



## CITY COUNCIL AGENDA

October 24, 2022

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. No workshop

### EDA

2. CALL A MEETING OF THE EDA TO ORDER
  - 2.1. Pledge of Allegiance
  - 2.2. Approve Agenda
  - 2.3. Approve the minutes of September 26, 2022
  - 2.4. Amend Resolution 2201 Special Benefit Levy
  - 2.5. Adjournment

### CITY COUNCIL MEETING

3. CALL A 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.)

#### **5.1 Domestic Violence Proclamation—Mayor Lagergren**

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 the October 11, 2022, City Council Meeting
- 6.2. Approve Payment of Claims
- 6.3. Personnel Committee recommendations

7. PUBLIC HEARING:

- 7.1 2<sup>nd</sup> Avenue Special Assessment Roll Public Hearing—Josh Eckstein, Bolton & Menk
  - Open Public Hearing—Mayor Lagergren
  - Public Comment
  - Close Public Hearing
  - Council Discussion**Resolution 2022-35 2<sup>nd</sup> Avenue Special Assessment Roll**

- 7.2 Utilities and Outstanding Invoices Public Hearing—Angela Brumbaugh, Clerk/Finance Director
  - Open Public Hearing—Mayor Lagergren

Public Comment  
Close Public Hearing  
Council Discussion  
**Resolution 2022-36 A Resolution Certifying Unpaid Fees for the City of Norwood Young America to be Certified to Carver County for Collection with Payable 2023 Property Taxes**

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1. **Resolution 2022-37 A Resolution for Waiver of Municipal Consent—Administrator Aukrust**
- 9.2. Special Meeting for the Election Canvass

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**

November 1, 2022	Planning & Zoning Commission Meeting	6:00 PM
November 4, 2022	City of NYA Food Distribution	2:00 PM to 3:00 PM
November 8, 2022	Election Day	7:00 AM to 8:00 PM/NYA City Council Chambers
November 14, 2022	City Council Meeting	6:00 PM
November 15, 2022	Park & Recreation Commission Meeting	4:45 PM
November 16, 2022	Economic Development Commission Meeting	6:00 PM
November 17, 2022	Senior Advisory Meeting	9:00 AM
November 28, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM



## ECONOMIC DEVELOPMENT AUTHORITY MINUTES

September 26, 2022 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

### Attendance:

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

ABSENT: Alan Krueger

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

OTHERS: Luke Silseth, Jayson Revor, Mike Yeager

### 2. Call EDA Meeting of City Council to Order

*Mayor Lagergren called the EDA meeting to order at 6:01 PM Four Council Present.*

#### 2.1 Pledge of Allegiance

#### 2.2 Approve Agenda

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

#### 2.3 Approve minutes of August 22, 2022 meeting

*Motion: CH/CS to approve the minutes as submitted. Motion passed 4-0.*

#### 2.4 Resolution 2022-01 Authorizing the Levy of A Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and Approval of a Budget for Fiscal Year 2023

*Motion: CS/CH to approve Resolution 2201, Authorizing the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and approval of the Budget for Fiscal Year 2023. Motion passed 4-0.*

#### 2.5 Adjournment

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

Respectfully submitted,

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Carol Lagergren, Mayor

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Angela Brumbaugh, City Clerk/Finance Director



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

FROM: Angela Brumbaugh, City Clerk/Finance Director

DATE: October 24, 2022

SUBJECT: Amended Resolution 2201, Special Benefit Levy

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Attached is Amended Resolution 2201, approving a special benefit levy to be collected in 2023 for the purpose of paying toward the 2023 debt service obligation for the Tacoma West Industrial Park (Fund 522).

The reason for amending the resolution is the County's interpretation of the Statute is the estimated market value used in the calculation must be the 2022 value and not 2023. Therefore our estimated market value for the end of 2022 is \$363,768,000 (times .0185% = \$67,297)

***Recommended Motion:***

***Motion to approve Amended Resolution 2201, Authorizing the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and approval of the Budget for Fiscal Year 2023.***

**NORWOOD YOUNG AMERICA  
ECONOMIC DEVELOPMENT AUTHORITY**

**AMENDED RESOLUTION NO. 2201**

**AUTHORIZING THE LEVY OF  
A SPECIAL BENEFIT LEVY PURSUANT TO MINNESOTA STATUTES,  
SECTION 469.033, SUBDIVISION 6 AND APPROVAL  
OF A BUDGET FOR FISCAL YEAR 2023**

WHEREAS, pursuant to Resolution No. 1997-03, adopted by the City Council of the City of Norwood Young America, Minnesota (the "City") and Minnesota Statutes, Sections 469.090 through 469.1082, the City created the Norwood Young America Economic Development Authority (the "Authority"); and

WHEREAS, pursuant to Resolution No. 2006-46 adopted by the City Council of the City on May 8, 2006, the Authority has the ability to exercise all powers and duties of a housing and redevelopment authority under the provisions of Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act"); and

WHEREAS, Section 469.033, Subdivision 6, of the HRA Act permits the Authority to levy and collect a special benefit tax of up to 0.0185 percent of taxable market value in the City, levied upon all taxable real property within the City; and

WHEREAS, the Authority desires to levy a special benefit tax in the amount of 0.0185 percent of taxable market value in the City; and

WHEREAS, the Authority has entered into an interfund loan in the amount of \$1,519,330 to finance the development of an industrial park project and certain related marketing costs under the HRA Act (the "Interfund Loan"), all pursuant to Resolution No. 0602 adopted by the Authority on June 12, 2006 approving the Interfund Loan (the "Interfund Loan Resolution"); and

WHEREAS, under the Interfund Loan Resolution, the Authority pledged to levy its special benefits tax for the payment of principal and interest on the Interfund Loan; and

WHEREAS, the Authority has determined to adopt a budget for fiscal year 2023 that provides for levy of the special benefits tax in amount of 0.0185 percent of taxable market value to be used for the payment of principal and interest on the Interfund Loan; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioners ("Board") of the Norwood Young America Economic Development Authority as follows:

1. The Board hereby approves a budget of \$67,297 in proceeds of special benefits tax to be collected in 2023, for the payment of principal and interest on the Interfund Loan.
2. Staff of the Authority is hereby authorized and directed to file the budget with the City

in accordance with Minnesota Statutes, Section 469.033, Subdivision 6.

3. There is hereby levied a special benefit tax pursuant to Minnesota Statutes, Section 469.033, Subdivision 6, in the amount equal to the lesser of a levy at a rate of 0.0185 percent of taxable market value in City, or \$67,297, with respect to taxes payable in calendar year 2023.
4. Staff of the Authority is hereby authorized and directed to take such other actions as are necessary to levy and certify such levy.

Approved by the Board of Commissioners of the Economic Development Authority of Norwood Young America, Minnesota this 24<sup>th</sup> day of October 2022.

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Carol Lagergren, President

Attest:

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Angela Brumbaugh, City Clerk/Finance Director

# **CITY OF NORWOOD YOUNG AMERICA**

## **DOMESTIC VIOLENCE AWARENESS MONTH**

In the City of Norwood Young America, in recognition of the critical work being done by domestic violence advocates in service of the survivors and victims they serve, I encourage all citizens to actively engage in the work and events sponsored by Southern Valley Alliance and other organizations working toward the elimination of domestic violence.

WHEREAS more than 10 million adults experience domestic violence, and over 1.5 million high school students are physically abused by dating partners annually in the United States;

WHEREAS, more than 19,000 calls are placed to domestic violence hotlines nationwide every day;

WHEREAS, the impact of domestic violence is felt not only by individuals and families but communities and the nation as a whole,

WHEREAS, Norwood Young America joins with others across the state of Minnesota and nationwide in supporting domestic violence victims and survivors, the advocates and organizations who serve them, and holding offenders accountable in Norwood Young America.

NOW, THEREFORE, I, Carol Lagergren, Mayor of Norwood Young America, hereby do Proclaim October 2022 as Domestic Violence Awareness Month.



## CITY COUNCIL MINUTES

October 11, 2022 – 6:00 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 (Community and Economic Development Director), Angela Brumbaugh (Clerk/Finance Director), and Andrea Aukrust (City Administrator)

OTHERS: Josh Eckstein (Bolton and Menk), Deputy Jordan Voigt, Patricia Quinn, Richard Kroells, Linda Worm, Sandy Buckentin, Judy Schindler, Marlaiane Gnan

### 1. Call City Council Meeting to Order:

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

### 2. Approve Agenda

ADDED 7.10 Approve hiring Cristina Kinkel as the Community and Economic Development Administrative Assistant

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

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

3.1 Manufacturing Month Proclamation – Mayor Lagergren read the proclamation

### 4. Consent Agenda

4.1. Approve minutes of September 26, 2022, City Council Meeting

4.2. Approve minutes of September 26, 2022, City council Workshop

4.3. Approve Payment of Claims

*Motion: MM/CH to approve consent agenda. Motion passed 5-0.*

### 5. Public Hearing

### 6. Old Business

### 7. New Business

#### 7.1 Retention Wall quotes – Josh Eckstein, Bolton and Menk

- Failure on Railroad Street on North side
- Two companies had stated they would submit quotes but only one submitted
  - Blackstone Contractors \$46,216.70
  - Rosti Construction – did not submit
- Proposed plan would be slightly deeper to help prevent this from happening again
- Fix water drainage issues that caused the structural failure

*Motion: MM/CS Motion to approve the bid submitted by Blackstone Contractors in the amount of \$46,216.70 for the East Railroad Street Retaining Wall Repair. Motion passed 5-0.*

#### 7.2 Resolution 2022-34 Appointing Election Judges for the 2022 General Election – Angela Brumbaugh



- Additional person interested in working the General Election as a judge

*Motion: CH/AK Motion to approve Resolution 2022-34; A Resolution Appointing an Election Judge for the 2022 General Election. Motion passed 5-0.*

### **7.3 Ordinance 356 – Ground mounted Solar System (2<sup>nd</sup> Reading/Publish) – Karen Hallquist**

- After considerable due diligence, Planning Commission came to a consensus
- Systems only allowed in I-1 Light Industrial District
- Shall not exceed fifteen feet in height
- Only allowed in the interior side or rear yard
- Must be screened from ROW by a landscaped buffer
- Owner must submit a decommissioning plan to restore vegetation and remove system once it reaches the end of its useful life
- Decommissioning plan must be approved by Administration prior to permitting
- Planning Commission understood it would be allowed in both Industrial Parks

*Motion: CH/CS Motion to approve Ordinance No. 356, An Ordinance Amending Section 1245.10 of the City Code Relating to Energy Systems to Provide for Accessory Ground Mounted Solar Systems in the I-1 Light Industrial District. Motion passed 5-0.*

### **7.4 Call for a Public Hearing: 2023 Fee Schedule – Angela Brumbaugh**

- Chapter 20 of our City Code
- Public Hearing is needed to update the Fee Schedule

*Motion: CS/CH Motion to call for a Public Hearing regarding the Fee Schedule in Chapter 20 of our City Code for 6 p.m. Monday, November 28th. Motion passed 5-0.*

### **7.5 \*Tabled discussion\* Industrial Boulevard Sign – Karen Hallquist**

- It was determined there may be a potential conflict of interest
- The project has been put on hold until further notice

*Motion: No motion needed, update only*

### **7.6 GIS Contract – Angela Brumbaugh**

- Agreement with the County
- Public Service Staff uses daily for mapping and maintenance tracking
- Rate increased by \$2.40 and is now \$62.40/hour

*Motion: CS/AK Motion to approve the 2023 Carver County GIS Analyst Shared Position agreement. Motion passed 5-0.*

### **7.7 WWTP Lighting Project – Paul Dhoore**

- Return on investment would be in 1.6 years
- Contractor would deduct the rebate from our cost
- Cost beneficial for the contractor to submit the rebate on behalf of the city
- Everything done by the deadline to get the extra 25% rebate
- Two quotes received
  - A1/Holton Electric \$7,833.11
  - Nobles \$7,960.73

*Motion: CH/CS motion to approve A1/Holton Electric in the amount of \$7,833.11 for the WWTP Lighting Project. Motion passed 5-0.*

### **7.8 Southwest Carver County Food Shelf**

- Found two Auditors that work with non-profit organizations: Hutchinson and Waconia
- Council recommended the Food Shelf reach out to Heather from Carver County as she sets up non-profits
- The deadline remains November 1<sup>st</sup>, 2022, for the Food shelf to submit their audit to Council
- To extend the deadline, Council would need to see a good faith effort by the Food Shelf backed by Carver County Public Health feedback stating that positive changes are occurring, and plans are moving forward

*Motion: No motion needed*

#### **7.9 2<sup>nd</sup> Avenue Law Enforcement analysis – Deputy Jordan Voigt**

- Highest volume was twenty-eight cars in half an hour
- 37 mph was highest speed
- Average speed was 25-28 mph
- One stop sign should be sufficient
- Will investigate where the bus stops

*Motion: No motion needed*

#### **7.10 Approve hiring Cristina Kinkel as the Community and Economic Development Administrative Assistant**

- Start date of October 24<sup>th</sup>
- Grade Five Step one

**Motion: CH/AK Motion passed 5-0.**

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

CH – No Planning meeting, two open positions on planning commission

AK – Nothing new

CS – Meeting next week

MM – Nothing to report, open position on EDC

CL – Nothing new to report

AA – Resident comment from 227 Lake Street. Each structure was filled to the lowest invert with concrete. Both structures are now flow through. If problems continue the homeowner will need to correct issues on their property that commenced after they dug a new sanitary sewer.

#### **9. Adjournment**

*Motion: CH/MM to adjourn at 6:50 PM. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk/Finance Director



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

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

To Be Approved: October 24, 2022

**Payroll EFT**

Check #	507565 - 507583	\$	22,394.04
	507584 - 507585	\$	1,100.63
	507586 - 507616 Fire	\$	16,324.91

**Voided Checks**

Check #	33560	Holiday Stores	\$	(231.67)
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**Prepays**

Check #	-
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**Claims Pending Payment**

Check #	33588 - 33588	\$	2,161.29
	33589 - 33635	\$	193,473.23

**Cardmember e-check**

Grand Total	\$	<u><u>235,222.43</u></u>
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## CITY OF NORWOOD YOUNG AMERICA

10/21/22 4:40 PM

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**\*Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
33588	10/17/22	CARDMEMBER SERVICE			
E 101-41300-350		Print/Publishing/Postage	\$7.85		NUISANCE
E 101-41410-210		Operating Supplies	\$97.90		ELECTION
E 101-41410-210		Operating Supplies	\$14.47		ELECTION
E 101-41400-200		Office Supplies	\$99.99		SOFTWARE
E 101-41400-200		Office Supplies	\$112.93		POST ITS, LAPTOP BAGS, MOUSE
E 101-41320-350		Print/Publishing/Postage	\$452.35		NEWSLETTER
E 101-41300-350		Print/Publishing/Postage	\$7.85		NUISANCE
E 101-41400-200		Office Supplies	\$43.96		LABELS
E 101-41300-331		Travel/Meeting Expense	\$15.56		
E 101-45200-210		Operating Supplies	(\$77.98)		REFUND
E 101-43100-200		Office Supplies	\$16.99		NOTEBOOKS
E 101-43100-221		Repair/Maintenance Equip	\$635.40		TIRE
E 101-45200-210		Operating Supplies	\$18.94		EAR PADS
E 602-49450-207		Training Instructional	\$55.00		
E 602-49450-207		Training Instructional	\$1.18		DHOORE TRAINING
E 602-49450-207		Training Instructional	\$55.00		
E 602-49450-207		Training Instructional	\$1.18		JAUS TRAINING
E 601-49400-350		Print/Publishing/Postage	\$20.20		POSTAGE
E 601-49400-350		Print/Publishing/Postage	\$54.53		UPS STORE
E 601-49400-221		Repair/Maintenance Equip	\$176.00		BATTERY BACKUP AT WTP
E 101-41400-200		Office Supplies	\$199.98		SOFTWARE
E 101-41400-200		Office Supplies	\$1.99		SOFTWARE
E 101-41400-200		Office Supplies	\$3.99		SOFTWARE
E 101-43100-221		Repair/Maintenance Equip	\$64.67		STENNER SANTOPRENE
E 101-41300-331		Travel/Meeting Expense	\$15.41		
E 101-43100-305		Other Professional Fees	\$29.95		BACKGROUND CHECK
E 101-41110-350		Print/Publishing/Postage	\$36.00		GOOGLE
		Total	\$2,161.29		
		<b>10100 CHECKING</b>	\$2,161.29		

## Fund Summary

**10100 CHECKING**

101 GENERAL FUND	\$1,798.20
601 WATER FUND	\$250.73
602 SEWER FUND	\$112.36
	<hr/>
	\$2,161.29

## CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>33589</b>	10/21/22	<b>ANCOMCOMMUNICATIONS, INC.</b>			
E 101-42200-323		Radio Units	\$50.95		Battery 2800mAH
		Total	\$50.95		
<b>33590</b>	10/17/22	<b>BOLTON &amp; MENK, INC</b>			
E 494-43100-303		Engineering Fees	\$6,780.00	298592	2ND AVE
E 101-41500-303		Engineering Fees	\$152.00	298595	CARVER CANINES
G 809-22100		Escrow Collected	\$276.00	298597	CENTRAL SCHOOL
E 101-41500-303		Engineering Fees	\$1,541.00	298598	RAILROAD ST RETAINING WALL
E 101-41500-303		Engineering Fees	\$1,708.00	298599	INDUSTRIAL PARK EXPANSION
E 601-49400-303		Engineering Fees	\$8,088.58	298600	WELLHEAD PROT PLAN
E 101-41500-303		Engineering Fees	\$763.00	298601	MISC ENGINEERING
		Total	\$19,308.58		
<b>33591</b>	10/17/22	<b>CARDMEMBER SERVICE</b>			
E 101-41300-350		Print/Publishing/Postage	\$7.85		NUISANCE
E 101-41320-350		Print/Publishing/Postage	\$444.50		NEWSLETTER
E 101-41400-200		Office Supplies	\$1,299.99		AV REPLACEMENT
E 101-41400-200		Office Supplies	\$86.73		POWER SUPPLY
E 101-41300-350		Print/Publishing/Postage	\$23.55		NUISANCES
E 101-41400-200		Office Supplies	\$86.73		POWER SUPPLY
E 101-41110-433		Dues and Subscriptions	\$51.48		MCFOA MEMBERSHIP
E 101-43100-221		Repair/Maintenance Equip	\$148.95		TURF TIRES
E 101-45200-210		Operating Supplies	\$128.78		EAR MUFFS FOR MOWING
E 101-41940-223		Repair/Maintenance Bldg/	\$117.02		MOP BUCKET AND WRINGER
E 601-49400-350		Print/Publishing/Postage	\$5.10		POSTAGE
E 601-49400-350		Print/Publishing/Postage	\$32.20		POSTAGE
E 101-42200-305		Other Professional Fees	\$59.90		BACKGROUND CHECKS
E 101-41110-350		Print/Publishing/Postage	\$36.00		GOOGLE
E 101-41940-210		Operating Supplies	\$132.98		LIGHT BULBS
E 101-42200-207		Training Instructional	\$524.95		NATL FIRE PROTECTION
E 101-42200-207		Training Instructional	\$985.64		POSITIVE PROMOTIONS
		Total	\$4,172.35		
<b>33592</b>	10/17/22	<b>CARVER COUNTY</b>			
E 101-43100-226		Signs	\$650.41	PW-6039	MISC SIGNS
		Total	\$650.41		
<b>33593</b>	10/17/22	<b>CARVER COUNTY</b>			
E 101-42100-311		County Police Contract	\$429.88	SHERI00367	3RD ATR POLICE OVERTIME
		Total	\$429.88		
<b>33594</b>	10/18/22	<b>CARVER COUNTY ATTORNEYS OFF</b>			
E 101-41500-307		Prosecution Contract	\$2,415.17	2022027	3RD QTR FINES
		Total	\$2,415.17		
<b>33595</b>	10/17/22	<b>CASTLE GATE CONSTRUCTION, INC.</b>			
E 101-41320-430		Miscellaneous	\$95.97		2022147 936 SERENITY CIRCLE
E 101-41320-430		Miscellaneous	\$95.97		2022148 938 SERENITY CIRCLE

## CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$191.94		
<b>33596</b>	10/17/22	<b>CENTER POINT</b>			
E 602-49450-383		Gas Utilities	\$37.58		11 TRILANE
E 602-49450-383		Gas Utilities	\$36.08		918 SERENITY CIRCLE
E 602-49450-383		Gas Utilities	\$37.60		830 ELM ST W
E 601-49400-383		Gas Utilities	\$36.08		640 TACOMA BLVD
E 602-49450-383		Gas Utilities	\$35.02		406 2ND AVE SE
E 601-49400-383		Gas Utilities	\$630.93		104 3RD AVE SE
Total			\$813.29		
<b>33597</b>	10/21/22	<b>CITIZEN STATE BANK HSA ACCTS</b>			
G 101-21718		HSA ACCOUNT	\$950.00		health savings account
Total			\$950.00		
<b>33598</b>	10/21/22	<b>CITIZENS BANK MN</b>			
G 101-21718		HSA ACCOUNT	\$375.00		
Total			\$375.00		
<b>33599</b>	10/17/22	<b>DAVE S SEASON ALL</b>			
E 101-43100-437		Maintenance Contract	\$800.00	748822	CEMETERIES
E 101-43100-437		Maintenance Contract	\$120.00	748823	OAK GROVE MOWING
Total			\$920.00		
<b>33600</b>	10/17/22	<b>DHOORE, PAUL</b>			
E 602-49450-207		Training Instructional	\$45.00		CLASS A CERTIFICATION
Total			\$45.00		
<b>33601</b>	10/17/22	<b>EXPERT CONSTRUCTION INC</b>			
E 101-46500-430		Miscellaneous	\$150.00		IND PARK SIGN REIMBURSEMENT
Total			\$150.00		
<b>33602</b>	10/17/22	<b>FIRE SAFETY USA</b>			
E 101-42200-210		Operating Supplies	\$287.45	164524	RES-Q-ME TOOL
Total			\$287.45		
<b>33603</b>	10/17/22	<b>FLOW MEASUREMENT AND CONTROL C</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$554.00	1849	FLOW METER
Total			\$554.00		
<b>33604</b>	10/18/22	<b>JAUS, RODNEY</b>			
E 602-49450-207		Training Instructional	\$45.00		CLASS C WASTEWATER
Total			\$45.00		
<b>33605</b>	10/17/22	<b>KAEDING ARCHITECTURE LLC</b>			
E 275-45200-302		Architects Fees	\$7,054.58	2260	OLD TOWN
Total			\$7,054.58		
<b>33606</b>	10/17/22	<b>KAEDING, JORDAN</b>			
E 101-41320-430		Miscellaneous	\$223.71		2022107 1030 LAKEWOOD CT
Total			\$223.71		

## CITY OF NORWOOD YOUNG AMERICA

10/21/22 5:00 PM

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**\*Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>33607</b>	10/17/22	<b>LANO EQUIPMENT</b>			
E 101-43100-223		Repair/Maintenance Bldg/	\$500.00	78884	STUMP GRINDER RENTAL
		Total	\$500.00		
<b>33608</b>	10/17/22	<b>METRO WEST INSPECTION SERVICES</b>			
E 101-42400-312		Building Inspection Fee	\$5,449.15	3453	FINALED PERMITS
		Total	\$5,449.15		
<b>33609</b>	10/17/22	<b>MID-AMERICAN RESEARCH CHEMICAL</b>			
E 602-49450-221		Repair/Maintenance Equip	\$906.66	0773209-IN	PEN OIL, WASP KILLER, BAC ENZYM PCKTS, GLASS CLEANER
E 101-43100-210		Operating Supplies	\$420.10	0773209-IN	PEN OIL, WASP KILLER, BAC ENZYM PCKTS, GLASS CLEANER
		Total	\$1,326.76		
<b>33610</b>	10/17/22	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-42200-212		Motor Fuels	\$468.03	65470	DYED DIESEL
E 101-43100-212		Motor Fuels	\$670.93	65470	DYED DIESEL
E 101-45200-212		Motor Fuels	\$287.54	65470	DYED DIESEL
		Total	\$1,426.50		
<b>33611</b>	10/17/22	<b>MIDWEST PLAYSCAPES INC</b>			
E 275-45200-543		Capital Outlay-Equipment	\$2,325.00	9894	BORDER TIMBERS
		Total	\$2,325.00		
<b>33612</b>	10/17/22	<b>MINNESOTA VALLEY TESTING LAB</b>			
E 602-49450-217		Lab Fees	\$41.26	1168403	PHOSPHORUS
		Total	\$41.26		
<b>33613</b>	10/17/22	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>			
G 101-21721		State Bldg Surcharge Fee	\$474.02		3RD QTR SURCHARGE
E 101-41940-223		Repair/Maintenance Bldg/	\$100.00		CLAY BUILDING ELEVATOR
		Total	\$574.02		
<b>33614</b>	10/17/22	<b>MN SECRETARY OF STATE</b>			
E 101-41400-200		Office Supplies	\$120.00		MENZEL NOTARY
		Total	\$120.00		
<b>33615</b>	10/21/22	<b>MOLNAU, JESSE</b>			
E 101-42200-240		Small Tools and Minor Eq	\$631.00		Reimb for Portable Electric EMS Suction unit & Manual EMS suction unit
E 101-42200-240		Small Tools and Minor Eq	\$290.70		Reimb for Portable Electric EMS Suction unit & Manual EMS suction unit
		Total	\$921.70		
<b>33616</b>	10/21/22	<b>NORTHWOODS BANK</b>			
G 101-21718		HSA ACCOUNT	\$175.00		
		Total	\$175.00		
<b>33617</b>	10/17/22	<b>NORWOOD ELECTRIC INC</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$320.80	17517	LIBRARY LIGHTING
		Total	\$320.80		

## CITY OF NORWOOD YOUNG AMERICA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>33618</b>	10/17/22	<b>NYA TIMES</b>			
E 101-41400-433		Dues and Subscriptions	\$66.35		SUBSCRIPTION
E 101-41400-350		Print/Publishing/Postage	\$24.30	915550	DELINQUENT UTILITIES/INVOICES
		Total	\$90.65		
<b>33619</b>	10/21/22	<b>OLD NATIONAL BANK</b>			
G 101-21718		HSA ACCOUNT	\$291.77		
		Total	\$291.77		
<b>33620</b>	10/21/22	<b>OPTUM BANK</b>			
G 101-21718		HSA ACCOUNT	\$289.31		
		Total	\$289.31		
<b>33621</b>	10/17/22	<b>PINNACLE PEST CONTROL LLC</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$75.00	231	PEST CONTROL OF CITY PROPERTY
E 101-42200-223		Repair/Maintenance Bldg/	\$150.00	231	PEST CONTROL OF CITY PROPERTY
E 101-43100-223		Repair/Maintenance Bldg/	\$210.00	231	PEST CONTROL OF CITY PROPERTY
E 101-45200-223		Repair/Maintenance Bldg/	\$335.00	231	PEST CONTROL OF CITY PROPERTY
E 601-49400-223		Repair/Maintenance Bldg/	\$180.00	231	PEST CONTROL OF CITY PROPERTY
		Total	\$950.00		
<b>33622</b>	10/17/22	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>			
E 101-43100-221		Repair/Maintenance Equip	\$198.96	104935	HOT MIX
E 101-43100-221		Repair/Maintenance Equip	\$198.96	104936	1994 FELLING
E 101-43100-221		Repair/Maintenance Equip	\$132.10	104937	T7
E 101-43100-221		Repair/Maintenance Equip	\$132.10	104938	2002
E 101-43100-221		Repair/Maintenance Equip	\$132.10	104999	T3
E 101-43100-221		Repair/Maintenance Equip	\$132.10	105000	P3
E 101-43100-221		Repair/Maintenance Equip	\$132.10	105001	P4
E 101-43100-221		Repair/Maintenance Equip	\$132.10	105002	1805
E 601-49400-221		Repair/Maintenance Equip	\$66.05	105003	W1
E 602-49450-221		Repair/Maintenance Equip	\$66.05	105003	W1
E 101-43100-221		Repair/Maintenance Equip	\$198.96	105004	MIDSOTA MFG TRAILER
E 601-49400-221		Repair/Maintenance Equip	\$67.67	105005	1901
E 602-49450-221		Repair/Maintenance Equip	\$67.67	105005	1901
		Total	\$1,656.92		
<b>33623</b>	10/17/22	<b>SAM S TIRE SERVICE</b>			
E 601-49400-221		Repair/Maintenance Equip	\$424.72	188923	GOODYEAR WRANGLER
E 602-49450-221		Repair/Maintenance Equip	\$424.72	188923	GOODYEAR WRANGLER
		Total	\$849.44		
<b>33624</b>	10/21/22	<b>SECURITY BANK &amp; TRUST</b>			
G 101-21718		HSA ACCOUNT	\$872.36		
		Total	\$872.36		
<b>33625</b>	10/21/22	<b>SOUTH POINT FINANCIAL</b>			
G 101-21718		HSA ACCOUNT	\$375.00		
		Total	\$375.00		
<b>33626</b>	10/21/22	<b>SUN LIFE ASSURANCE COMPANY</b>			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21707		Disability Insurance	\$224.76		November
		Total	\$224.76		
<b>33627</b>	10/21/22	<b>UNUM LIFE INSURANCE CO</b>			
G 101-21715		Life Ins	\$192.53		November
		Total	\$192.53		
<b>33628</b>	10/17/22	<b>US POSTAL SERVICE</b>			
E 601-49400-350		Print/Publishing/Postage	\$184.02		NOVEMBER UTILITY BILL
E 602-49450-350		Print/Publishing/Postage	\$184.02		NOVEMBER UTILITY BILL
E 603-49500-350		Print/Publishing/Postage	\$184.01		NOVEMBER UTILITY BILL
		Total	\$552.05		
<b>33629</b>	10/17/22	<b>USA BLUE BOOK</b>			
E 602-49450-210		Operating Supplies	\$535.81	139311	FIBERGLASS POLE WITH BOTTLE
		Total	\$535.81		
<b>33630</b>	10/17/22	<b>WASTE MANAGEMENT</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$339.30		GARBAGE
		Total	\$339.30		
<b>33631</b>	10/18/22	<b>WATER CONSERVATION SERVICE INC</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$537.50	12603	LEAK LOCATE
		Total	\$537.50		
<b>33632</b>	10/17/22	<b>WEX BANK</b>			
E 602-49450-212		Motor Fuels	\$67.25		
E 601-49400-212		Motor Fuels	\$67.25		
E 602-49450-212		Motor Fuels	\$48.58		
E 601-49400-212		Motor Fuels	\$48.59		
		Total	\$231.67		
<b>33633</b>	10/21/22	<b>WM MUELLER &amp; SONS INC</b>			
E 494-43100-500		Capital Outlay	\$25,005.42		Pymt #5 2nd Ave Project
E 495-43100-500		Capital Outlay	\$85,037.59		2nd Ave Lift Station Project
E 101-43100-224		Street Maint Materials	\$276.50	281855	3/8 FINE
E 101-45200-223		Repair/Maintenance Bldg/	\$54.75	281915	TOPSOIL
E 101-43100-224		Street Maint Materials	\$620.15	281969	3/8 FINE
E 101-45200-223		Repair/Maintenance Bldg/	\$58.75	282026	TOPSOIL
		Total	\$111,053.16		
<b>33634</b>	10/18/22	<b>WSB</b>			
E 101-41320-305		Other Professional Fees	\$4,892.00	R-020001000	MISC PLANNING
G 817-22100		Escrow Collected	\$1,224.50	R-020001000	EKLO/MEADOWS
G 809-22100		Escrow Collected	\$950.00	R-020001000	CENTRAL
G 816-22100		Escrow Collected	\$37.50	R-020001000	YEAGER
G 806-22100		Escrow Collected	\$818.00	R-020001000	GREENWOOD MARINA
E 101-41320-305		Other Professional Fees	\$4,088.50	R-020001000	MISC PLANNING
G 817-22100		Escrow Collected	\$300.00	R-020001000	EKLO/MEADOWS
E 101-41320-305		Other Professional Fees	\$599.50	R-020001000	CARVER CANINES
G 809-22100		Escrow Collected	\$262.50	R-020001000	CENTRAL

## CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 275-45200-530		Improvements Other Than	\$1,032.00	R-020001000	OLD TOWN
E 101-41320-305		Other Professional Fees	\$2,325.00	R-020001-00	MISC
E 101-41320-305		Other Professional Fees	\$150.00	R-020001-00	CARVER CANINES
G 816-22100		Escrow Collected	\$615.50	R-020001-00	YEAGER MACHINE
E 101-41320-305		Other Professional Fees	\$1,465.00	R-020001-00	OLD TOWN
Total			\$18,760.00		
<b>33635</b>	<b>10/17/22</b>	<b>XCEL ENERGY</b>			
E 101-45200-381		Electric Utilities	\$27.20		228 UNION ST TRL
E 101-45200-381		Electric Utilities	\$44.20		228 UNION TRL 2
E 601-49400-381		Electric Utilities	\$3,532.51		104 3RD AVE SE
E 101-43100-380		Street Lighting	\$125.08		313 CENTRAL AVE S
E 101-45200-381		Electric Utilities	\$20.66		710 RR ST E
E 101-43100-381		Electric Utilities	\$103.85		300 FAXON RD N
Total			\$3,853.50		
<b>10100 CHECKING</b>			<b>\$193,473.23</b>		

## Fund Summary

**10100 CHECKING**

101 GENERAL FUND	\$44,537.13
275 CAPITAL	\$10,411.58
494 2nd Ave PHASE II	\$31,785.42
495 2nd AVE LIFT STATION-STR RECON	\$85,037.59
601 WATER FUND	\$13,901.20
602 SEWER FUND	\$3,132.30
603 STORM WATER UTILITY	\$184.01
806 Escrow - Greenwood Marina 2021	\$818.00
809 Escrow - Central Schools	\$1,488.50
816 Escrow-Yeager-TWIP 4th add	\$653.00
817 Escrow-Eklow (Budahn Property)	\$1,524.50
	<b>\$193,473.23</b>

Check# 33560



10/11/2022

\$ .00

0 Cents

HOLIDAY COMPANIES  
PO BOX 860456  
MINNEAPOLIS MN 55486-0456

**Non-Negotiable**

10/11/2022 HOLIDAY COMPANIES

\$67.25	E 602-49450-212	\$0.00	\$67.25
\$67.25	E 601-49400-212	\$0.00	\$134.50
\$48.58	E 602-49450-212	\$0.00	\$183.08
\$48.59	E 601-49400-212	\$0.00	\$231.67
(\$67.25)	E 602-49450-212	\$0.00	(\$67.25)
(\$67.25)	E 601-49400-212	\$0.00	(\$134.50)
(\$48.58)	E 602-49450-212	\$0.00	(\$183.08)
(\$48.59)	E 601-49400-212	\$0.00	(\$231.67)

Vendor Account	Check Total	\$0.00
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10/11/2022 HOLIDAY COMPANIES

\$67.25	E 602-49450-212	\$0.00	\$67.25
\$67.25	E 601-49400-212	\$0.00	\$134.50
\$48.58	E 602-49450-212	\$0.00	\$183.08
\$48.59	E 601-49400-212	\$0.00	\$231.67
(\$67.25)	E 602-49450-212	\$0.00	(\$67.25)
(\$67.25)	E 601-49400-212	\$0.00	(\$134.50)
(\$48.58)	E 602-49450-212	\$0.00	(\$183.08)
(\$48.59)	E 601-49400-212	\$0.00	(\$231.67)



TO: Honorable Mayor Lagergren and City Council Members

FROM: Personnel Committee

DATE: October 24, 2022

RE: Personnel Recommendation

---

The Personnel Committee recommended not to continue the employment of Corey Scharpe during the twelve-month probationary period of his employment, effective October 13, 2022. The City Attorney's office assisted in the termination of the employee's employment, and all guidelines of the Union Contract were followed.

**Recommended Motions:**

**Consent Agenda item**

Motion to approve the recommendation of the Personnel Committee—the termination of Corey Scharpe effective October 13, 2022.

*Norwood Young America*



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Andrea Aukrust, City Administrator  
DATE: October 24, 2022  
RE: Public Services Technician Posting

---

The administration requests approval to post for the open Public Services Technician position.

- The posting would be open from October 25th to November 15<sup>th</sup> or until the desired applicant field is obtained
- Applicants will be scored, and interviews will be set up
- The tentative interview date will be December 1<sup>st</sup> or 2<sup>nd</sup>
- A hiring recommendation will come before the Council on December 12th

**Recommended Motions:**

**Consent Agenda item**

Motion to approve the posting of the Public Services Technician—Parks & Streets

*Norwood Young America*

---



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: October 24, 2022

RE: Job Description Revision: Public Services Technician—Streets & Parks

---

Enclosed you will find the current Public Services Technician—Streets & Parks job description and the proposed revised Public Services Technician—Streets & Parks job description for your review. Changes made include:

- Supervisor: is now the City Administrator, as Leads are in the Union and not Exempt Supervisor roles
- Pay Grade: now coincides with the Wage Grid classifications prepared by David Drown and Associates in 2022, 4, 5, 6
- Added “Or applicable experience, skills, and/or certifications” to the PST 2, PST 3, and PST 4 Qualifications
- Removed PST 1, per the Union Contract and DDA 2022 Wage Grid
- Qualifications needed at PST 2 were added to all levels to address applicants coming on board with higher licenses than entry-level
- There were also several grammar and clarity changes made to the original document that did not change the meaning of information in the document

**Recommended Motions:**

**Consent Agenda item**

Motion to approve the revised Public Services Technician—Streets & Parks job description.

*Norwood Young America*

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## **PUBLIC SERVICES TECHNICIAN – Streets & Parks**

Department: Public Services  
Supervisor: Public Services Director  
Pay Grade: 10, 11, 12, 13  
FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK**

The Public Services Technician – Streets, Buildings, Parks performs entry-level technical, skilled, and manual work in the Public Services Department. The Public Services Department is responsible for: Streets, Buildings, Parks, Water, Sewer and Storm Water areas; this position will have a main focus in the areas of Streets, Parks, Buildings and Storm Water.

### **HOURS OF WORK**

Hours of work are set by the Public Services Director. All full-time Public Services employees are required to work the weekend rotation, attend meetings/trainings both on-site and off-site, and to work during snow or other emergencies.

### **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*

##### *PST 1 - Pay Grade 10*

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Ability to obtain Tanker Endorsement within six months of hire

##### *PST 2 - Pay Grade 11*

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Pool Operator License or Pesticide Spraying Certificate

##### *PST 3 - Pay Grade 12*

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Water D License
- Sewer D License

##### *PST 4 - Pay Grade 13*

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Water C License
- Sewer B License

#### *Desired Qualifications*

- Valid Minnesota Class A Commercial Driver's License
- Previous experience as a Public Service Technician
- Mechanical aptitude

## ESSENTIAL FUNCTIONS

- *Equipment Operation and Maintenance:*

Truck	Skid Steer	Tractor
Payloader	ATV	Backhoe
Snow Plow	Dump Truck	Lawn Mower
Aerial Lift Truck/heights		

- *Street Maintenance:*

Patching and crack filling	Clean/repair storm sewers	Snow plowing/removal
Curb/gutter maintenance	Mowing/trimming ditches	Ice control

- *Park & Building Maintenance/Janitorial:*

Lawn mowing	Turf management	Carpentry
Weed spraying	Maintain pool	Painting
Basic plumbing/electrical	Emptying/hauling recyclables	Planting/maintaining trees

- May be asked to assist in the Water and Sewer Areas.
- Performs other related duties and responsibilities as assigned by lead and/or director.

## KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Technician must be able to work with and without direct supervision and both independently and as a team player. This position requires moderate to considerable physical effort when performing a variety of tasks. He/She must have the ability to record various inspections, material used and time usage.

Knowledge of the following is critical in succeeding as a Public Service Technician: principles, practices, and procedures used in maintenance and repair of streets, parks, buildings, hazardous waste regulations, and traffic laws. This person must be able to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.

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

## PHYSICAL REQUIREMENTS

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

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels



- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

## 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 understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description. Furthermore, I have discussed any questions I may have had about this job description prior to signing this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## PUBLIC SERVICES TECHNICIAN – Streets & Parks

Department: Public Services  
Supervisor: City Administrator  
Pay Grade: 4, 5, 6  
FLSA Status: Non-Exempt

### GENERAL DEFINITION OF WORK

The Public Services Technician – Streets, Buildings, Parks performs entry-level technical, skilled, and manual work in the Public Services Department. The Public Services Department is responsible for: Streets, Buildings, Parks, Water, Sewer, and Storm Water areas; this position will focus on the areas of Streets, Parks, Buildings, and Storm Water.

### HOURS OF WORK

The City Administrator sets hours of work. All full-time Public Services employees are required to work the weekend rotation, attend meetings/training both on-site and off-site and work during snow or other emergencies.

### QUALIFICATIONS

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

#### *Minimum Qualifications*

##### *PST 2 – Pay Grade 4*

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Ability to obtain Tanker Endorsement within six months of hire
- Ability to obtain Pool Operator License and Pesticide Spraying Certificate
- Or applicable experience, skills, and/or certifications

##### *PST 3 – Pay Grade 5*

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Ability to obtain Tanker Endorsement within six months of hire
- Ability to obtain Pool Operator License and Pesticide Spraying Certificate
- Water D License
- Sewer D License
- Or applicable experience, skills, and/or certifications

##### *PST 4 – Pay Grade 6*

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Ability to obtain Tanker Endorsement within six months of hire
- Ability to obtain Pool Operator License and Pesticide Spraying Certificate
- Water C License
- Sewer B License

- Or applicable experience, skills, and/or certifications

#### *Desired Qualifications*

- Valid Minnesota Class A Commercial Driver's License
- Previous experience as a Public Service Technician in a similar field
- Applicable Licenses and Certifications
- Mechanical aptitude

## ESSENTIAL FUNCTIONS

### ▪ *Equipment Operation and Maintenance:*

Truck

Payloader

Snowplow

Aerial Lift Truck/heights

Skid Steer

ATV

Dump Truck

Tractor

Backhoe

Lawn Mower

### ▪ *Street Maintenance:*

Patching and crack filling

Curb/gutter maintenance

Clean/repair storm sewers

Mowing/trimming ditches

Snow plowing/removal

Ice control

### ▪ *Park & Building Maintenance/Janitorial:*

Lawn mowing

Weed spraying

Basic plumbing/electrical

Turf management

Maintain pool

Emptying/hauling  
recyclables

Carpentry

Painting

Planting/maintaining trees

- Employee may be asked to assist in the Water and Sewer Areas.
- Performs other related duties and responsibilities as assigned by the lead and City Administrator.

## KNOWLEDGE, SKILLS, AND ABILITIES

The Public Services Technician must be able to work with and without direct supervision and both independently and as a team player. This position requires moderate to considerable physical effort when performing various tasks. They must be able to record various inspections, the material used, and time usage.

Knowledge of the following is critical in succeeding as a Public Service Technician: principles, practices, and procedures used in the maintenance and repair of streets, parks, buildings, hazardous waste regulations, and traffic laws. This person must be able to analyze situations, determine appropriate action, and respond quickly and appropriately to crises and emergencies.

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, attend training to update knowledge and maintain licenses.

## PHYSICAL REQUIREMENTS

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This work requires the regular exertion of up to twenty-five pounds of force and occasional lifting and/or carrying up to seventy-five pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing, or pulling, lifting and repetitive motions
- Occasionally requires walking, climbing, or balancing, stooping, kneeling, crouching, crawling, tasting, or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly, or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

## 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 diverse 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 can perform the essential functions as outlined. I understand that my job may change temporarily or regularly according to the city's needs without being specifically included in the job description.

I understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description. Furthermore, before signing this form, I have discussed any questions I may have had before the job description.

Signature \_\_\_\_\_ Date \_\_\_\_\_



TO: Honorable Mayor Lagergren and City Council Members

FROM: Personnel Committee

DATE: October 24, 2022

RE: Personnel Committee Recommendation

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The Personnel Committee recommends that employee Joel Decker, who is currently a Grade 4 Step 6, be placed at a Grade 5 Step 7, retroactive to July 2, 2022, on the 2022 Wage Grid prepared by David Drown and Associates during their Market Analysis and Salary Survey this past year. In staying competitive and retaining skilled employees, the Administration brought a recommendation to make a Grade and Step adjustment for Mr. Decker to members of the Personnel Committee. The Personnel Committee also recognized Mr. Decker's extensive education, experience, and certifications as invaluable to the city and agrees with the recommendation.

#### **Recommended Motions:**

##### **Consent Agenda item**

Motion to approve the recommendation from the Personnel Committee to move Joel Decker to a Grade 5 Step 7 retroactive to July 2, 2022.

*Norwood Young America*

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To: Mayor Lagergren and City Council Members  
From: Angela Brumbaugh, Clerk/Treasurer  
Date: October 24, 2022  
Re: 2<sup>nd</sup> Avenue Assessment Hearing

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Attached is information regarding the assessments for the 2<sup>nd</sup> Avenue Project from Northern Devonshire Drive to Main Street along with the presentation Bolton and Menk will present for the Public Hearing.

After taking the benefit analysis into consideration, the amount being assessed is \$362,258.30. Bolton and Menk sent out proper notification to each property owner for them to be informed on the amount of their assessment and when the public hearing would be held.

Dona Herrmann at 217 Second Avenue SE is requesting an abatement of her assessment. Her letter is enclosed with your information.

After closing the public hearing, you will need to vote on the enclosed resolution.

***Recommended Motion:***

***Approve Resolution 2022-35, A Resolution adopting the assessment roll for the City of Norwood Young America to be Certified to Carver County for the 2022 2<sup>nd</sup> Avenue Project from the Northern Devonshire Drive Intersection to Main Street***



## **RESOLUTION 2022-35**

### **A Resolution Adopting the Assessment Roll for the City of Norwood Young America to be Certified to Carver County for the 2022 2nd Avenue Project from the Northern Devonshire Drive Intersection to Main Street**

WHEREAS, pursuant to proper notice duly given as required by law, the Norwood Young America City Council has met and heard and passed upon all objections to the proposed assessment for the 2<sup>nd</sup> Avenue Infrastructure Improvement Project. The nature of the improvement includes public improvements to the infrastructure of the City of Norwood Young America by the installation of streets, storm sewer, watermain and sanitary sewer according to the plans and specifications for such improvements. The location of these improvements are along 2<sup>nd</sup> Avenue from the northern Devonshire Drive intersection to Main Street.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, and shall bear interest at the rate of 4.0 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2023. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Norwood Young America, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the Carver County Auditor-Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The Norwood Young America City Clerk-Treasurer shall forthwith transmit a certified duplicate of this assessment to the Carver County Auditor-Treasurer to be extended on the property tax lists of Carver County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Norwood Young America City Council this 24<sup>th</sup> day of October, 2022.

Approved:

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Carol Lagergren, Mayor

Attest:

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Angela Brumbaugh, City Clerk - Treasurer

2ND AVENUE INFRASTRUCTURE IMPROVEMENTS  
FINAL ASSESSMENT ROLL - REVISED  
10/18/2022

PROP. NO.	OWNER	PROPERTY ADDRESS	P.L.D.	TOTAL UNITS	CORNER LOT UNIT CREDIT - PRIMARY	NON-ASSESABLE UNITS	STREET ASSESSMENT ASSMT UNIT	STREET ASSESSMENT ASSMT UNIT	WATERMAIN ASSESSMENT WATERMAIN ASSMT UNIT	TOTAL ASSESSMENT	BENEFIT ANALYSIS	FINAL ASSESSMENT	*ANNUAL ASSESSMENT PAYMENT	NOTES
1	DOUGLAS C & NANCY K KERBER	409 2ND AVE SE	590111450	1.00	0.50		0.50	\$5,180.24	1.00	\$5,180.24	\$10,982.06	\$9,750.00	\$1,078.80	
2	NORWOOD YOUNG AMERICA APARTMENTS LLC	324 CENTRAL AVE S	597280670	3.00			3.00	\$31,081.41	3.00	\$17,345.47	\$26,000.00	\$26,000.00	\$26,000.00	1 UNIT PER 79' - ONE UNIT PER 275 GAL
3	NORWOOD YOUNG AMERICA APARTMENTS LLC	N/A	597280640	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	VACANT LOT, NO EXISTING WATER SERVICE
4	CHRISTINE R & DAVID B SMITH	317 2ND AVE SE	590113750	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$9,750.00	\$9,750.00	\$1,078.80	
5	RICHARD & ALICE G TELLERS	313 2ND AVE SE	590111750	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
6	LARRY M & HELEN E SIMONS	0 1ST AVE SE	593850371	1.00		0.50	0.50	\$5,180.24		\$5,180.24	\$5,180.24	\$5,180.24	\$938.68	ASSESSED 0.5 UNIT IN 2013
7	COLYN M & HELEN E SIMONS	307 2ND AVE SE	593850190	1.00	0.50		0.50	\$5,180.24		\$5,180.24	\$9,750.00	\$9,750.00	\$1,078.80	ASSESSED 0.5 UNIT IN 2013
8	DONNA HERMANN	217 2ND AVE SE	593850150	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$9,750.00	\$9,750.00	\$1,078.80	
9	WAYNE & GAREN KOHOUT	213 2ND AVE SE	593850160	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$9,750.00	\$9,750.00	\$1,078.80	
10	COREY P LOCKWOOD	209 2ND AVE SE	593850170	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$9,750.00	\$9,750.00	\$1,078.80	
11	ALAN Y & JOYCE E KRUEBER	201 2ND AVE SE	593850180	1.00	0.50		0.50	\$5,180.24		\$5,180.24	\$10,982.06	\$9,750.00	\$1,078.80	ASSESSED 0.5 UNIT IN 2013
12	ST JOHNS LUTHERAN CONGREGATION	113 2ND AVE SE	590510850	W/ 14			W/ 14		W/ 14					
13	ST JOHNS LUTHERAN CHURCH	109 2ND AVE SE	593850060	W/ 14			W/ 14		W/ 14					
14	ST JOHNS LUTHERAN CHURCH OF Y A	101 2ND AVE SE	590510870	4.00	2.00		2.00	\$20,720.84		\$5,781.82	\$26,502.77	\$26,502.77	\$3,267.35	1 UNIT PER 79' - ASSESSED 2 UNITS IN 2013, 1 UNIT PER 275 GAL
15	ST JOHNS LUTHERAN CHURCH OF Y A	19 2ND AVE SE	590510780	1.00		1.00			1.00	\$5,781.82	\$5,781.82	\$1,500.00	\$184.94	ASSESSED 1.0 UNIT IN 2013, NO EXISTING WATER SERVICE
16	CPS HOLDING LLC	15 2ND AVE SE	590510790	W/ 17			W/ 17							
17	OPS HOLDING LLC	115 MAIN ST E	590510820	2.00	1.00			\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$29,150.00	\$1,990.20	1 UNIT PER 79' - 1 UNIT PER 275 GAL
18	MARLEN B RIVERA QUINTANA	400 DEVONSHIRE DR	59190130	1.00		0.50	0.50	\$5,180.24		\$5,180.24	\$9,750.00	\$9,750.00	\$938.68	
19	KRISTIN M BELTZ	404 2ND AVE SE	590110500	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
20	JARRAD & GILLIAN STANATIS	402 2ND AVE SE	590110551	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
21	ROBERT E & JOYCE L SAARLOOS REVOCABLE TR	330 2ND AVE SE	590110700	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$9,750.00	\$9,750.00	\$1,078.80	
22	AMEANNE M GOLDSMITH	309 2ND AVE SE	590110550	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$9,750.00	\$9,750.00	\$1,078.80	
23	DRAKE WILLIS	322 2ND AVE SE	590111250	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
24	TRANIS KEGLER	320 2ND AVE SE	590110920	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
25	KATHLEEN M & ALAN HOIBETH	318 2ND AVE SE	590110350	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
26	WILLIAM & CHELSEA ROSSON	316 2ND AVE SE	590110530	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
27	RYAN C SCHMANKEL & RHONDA J SKRABA	312 2ND AVE SE	590110400	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
28	RYAN KASER	310 2ND AVE SE	590110450	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
29	STEPHAN R FEW	308 2ND AVE SE	590511070	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
30	MARK REDINGER	302 2ND AVE SE	590511080	1.00	0.50		0.50	\$5,180.24		\$5,180.24	\$7,250.00	\$5,180.24	\$638.68	
31	MILFORD D JR & BRENDA L MATZKE	218 2ND AVE SE	590511010	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
32	BROCC & SARANTHA COUSER	210 2ND AVE SE	590511000	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
33	JOSHUA P & LEAH L BERNAU	208 2ND AVE SE	590510890	1.00		0.50	0.50	\$5,180.24		\$5,180.24	\$10,982.06	\$9,750.00	\$1,078.80	
34	JAMES M & JESSICA E BEATTY	202 2ND AVE SE	590510860	1.00		0.50	0.50	\$5,180.24		\$5,180.24	\$10,982.06	\$9,750.00	\$1,078.80	
35	WAYNE PAUL BESSEL	118 2ND AVE SE	590510830	1.00		0.50	0.50	\$5,180.24		\$5,180.24	\$10,982.06	\$9,750.00	\$1,078.80	
36	SCOTT A & DONNA L BEDNAR	114 2ND AVE SE	590510920	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
37	NICHOLAS & GINA MARIE ROGOSIENSKI	110 2ND AVE SE	590510610	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
38	THOMAS DEAN GASSER	106 2ND AVE SE	590510890	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
39	MICHAEL OLAF SCOUTON JR & MELISSA JANE GONZLES	102 2ND AVE SE	590510880	1.00		0.50	0.50	\$5,180.24		\$5,180.24	\$7,250.00	\$5,180.24	\$938.68	ASSESSED 0.5 UNIT IN 2013
40	WILLIAM SCHRUPP	24 2ND AVE SE	590510890	1.00		1.00			1.00	\$5,781.82	\$5,781.82	\$1,500.00	\$184.94	ASSESSED 1.0 UNIT IN 2013
41	PHILIP D WARENER	20 2ND AVE SE	590510870	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
42	ANN CHALUPSKY	16 2ND AVE SE	590510650	1.00			1.00	\$10,380.47	1.00	\$5,781.82	\$16,142.30	\$9,750.00	\$1,078.80	
43	ERNEST HOLDINGS LLC	201 MAIN ST E	590510920	1.00	0.50		0.50	\$5,180.24		\$5,180.24	\$10,982.06	\$9,750.00	\$1,078.80	
44	JEFFREY A DEBNER	216 1ST AVE SE	593850140	1.00		1.00			1.00	\$5,781.82	\$10,982.06	\$9,750.00	\$1,078.80	
NORWOOD YOUNG AMERICA CITY			Total Units	47.00				\$372,976.94	9	\$52,036.42	\$518,994.46	\$392,286.30		
			Corner Lot Credit Unit	5.50					48.0	\$73,927.52				
			Assessment Basis Units	41.50										

Notes:  
\*Based on Interest Rate 1% Above Bonding Cost ( = 3.0% + 1.0% = 4.0%) and Term Equal to Bond Term ( = 10 Years).



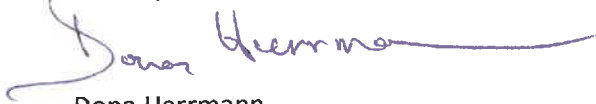
City of Norwood Young America

Dona Herrmann  
217 Second Ave SE  
Norwood YA, MN 55397

Dear City Administration,

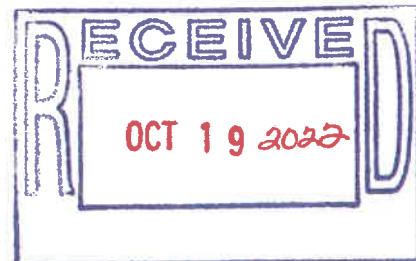
I recently received my assessment letter in the mail stating I will be assessed \$8,750 for the repair of Second Ave, which runs by my home. I would like for the City to consider my family's care of City property for the last 30 years, and for the care I will have to provide of City property going forward as full payment of the \$8,750 currently being assessed to my address. As the City is aware, the property defined in Black outline on Page 2 has never been cared for by the City and has been the responsibility of my family to mow, water, weed, fertilize and care for and I am assuming will not be cared for or tended by the City going forward. I would also assume the \$8,750 assessment does not include any South facing frontage of my property along 2<sup>nd</sup> Ave SE as the City made it very clear that is not my property when they came in and destroyed and took down the mature trees, planted by my deceased parents without any notification to me.

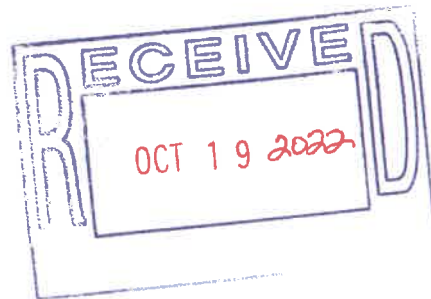
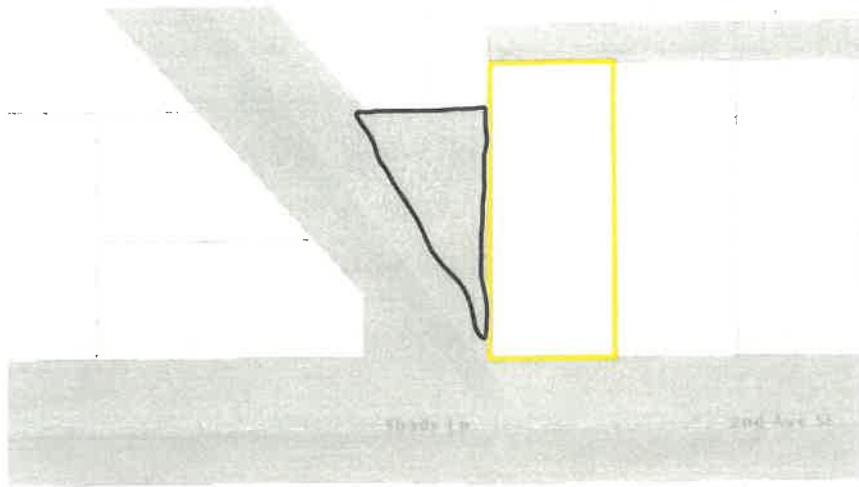
Thank you for your consideration,




Dona Herrmann

952-467-3826








**BOLTON  
& MENK**  
Real People. Real Solutions.

**City of Norwood Young America  
2<sup>nd</sup> Avenue Street Improvements  
Assessment Hearing**




*Norwood Young America*  
more than a place, it's home.

October 24, 2022

1

## **Presentation Format**

- Project Timeline
- Completed Improvements
- Financing & Funding
- Assessments
- Final Project Cost Summary
- Next Steps
- Questions / Comments / Discussion



2

2

## Project Timeline

- To Date the Following Items Have Been Completed:
  - ✓ City Council Authorized the Preliminary Project Items
  - ✓ Completed Soil Borings
  - ✓ Completed Feasibility Study
  - ✓ Approved Feasibility Study & Called for a Public Hearing
  - ✓ Conducted Public Hearing
  - ✓ Authorized Final Design & Ordered Improvements
  - ✓ Completed Topographic Survey Work
  - ✓ Completed Property Appraisals
  - ✓ Received Plans and Specs / Authorized Advertising for Bids
  - ✓ Opened Bids and Awarded Contract
  - ✓ Constructed Improvements
- Items Remaining in Process:
  - Hold Final Assessment Hearing (Tonight)
  - Final Construction & Project Close-Out (Spring 2023)



3

## Completed Improvements – Street / Storm Sewer

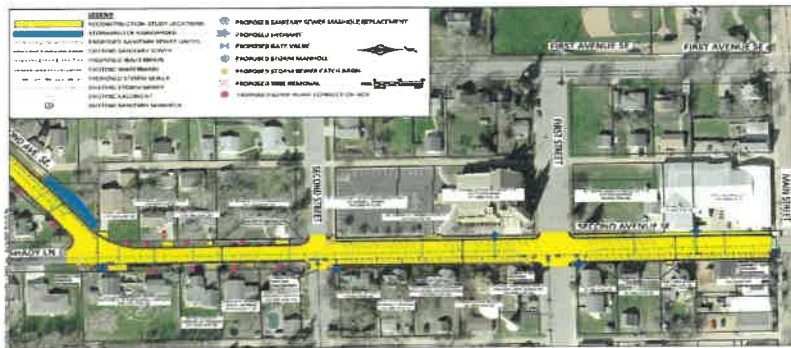
- Street Improvements
  - Constructed 37-Foot Wide Bituminous Street (Devonshire to Second St.) 55-Foot Wide Street (Second St. to Main St)
  - Truck Route Street Section
- Sidewalk Improvements –
  - Replaced /Protected West Side, Remove East side.
- Storm Sewer Improvements
  - Replaced Existing Storm Sewer
  - Added Draintile to Roadway



4

## Completed Improvements – Sanitary Sewer / Water

- Sanitary Sewer
  - Replaced Manholes
  - Line Sewer Mains
- Water System
  - Replaced 6-Inch Watermain with 8-Inch Watermain
  - Replaced All Hydrants, Gate Valves, and Services



5



6



7



8





## Completed Improvements

9

## Project Financing & Funding

- Method of Financing for the Project is Through the Sale of General Obligation Bond for Street, Storm Sewer, and Utility Items
- The City's Assessment Policy Provides a Uniform and Equitable Policy for All Property Owners
- Proposed Project Funding Sources
  - Special Assessments
  - Sewer Fund
  - Water Fund
  - Stormwater Fund
  - Property Tax Revenue



10

## Assessment Policy Review

- Method of Financing for the Project is Through the Sale of General Obligation Bond, Chapter 429 which requires a portion of the project costs to be Assessed
- The City's Assessment Policy Provides a Uniform and Equitable Policy for All Property Owners
- Assessments for the Project were Calculated per City Policy:
  - 50% of Project Costs Assessed for Standard Residential Street Improvements on a Unit Basis
  - Watermain Assessed on a Unit Basis
  - Storm Sewer Work, Sanitary Sewer Work, Extra Depth/Width of Street Not Assessed
- Assessment Benefit Analysis Completed



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## Assessment Area Map

- 44 Properties Located in the Project Area
- 38 Properties Receiving a Street Assessment
- 37 Properties Receiving a Watermain Assessment
  - 9 Units Included as City Cost

[illegible]

12



## Assessment Payments

- Payment Options Include:
  - Pre-Pay without Interest for 30-Days after the Hearing
  - Assessment will be Installment Payments with Taxes Collected Beginning in 2023
  - In any Year Thereafter, Prior to November 15<sup>th</sup> of that Year, the Remaining Balance may be Paid with Only Interest Due for the Payment Year
  - Assessments Not Paid in Full will be Paid Through Tax Statements at Bond Term (10 Years) and Bond Interest Rate = 4.00%



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## Project Cost Summary

- Total Final Project Cost = \$2,330,054
  - (28.2% Below Preliminary Estimate)
- Final Private Assessed Amount Based on Policy = \$592,686
- Final Private Assessed Amount Based on Appraisal = \$363,616
  - (53.4% Below Preliminary Estimate)
- Total Final City Cost (Including Property Assessment) = \$1,966,438
  - (20.3% Below Preliminary Estimate)
- Final Bond Rate = 4.0% at a 10-Year Term



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## Final Project Cost Summary

### FINAL COST APPORTIONMENT SUMMARY FOR 2ND AVENUE INFRASTRUCTURE IMPROVEMENTS 8/2/2022

	Preliminary Estimated Costs	Final Project Costs	+ / (-) From Estimated Costs	% + / - From Estimated Costs
<b>Total Project Cost</b>	\$2,243,301.25	\$2,200,054.07	(\$43,247.18)	-2.0%
Stormwater Easement Cost	\$1,133,801.81	\$809,919.07	(\$323,882.74)	-29.0%
Stormwater Easement Cost	\$177,674.20	\$601,672.88	(\$423,998.68)	-24.0%
Stormwater Easement Cost (City Cost)	\$267,228.12	\$281,297.88	(\$14,069.76)	-5.3%
Stormwater Easement Cost (City Cost)	\$1,066,573.69	\$520,621.20	(\$545,952.49)	-51.2%
Stormwater Easement Cost	\$666,603.64	\$631,827.88	(\$34,775.76)	-5.2%
<b>Street Assessment Calculations</b>				
Total Standard Section	\$1,133,801.81	\$809,919.07	(\$323,882.74)	-29.0%
City Contribution (20%)	\$226,760.36	\$161,983.81	(\$64,776.55)	-29.0%
Assessable Portion	\$907,041.45	\$647,935.26	(\$259,106.19)	-29.0%
Total Units	47.00	47.00		
Current Lot Counts	3.00	8.00		
Assessable Units	44.00	44.00		
Assessable Cost Per Unit	\$25,772.75	\$14,816.71	(\$10,956.04)	-42.5%
Units Assessable Units	8.00	8.00		
Units Assessable City Cost	\$206,182.00	\$118,533.68	(\$87,648.32)	-42.5%
Assessable Units	36.00	36.00		
Units Assessable Amount - Street	\$491,759.45	\$372,976.91	(\$118,782.54)	-24.4%
Total City Cost	\$642,032.36	\$484,509.79	(\$157,522.57)	-24.5%
<b>Watermain Assessment Calculations</b>				
Total Watermain Cost	\$408,602.44	\$251,027.89	(\$157,574.55)	-38.6%
City Contribution	\$81,720.48	\$50,205.58	(\$31,514.90)	-38.6%
Assessable Portion	\$326,881.96	\$200,822.31	(\$126,059.65)	-38.6%
Total Units	48.00	48.00		
Current Lot Counts	\$7,335.404	\$7,335.404		
Units Assessable Units	8.00	8.00		
Units Assessable City Cost	\$61,456.62	\$40,165.62	(\$21,291.00)	-34.7%
Total Assessable Amount - Watermain	\$265,425.34	\$160,656.69	(\$104,768.65)	-39.5%
Total City Cost	\$410,147.34	\$251,027.89	(\$159,119.45)	-39.0%
Assessable Cost Per Unit (Single Family R)		\$5,231.62		
Assessable Cost Per Unit (Single Family R)		\$7,280.00		
Assessable Cost Per Unit (Single Family R)		\$7,280.00		
Total Assessable Amount After Approval	\$785,425.34	\$501,656.69	(\$283,768.65)	-36.2%
<b>TOTAL ASSESSABLE AMOUNT:</b>	\$785,425.34	\$501,656.69	(\$283,768.65)	-36.2%
<b>TOTAL CITY COST:</b>	\$642,032.36	\$484,509.79	(\$157,522.57)	-24.5%
<b>TOTAL PROJECT COST:</b>	\$2,243,301.25	\$2,200,054.07	(\$43,247.18)	-2.0%
400 (30%) (10%)	3.33%	3.33%	-0.00%	N/A

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## Next Steps

- ☐ City Council Adopts the Final Assessment Roll (Tonight)
- ☐ City Staff Certifies Final Assessment Roll with Carver County (Due November 30<sup>th</sup>)
- ☐ Complete Construction and Close Out Project (Spring 2023)

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## Questions / Comments / Discussion





TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk/Finance Director

DATE: October 24, 2022

SUBJECT: Public Hearing for Delinquent Utilities and Other Unpaid Invoices

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A public hearing has been scheduled for the purpose of considering the list of properties that have delinquent utilities and other unpaid invoices with the City. Notices were mailed to all effected property owners and invited to the public hearing to be given an opportunity to address the City Council with any objections to the amount unpaid.

Currently the City has approximately 1,465 utility accounts and 162 were mailed a notice of the public hearing for delinquent utilities or unpaid invoices. Property owners will have until November 23, 2022, to satisfy the delinquent amounts. Provided the checks clear the bank, they will be taken off the list to be certified.

Enclosed is Resolution 2022-36, approving the list of properties with delinquent utilities or other unpaid invoices and authorizing them to be certified to Carver County for collection with property taxes in payable 2023.

***Suggested Motion:***

***Motion to approve Resolution 2022-36, a Resolution Certifying unpaid Fees for the City of Norwood Young America to be Certified to Carver County for collection with Payable 2023 Property Taxes.***

## **RESOLUTION 2022-36**

### **A RESOLUTION CERTIFYING UNPAID FEES FOR THE CITY OF NORWOOD YOUNG AMERICA TO BE CERTIFIED TO CARVER COUNTY FOR COLLECTION WITH PAYABLE 2023 PROPERTY TAXES**

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

WHEREAS, in accordance with Chapter 9, Section 930.07 of the City Code, the City may certify unpaid and delinquent water and sewer charges to Carver County for collection with property taxes; and

WHEREAS, certain property owners are delinquent in payment of their water and sewer and other fees charged by the City of Norwood Young America; and

WHEREAS, all delinquent accounts have been notified by mail that delinquent charges must be paid by November 23, 2022, or said charges will be certified to Carver County to be collected with their property taxes in payable 2023; and

WHEREAS, pursuant to proper notice duly given as required, the City Council held a public hearing on October 24, 2022, to hear all objections to the proposed assessment for delinquent sewer and water and other fee charges.

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

1. Any delinquent charges and fees, as identified on the attached list, that are not paid by November 23, 2022, are to be certified as assessments to Carver County to be collected with payable 2023 property taxes. All checks must clear the bank in order to be taken off the list.
2. The delinquent charges and fees certified to Carver County for collection in payable 2023 shall bear an interest rate of eight percent (8%) per annum commencing from the date of the adoption of this Resolution.
3. Property owners to be assessed unpaid charges may pay at any time prior to 4:30 p.m., November 18, 2022, the delinquent charges to the City Clerk/Finance Director without interest. After November 18, 2022, the unpaid assessment may be paid to the City Clerk/Finance Director, with interest accrued to November 23rd of the year in which payment is made. The check must clear the bank in order to be taken off the list.

Adopted by the City Council this 24<sup>th</sup> day of October 2022.

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Carol Lagergren, Mayor

ATTEST:

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Angela Brumbaugh, Clerk-Finance Director

<b>PIN</b>	<b>Certify</b>	<b>Certification Fee</b>	<b>Certified Amount</b>
58.7100120	\$177.73	\$25.00	\$202.73
58.0150600	\$190.58	\$25.00	\$215.58
58.1920030	\$100.98	\$25.00	\$125.98
58.1920020	\$474.75	\$25.00	\$499.75
58.0500790	\$56.47	\$25.00	\$81.47
58.0500800	\$515.78	\$25.00	\$540.78
58.0500750	\$39.12	\$25.00	\$64.12
58.0500731	\$864.95	\$25.00	\$889.95
58.0500400	\$124.76	\$25.00	\$149.76
58.7100010	\$1,061.16	\$25.00	\$1,086.16
58.7100030	\$1,874.25	\$25.00	\$1,899.25
58.7100040	\$1,183.15	\$25.00	\$1,208.15
58.7100060	\$146.92	\$25.00	\$171.92
58.7100080	\$1,133.69	\$25.00	\$1,158.69
58.2800110	\$748.45	\$25.00	\$773.45
58.0144400	\$1,054.16	\$25.00	\$1,079.16
58.0142850	\$154.33	\$25.00	\$179.33
58.0142950	\$230.97	\$25.00	\$255.97
58.1850130	\$117.55	\$25.00	\$142.55
58.1860021	\$90.52	\$25.00	\$115.52
58.1870210	\$1,061.86	\$25.00	\$1,086.86
58.1870130	\$1,396.96	\$25.00	\$1,421.96
58.1870160	\$509.78	\$25.00	\$534.78
58.1870270	\$217.50	\$25.00	\$242.50
58.1840230	\$423.17	\$25.00	\$448.17
58.1840100	\$144.60	\$25.00	\$169.60
58.6050100	\$77.30	\$25.00	\$102.30
58.6050070	\$454.34	\$25.00	\$479.34
58.6050230	\$1,405.24	\$25.00	\$1,430.24
58.7350180	\$74.24	\$25.00	\$99.24
58.0141900	\$54.09	\$25.00	\$79.09
58.7200150	\$1,231.60	\$25.00	\$1,256.60
58.0500140	\$96.60	\$25.00	\$121.60
58.0500160	\$107.13	\$25.00	\$132.13
58.0500280	\$130.77	\$25.00	\$155.77
58.0500430	\$131.61	\$25.00	\$156.61
58.0500450	\$371.74	\$25.00	\$396.74
58.0142600	\$69.14	\$25.00	\$94.14
58.0140350	\$92.78	\$25.00	\$117.78
58.0500010	\$212.45	\$25.00	\$237.45
58.7450030	\$220.27	\$25.00	\$245.27
58.0140550	\$59.65	\$25.00	\$84.65
58.7350010	\$237.70	\$25.00	\$262.70
58.7200290	\$177.74	\$25.00	\$202.74
58.0142300	\$308.15	\$25.00	\$333.15
58.0145250	\$4,145.04	\$25.00	\$4,170.04
58.0500990	\$508.22	\$25.00	\$533.22
58.0501050	\$80.63	\$25.00	\$105.63
58.0501030	\$102.77	\$25.00	\$127.77
58.0501030	\$86.70	\$25.00	\$111.70
58.0501020	\$80.19	\$25.00	\$105.19
58.0501100	\$1,284.47	\$25.00	\$1,309.47
58.0501090	\$444.59	\$25.00	\$469.59
58.0501240	\$200.68	\$25.00	\$225.68
58.0501230	\$990.04	\$25.00	\$1,015.04
58.0501210	\$77.96	\$25.00	\$102.96
58.0142450	\$178.69	\$25.00	\$203.69
58.0140900	\$249.14	\$25.00	\$274.14

<b>PIN</b>	<b>Certify</b>	<b>Certification Fee</b>	<b>Certified Amount</b>
58.2280040	\$70.54	\$25.00	\$95.54
58.0501370	\$146.62	\$25.00	\$171.62
58.0501470	\$490.27	\$25.00	\$515.27
58.0501580	\$913.45	\$25.00	\$938.45
58.0501660	\$210.62	\$25.00	\$235.62
58.0501610	\$670.17	\$25.00	\$695.17
58.0501420	\$132.26	\$25.00	\$157.26
58.6880110	\$1,462.21	\$25.00	\$1,487.21
58.6880120	\$601.37	\$25.00	\$626.37
58.0501840	\$507.76	\$25.00	\$532.76
58.0501260	\$707.19	\$25.00	\$732.19
58.0501080	\$535.37	\$25.00	\$560.37
58.7650040	\$381.86	\$25.00	\$406.86
58.7650060	\$372.98	\$25.00	\$397.98
58.7650080	\$298.66	\$25.00	\$323.66
58.7650100	\$60.97	\$25.00	\$85.97
58.0510460	\$214.17	\$25.00	\$239.17
58.3850170	\$2,314.41	\$25.00	\$2,339.41
58.3850150	\$77.37	\$25.00	\$102.37
58.7150020	\$74.77	\$25.00	\$99.77
58.7150050	\$276.23	\$25.00	\$301.23
58.0510920	\$119.56	\$25.00	\$144.56
58.0510910	\$461.45	\$25.00	\$486.45
58.0510890	\$1,156.22	\$25.00	\$1,181.22
58.0510960	\$1,100.24	\$25.00	\$1,125.24
58.0510580	\$579.60	\$25.00	\$604.60
58.0510630	\$1,082.48	\$25.00	\$1,107.48
58.0110200	\$552.34	\$25.00	\$577.34
58.0110350	\$153.88	\$25.00	\$178.88
58.3850400	\$1,247.26	\$25.00	\$1,272.26
58.3850120	\$55.70	\$25.00	\$80.70
58.3850330	\$430.49	\$25.00	\$455.49
58.3850230	\$125.34	\$25.00	\$150.34
58.0510550	\$97.90	\$25.00	\$122.90
58.0120250	\$104.71	\$25.00	\$129.71
58.0750150	\$67.48	\$25.00	\$92.48
58.0750140	\$37.33	\$25.00	\$62.33
58.0750160	\$31.85	\$25.00	\$56.85
58.0510020	\$755.77	\$25.00	\$780.77
58.0750120	\$80.36	\$25.00	\$105.36
58.0510081	\$304.62	\$25.00	\$329.62
58.0510160	\$623.06	\$25.00	\$648.06
58.0510270	\$649.45	\$25.00	\$674.45
58.0510220	\$425.87	\$25.00	\$450.87
58.0510260	\$875.07	\$25.00	\$900.07
58.7250210	\$976.24	\$25.00	\$1,001.24
58.7250250	\$70.51	\$25.00	\$95.51
58.7260040	\$93.59	\$25.00	\$118.59
58.7280300	\$42.32	\$25.00	\$67.32
58.7280290	\$229.57	\$25.00	\$254.57
58.7280190	\$86.77	\$25.00	\$111.77
58.7260020	\$406.24	\$25.00	\$431.24
58.7270070	\$1,376.83	\$25.00	\$1,401.83
58.7250130	\$66.81	\$25.00	\$91.81
58.7250050	\$73.66	\$25.00	\$98.66
58.7250020	\$129.83	\$25.00	\$154.83
58.7250010	\$270.62	\$25.00	\$295.62
58.7250190	\$518.87	\$25.00	\$543.87

<b>PIN</b>	<b>Certify</b>	<b>Certification Fee</b>	<b>Certified Amount</b>
58.7280570	\$912.66	\$25.00	\$937.66
58.7280500	\$57.97	\$25.00	\$82.97
58.0110850	\$77.93	\$25.00	\$102.93
58.0113400	\$106.98	\$25.00	\$131.98
58.0113150	\$101.52	\$25.00	\$126.52
58.0113350	\$525.58	\$25.00	\$550.58
58.6540310	\$1,043.48	\$25.00	\$1,068.48
58.7660220	\$289.59	\$25.00	\$314.59
58.7660030	\$500.25	\$25.00	\$525.25
58.7660070	\$773.08	\$25.00	\$798.08
58.7660330	\$55.91	\$25.00	\$80.91
58.7660540	\$193.74	\$25.00	\$218.74
58.7660500	\$391.64	\$25.00	\$416.64
58.7660590	\$98.39	\$25.00	\$123.39
58.0112000	\$190.22	\$25.00	\$215.22
58.1500200	\$136.53	\$25.00	\$161.53
58.1500220	\$815.78	\$25.00	\$840.78
58.1500240	\$342.45	\$25.00	\$367.45
58.7120030	\$878.42	\$25.00	\$903.42
58.7120300	\$726.81	\$25.00	\$751.81
58.7120050	\$66.85	\$25.00	\$91.85
58.6500500	\$258.25	\$25.00	\$283.25
58.6500360	\$715.41	\$25.00	\$740.41
58.6500290	\$48.61	\$25.00	\$73.61
58.6500030	\$99.45	\$25.00	\$124.45
58.6510230	\$134.99	\$25.00	\$159.99
58.6510150	\$97.99	\$25.00	\$122.99
58.6520350	\$87.85	\$25.00	\$112.85
58.6520190	\$34.39	\$25.00	\$59.39
58.6520090	\$106.94	\$25.00	\$131.94
58.6520010	\$836.98	\$25.00	\$861.98
58.6520430	\$209.37	\$25.00	\$234.37
58.6520420	\$67.28	\$25.00	\$92.28
58.6520490	\$1,170.16	\$25.00	\$1,195.16
58.6530150	\$347.30	\$25.00	\$372.30
58.6530210	\$124.18	\$25.00	\$149.18
58.6530240	\$263.97	\$25.00	\$288.97
58.6530300	\$181.36	\$25.00	\$206.36
58.6530050	\$210.67	\$25.00	\$235.67
58.5250140	\$92.44	\$25.00	\$117.44
58.5250160	\$816.74	\$25.00	\$841.74
58.6540100	\$98.40	\$25.00	\$123.40
58.3000040	\$93.56	\$25.00	\$118.56
58.0510650	\$729.84	\$25.00	\$754.84
	\$69,126.85	\$4,000.00	\$73,126.85

#### Unpaid Invoices

58.8490020	\$430.00	\$25.00	\$455.00
58.0142300	\$630.00	\$25.00	\$655.00
58.7120070	\$310.00	\$25.00	\$335.00
58.7120070	\$480.00	\$25.00	\$505.00
58.7120070	\$1,810.00	\$25.00	\$1,835.00
	\$3,660.00	\$125.00	\$3,785.00

Total \$76,911.85





TO: Honorable Mayor Lagergren and City Council Members  
FROM: Andrea Aukrust, City Administrator  
DATE: October 24, 2022  
RE: Resolution 2022-37 A Waiver of Municipal Consent

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Enclosed you will find Resolution 2022-37. The Commissioner of Transportation and Carver County has prepared a final layout for State Project 1013-77 on Trunk Highway 212, from approximately County State Aid Highway (CSAH) 34 in the City of Norwood Young America to CSAH 36 and partially within the City of Norwood Young America for expressway expansion improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167.

The final layout is on file in the Carver County Public Works office, Cologne, Minnesota, being marked as Layout No. 1B, S.P. 1013-77, from RP 132+00.1 to RP 137+00.6

\*Please see the attached information

**Recommended Motions:**

**Motion to approve Resolution 2022-37 A Resolution Waiving the Municipal Consent Approval Action, described in Minnesota Statutes 161.162 to 161.167, of the final layout for SP 1013-77 for the Improvement of said and Trunk Highway 212 within the Corporate Limits.**

*Norwood Young America*

**CITY OF NORWOOD YOUNG AMERICA  
RESOLUTION No. 2022-37**

**A Resolution for Waiver of Municipal Consent**

At a Meeting of the City Council of the City of Norwood Young America held on the 24th day of October 2022, the following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_, to wit:

WHEREAS, the Commissioner of Transportation and Carver County has prepared a final layout for State Project 1013-77 on Trunk Highway 212, from approximately County State Aid Highway (CSAH) 34 in the City of Norwood Young America to CSAH 36 and partially within the City of Norwood Young America for expressway expansion improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167; and

WHEREAS, said final layout is on file in the Carver County Public Works office, Cologne, Minnesota, being marked as Layout No. 1B, S.P. 1013-77, from RP 132+00.1 to RP 137+00.6; and

NOW, THEREFORE, BE IT RESOLVED that the City Council waives the municipal consent approval action, described in Minnesota Statutes 161.162 to 161.167, of the final layout for SP 1013-77 for the improvement of said and Trunk Highway 212 within the corporate limits.

Upon the call of the roll, the following Council Members voted in favor of the Resolution:

The following Council Members voted against its adoption:

ATTEST:

Carol Lagergren, Mayor \_\_\_\_\_ Dated: October 24, 2022

**State of Minnesota**

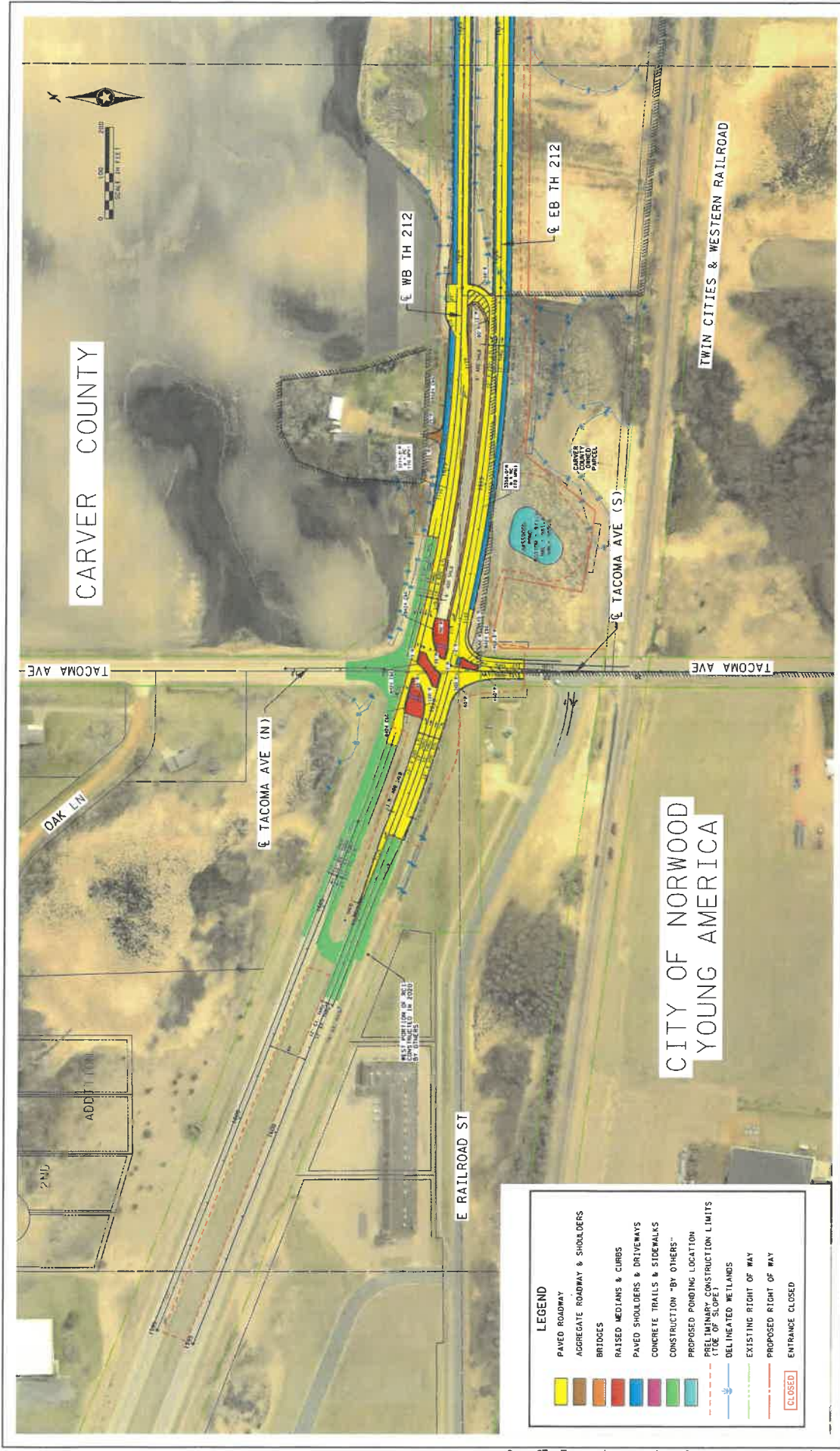
**County of Carver**

**City of Norwood Young America**

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Norwood Young America, Minnesota, at a duly authorized meeting thereof held on the 24th day of October 2022, as shown by the minutes of said meeting in my possession.

(SEAL) \_\_\_\_\_

Angela Brumbaugh, City Clerk



**Project Layout**

**SRF**

**U.S. Highway 212 - Benton Township Project**

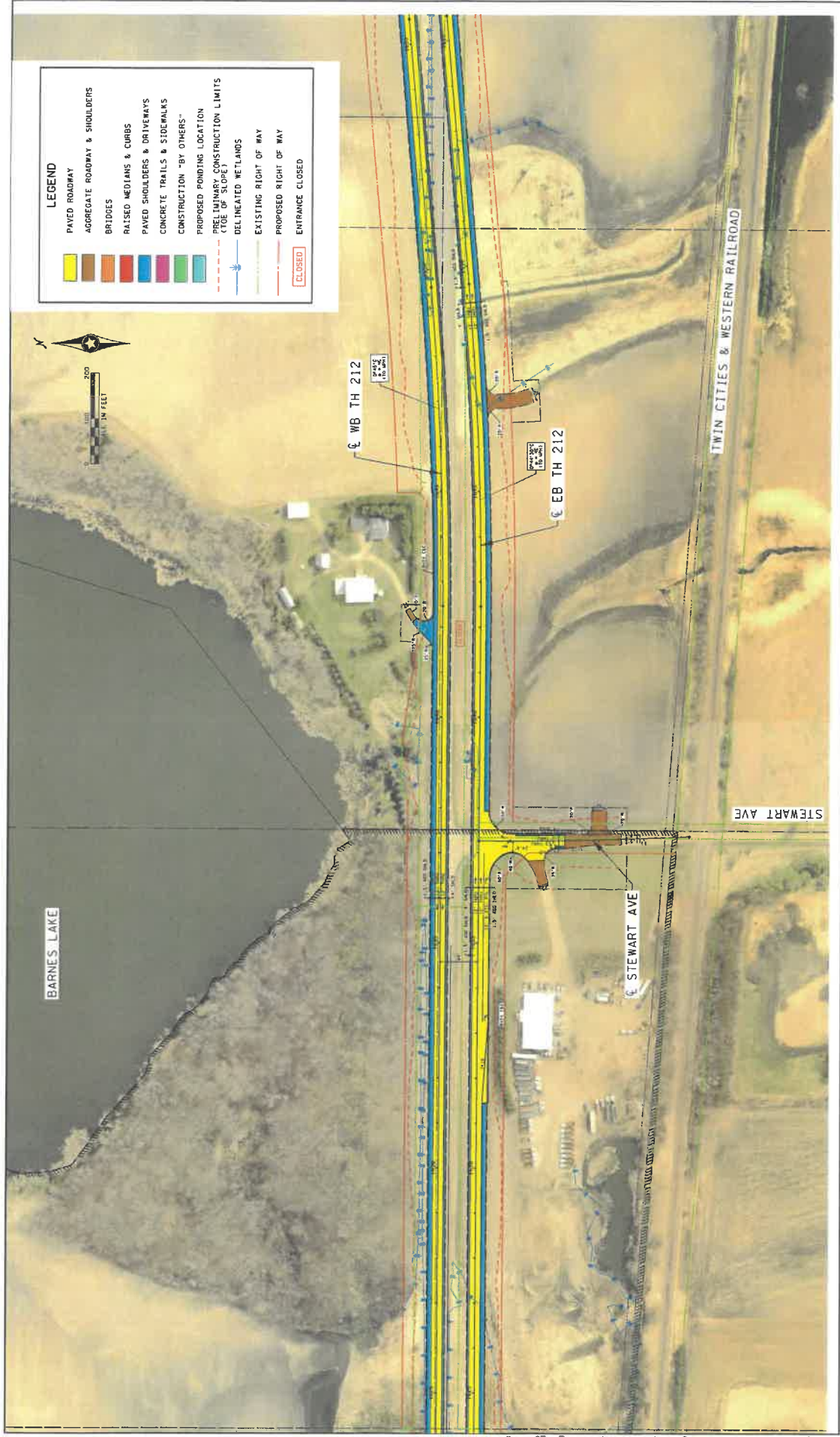
**Norwood Young America to Cologne, Carver County - Minnesota**

**Job #**

**10/19/2022**

**Figure 1**

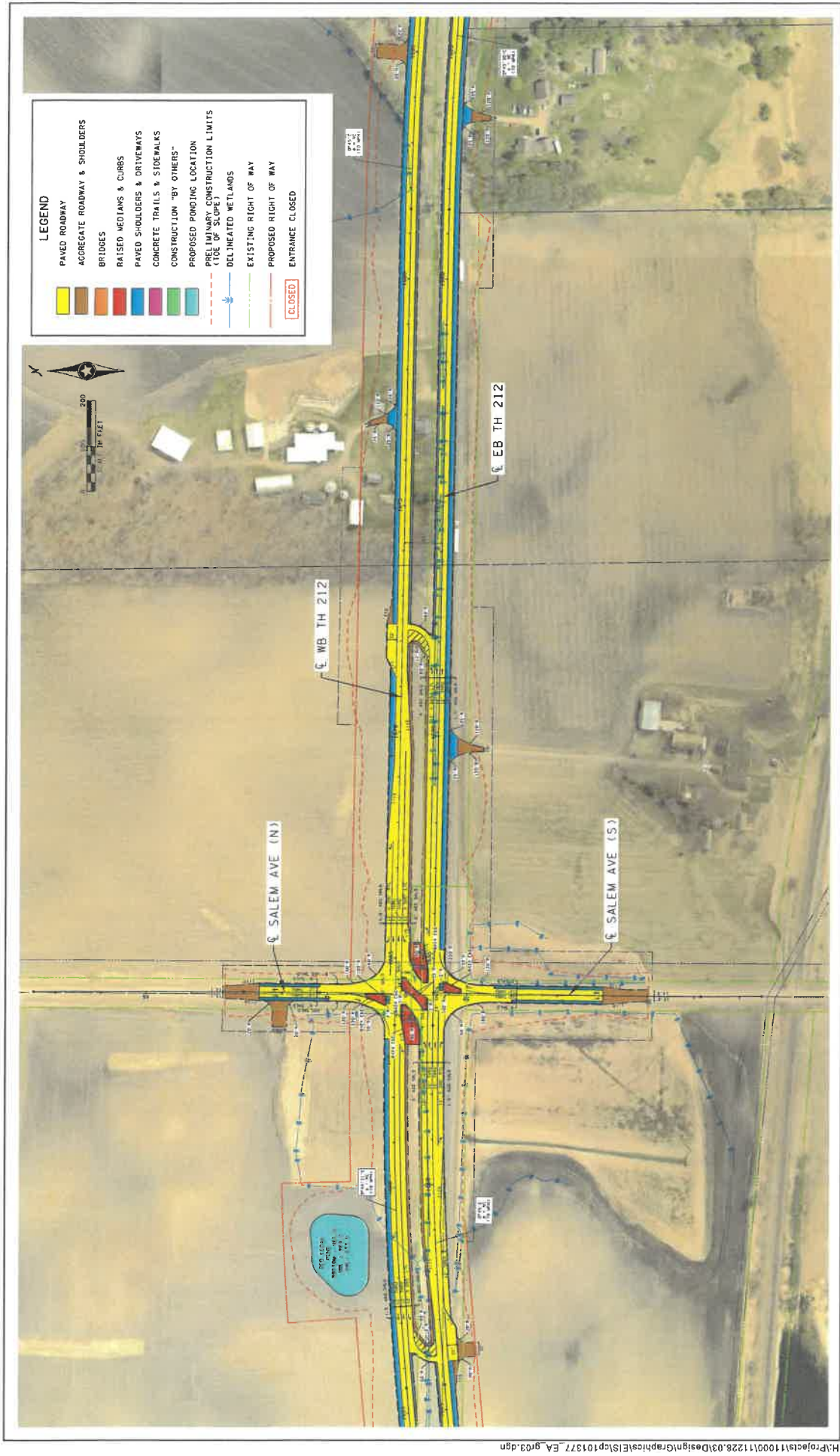




**SRF** **Project Layout**  
 U.S. Highway 212 - Benton Township Project  
 Norwood Young America to Cologne, Carver County - Minnesota

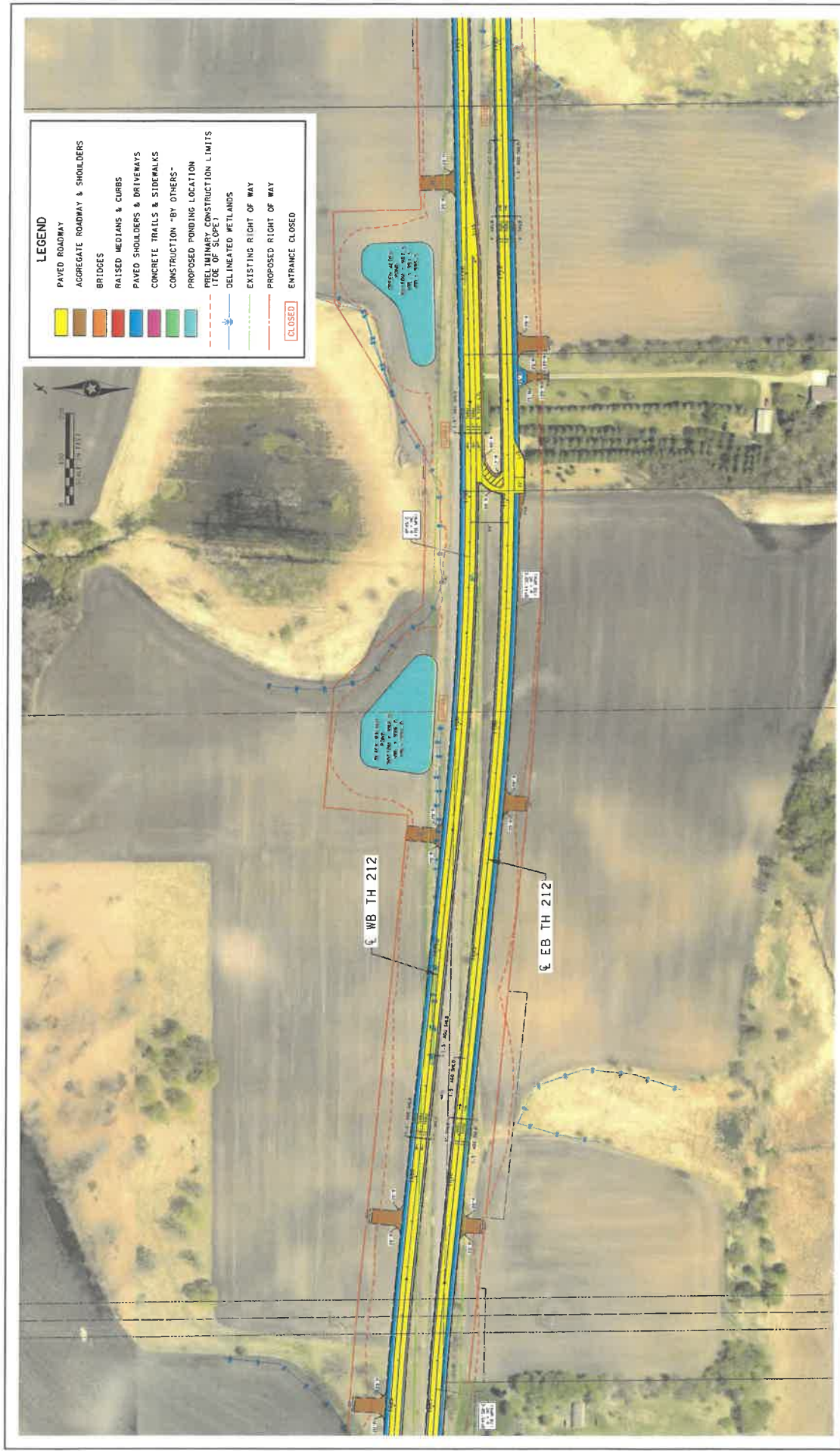
Job # 101377-2022

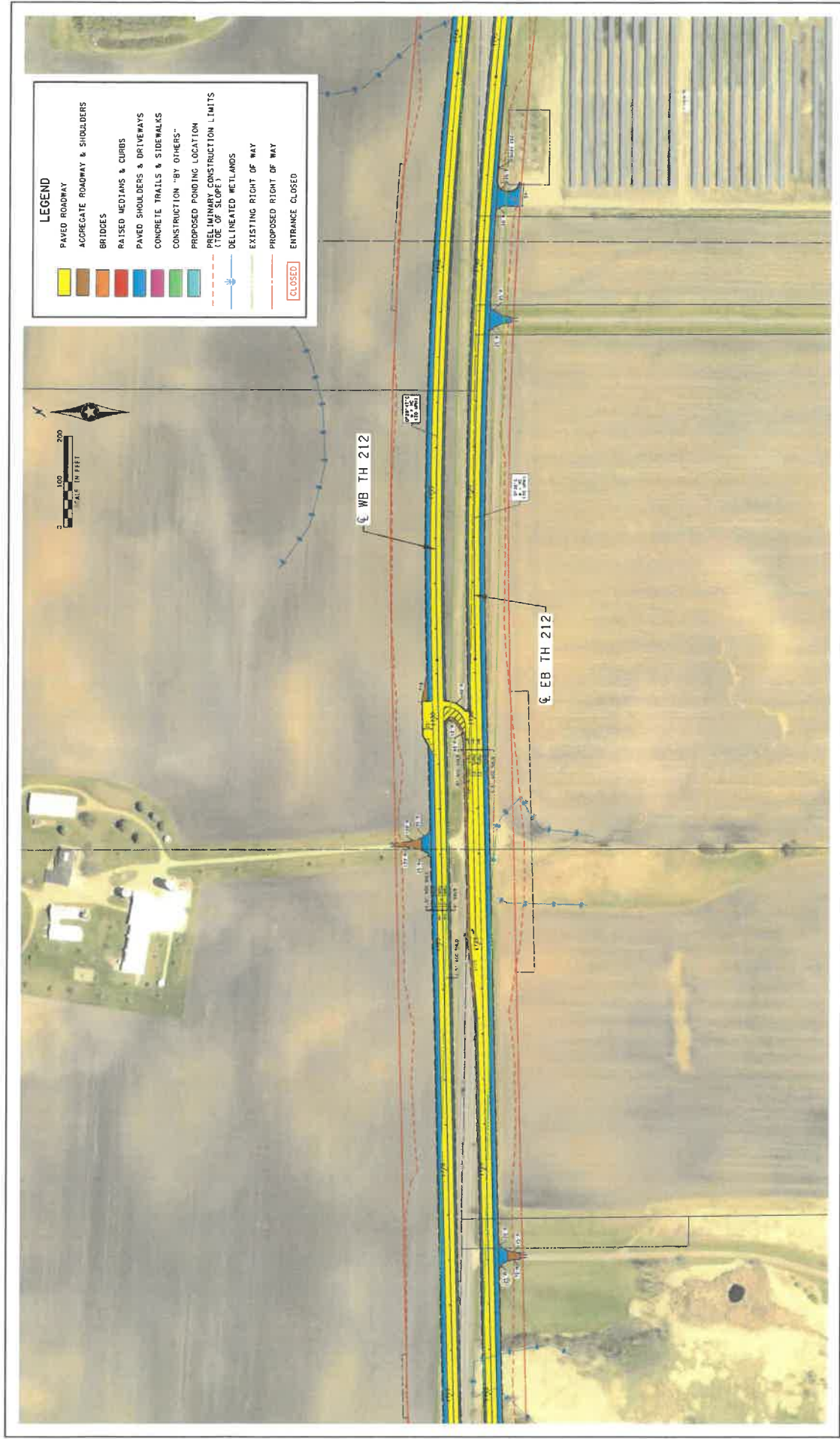
Figure 2



**Project Layout**  
 U.S. Highway 212 - Benton Township Project  
 Nonwood Young America to Cologne, Carver County - Minnesota

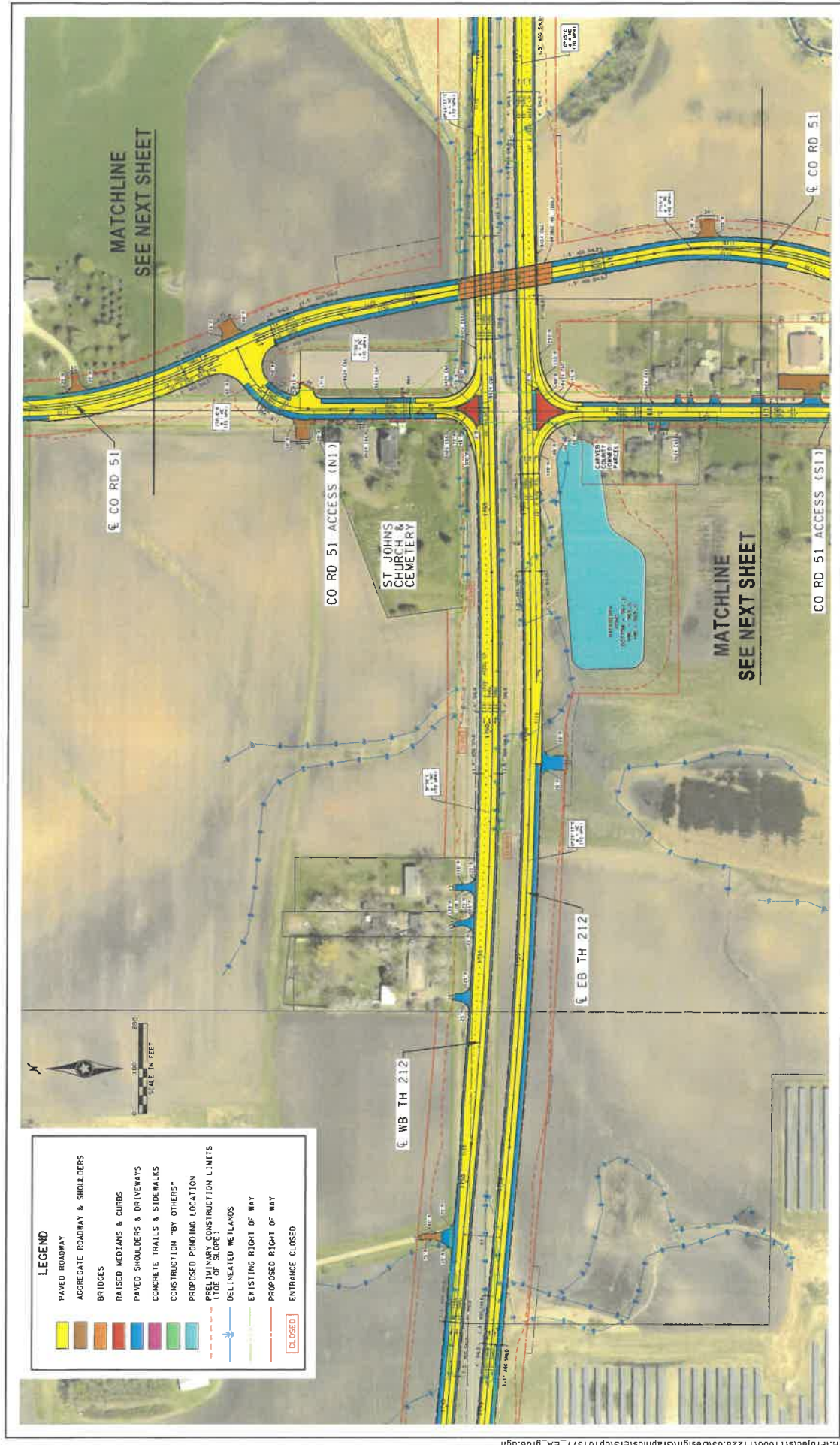






**Project Layout**  
 U.S. Highway 212 - Benton Township Project  
 Norwood Young America to Cologne, Carver County - Minnesota





**Figure 6**

**Project Layout**

**U.S. Highway 212 - Benton Township Project**

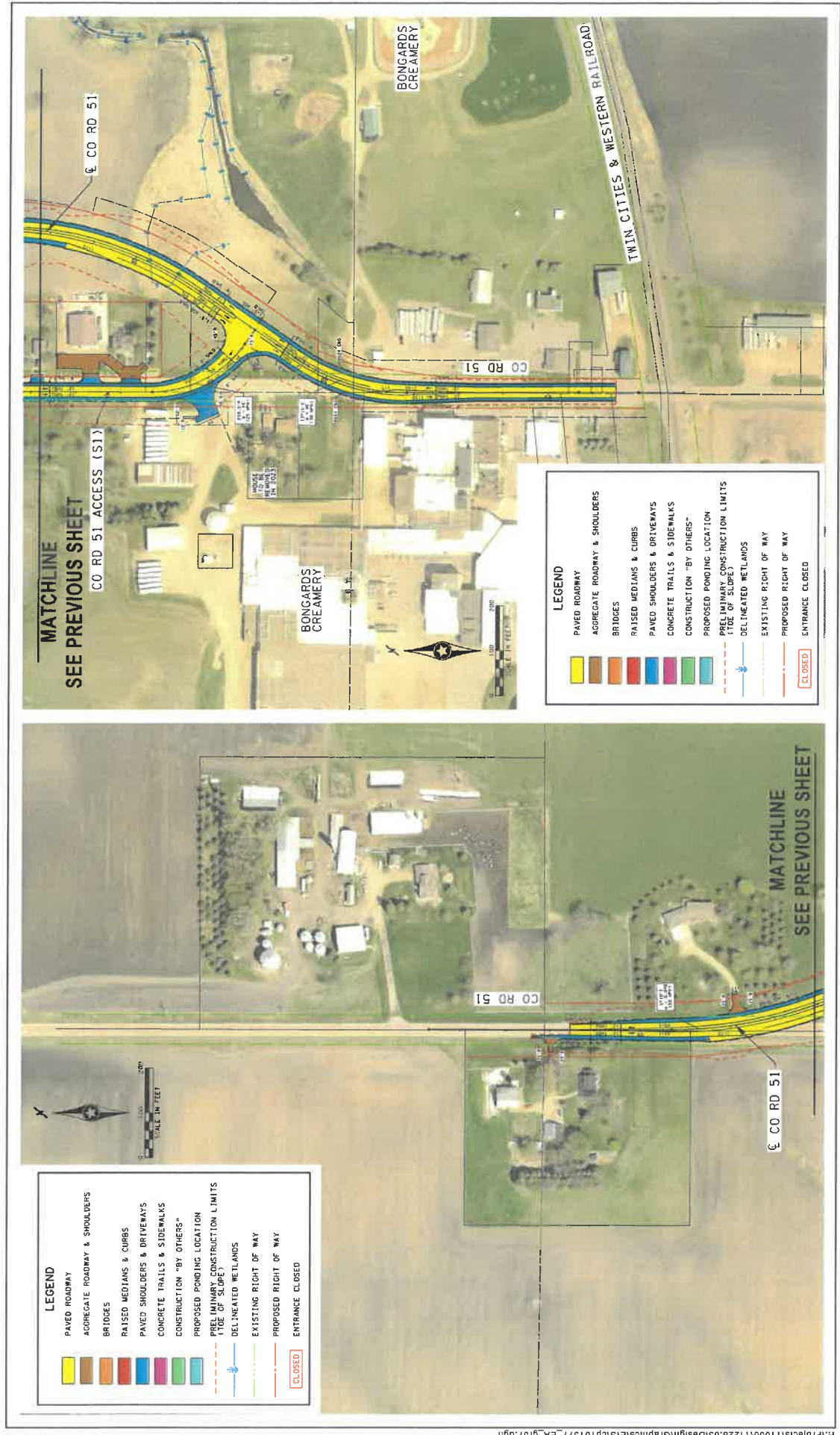
**Norwood Young America to Cologne, Carver County - Minnesota**

**SRF**

**Job #**

**10/19/2022**

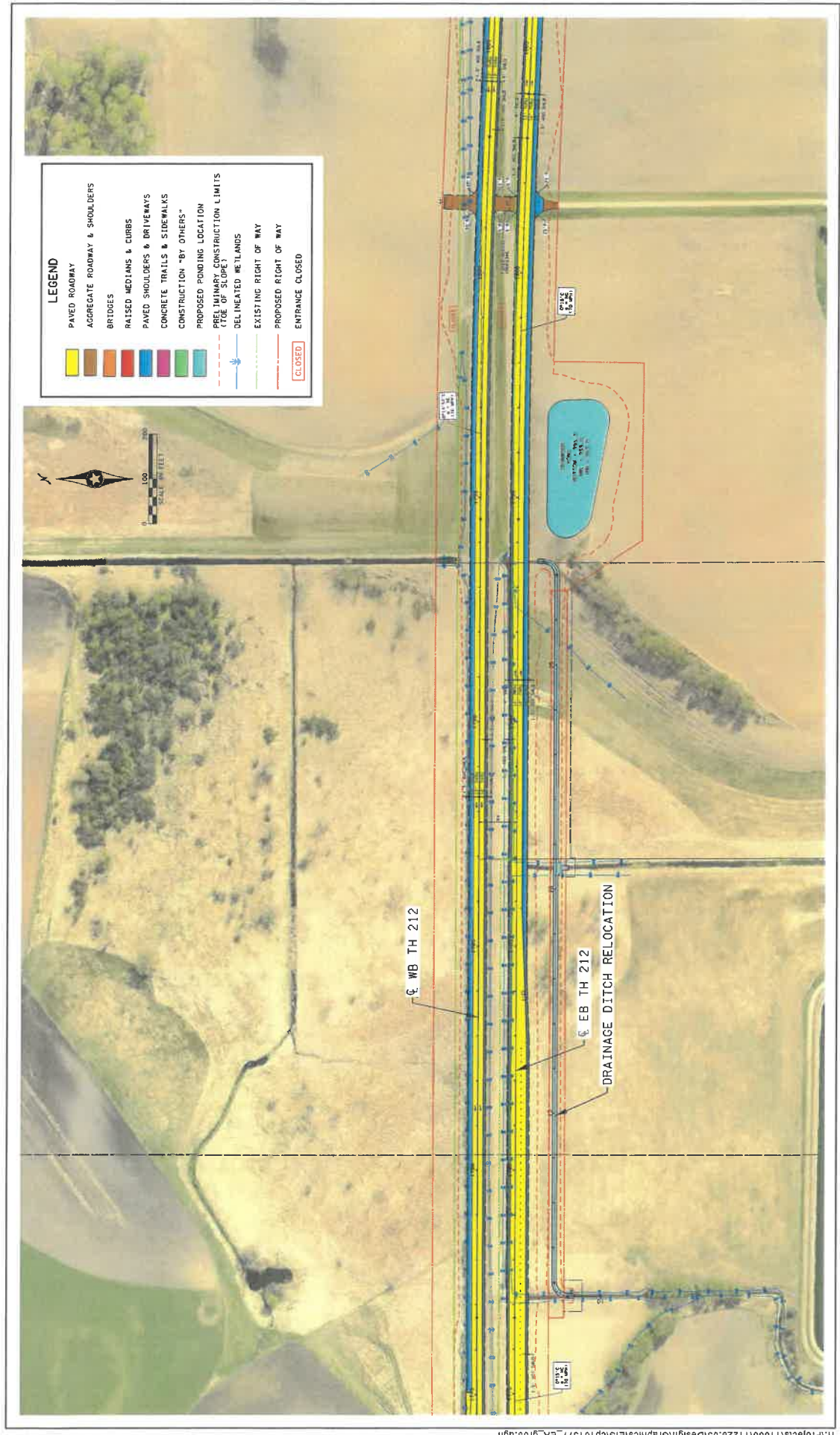




**SRF** **Project Layout** **Figure 7**

U.S. Highway 212 - Benton Township Project  
 Norwood Young America to Cologne, Carver County - Minnesota

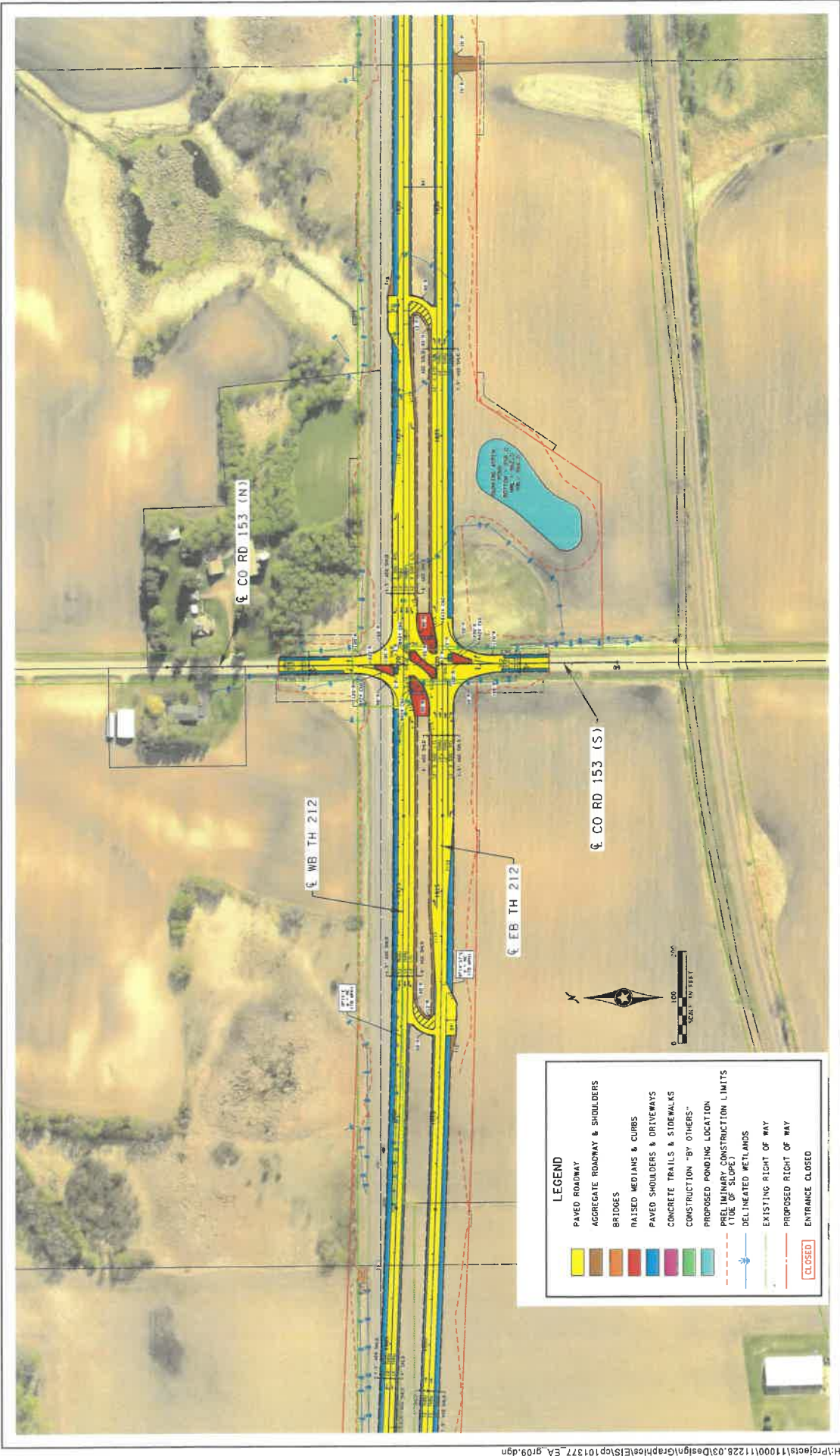
Job # 101592022



**Project Layout**  
 U.S. Highway 212 - Benton Township Project  
 Norwood Young America to Cologne, Carver County - Minnesota

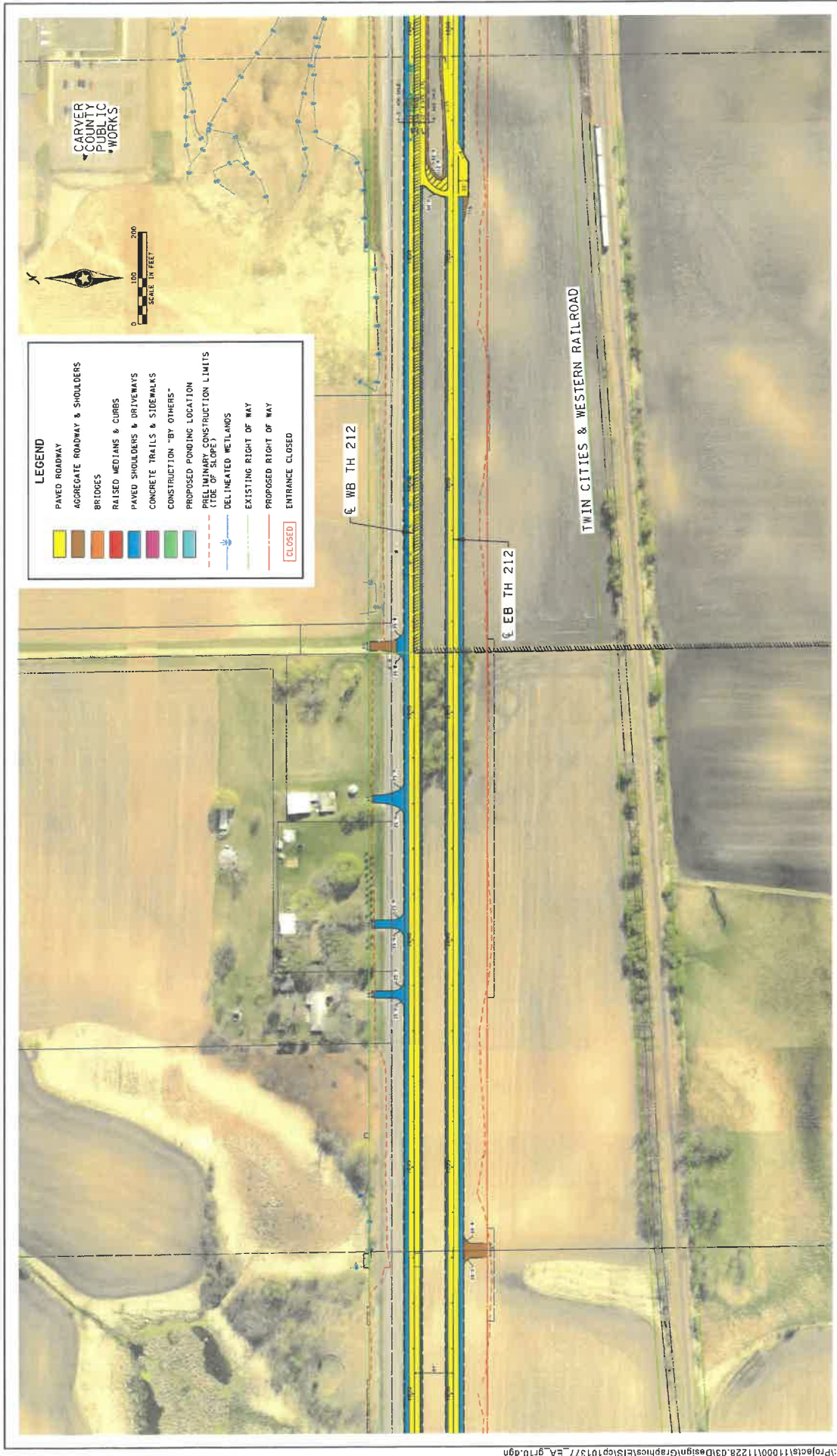
**Figure 8**





**Project Layout**  
 U.S. Highway 212 - Benton Township Project  
 Norwood Young America to Cologne, Carver County - Minnesota

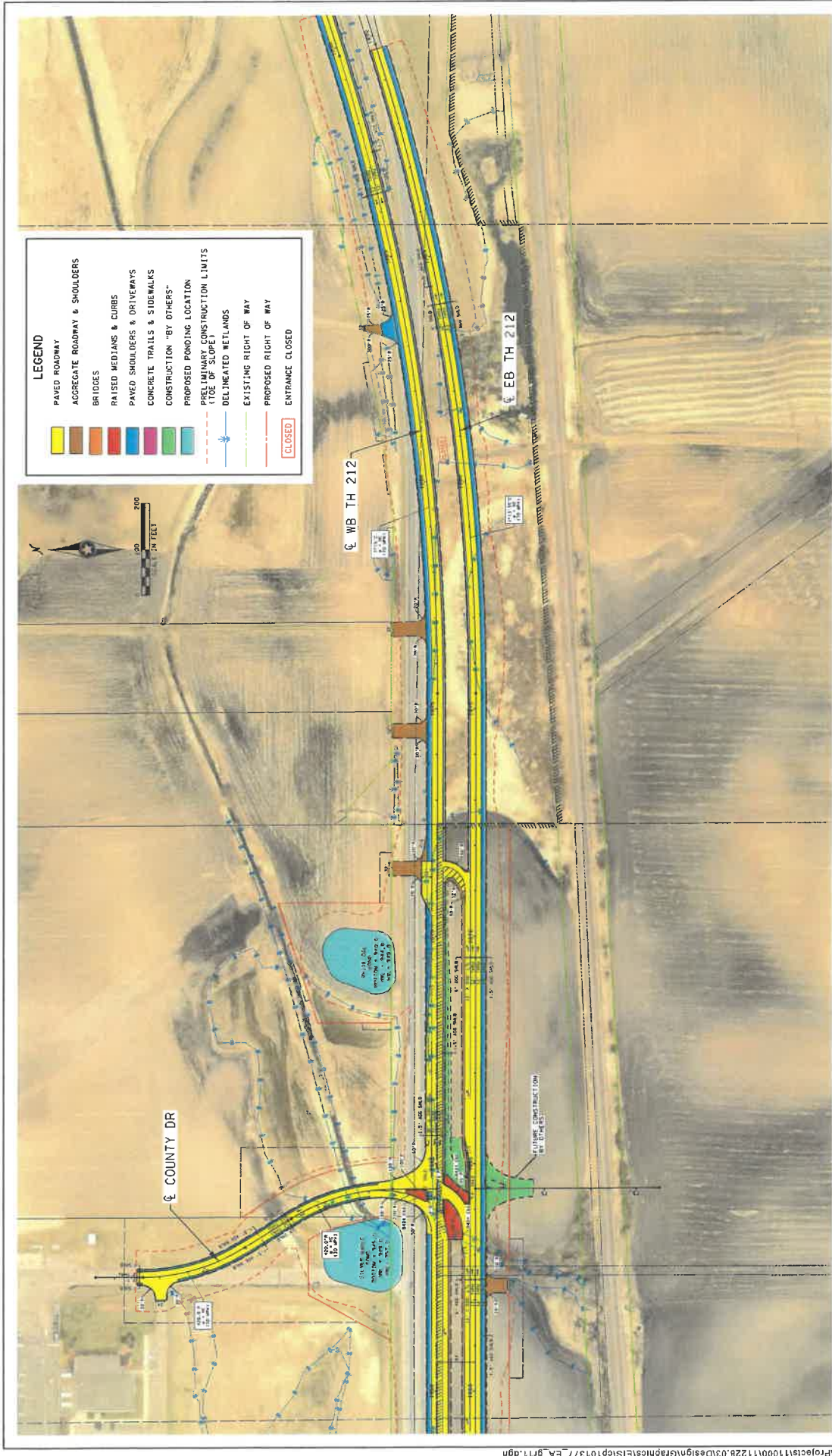
Figure 9



**Project Layout**  
 U.S. Highway 212 - Benton Township Project  
 Norwood Young America to Cologne, Carver County - Minnesota

Figure 10





**Project Layout**  
 U.S. Highway 212 - Benton Township Project  
 Norwood Young America to Cologne, Carver County - Minnesota

**SRF**  
 Job # 10759222

**Figure 11**



**Project Layout**  
 U.S. Highway 212 - Benton Township Project  
 Norwood Young America to Cologne, Carver County - Minnesota





TO: Mayor Lagergren and City Council Members  
FROM: Angela Brumbaugh, Clerk-Finance Director  
DATE: October 24, 2022  
RE: Special Meeting for the Election Canvass

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According to MN Statute 205.185 subd. 3 the city must canvass the election results between the third and tenth day after elections:

***205.185 PROCEDURE.***

***Subd. 3. Canvass of returns, certificate of election, ballots, disposition.***

*(a) Between the third and tenth days after an election, the governing body of a city conducting any election including a special municipal election, or the governing body of a town conducting the general election in November shall act as the canvassing board, canvass the returns, and declare the results of the election.*

Carver County has stated the information will not be available by Monday as they must compile information from every city and township within the county therefore the Council will need to hold a special meeting.

The meeting will be very brief as the only item of business will be approving the resolution certifying the election results. Minimum of three council members for a quorum would be needed. A couple different dates for you to consider:

- Wednesday, November 16<sup>th</sup> at 4:00 p.m.
- Thursday, November 17<sup>th</sup> at 4:00 p.m.

***Recommended Motion:***

Motion to approve a special meeting on \_\_\_\_\_, November \_\_\_\_, 2022 at \_\_\_\_\_ to canvass the election results.