please send total amount due to:

PO Box 321

Victoria, MN 55386

TOTAL LABOR

\$15,000.00

TAX

DATE COMPLETED

WORK ORDERED BY

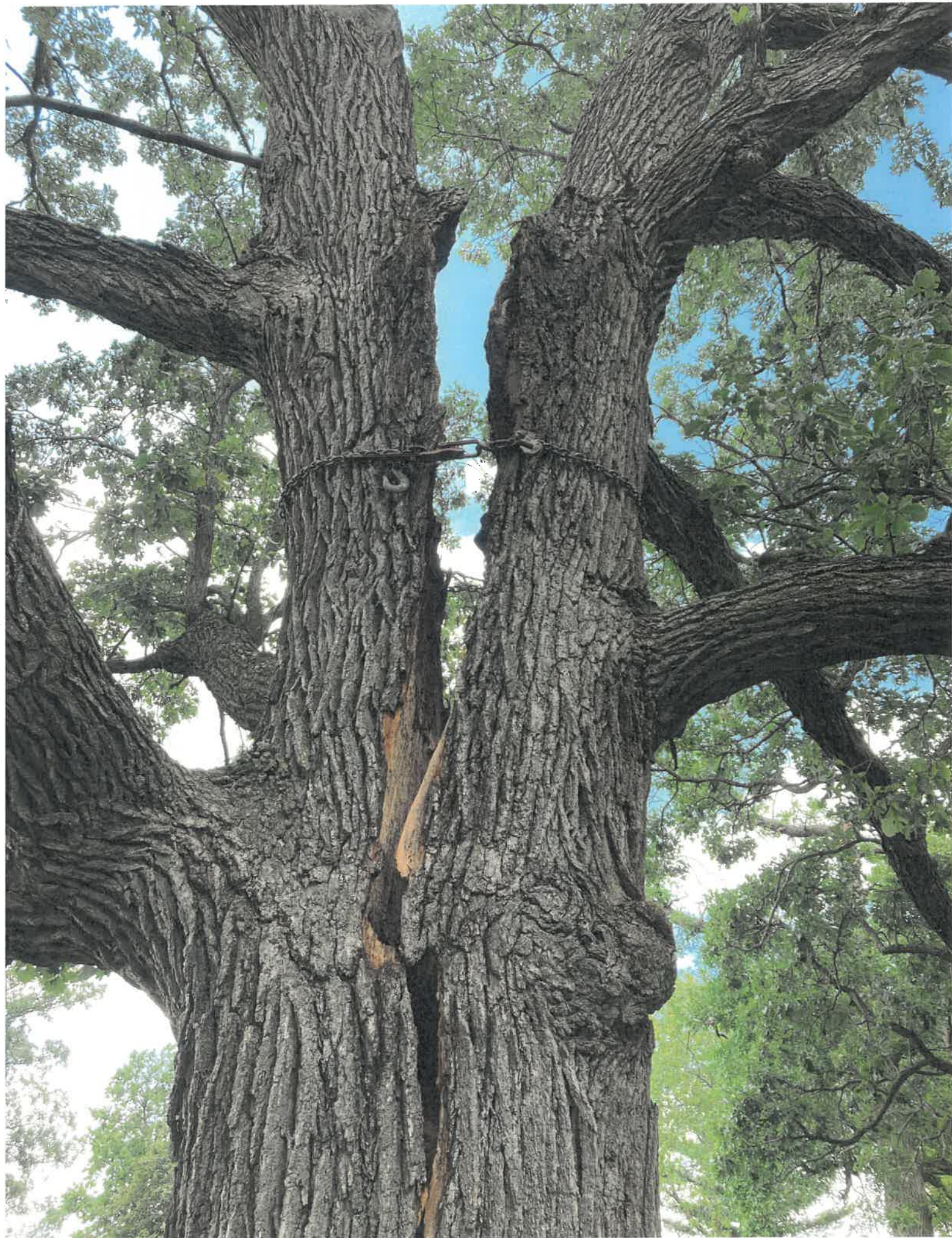
Jim Dvorak

TOTAL AMOUNT

\$15,000.00

I hereby acknowledge the satisfactory completion
of the above described work.☐ No one home☐ Total amount due
for above work or☐ Total billing to
be mailed when
job finished.

Signature _____





TO: Honorable Mayor Lagergren and City Council Members

FROM: Paul Dhoore, Public Services Utilities Lead/Andrea Aukrust, City Administrator

DATE: August 22, 2022

RE: Waste Water Treatment Plant—Boiler Line Repair ****UPDATED QUOTE****

The existing boiler lines between the Lab and the Digester building at the WWTP are leaking. The city had the lines professionally pressure tested over a year ago and could not find the leak. Last winter, staff identified the leak when a spot developed in the grass in which all the snow melted. The city had a contractor come and dig up the specified area to fix the leak, only to find a dual wall pipe in the ground. Since it was a double wall pipe, the contractor could not determine how far from the dig area the inner boiler line was leaking. Due to the complexity of the underground utilities at the WWTP, an open trench dig was ruled out to minimize potential damage.

City staff explored options regarding pipe bursting or line boring to repair the boiler line. It was determined that the pipe bursting option would be the best way to minimize damage to the existing utilities. The pipe bursting process consists of driving or pulling a new pipe inside an existing line, bursting (expanding) it to allow room for installation. Staff solicited contractors and received the quotes below.

Diversified Plumbing & Heating Inc.	\$6,950
G. F. Jedlicki, Inc.	\$21,500

UPDATE from Paul Dhoore: Attached is a revised quote from Diversified Plumbing to replace the boiler lines. Once the Diversified crew was on site, they quickly found out that there are elbows on the other side of the wall. With the elbows in place, line bursting was no longer an option. After having a conversation with Diversified, we produced the idea to dig a 2- to 3-foot-deep trench from one building to the other. The new pipe would be insulated and covered with foam to make sure it won't freeze up during the winter months. The water temp in the line is roughly 160 degrees. In the quote, you will see a line item that if the city employees do the hydro excavation, it would save \$2,000. This sounds good, but after looking at the landscape of where the truck would need to be placed, it isn't feasible. The sidewalks at the plant are not built for the weight of our truck, and there are too many underground valves that could easily be damaged. The ground restoration would be very expensive, not to mention the possible underground damage if a valve cover was to get run over while trying to position the truck. **Updated quote: \$7,550**

Recommended Motion:

Approve the updated Diversified Plumbing & Heating Inc., originally approved on May 9, 2022, bid to repair the Waste Water Treatment Plant boiler line for \$7,550.

Norwood Young America

Diversified Plumbing & Heating, Inc.

125 E. Railroad St.
Norwood Young America, MN 55368
952-448-0756
www.DiversifiedPH.com



RECIPIENT:

City of NYA

310 Elm Street W
NYA, MN 55368

Phone: 952-212-0226-Randy

SERVICE ADDRESS:

510 E Elm St, Norwood Young America, MN, USA
Norwood Young America, Minnesota 55368

Estimate #7183

Sent on 04/19/2022

Job name: BOILER PIPES

Created by: Charlie Wickenhauser

Total \$7,550.00

PRODUCT / SERVICE

DESCRIPTION

pipe replacement

PRICE IS FOR MATERIALS AND LABOR TO DIG 2 FT DEEP FROM BUILDING TO BUILDING. WE WILL BE PUTTING IN 1 INCH INSULATED PIPE. THE OLD COOPER PIPE HAS LEAKS AND HOLES IN IT. CUT BOILER LINES AND RE-HOOK UP NEW LINES. PRICE INCLUDES ALL MATERIALS AND LABOR. HYDRO VAC AT BOTH BUILDING DOWN TO OLD LINES COMING THROUGH THE CONCRETE.

TAKE 2,000 OFF IF NYA DOES ALL THE HYDRO VACING

Total

\$7,550.00

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ Date: _____



TO: Honorable Mayor Lagergren and City Council Members

FROM: Paul Dhoore, Public Services Utilities Lead/Andrea Aukrust, City Administrator

DATE: August 22, 2022

RE: Sanitary Sewer Televising Quotes

Enclosed you'll find two quotes for sanitary sewer televising. The Utilities Lead obtained two competitive quotes to try to help reduce the city's inflow and infiltration. The slip lining of the sanitary sewer mains is a budget item that has not been utilized in the recent past. However, it is a valuable tool to assist cities. Televising the sewer lines is a way for the city to know the shape of the infrastructure without excavation.

The primary reason for televising the lines is to see what pipes would need to be slip lined the following year. This would help prevent the wastewater plant from being hydraulically overloaded during rain events. The designed capacity of the wastewater plant is 908,000 gallons per day during the wet season. We have been at that limit and very close to that limit multiple times.

Both quotes would include televising 11,000 linear feet of sanitary sewer, a log of any issues, and a thumb drive of all recorded footage. The map included shows the mains that would be televised this year.

The first quote was from Nelson Sanitation; their quote came back at \$0.75 per linear foot and a \$400.00 mobilizational fee for a total of \$8,650.00. The second quote came from American Environmental, which came back at \$0.68 per linear foot; this quote has no mobilizational fee. The total is \$7,480.00.

The city employees will be jetting all sewer mains before being televised. The work shall take place this fall.

Recommendation

Motion to approve the quote from American Environment for \$7,480.00.

Norwood Young America

August 2, 2022

American

Environmental LLC

3086 Walden Drive Chaska, MN 55318

Phone (612) 226-0516

Email: Midwesttony81@aol.com

Project Bid



Paul Dhoore

Public Services Utilities Lead

City of Norwood Young America

Phone: 952-467-1831 Mobile: 952-237-7682

310 Elm Street West - PO Box 59

Norwood Young America 55368

Web: cityofnva.com

Email: nyawwtp@cityofnva.com

Description of Work

Televisive Approximately 11,000' of 6-12" Sanitary sewer after the city performs jetting according to the map provided.

\$.68 per ft

All CCTV inspections will be performed by a Nassco certified inspector using a Nassco certified inspection software. Videos, reports and still images will be provided immediately upon completion via flash drive. If major concerns or issues in the pipes are found during inspections A.E will notify the city immediately so the issues can be addressed.

A.E will store a copy of the inspections for 3 years after completion for future reference.

American Environmental, LLC

NYAWWTP

From: Amanda Gunther <amanda@nelsonsanitation.com>
Sent: Tuesday, August 2, 2022 2:53 PM
To: NYAWWTP
Subject: Quote

Hi!

Derrick wanted me to send you a quote for 11,000 LF

The price would be \$0.75 per LF with a \$400.00 mobilization fee.

Any questions please let Derrick or myself know.

Thanks!

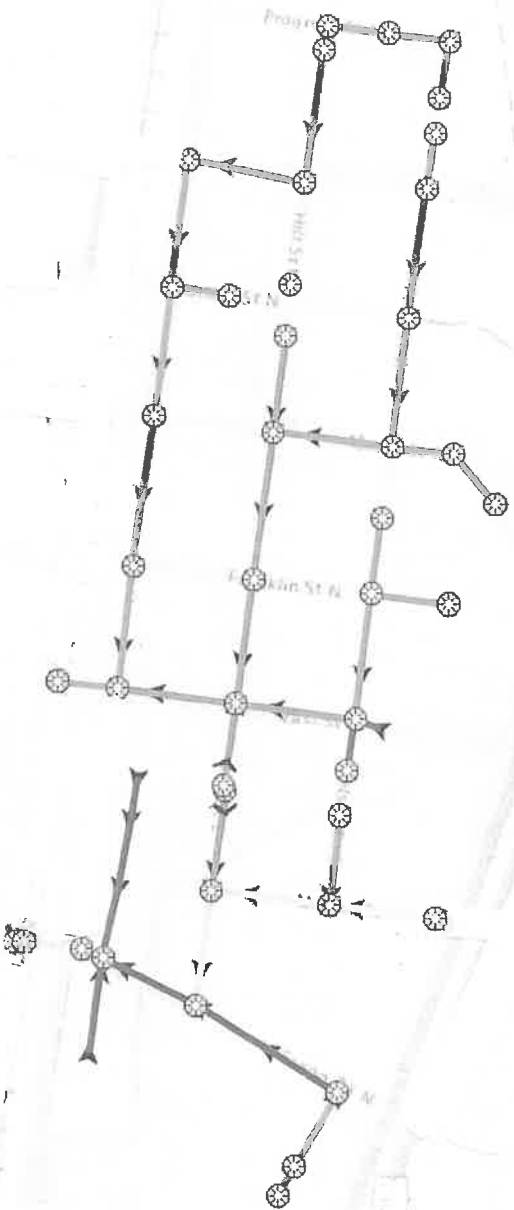
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Amanda Gunther
Operations Manager
Nelson Sanitation & Rental, Inc.

Hydrovac Services Now Available!

Sewer Main

Diameter



Young America
City of Norwood
Young America