



## **CITY COUNCIL AGENDA**

**November 14, 2022 –**

**6:00 p.m.**

**City Council Meeting**

**City Council Chambers**

**310 Elm Street W.**

**Norwood Young America, MN 55368**

### **CITY COUNCIL MEETING**

#### **1. CALL A MEETING OF THE CITY COUNCIL TO ORDER**

- 1.1. Pledge of Allegiance

#### **2. APPROVE AGENDA**

#### **3. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT**

(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name and address and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)

#### **4. CONSENT AGENDA**

(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

- 4.1. Approve minutes of October 24, 2022, City Council Meeting
- 4.2. Approve Payment of Claims
- 4.3. Public Services—Seasonal position hiring recommendation
- 4.4. Knights of Columbus—Bingo
- 4.5. Central Schools—bleachers request

#### **5. PUBLIC HEARING**

#### **6. OLD BUSINESS**

- 6.1. Old Town presentation and design approval: Kaeding Architecture/Jennifer Kaeding, AIA, NCARB Architect—Administrator Aukrust
- 6.2. Southwest Carver County Food Shelf information and request

#### **7. NEW BUSINESS**

- 7.1. Resolution 2022-38 A Resolution Approving a Comprehensive Plan Amendment for Land South of the Industrial Park—Karen Hallquist, Community and Economic Development Director
- 7.2. Willkommen Pavilion Rental Fee Review—Angela Brumbaugh, Clerk/Finance Director, and Karen Hallquist, Community and Economic Development Director
- 7.3. Fee Schedule Review - Angela Brumbaugh, Clerk/Finance Director, and Karen Hallquist, Community and Economic Development Director

#### **8. COUNCIL MEMBER / MAYOR AND STAFF REPORTS**

## 9. ADJOURNMENT

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

### UPCOMING MEETINGS / EVENTS

*\*Food Distribution Update for 2023—Karen Hallquist, Community and Economic Development Director*

November 15, 2022	Park and Recreation Commission Meeting	4:45 PM
November 16, 2022	Special Meeting—Election Cavass	4:00 PM
November 16, 2022	Economic Development Commission Meeting	6:00 PM
November 28, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
December 2, 2022	City of NYA Food Distribution	2:00 PM to 3:00 PM
December 6, 2022	Planning & Zoning Commission Meeting	6:00 PM
December 12, 2022	City Council Meeting/Truth in Taxation Public Hearing	6:00 PM



## CITY COUNCIL MINUTES

October 24, 2022 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America, MN 55368

### Attendance:

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

ABSENT: Mike McPadden

STAFF: Angela Brumbaugh (Clerk/Finance Director) and Andrea Aukrust (City Administrator)

OTHERS: Josh Eckstein (Bolton and Menk), Glenn Gruenhagen, Bob and Joyce Saarloos, Wayne and Karen Kohaut, Kristin Bertz, Dona Herrman, Kathleen Hoiseth, Travis Kegler

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

*Mayor Lagergren called the City Council meeting to order at 6:03 PM with four members present.*

### 4. Approve Agenda

Additions – Katie Schaumann from Southern Valley Alliance to speak before the Domestic Violence Proclamation

9.3 Snow hauling quotes

*Motion: CH/CS to approve the agenda with listed changes. Motion passed 4-0.*

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

#### Katie Schaumann from Southern Valley Alliance

- Community Engagement Coordinator
- Celebrating 40<sup>th</sup> anniversary
- Assisted 23,000 individuals
- Answered over 1800 crisis calls
- Assisted 513 individuals in NYA since founding

#### 5.1 Domestic Violence Proclamation—Mayor Lagergren Read the Domestic Violence Proclamation

#### Glenn Gruenhagen – State Representative

### 6. Consent Agenda

4.1. Approve minutes of the October 11, 2022, City Council Meeting

4.2. Approve Payment of Claims

4.3. Personnel Committee recommendations

*Motion: CS/AK to approve consent agenda. Motion passed 4-0.*

### 7. Public Hearing:

#### 7.1 2<sup>nd</sup> Avenue Special Assessment Roll Public Hearing—Josh Eckstein, Bolton & Menk

Mayor Lagergren opened the Public Hearing at 6:13 p.m.

Josh Eckstein with Bolton and Menk

- In the spring there will be striping, edging, and a small amount of black top
- Financing through GO bond, assessments based on policy adopted by the city
- Policy is uniform and equitable for all property owners
- Funding sources
  - Special assessments
  - Sewer fund
  - Water fund

- Stormwater fund
  - Property tax revenue
- Assessment benefit analysis completed by an independent auditing agency to determine the benefit to each property
- Assessments beginning 2023
- Total cost \$2,330,054 which is 28% below preliminary estimate
- Final assessment after appraisal was \$363,616 53.4% below preliminary estimate

#### **Public Comment**

- Wayne Kohaut
  - Doesn't like the per unit because people pay the same for single or double lot
  - Financial hardship with fixed income
  - Filed letter with City
- Ian Hoiseth 318 2<sup>nd</sup> Ave SE
  - They didn't know anything about this
  - Read in the newsletter there wouldn't be any assessments
- Travis Kegler 320 2<sup>nd</sup> Ave SE
  - Didn't feel there was enough communication
- The following residents provided letters regarding the assessment
  - Travis Kegler
  - Alan and Kathleen Hoiseth
  - George Holden
  - Wayne and Karen Kohaut
  - Dona Herrmann

*Motion: CH/CS to close the Public Hearing. Motion passed 4-0.*

#### **Council Discussion**

- Pleased we did the benefit analysis to be sure we know what the valuation to the property is

*Motion: CH/CS Motion to 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. Motion passed 4-0.*

#### **7.2 Utilities and Outstanding Invoices Public Hearing—Angela Brumbaugh, Clerk/Finance Director**

Mayer Lagergren opened the Public Hearing at 6:43 p.m.

- 162 letters were sent for delinquent utilities and unpaid invoices

#### **Public Comment**

- No public attended

*Motion: CH/CS to close the Public Hearing. Motion passed 4-0.*

#### **Council Discussion**

- A total of just under \$77,000 is unpaid

*Motion: CH/CS 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. Motion passed 4-0.*

## **8. OLD BUSINESS**

## **9. NEW BUSINESS**

### **9.1 Resolution 2022-37 A Resolution for Waiver of Municipal Consent—Administrator Aukrust**

- If we do not give municipal consent, the city would have to follow additional items for statute
- Carver County has prepared a final layout for State Project 1013-77 on Trunk Highway 212.

*Motion: CH/AK 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 Corporate Limits. Motion passed 4-0.*

## **9.2 Special Meeting for the Election Canvass**

- Wednesday, November 16<sup>th</sup> CH/CS 4:00 p.m.

*Motion: CH/CS Motion to approve a special meeting on Wednesday, November 16<sup>th</sup>, 2022, at 4:00 p.m. to canvass the election results. Motion passed 4-0.*

## **9.3 Snow Hauling Quotes \*add on\***

- Four contractors were solicited
  - Curfman Trucking -\$95/truck per hour
  - 3G Contracting - \$160/truck per hour with a 3-hour minimum
  - Schneider Excavating – Did not submit
  - Henning Excavating – Did not submit

*Motion: CH/AK Motion to approve hiring Curfman Trucking and Repair Inc. for snow hauling during the 2022-2023 snow season for \$95/hour per truck. Motion passed 4-0.*

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

- CH - nothing as Planning didn't meet
- CS - Parks met last Tuesday and spent time going over trails, too many unknowns right now. Trying to do a tour for Wednesday. Talked about the survey results.
- AK - Stiftungsfest John Troecke is the new President. No meeting for the next couple of months
- CL - EDC met, look at housing study to have something available for developers as the last one was done in 2017 by Carver County. The tour for Manufacturing Today was very interesting. Visited 6 manufacturing companies. 62 kids responded to the survey handed out.

## **11. Additional Information**

## **12. Adjournment** CS/CH 4-0 7:04 p.m.

*Motion: CH/AK Motion to adjourn at 7:04 p.m. Motion passed 4-0.*

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: November 14, 2022

**Payroll EFT**

Check #	507617 - 507633	\$	20,415.23
	507634 - 507635	\$	1,415.82
	507636 - 507643	Banyon did not use these numbers	
	507644 - 507659	\$	20,668.67

**Voided Checks**

Check #	\$	-
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**Prepays**

Check #	-
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**Claims Pending Payment**

Check #	33636 - 33687	\$	235,949.94
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**Cardmember e-check**

Grand Total	\$	<u>278,449.66</u>
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**\*Check Detail Register©**

Batch: 11142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>33636</b>	11/14/22	<b>4 PAWS ANIMAL CONTROL</b>			
E 101-42700-315		Animal Impounding	\$350.00		SEPT & OCT IMPOUNDS
		Total	\$350.00		
<b>33637</b>	11/14/22	<b>BAKKELUND TREE &amp; LANDSCAPE</b>			
E 230-49015-223		Repair/Maintenance Bldg/	\$14,700.00	3753	REMOVE OAK FROM FOREST HILL CEMETERY
		Total	\$14,700.00		
<b>33638</b>	11/14/22	<b>BOLTON &amp; MENK, INC</b>			
E 101-41500-303		Engineering Fees	\$395.00	0300270	PAVEMENT REHAB
E 494-43100-303		Engineering Fees	\$5,273.00	0300271	2ND AVE
E 101-41500-303		Engineering Fees	\$947.00	0300273	RR ST RETAINING WALL
E 101-41500-303		Engineering Fees	\$2,950.00	0300274	INDUST PARK EX
E 601-49400-303		Engineering Fees	\$7,361.20	0300275	WELLHEAD
E 101-41500-303		Engineering Fees	\$1,332.00	0300276	MISC ENGINEERING
E 495-43100-303		Engineering Fees	\$1,314.00	0300277	2ND AVE
		Total	\$19,572.20		
<b>33639</b>	11/14/22	<b>CARQUEST AUTO PARTS</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$48.00	256467	RV ANTI FREEZE
E 101-41940-223		Repair/Maintenance Bldg/	\$24.00	256523	ANTI FREEZE
E 101-43100-221		Repair/Maintenance Equip	\$6.58	256640	LAMP
E 101-43100-221		Repair/Maintenance Equip	\$108.00	256875	HIGH TEMP GREASE
E 101-41940-223		Repair/Maintenance Bldg/	\$24.00	257114	RV ANTI FREEZE
E 101-41940-223		Repair/Maintenance Bldg/	\$72.00	257217	RV ANTI FREEZE
E 101-43100-221		Repair/Maintenance Equip	\$840.00	257359	55GAL MAG 15/40
E 101-42200-221		Repair/Maintenance Equip	\$29.98	257874	ANTI FREEZE FOR FIRE DEPT
		Total	\$1,152.56		
<b>33640</b>	11/14/22	<b>CARVER COUNTY</b>			
E 101-42100-311		County Police Contract	\$96,236.50	SHERI00368	2022 POLICE CONTRACT
		Total	\$96,236.50		
<b>33641</b>	11/14/22	<b>CARVER COUNTY RECORDER</b>			
E 101-46500-456		Market Enrichment Grant	\$76.00		NYA GRANT TC&T HOLDINGS
		Total	\$76.00		
<b>33642</b>	11/14/22	<b>CENTERPOINT ENERGY</b>			
E 101-41940-383		Gas Utilities	\$49.59		
E 101-42200-383		Gas Utilities	\$12.63		
E 101-43100-383		Gas Utilities	\$151.25		
E 101-45200-383		Gas Utilities	\$176.32		
E 601-49400-383		Gas Utilities	\$71.51		
E 602-49450-383		Gas Utilities	\$1,103.34		
E 101-49860-383		Gas Utilities	\$25.26		
		Total	\$1,589.90		
<b>33643</b>	11/14/22	<b>CENTRAL FIRE PROTECTION, INC</b>			
E 101-43100-223		Repair/Maintenance Bldg/	\$226.05	45967	

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-223		Repair/Maintenance Bldg/	\$92.25	45967	
E 601-49400-223		Repair/Maintenance Bldg/	\$76.35	45967	
E 602-49450-223		Repair/Maintenance Bldg/	\$76.35	45967	
E 101-42200-221		Repair/Maintenance Equip	\$163.55	45967	
E 101-41940-223		Repair/Maintenance Bldg/	\$0.00	45967	
E 101-41940-223		Repair/Maintenance Bldg/	\$242.85	45967	
		Total	\$877.40		
<b>33644</b>	11/14/22	<b>CITIZEN STATE BANK HSA ACCTS</b>			
G 101-21718		HSA ACCOUNT	\$950.00		
		Total	\$950.00		
<b>33645</b>	11/14/22	<b>CITIZENS BANK MN</b>			
G 101-21718		HSA ACCOUNT	\$375.00		
		Total	\$375.00		
<b>33646</b>	11/14/22	<b>CORE AND MAIN</b>			
E 601-49400-437		Maintenance Contract	\$2,500.00	R760663	ANNUAL SUPPORT
		Total	\$2,500.00		
<b>33647</b>	11/14/22	<b>BLEICHNER LAWN SERVICE</b>			
E 101-43100-437		Maintenance Contract	\$400.00	748848	OCTOBER CEMETERY
E 101-43100-437		Maintenance Contract	\$30.00	748850	OAK GROVE PROPERTY
		Total	\$430.00		
<b>33648</b>	11/14/22	<b>GOPHER STATE ONE-CALL</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$27.00	2100646	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$27.00	2100646	
		Total	\$54.00		
<b>33649</b>	11/14/22	<b>HAWKINS INC</b>			
E 101-49860-216		Chemicals and Chem Pro	\$30.00	6312896	SWIMMING POOL
E 601-49400-216		Chemicals and Chem Pro	\$40.00	6313323	WATER DEPT
E 602-49450-216		Chemicals and Chem Pro	\$100.00	6313371	WWTP
E 602-49450-216		Chemicals and Chem Pro	\$194.70	6315396	WWTP
		Total	\$364.70		
<b>33650</b>	11/14/22	<b>HENNING EXCAVATING</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$9,780.00	8347	WATERMAIN ON FAXON BY BANK
E 601-49400-223		Repair/Maintenance Bldg/	\$5,126.00	8348	WATERMAIN NORTH SIDE OF CENTRAL SCHOOL
E 601-49400-223		Repair/Maintenance Bldg/	\$5,901.00	8349	WATERMAIN SOUTH SIDE OF CENTRAL
		Total	\$20,807.00		
<b>33651</b>	11/14/22	<b>INTERNATIONAL UNION</b>			
G 101-21712		Union Dues	\$306.00		
		Total	\$306.00		
<b>33652</b>	11/14/22	<b>KNIFE RIVER CORPORATION</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$935.13	966247	316 4TH AVE SW
E 101-45200-223		Repair/Maintenance Bldg/	\$153.16	982244	1250 WHITE PIG



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Batch: 11142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,088.29		
<b>33653</b>	11/14/22	<b>KONICA MINOLTA</b>			
E 101-41400-437		Maintenance Contract	\$1,473.18	40855102	
Total			\$1,473.18		
<b>33654</b>	11/14/22	<b>KWIK TRIP INC.</b>			
E 101-45200-212		Motor Fuels	\$186.56		
E 101-42200-212		Motor Fuels	\$152.40		
E 101-43100-212		Motor Fuels	\$435.31		
Total			\$774.27		
<b>33655</b>	11/14/22	<b>LEAGUE OF MINNESOTA CITIES</b>			
E 101-41400-200		Office Supplies	\$392.20	368963	ADOBE ACROBAT PRO
Total			\$392.20		
<b>33656</b>	11/14/22	<b>MARCO TECHNOLOGIES LLC</b>			
E 101-41400-437		Maintenance Contract	\$1,711.13	INV10488735	MANAGED CONTRACT
E 101-41400-437		Maintenance Contract	\$154.00	INV10500072	MICROSOFT OFFICE
Total			\$1,865.13		
<b>33657</b>	11/14/22	<b>MAYER LUMBER CO. INC.</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$531.59	222361	STIFTUNGSFEST
E 101-45200-223		Repair/Maintenance Bldg/	\$276.29	222631	STIFTUNGSFEST
Total			\$807.88		
<b>33658</b>	11/14/22	<b>METRO FIBERNET LLC</b>			
E 101-41940-321		Telephone	\$131.89		
E 601-49400-321		Telephone	\$52.76		
E 602-49450-321		Telephone	\$52.76		
E 101-42200-321		Telephone	\$52.76		
E 101-43100-321		Telephone	\$36.93		
E 101-45200-321		Telephone	\$15.83		
E 101-49860-321		Telephone	\$26.38		
E 101-41940-321		Telephone	\$79.13		
E 101-41300-321		Telephone	\$45.90		
E 101-41320-321		Telephone	\$45.90		
E 101-41400-321		Telephone	\$45.90		
E 101-46500-321		Telephone	\$15.30		
E 101-42100-321		Telephone	\$76.50		
E 101-45500-321		Telephone	\$76.50		
Total			\$754.44		
<b>33659</b>	11/14/22	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-42200-212		Motor Fuels	\$325.08	65705	DYED DIESEL
E 101-43100-210		Operating Supplies	\$991.52	65705	DYED DIESEL
Total			\$1,316.60		
<b>33660</b>	11/14/22	<b>MIDWEST MACHINERY CO</b>			
E 101-43100-221		Repair/Maintenance Equip	\$20.68	9390096	CHAIN LINK & ROLLER CHAIN SWEEPER

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**\*Check Detail Register©**

Batch: 11142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$20.68		
<b>33661</b>	11/14/22	<b>MINNESOTA VALLEY PUMPING SERV</b>			
E 602-49450-500		Capital Outlay	\$13,611.00		494,973 GALLONS/22 ACRES
Total			\$13,611.00		
<b>33662</b>	11/14/22	<b>MINNESOTA VALLEY TESTING LAB, INC</b>			
E 602-49450-217		Lab Fees	\$41.26	1169619	PHOSPHORUS
E 601-49400-217		Lab Fees	\$104.25	1170451	COLIFORM
E 602-49450-217		Lab Fees	\$41.26	1170732	PHOSPHORUS
E 602-49450-217		Lab Fees	\$41.26	1172160	PHOSPHORUS
Total			\$228.03		
<b>33663</b>	11/14/22	<b>MN STATE FIRE DEPT ASSOCIATION</b>			
E 101-42200-433		Dues and Subscriptions	\$225.00	2023	2023 MEMBERSHIP
Total			\$225.00		
<b>33664</b>	11/14/22	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 101-43100-380		Street Lighting	\$105.76		STREET LIGHTS
E 602-49450-381		Electric Utilities	\$35.24		LIFT STATION
E 601-49400-381		Electric Utilities	\$45.67		640 TACOMA BLVD
Total			\$186.67		
<b>33665</b>	11/14/22	<b>MRI SOFTWARE LLC</b>			
E 101-46500-310		Other Professional Serv	\$29.95	MRIUS12621	KINKEL CHECK
Total			\$29.95		
<b>33666</b>	11/14/22	<b>STAR Group, LLC</b>			
E 101-43100-221		Repair/Maintenance Equip	\$7.73	336880	FUEL FILTER
E 101-43100-210		Operating Supplies	\$15.89	337787	CHUCK
E 101-43100-210		Operating Supplies	\$18.77	337788	RAGS IN A BOX
E 101-43100-221		Repair/Maintenance Equip	\$237.98	337826	BRAKE SHOE KITS
E 101-43100-221		Repair/Maintenance Equip	\$33.13	337946	FUEL FILTER
E 101-43100-221		Repair/Maintenance Equip	\$201.37	338038	TIE ROD END
E 101-43100-210		Operating Supplies	\$39.99	338100	CLEANING WANDS
E 101-43100-221		Repair/Maintenance Equip	\$17.31	338214	FUEL FILTERS
E 101-43100-221		Repair/Maintenance Equip	\$14.13	338222	OIL FILTER
Total			\$586.30		
<b>33667</b>	11/14/22	<b>NORTHWOODS BANK</b>			
G 101-21718		HSA ACCOUNT	\$425.00		
Total			\$425.00		
<b>33668</b>	11/14/22	<b>NUSS TRUCK &amp; EQUIPMENT</b>			
E 101-43100-221		Repair/Maintenance Equip	\$14,410.87	740993	10 MACK REPAIRS
Total			\$14,410.87		
<b>33669</b>	11/14/22	<b>NORWOOD YOUNG AMERICA TIMES</b>			
E 494-43100-350		Print/Publishing/Postage	\$328.05	916533	2ND AVE IMPROVMENTS
E 101-41320-350		Print/Publishing/Postage	\$36.45	916534	GROUND MOUNTED SOLAR
E 101-41320-350		Print/Publishing/Postage	\$72.65	916535	FUTURE LAND USE MAP

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Batch: 11142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41400-350		Print/Publishing/Postage	\$64.80	918780	ELECTIONS
		Total	\$501.95		
<b>33670</b>	11/14/22	<b>OEM SERVICE CO, LLC</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$130.32	036520	
		Total	\$130.32		
<b>33671</b>	11/14/22	<b>OPTUM BANK</b>			
G 101-21718		HSA ACCOUNT	\$289.33		
		Total	\$289.33		
<b>33672</b>	11/14/22	<b>PASKET, AMBER</b>			
R 601-49400-36200		Miscellaneous Revenues	\$21.45		OVERPAYMENT OF FINAL WATER BILL
		Total	\$21.45		
<b>33673</b>	11/14/22	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>			
E 101-42200-221		Repair/Maintenance Equip	\$925.01	104927	U21
E 101-42200-221		Repair/Maintenance Equip	\$1,354.76	105067	E11 REPAIRS
E 101-42200-221		Repair/Maintenance Equip	\$1,105.86	105073	E21 REPAIRS
E 101-43100-221		Repair/Maintenance Equip	\$132.10	105156	T2 PLOW TRUCK
E 101-43100-221		Repair/Maintenance Equip	\$132.10	105157	T6 MACK TRUCK
E 101-49800-221		Repair/Maintenance Equip	\$132.97	105158	E450 BUS
E 101-43100-221		Repair/Maintenance Equip	\$1,029.43	105208	P3
E 101-42200-221		Repair/Maintenance Equip	\$349.17	105211	FIRE TANKER
E 101-43100-221		Repair/Maintenance Equip	\$898.14	76159	P3
		Total	\$6,059.54		
<b>33674</b>	11/14/22	<b>QUILL CORPORATION</b>			
E 101-41400-200		Office Supplies	\$386.78	28427351	COPY PAPER, POST-ITS, BINDER CLIPS
E 101-41400-200		Office Supplies	\$134.84	28870850	PAPER
		Total	\$521.62		
<b>33675</b>	11/14/22	<b>RIVERS EDGE CONCRETE LLC</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$1,606.50	7024319	123 PARK PLACE
		Total	\$1,606.50		
<b>33676</b>	11/14/22	<b>SCHWARTZ, DANIEL</b>			
R 601-49400-36200		Miscellaneous Revenues	\$75.69		OVERPAYMENT OF FINAL BILL
		Total	\$75.69		
<b>33677</b>	11/14/22	<b>SECURITY BANK &amp; TRUST</b>			
G 101-21718		HSA ACCOUNT	\$862.51		
		Total	\$862.51		
<b>33678</b>	11/14/22	<b>R.E. SMITH OIL &amp; TIRE CO., INC</b>			
E 101-43100-212		Motor Fuels	\$87.19		
E 601-49400-212		Motor Fuels	\$116.00		
E 602-49450-212		Motor Fuels	\$116.01		
E 101-49800-212		Motor Fuels	\$107.65		
		Total	\$426.85		

## CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

Batch: 11142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>33679</b>	11/14/22	<b>SOUTH POINT FINANCIAL</b>			
G 101-21718		HSA ACCOUNT	\$375.00		
		Total	\$375.00		
<b>33680</b>	11/14/22	<b>TVETE, COLYN</b>			
R 601-49400-36200		Miscellaneous Revenues	\$79.75		OVERPAYMENT OF FINAL BILL
		Total	\$79.75		
<b>33681</b>	11/14/22	<b>UTILITY CONSULTANTS, INC.</b>			
E 602-49450-217		Lab Fees	\$1,119.86	114306	CBOD/TSS TESTING
		Total	\$1,119.86		
<b>33682</b>	11/14/22	<b>VERIZON WIRELESS</b>			
E 101-45200-321		Telephone	\$55.68		
E 101-43100-321		Telephone	\$129.92		
E 601-49400-321		Telephone	\$67.10		
E 602-49450-321		Telephone	\$126.94		
E 101-41300-321		Telephone	\$41.40		
E 101-46500-321		Telephone	\$41.40		
E 101-42200-321		Telephone	\$175.05		fire dept
		Total	\$637.49		
<b>33683</b>	11/14/22	<b>WM MUELLER &amp; SONS INC</b>			
E 101-43100-224		Street Maint Materials	\$1,842.28	281741	3/8 FINE
E 101-43100-224		Street Maint Materials	\$150.89	282281	3/8 FINE
E 101-43100-224		Street Maint Materials	\$541.15	282749	3/8 FINE
		Total	\$2,534.32		
<b>33684</b>	11/14/22	<b>WOLF MOTORS</b>			
E 101-42200-221		Repair/Maintenance Equip	\$1,337.77	6241659/1	2012 FORD
		Total	\$1,337.77		
<b>33685</b>	11/14/22	<b>WSB</b>			
E 101-41320-305		Other Professional Fees	\$563.50	R-020001-00	INDUSTRIAL PARK EXPANSION
E 101-41320-305		Other Professional Fees	\$1,773.50	R-020001-00	MISC
		Total	\$2,337.00		
<b>33686</b>	11/14/22	<b>XCEL ENERGY</b>			
E 101-41940-381		Electric Utilities	\$3,206.27		
E 101-42200-381		Electric Utilities	\$639.98		
E 101-42500-381		Electric Utilities	\$13.37		
E 101-43100-380		Street Lighting	\$6,562.59		
E 101-43100-381		Electric Utilities	\$380.22		
E 101-45200-381		Electric Utilities	\$703.15		
E 101-45500-381		Electric Utilities	\$1,734.84		
E 601-49400-381		Electric Utilities	\$309.17		
E 602-49450-381		Electric Utilities	\$4,380.55		
E 101-49860-381		Electric Utilities	\$142.63		
E 101-45200-381		Electric Utilities	\$20.53		VETS PARK
E 101-43100-381		Electric Utilities	\$89.60		300 Faxon Rd

## CITY OF NORWOOD YOUNG AMERICA

11/10/22 1:19 PM

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**\*Check Detail Register©**

Batch: 11142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-380		Street Lighting		\$82.85	313 CENTRAL
		Total		\$18,265.75	
<b>33687</b>	11/14/22	<b>ZUMBERGE, STEVE</b>			
E 101-42200-331		Travel/Meeting Expense		\$230.49	MILEAGE
		Total		\$230.49	
		<b>10100 CHECKING</b>		\$235,949.94	

## Fund Summary

**10100 CHECKING**

101 GENERAL FUND	\$159,775.64
230 FOREST HILL CEMETERY	\$14,700.00
494 2nd Ave PHASE II	\$5,601.05
495 2nd AVE LIFT STATION-STR RECON	\$1,314.00
601 WATER FUND	\$33,361.40
602 SEWER FUND	\$21,197.85
	\$235,949.94



**TO:** Honorable Mayor Lagergren and City Council Members

**FROM:** Andrea Aukrust, City Administrator

**DATE:** November 14, 2022

**RE:** Public Services On-call Seasonal Employee

---

The administration requests approval to hire Brian Schneewind as a year-round On-call Seasonal Employee in the Public Services department. This position would assist with lawn maintenance and snow removal as needed.

- ❖ Retired from the city in August 2022
- ❖ Brings a wealth of equipment experience
- ❖ The 2022 pay schedule Grade 3, Step 6 at \$20.61 per hour would be the hiring wage

**Recommended Motion:**

**Consent Agenda item**

**Approve hiring Brian Schneewind as a year-round On-call Seasonal Employee—Grade 3 step 6.**

*Norwood Young America*



To: Mayer Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk/Treasurer  
Date: November 14, 2022  
Subject: Approve Knights of Columbus Gambling Permit

---

Ascension of Knights of Columbus is requesting a Bingo permit to cover the following dates:

- February 19, 2023
- March 19, 2023
- April 16, 2023

The Knights of Columbus need the Council's approval to apply for the permit through MN Gambling.

***Recommended Motion:***

**Approve the application to conduct excluded bingo for Ascension Knights of Columbus for the listed dates.**

**LG240B Application to Conduct Excluded Bingo****No Fee****ORGANIZATION INFORMATION**

Organization Name: Ascension Knights of Columbus Previous Gambling Permit Number: 073888

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 395 Lower Grand Lake Dr.

City: Norwood Young America State: MN Zip: 55368 County: Carver

Name of Chief Executive Officer (CEO): Kevin Raether

CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): J.gesinger@hotmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

**Attach a copy of at least one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **Current calendar year Certificate of Good Standing**  
Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**  
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**EXCLUDED BINGO ACTIVITY**

Has your organization held a bingo event in the current calendar year? ☒ Yes ☐ No

If yes, list the dates when bingo was conducted: 9/28/2022

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: 02/19/2023 / 3/19/2023 / 4/16/2023

**-OR-**

☐ conducted on up to 12 consecutive days in connection with a:

☐ county fair Dates: \_\_\_\_\_

☐ civic celebration Dates: \_\_\_\_\_

☐ Minnesota State Fair Dates: \_\_\_\_\_

Person in charge of bingo event: Jeremy Gesinger Daytime Phone: 952-212-2369

Name of premises where bingo will be conducted: Church of Ascension in Norwood Young America

Premises street address: 323 North Reform Street

City: Norwood Young America If township, township name: \_\_\_\_\_ County: Carver



# LG240B Application to Conduct Excluded Bingo

11/17  
Page 2 of 2

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

## MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113  
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

### Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **LIST OF LICENSEES** tab, or call 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



**TO:** Honorable Mayor Lagergren and City Council Members  
**FROM:** Andrea Aukrust, City Administrator  
**DATE:** November 14, 2022  
**RE:** Central School Bleacher Request

---

Coach Darrin Fox approached the city and proposed swapping bleachers at the NYA Sports Complex with the school's bleacher set. The school has a more extensive bleacher set, five seats high with railings, and they are offering to switch for one of the smaller bleacher seats, three seats high with no railings, the city currently has for down at the softball fields. They will use the smaller one at the new practice field at Central School.

**Recommended Motion:**

Motion to approve the request from Central School to exchange bleacher sets with the city at the NYA Sports Complex softball field.

*Norwood Young America*



**TO:** Honorable Mayor Lagergren and City Council Members

**FROM:** Andrea Aukrust, City Administrator

**DATE:** November 14, 2022

**RE:** Old Town Design Proposal

---

Enclosed you will find the design proposal from Kaeding Architecture.

- The design proposal and finishes will be presented to Council by Jennifer Kaeding
- The Council will be given the opportunity to discuss the proposed design with the architect
- The proposal will also include alternatives that contractors will have the ability to price out separately from the initial project

**Recommended Motion:**

Motion to approve the Old Town Design Proposal from Kaeding Architecture.

*Norwood Young America*

---

# MEMO



November 17, 2022

City of Norwood Young America  
Attn: Andrea Aukrust  
310 West Elm Street  
PO Box 59  
Norwood Young America, MN 55368

## **Re: Old Town Concessions New Building**

Dear Ms. Aukrust,

The purpose of this memo is to request approval of a new Old Town Concessions building.

### Project Background:

The existing structure, which used for concessions, storage, and an upper level press box, has endured tremendous water damage and has been deemed structurally unsafe. Therefore, the request has been made to demo the existing building and build a new building that replicates the existing while using the Historic Design Guidelines set forth by the third party Preservation consultant.

### Proposed Building:

The new building will re-use the existing foundation aside a small location where the foundation will be widened to accommodate a new accessible stairway to the upper level. The foundation will be raised by 1 course of CMU to allow for proper drainage away from the structure.

The building will be heated to the extent that the pipes will not freeze however, will not be cooled or sprinkled.

The Design intent is to replicate the existing while bringing in a bit more historical heritage to the north façade per the Design Guidelines. The materials will be wood, stucco (EIFS), brick, and asphalt shingles.

The Beer Garden is also to be expanded west as well as building a new 3<sup>rd</sup> base dugout.

If authorized to proceed, please see the attached preliminary schedule.

Please feel free to call me direct with any questions or concerns at (952) 451-9763.

Sincerely,

A handwritten signature in blue ink, reading "Jennifer Kaeding". The signature is fluid and cursive, with the first name "Jennifer" and last name "Kaeding" clearly legible.

Jennifer Kaeding, AIA, NCARB  
Owner/Architect



1 NEW BUILDING

OLD TOWN CONCESSIONS  
WILKOMMEN PARK  
13 SE 1ST AVE, NORWOOD  
YOUNG AMERICA, MN 55397

PROJECT: OLD TOWN CONCESSIONS

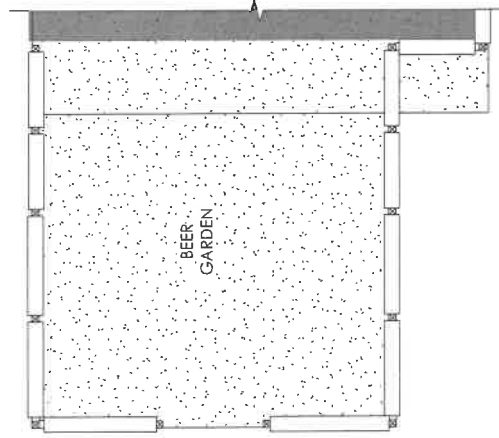
DATE: 11/17/22

DRAWN BY: BBAKER

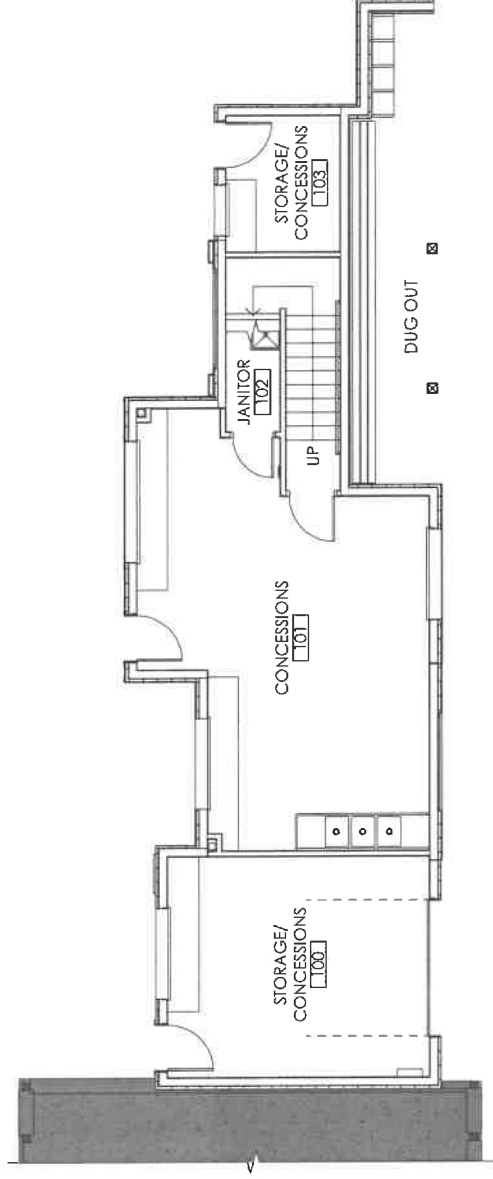
CHECKED BY: JKAEDING



235 W. MAIN STREET  
SUITE 201  
WACONIA, MN 55387  
952.451.9763



1 BEER GARDEN - FLOOR PLAN  
1/8" = 1'-0"



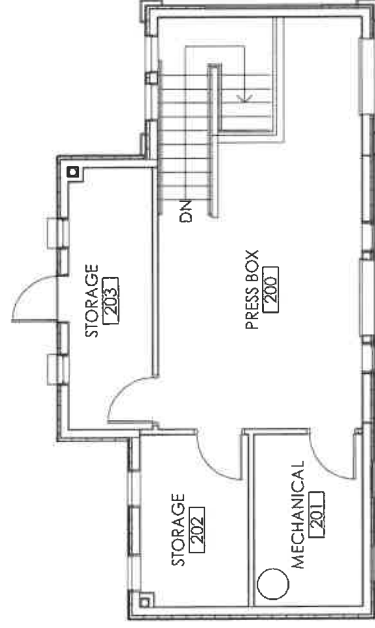
2 FIRST FLOOR - FLOOR PLAN  
1/8" = 1'-0"

OLD TOWN CONCESSIONS  
WILKOMMEN PARK  
13 SE 1ST AVE, NORWOOD  
YOUNG AMERICA, MN 55397

PROJECT: OLD TOWN CONCESSIONS  
DATE: 11/17/22  
DRAWN BY: BBAKER  
CHECKED BY: JKAEDING



235 W. MAIN STREET  
SUITE 201  
WACONIA, MN 55387  
952.451.9763



1 SECOND FLOOR - FLOOR PLAN  
...  
1/8" = 1'-0"

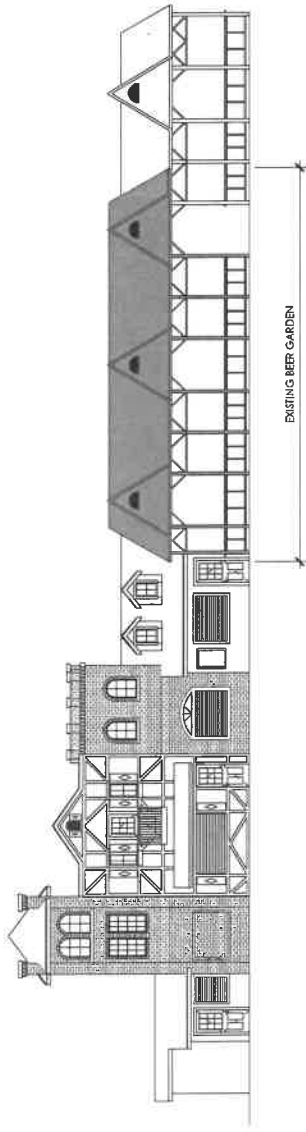
OLD TOWN CONCESSIONS  
WILKOMMEN PARK  
13 SE 1ST AVE, NORWOOD  
YOUNG AMERICA, MN 55397

PROJECT: OLD TOWN CONCESSIONS  
DATE: 11/17/22  
DRAWN BY: BBAKER  
CHECKED BY: JKAEDING

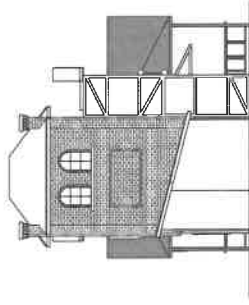


235 W. MAIN STREET  
SUITE 201  
WACONIA, MN 55387  
952.451.9763

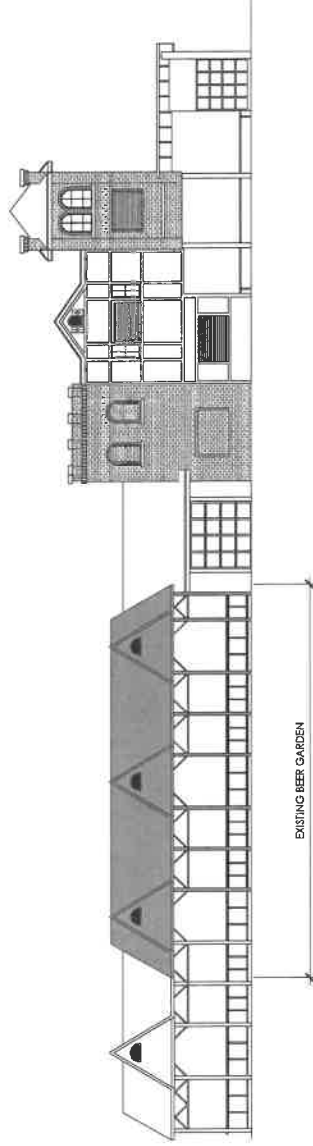




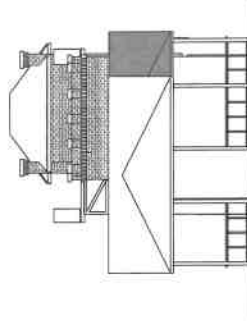
1 NORTH ELEVATION  
1/16" = 1'-0"



3 EAST ELEVATION  
1/16" = 1'-0"



2 SOUTH ELEVATION  
1/16" = 1'-0"



4 WEST ELEVATION  
1/16" = 1'-0"

OLD TOWN CONCESSIONS  
WILKOMMEN PARK  
13 SE 1ST AVE, NORWOOD  
YOUNG AMERICA, MN 55397

PROJECT: OLD TOWN CONCESSIONS  
DATE: 11/17/22  
DRAWN BY: BBAKER  
CHECKED BY: JKAEDING



235 W. MAIN STREET  
SUITE 201  
WACONIA, MN 55387  
952.451.9763

## PRELIMINARY PROJECT SCHEDULE

---

November 17, 2022

Project

Old Town Concessions New Building

City Council Meeting	11/14/22
Construction Documents	3-4 weeks
Bidding	2 weeks
Owner bid review	1 week
Construction Start	TBD
Construction Duration	TBD



**TO:** Honorable Mayor Lagergren and City Council Members

**FROM:** Andrea Aukrust, City Administrator

**DATE:** November 14, 2022

**RE:** Southwest Carver County Food Shelf information

---

Enclosed you will find the information from Southwest Carver County Food Shelf. They are requesting to remain in the city building where they presently operate. The City Council gave SCCFS until November 1, 2022, to produce financial statements and an audit to remain in the city-owned building they currently occupy. SCCFS still needs to provide the requested information. However, they have a solid plan with Carver County and the Foundation for Essential Needs to revise their processes and procedures, modernize the facility, and amend their board structure and operations. SCCFS has also hired PHB Certified Public Accountants to prepare compiled financial statements without disclosures for the year ended December 31, 2021, which will then be submitted to the city for review. If the City Council approves the Southwest Carver County Food Shelf's request to remain in a city building during the implementation of the restructuring of their organization and as their financial statements are prepared. The administration advises the following caveats to be agreed to with the city to allow them to remain in a city building now and in the future:

- The Southwest Carver County Food Shelf provides an update on their progress in writing and with documentation from representatives of Carver County and The Foundation for Essential Needs involved in assisting SCCFS with their operations improvement plan by January 18, 2023, so a discussion can commence at the January 23, 2023, City Council meeting
- Southwest Carver County Food Shelf will provide the City Council with the 2021 financial statements from PHB no later than February 1, 2023
- Southwest Carver County Food Shelf will provide the City Council with the 2022 financial statements from PHB no later than April 1, 2023
- Southwest Carver County Food Shelf will provide the City Council with yearly financial statements from a CPA no later than the first of March each year going forward
- Southwest Carver County Food Shelf will continue to work closely with Carver County and The Foundation for Essential Needs or another Carver County-approved non-profit that works with food shelf organizations; documentation of no less than four quarterly meetings will be provided to the city by the first day of the month each year in April, July, Oct, January

**Recommended Motion:**

Motion to approve the requested extension to remain in a city building from Southwest Carver County Food Shelf with the agreed-upon terms stated above. If the Southwest Carver County Food Shelf fails to abide by the city's terms, the eviction notice will stand, and the building will be vacated with thirty days' notice from the city.

*Norwood Young America*

November 1, 2022

To the City of NYA,

In addition to the statement from the Accounting Firm regarding the financial statue of the food shelf I am enclosing some further information on the process we are taking. We will be meeting with the Foundation For Essential Needs on Nov.15<sup>th</sup>. Topics for the meeting will be Food Sourcing Analysis, Food Shelf Layout Design and One-On-One support.

In addition to that meeting, we will be meeting with Heather Tran from Carver County on November 29 and the entire Food Shelf Board will be included. The purpose of the meeting is to discuss our By-Laws and discuss guidelines on how to follow them going forward.

With the above procedures, we are seeking permission to remain in the city building operating the Food Shelf.

**PHB** *Certified Public Accountants*  
*Piehl Hanson Beckman*

October 31, 2022

Linda Worm  
Southwest Carver County Food Shelf  
10 First Avenue NE  
Norwood Young America, MN 55397

Dear Linda,

The fee for preparing compiled financial statements without disclosures for the year ended December 31, 2021 is \$1,500. If you decide this is what you need for your organization, we will send you a formal engagement letter.

Thank you for your consideration and we look forward to working with you.

Piehl, Hanson, Beckman, P.A.

By:   
Certified Public Accountant

November 1, 2022

Southwest Carver County Food Shelf  
10 First Ave NE  
NYA, MN 55397

We appreciate the opportunity to work with you. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and Piehl, Hanson, Beckman, P.A. ("PHB") will be governed by the terms of this Agreement.

**Engagement Objective and Scope**

Our engagement will be limited to providing the following services:

1. Prepare your 2021 federal and Minnesota income tax returns.
2. Perform any bookkeeping necessary for preparation of the income tax returns.
3. Prepare tax basis depreciation schedules.

Any other services provided by PHB will be covered in a separate written engagement letter.

We will not prepare any tax returns except those identified above, without your written request, and our written consent to do so. We will prepare your tax returns based upon information and representations that you provide to us. We have not been engaged to and will not prepare financial statements. We will not audit or otherwise verify the data you submit to us, although we may ask you to clarify certain information.

We will prepare the above-referenced tax returns solely for filing with the Internal Revenue Service ("IRS") and state and local tax authorities as identified above. Our work is not intended to benefit or influence any third party, either to obtain credit or for any other purpose.

You agree to indemnify and hold PHB harmless with respect to any and all claims arising from the use of the tax returns by any third parties or for any purpose other than filing with the IRS and state and local tax authorities regardless of the nature of the claim, including the negligence of any party. Furthermore, you agree to reimburse and indemnify PHB for any time spent in providing testimony and services in any investigation or inquiries.

Our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters.

**CPA Firm Responsibilities**

Unless otherwise noted, we will perform our services in accordance with the Statements on Standards for Tax Services ("SSTS") issued by the American Institute of Certified Public Accountants ("AICPA") and U.S. Treasury Department Circular 230 ("Circular 230"). Our duty is to perform services with the same standard of care that a reasonable income tax preparer would exercise in this type of engagement. Your responsibility is to safeguard your assets and maintain accurate records pertaining to transactions. We will not hold your property in trust for you, or otherwise accept fiduciary duties in the performance of the engagement.

**Government Inquiries** - This engagement does not include responding to inquiries by any governmental agency or tax authority. If your tax return is selected for examination or audit, you may request our assistance in responding to such an inquiry.

**Arguable Positions** - We will use our judgment to resolve questions in your favor where a tax law is unclear, provided there is sufficient support for doing so. If there are conflicting interpretations of the law, we will explain the possible positions that may be taken on your return. We will follow the position you request, provided it is consistent with our understanding of the Internal Revenue Code ("IRC"), tax regulations, Revenue Rulings, Revenue Procedures, private letter rulings and court decisions. If the IRS, state or local tax authorities later contest the position taken, additional tax, penalties, and interest may be assessed. We assume no liability, and you hereby release us from any liability for such additional tax, penalties, interest, and related professional fees.

### **Client Responsibilities**

You will provide us with a trial balance and other supporting data necessary to prepare your tax returns. You must provide us with all information necessary to file a complete and accurate return. Income from all sources, including those outside of the U.S., is required.

We rely upon the accuracy and completeness of both the information you provide in the trial balance and other supporting data you provide in rendering professional services to you.

**Documentation** - You are responsible for maintaining adequate documentation to substantiate the accuracy and completeness of your tax returns. You should retain all documents that provide evidence and support for reported income, credits, and deductions on your returns, as required under applicable tax laws and regulations. You are responsible for the adequacy of all information provided in such documents. You represent that you have such documentation and can produce it, if necessary, to respond to any audit or inquiry by tax authorities. You agree to hold our firm harmless with respect to any additional tax, penalties, interest and professional fees resulting from the disallowance of tax deductions due to inadequate documentation.

**Personal Expenses** - You are responsible for ensuring that personal expenses, if any, are segregated from business expenses and that expenses such as meals, travel, entertainment, vehicle use, gifts, and related expenses are supported by necessary records required by the IRS and other tax authorities. At your written request, we are available to provide you with written answers to your questions on the types of supporting records required.

**State and Local Filing Obligations** - You are responsible for determining your tax filing obligations with any state or local tax authorities, including, but not limited to, income, franchise, sales, use, property or unclaimed property taxes. You agree that we have no responsibility to research these obligations or to inform you of them. If upon review of the information you have provided to us, including information that comes to our attention, we believe that you may have additional filing obligations, we will notify you of this responsibility.

**U.S. Filing Obligations Related to Foreign Financial Assets** - As part of your filing obligations, you are required to report the maximum value of specified foreign financial assets, which include financial accounts with foreign institutions and certain other foreign non-account investment assets that exceed certain thresholds. PHB is not advising you with respect to your obligations to file any reports or forms relating to Foreign Bank Accounts (FBAR Rules). You are responsible for informing us in writing of all foreign assets, so we may properly advise

you regarding your filing obligations. Failure to file required forms can result in the imposition of both civil and criminal penalties, which may be significant.

Ultimate Responsibility - You have final responsibility for your tax returns. We will provide you with a copy of your tax returns and accompanying schedules and statements for review prior to filing with the IRS and state and local tax authorities (as applicable). You agree to review and examine them carefully for accuracy and completeness.

You will be required to verify and sign a completed Form 8879, *IRS e-file Signature Authorization Form*, and any similar state and local equivalent authorization form before your returns can be filed electronically.

### **Penalties and Interest Charges**

Federal, state, and local tax authorities impose various penalties and interest charges for non-compliance with tax laws and regulations including failure to file or late filing of returns, and underpayment of taxes. You, as the taxpayer, remain responsible for the payment of all tax, penalties, and interest charges imposed by tax authorities.

We rely on the accuracy and completeness of the information you provide to us in connection with the preparation of your tax returns. Failure to disclose or inadequate disclosure of income or tax positions may result in the imposition of penalties and interest charges.

### **Jurisdiction**

Not with anything contained herein, both PHB and you agree that regardless of where your registered address is and regardless of where this agreement is signed, this agreement shall be deemed to have been entered into at PHB's office location in McLeod County, Hutchinson, Minnesota which shall be the exclusive jurisdiction for resolving disputes. This agreement shall be interpreted and governed in accordance with the laws of Minnesota.

The maximum liability of PHB for damages whether based on warranty, contract, negligence or other theory, shall not exceed the total annual fees paid by you during the years of our engagement. Any claims must be made within thirty-six (36) months of services being performed.

### **Professional Fees**

Our professional fee for the services outlined above will be based on our hourly rates for the actual time spent, the complexity of the work to be performed, as well as out-of-pocket expenses. In addition, this fee depends upon the timely delivery, availability, quality, and completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis. You agree to pay all fees and expenses incurred whether or not we prepare the tax returns.

Payment is due upon receipt of our invoice. If you fail to pay within 30 days, you will be assessed a finance charge of one and a half (1-1/2%) percent per month (annual percentage rate of 18%), or a minimum finance charge of fifty (\$.50) cents a month as permitted by State law.



It is our policy to keep records related to this engagement according to our Client Document Retention Policy. Generally, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement.

You may terminate this engagement at any time. Should you do so, however, you remain liable for all unpaid fees as discussed above. We reserve the right to withdraw from this engagement at any time because of unpaid fees, the guidance of our professional standards, or for any other reason. We will notify you in advance of any decision by us to withdraw and will take all reasonable steps to assist in the orderly transfer of your tax services. Otherwise, this engagement will be considered complete upon acceptance of your e-filed returns by the tax authorities. In the event that your returns are not e-filed, you will have final responsibility for mailing your returns to the applicable taxing authorities. **The terms of this engagement will continue in all future successive years unless terminated by either party.**

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us along with your tax information.

If you have any questions, please do not hesitate to contact us.

Piehl, Hanson, Beckman, P.A.

READ AND ACCEPTED  
Southwest Carver County Food Shelf

By: Linda Worm  
Title: Director



TO: NYA City Council

FROM: Jared Johnson, Planning Consultant - WSB

DATE: November 14, 2022

SUBJECT: Resolution 2022-38: Industrial Park Expansion Comprehensive Plan Amendment

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#### **REQUEST**

The City has requested a Comprehensive Plan Amendment to the Future Land Use Map in the 2040 Comprehensive Plan. This request is in anticipation for the expansion of the industrial park off Tacoma Avenue. In Figure 1., The Comprehensive Plan Amendment will re-guide the land south of the existing industrial park (orange area outlined in red) from Medium Density Residential to Industrial (purple).

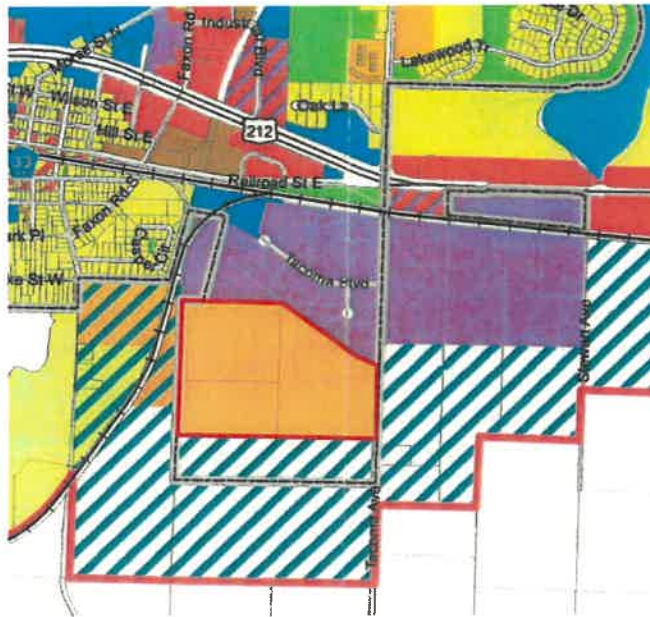


Figure 1. Orange area outlined in red is proposed to be re-guided Industrial (purple)

Norwood Young America

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

## **BACKGROUND**

The Future Land Use Map, which is a part of the 2040 Comprehensive Plan, designates all land in city limits and the annexation area for anticipated future land uses. The land south of the existing Industrial Park is currently designated for Medium Density Residential where typical housing types such as twin homes and townhomes are anticipated.

As the City develops there are instances where future land use designations for certain lands may be changed due to a change in goals, market demand, or City priorities. Designations can also be changed to address proposed developments where the City finds the need for a Comprehensive Plan Amendment appropriate in order to accommodate the new development. The area south of the industrial park is being proposed to be re-guided to Industrial to accommodate new development. Additionally, given the City's interest in providing additional industrial land uses, the location adjacent to the existing industrial park is reasonable.

The City is seeking to grow its tax base through the expansion of industrial development and has continually received interest from business owners. The City has targeted the area south of the existing industrial park for expansion for several reasons:

- The City has the ability to acquire this specific tract of land in a timely manner compared to other areas within the community
- Faster land acquisition means new businesses could be built sooner which will increase the tax base faster
- The land is adjacent to the existing industrial park
- Utilities for additional industrial land are in the adjoining roadway
- The City has received letters of intent from business owners for new industrial lots

The City will need to approve the Comprehensive Plan Amendment from Medium Density Residential to Industrial in order to initiate the land acquisition. Approving the Comprehensive Plan Amendment is the first step in the approval process to expand the industrial park. Upon approval by the City Council, the Comprehensive Plan Amendment will need to be submitted to the Met Council for approval.

## **REVIEW**

### **Zoning**

The land south of the industrial park is zoned TA Transition/Agriculture. This district is intended to serve as a reserve for agricultural and low-density residential uses until the land is ready for development. Rezoning of the land to industrial would occur after the Met Council reviews and approves the Comprehensive Plan Amendment.

### **Met Council**

The Met Council has final approval of any amendments to the Comprehensive Plan. The Comprehensive Plan Amendment for the Meadows 2<sup>nd</sup> Addition, which was approved earlier this year, also involved re-guiding land from Medium Density Residential to a different designation. The Meadows 2<sup>nd</sup> Addition Comprehensive Plan Amendment put the City's overall density at 2.9 units/acre. This is below the Met Council policy requirement of at least 3 units/acre. The proposed Comprehensive Plan Amendment for the Industrial Park will re-guide roughly 92 acres of Medium Density Residential land, meaning that the current proposed amendment will further reduce the 2.9 units/acre overall density and continue to be deemed a policy inconsistency with

## **Norwood Young America**

the Met Council. The Met Council can still approve the amendment, given precedent with the Meadows 2<sup>nd</sup> Addition, but the amendment will require formal Met Council approval rather than obtaining the approval administratively.

Staff would like to recognize the amount of designated Medium Density Residential land that will be lost. Once this comprehensive plan amendment is completed, staff believes there should be an effort to identify other areas of the City to re-guide Medium Density Residential to assist in increasing the cities overall residential density over 3 units/acre.

#### Public Notice

The original public notice sent to the newspaper and property owners also included an amendment to the industrial land to the east of the existing industrial park across Tacoma Avenue. This land was initially proposed to be changed to Medium Density Residential and act as an equal swap to address the Medium Density Residential land being lost south of the industrial park. After discussions between staff, property owners, and the Met Council, the land will not be included in the amendment and will stay industrial. Reasoning for not amending the designation of this land is due to an existing manufacturing business in the area and potential access to the rail line for future industrial businesses. As mentioned earlier, other parts of the City should be looked at to re-guide land Medium Density Residential.

#### Planning Commission Meeting

The Planning Commission held a public hearing on the Comprehensive Plan Amendment at their November 1, 2022 meeting. The Planning Commission voted unanimously to recommend the City Council approve the amendment.

#### **ACTION**

Staff recommends the City Council make a motion to approve Resolution 2022-38 approving a Comprehensive Plan Amendment to the Future Land Use Map re-guiding the Medium Density Residential area south of the existing industrial park to Industrial with the following condition:

1. The Comprehensive Plan Amendment must have final approval from the Metropolitan Council.

#### Attachments

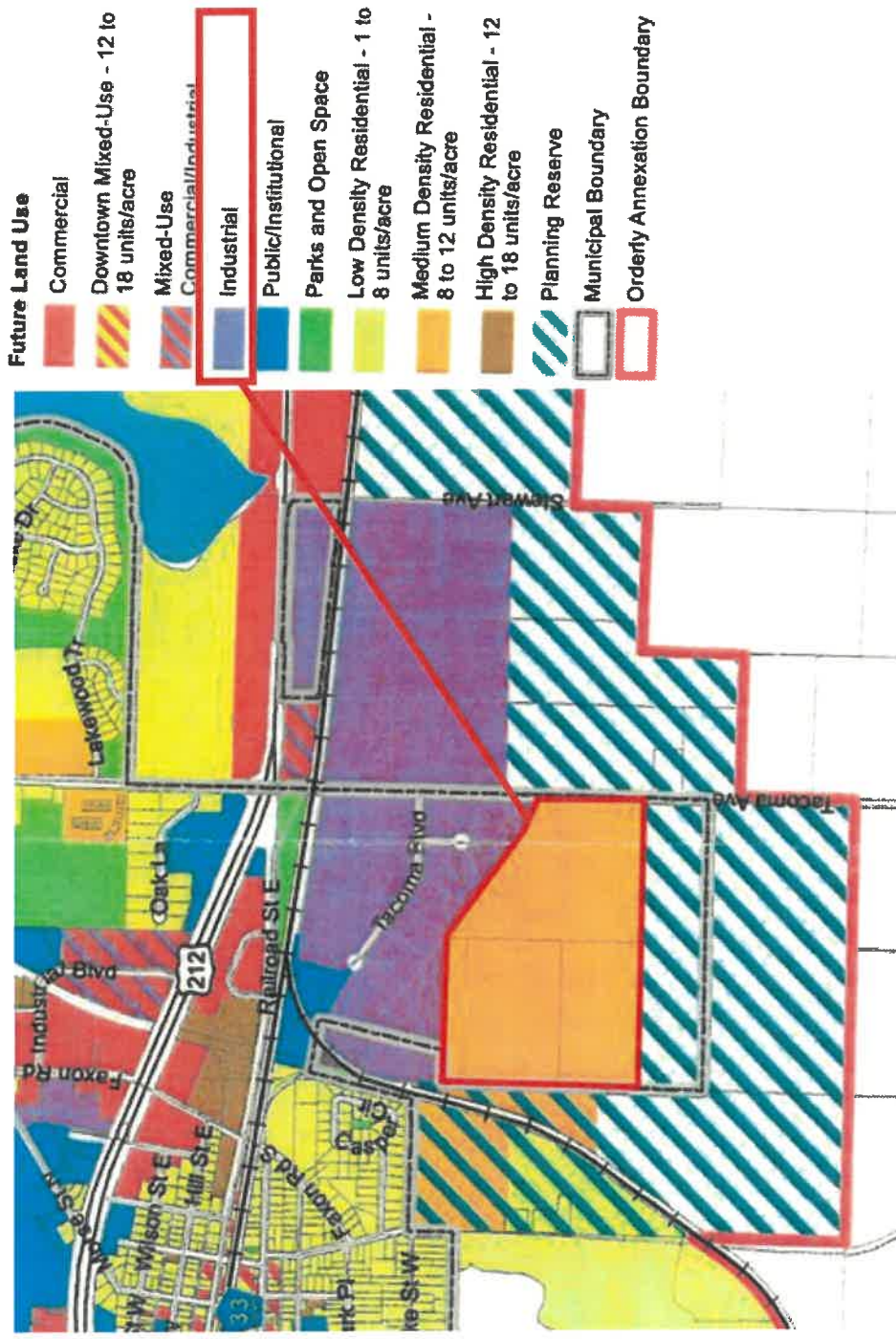
- Resolution 2022-38

Norwood Young America

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# EXHIBIT A RESOLUTION 2022-38



# RESOLUTION NO. 2022-38

## A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT FOR LAND SOUTH OF THE INDUSTRIAL PARK

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

WHEREAS, the subject land is outlined in red on Exhibit “A”; and,

WHEREAS, the subject land contains a part of the following parcels:

- PID 580146200
- PID 580146300

;and,

WHEREAS, the subject land contains the entire following parcel:

- 580146500

;and,

WHEREAS, the subject land is currently zoned Transition Agriculture; and,

WHEREAS, the subject land is guided for Medium Density Residential under the 2040 Comprehensive Plan and the City of Norwood Young America has requested a Comprehensive Plan Amendment to re-guide the subject land from Medium Density Residential (orange) to Industrial (purple) as illustrated in the map attached hereto as Exhibit “A”; and,

WHEREAS, the City of Norwood Young America Planning Commission held a public hearing on November 1, 2022, to consider the Comprehensive Plan Amendment; and,

WHEREAS, the Planning Commission, after review and discussion, recommended the City Council approve the Comprehensive Plan Amendment; and,

WHEREAS, the City Council considered the application materials on file with the City and the Planning Commission recommendation at their meeting on November 14, 2022.

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

1. The proposed Comprehensive Plan Amendment meets the goals, policies, objectives, and criteria set forth in the Norwood Young America 2040 Comprehensive Plan and re-guiding the subject property will not be in conflict with those goals.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a Comprehensive Plan Amendment re-guiding the subject land from Medium Density Residential to Industrial subject to the following condition:

1. The Comprehensive Plan Amendment must have final approval by the Metropolitan Council.

Adopted by the City Council this 14<sup>th</sup> day of November 2022.

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Carol Lagergren, Mayor

ATTEST:

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Angela Brumbaugh, City Clerk





TO: Mayor Lagergren and City Council

FROM: Angela Brumbaugh & Karen Hallquist

DATE: November 14, 2022

SUBJECT: Willkommen Pavilion Rental Fee Review

### **Pavilion Rentals**

Staff researched neighboring venues to compare rental pricing and the amenities that are included with the rental – specifically for weddings. Attached is a spreadsheet of five (5) venues.

Staff figured an apples-to-apples comparison of all venues to accommodate a 250-capacity wedding party with each venue's amenities/requirements and then broke down with a per person expense:

- Willkommen Pavilion \$1.60 per person
  - Riverside Commons, Delano \$2.00 per person (no plumbing, kitchen, bathrooms, tables/chairs)
  - Arlington Community Center \$5.18 per person
  - Cologne Community Center \$6.60 per person
  - Glencoe City Center \$6.40 per person + 15% bar service gratuity
  - Hutchinson Event Center \$ \$10.91 per person
- 4 out of 5 venues include setup/teardown of tables and chairs which guarantees cleaning of the tables. (Renters of the pavilion setup/teardown their own tables and chairs. This does not guarantee the cleanliness or damages of tables/chairs.)
  - 3 out of 5 venues require security/bar attendant for an additional fee. Glencoe requires security for all public events. (The City of NYA does not require security.)
  - 4 out of 5 venues charge in their base fee (specifically listed) or an additional fee for the use of their kitchen.

The following table shows the breakdown of pavilion rentals for the last five (5) full years.

Willkommen Pavilion	Resident Wedding	Non-Resident Wedding	Other Rental (anniversary/grad party/etc.)	Civic/ Non-Profit Mtg/Events	Total Rentals
2021	2	7	18	45	72
2020	1	2	3	33	39
2019	1	13	24	35	73
2018	6	10	23	38	77
2017	6	13	30	29	78
Five Year Totals	16	45	98	180	339

Paid rentals (339 total rentals – 180 non-profit rentals) x \$400/rental = \$63,600.00 of income in five years.



## **Civic Group Rentals**

The City of NYA does not currently charge a rental or cleaning fee for the pavilion or any rental facility for any NYA civic, non-profit organization or school function. The following is listed in the City of NYA Rental Policy documents:

### ***NON-PROFIT / CIVIC GROUP RENTAL***

*Non-Profit Groups may receive a discounted rate (according to the current year's fee schedule) with the following requirements:*

- *Non-Profit group is located within 15 miles of Norwood Young America and*
- *Must provide proof of non-profit 501c3 status.*

*The City of Norwood Young America prides itself on maintaining a community where it is "more than a place, it's home." We are grateful for the dedication of the many civic organizations within the community. The City Council has approved for NYA Civic Organizations to use the rental properties that the City owns at no charge.*

*A Civic Group is defined as: a local service club, veterans' post, fraternal society or association, volunteer fire or rescue groups, or local civic league or association of 10 or more persons not organized for profit but operated exclusively for educational or charitable purposes as defined herein, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.*

Neighboring venues have the following policies for civic/non-profit/schools:

- Riverside Commons, Delano – charges \$125 compared to the normal \$500 rental fee
- Arlington Community Center - No rental fee, but \$300/Fri-Sat event, \$220/Sun-Thur event for City Chartered Civic, Non-Profit Organizations and special school events. School use \$50 for testing. City of Arlington waives the Community Center Rental Fee for fundraising events for organizations that have a budget with the city. The per event fees are "charged to help fray the costs of staff time for set-up/take down, utilities, supplies, cleaning, upkeep of the grounds snow removal and trash removal.
- Cologne Community Center – No mention of discount
- Glencoe City Center – No mention of discount
- Hutchinson Event Center – No mention of discount

## **Pavilion Expenses**

The following are day-to-day, month-to-month, and event-to-event expenses:

- Average of three (3) hours of cleaning = \$60 per event
- General cleaning supplies
- Toiletry supplies
- Garbage supplies and service
- Ground maintenance (snow removal, salt)
- Equipment maintenance of kitchen appliances, ice machine, bar coolers
- Unexpected expenses such as window repair, wall repair, pipe leaks
- 2022 average monthly utility expenses for the pavilion is \$1,134.33 (CenterPoint Energy (\$241.11/mo) and Xcel Energy (\$893.22/mo)
- Annual insurance \$2,400

Over the course of the last few years the pavilion has had the following equipment and building expenses:

- 2022 Ice machine repairs (\$425)
- 2022 AC unit repair (\$1,580)
- 2021 New bar cooler (\$1,500)
- 2021 New entry doors (\$23,000) \* budgeted expense

- 2021 New transformer (\$657)
- 2021 New AC unit (\$1580)
- 2021 Building Painted (\$6,700) \* budgeted expense
- 2021 New Refrigerator (\$2,300)
- 2020 Refinished floors (\$9,500) \* budgeted expense
- 2020 Ice machine repairs (\$277)

Upcoming pavilion building expenses will need to include standalone electrical service from Old Town, replacement of ice machine, replacement of broken tables/chairs, addition of two (2) wooden barriers for table and chair carts

The YTD expenses through August 2022:

Utilities	\$7,145.79
Janitor services	\$4,560.00 (76 rentals x \$60/cleaning)
Insurance	\$1,600.00
AC Unit repairs	\$1,580.00
Ice machine repairs	\$ 425.00
<b>Total expenses</b>	<b>\$15,310.79</b>

(Does not include cleaning supplies, garbage supplies and service, ground maintenance, etc.)

### Current Year-to-Date Income

As of November 1, 2022, there have been a total of 76 rentals of the pavilion of which 26 of them are paid rentals for a total of \$13,550.

Willkommen Pavilion	Resident Wedding	Non-Resident Wedding	Non-Profit Mtg/Event	Other Rental (anniversary/grad party/etc.)	Total Rentals
2022 as of Nov 1, 2022	4	6	50 + Stiftungsfest	16	76

### Conclusion

Given the research provided, the City of NYA needs to increase the rental fees to be able to sustain maintenance, repairs, plus save funds for future improvements at the Willkommen Pavilion.

### Staff Recommendations

The following are recommendations that will be proposed at the Public Hearing on Monday, November 28, 2022.

**Pavilion rental fees of all NEW bookings starting on January 1, 2023.**

Special Events:           \*\*\$600.00 resident (\$2.40 per person)  
                                      \*\*\$800.00 non-resident (\$3.40 per person)

- Rental includes the following:
  - Rental of pavilion from 9:00am – 1:00am – all contents to be removed by 1:00am
  - Tables/Chairs – renter set ups and takes down – staff will do maintenance checks for damage
  - Use of kitchen/ice machine
  - Bar service offered (All Wedding Events must use Pour House)
  - Extra charge for sound system, kegerator

Civic, Non-Profit Events and School Testing Events:

\*\*\$100.00 (to pay cleaning, supplies, garbage service, grounds maintenance)

**Roy Clay Building, Lion's Shelter, and NYA Legion Park Shelter rental fees of all NEW bookings starting on January 1, 2023.**

\*\*\$125.00 resident or non-resident

\*\*No charge for schools, civic groups or non-profit organizations who are chartered in Norwood Young America

**Discussion Only.**

NYA Food Distributions have been approved  
through 2023 by CAP Agency and Carver  
County Public Health.



**ALL ARE WELCOME**  
**TODOS SON BIENVENIDOS**

**FREE FOOD**  
**DISTRIBUTION**  
*distribución de alimentos gratis*

Norwood Young  
America  
City Hall  
310 Elm Street W.



**December 2, January 6,**  
**February 10 & March 3**  
**2-3pm**  
drive-thru, while supplies last  
*mientras haya provisiones*

*2023!*



Want to volunteer? Find details at  
<https://www.signupgenius.com/go/60b0c4aafab28a6f94-carver1>  
Sponsored by City of NYA, CAP Agency and Carver County



To: Mayer Lagergren and Council Members

From: Karen Hallquist, Economic and Community Development Director and Angela Brumbaugh, City Clerk/Finance Director

Date: November 14, 2022

Subject: Proposed Fee Schedule Changes

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Staff has gone over the current 2022 Fee Schedule and proposed changes for 2023. Attached is the proposed fee schedule for 2023:

- Any red line items are proposed to be permanently removed
- Yellow highlighted sections included proposed updated language and fees

***Recommended Motion:***

***Information only to assist with preparing for the Public Hearing at the November 28<sup>th</sup> meeting.***



## 2023 PROPOSED FEE SCHEDULE

Red line items are proposed to be permanently removed  
Yellow highlighted sections include proposed updated language or fees

		2023 Proposed	2022
<b>BUSINESS SERVICES / MISCELLANEOUS</b>			
Staff Time - Regular Hours	per hour	55.00	55.00
Staff Time - After Hours	per hour	85.00	85.00
Public Notice		75.00	75.00
Comprehensive Plan Amendment/Change	fee + escrow <sup>2</sup>	<del>500.00</del>	500.00
City Code Amendment	Fee may be waived if the amendment benefits the entire community.	<del>250.00</del>	250.00
Notary Public		N/C	N/C
Golf Cart Permit	annual license	10.00	10.00
ATV Permit	annual license	10.00	10.00
On-Site Parking Permit	per vehicle, per year	10.00	10.00
Copy Cost	per page	0.25	0.25
Fax Cost	per page	1.00	1.00
Credit Card Payment Fee	5% of charge amount	5%	0.05
Laminating Costs	per page, up to size 8 1/2 x 11	2.50	2.50
Certification Fee	per assessment	25.00	25.00
Special Assessment Search		30.00	30.00
Returned Check Charge		35.00	35.00
Peddler License	annual license	100.00	100.00
Solicitor License	annual license	100.00	100.00
Transient Merchant License	annual license	100.00	100.00
Waste Hauler Permit	tri-annual	100.00	100.00
Fire Works - Temporary Tent/Stand		350.00	350.00
Fire Works - Permanent Store		100.00	100.00
Cemetery Lot - Resident		400.00	400.00
Cemetery Lot - Non-Resident		600.00	600.00
Fire Dept. Emergency Call (non-resident of fire district)	per call	<del>500.00</del>	500.00
Fire Department Service Call - Billing Rate (non-resident of fire district)	1st hour - minimum of 1 hour	500.00	500.00
Fire Department Service Call	each additional hour	300.00	300.00
Right Of Way Permit - business		100.00	100.00
Right Of Way Permit - residential		100.00	100.00
<b>FINES &amp; VIOLATIONS</b>			
False Alarm - rolling 12 month period			
First three offenses		Warning	Warning
4th offense		50.00	50.00
5th offense		100.00	100.00
6th offense		150.00	150.00
each additional offense increases in increments of \$50			
Sprinkling Ban Violation			
1st offense		Warning	Warning
2nd offense		50.00	50.00
3rd offense		100.00	100.00
each additional offense		200.00	200.00
Towing and Storage of Vehicles		Actual Cost	Actual Cost
Nuisance Violation - rolling 12 month period			
1st offense		Warning	Warning
Offenses thereafter		administrative penalty + cost of abatement ty + cost of abatement	
Administrative Penalty			
1st offense		Warning	Warning
2nd offense		115.00	115.00
3rd offense		130.00	130.00
4th offense		150.00	150.00



each additional offense increases in increments of \$50

Abatement Fees		Actual Cost	Actual Cost
<b>PLANNING - Application fees may require additional legal, engineering and associated costs.</b>			
Infrastructure Deposit (refundable)	Amount may be different based on development	<del>901.00</del> 900.00	901.00
Excavation Permit		Actual Cost	Actual Cost
Fill Permit		Actual Cost	Actual Cost
General Sign Permit (no plan review required)	79.00 permit + 1.00 surcharge	80.00	80.00
Residential Demolition Permit	<del>100.00</del> 99.00 permit + 1.00 surcharge	<del>101.00</del> 100.00	101.00
Commercial Demolition Permit	<del>200.00</del> 199.00 permit + 1.00 surcharge	<del>201.00</del> 200.00	201.00
Comprehensive Plan Amendment/Change	fee + escrow*	500.00	
City Code Amendment	Fee may be waived if the amendment benefits the entire community.	250.00	
Conditional Use Permit - Residential		300.00	300.00
Conditional Use Permit - Non-Residential		300.00	300.00
Interim Use Permit - Residential		300.00	300.00
Interim Use Permit - Non-Residential		300.00	300.00
Rezoning Application		400.00	400.00
Variance - Residential		300.00	300.00
Variance - Non-Residential		300.00	300.00
Street/Alley/Easement Vacation Application Fee		300.00	300.00
Annexation Application Fee		<del>301.00</del> 300.00	301.00
Annexation Township Reimbursement Fee		<del>251.00</del> 250.00 per acre	251 per acre
Storm Water Plan		250.00	250.00
Wetland Mitigation Plan	Fee + Escrow	100.00	100.00
Parking Reduction		100.00	100.00
Application for Appeal		150.00	150.00
Carver County Recording Fee	Based on Carver County Fee Schedule		Based on Carver County Fee Schedule
Site Plan Review	fee + escrow**	300.00	300.00
Lot Split		200.00	200.00
Boundary Line Adjustment		100.00	100.00
Sketch Plat Review	fee + escrow***	200.00	200.00
Subdivision * Preliminary Plat	fee + \$10 per lot	350.00	350.00
Subdivision * Final Plat	fee + \$10 per lot	250.00	250.00
Planned Unit Development (PUD)	in addition to plat fees		
Sketch Plan	fee + escrow*	200.00	200.00
General Concept Plan	fee + escrow	400.00	400.00
Final Plan		300.00	300.00
Plan Amendment		300.00	300.00
Developer Escrow Deposit (required payment by certified check)			
*Developer Escrow Deposit	up to	2,000.00	2,000.00
**Developer Escrow Deposit - Site Plan Review		5,000.00	5,000.00
**Developer Escrow Deposit - Site Plan Review Tacoma W Industl Park		15,000.00	15,000.00
***Developer Escrow Deposit - Development Review paid at Sketch Plan		10,000.00	10,000.00

## PARK DEDICATION

Single Family	See Chapter 11 of the City Code for fee. f the City Code for fee.
Two Family	See Chapter 11 of the City Code for fee. f the City Code for fee.
Townhome	See Chapter 11 of the City Code for fee. f the City Code for fee.
Multi-Family	See Chapter 11 of the City Code for fee. f the City Code for fee.
Commercial/Industrial	See Chapter 11 of the City Code for fee. f the City Code for fee.
Basin Connection	Actual Cost Actual Cost
If City Council determines land shall be dedicated, the following requirements shall be met:	
Residential Subdivisions	10% of total property area of total property area
Non-Residential Subdivisions	5% of total property area of total property area

## BUILDING PERMITS

### Building Permit Fee Calculation

See the MN State's Uniform Building Code for full list of valuation.

Valuation \$1 to 500	25.85	25.85
\$501 to 2000	\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and including 2,000	

## 2023 Proposed

## 2022

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

**Building Department Inspection Fees**

Building Permit Fee	100% of above fee schedule + state surcharge		
Residential Plan Check Fee	65% of building permit fee		
Commercial Plan Check Fee	65% of building permit fee		
Building Permit Investigation Fee	Work done without a permit. Fee is up to the actual permit amount.		
Reinspection Fees/Additional Inspection fees	Each inspection	45.00	75.00
Pre-Move Structure Inspections	per hour + mileage expense from inspector's office, minimum of 2 hrs	75.00	75.00
Moved-In House Permit Fee	fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage	250.00	250.00
Mobile Home Move-In Permit		250.00	250.00
Moved-In Shed/Garage	fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage	125.00	125.00
Heating/Cooling Permit - Residential	per fixture + \$1.00 state surcharge (included in fee)	80.00	80.00
Heating/Cooling Permit - Commercial	Based on value, 1997 fee schedule + 10%		
Plumbing Permit	Minimum of \$80 including \$1 state surcharge. \$10 per fixture for 8 or more.	80.00	80.00
Residential Plbg Fixture Change Out (water heater/softener)	\$49.00 \$79.00 + \$1.00 state surcharge	50.00	80.00
Commercial/Industrial Plumbing Plan Review	See the MN State's Uniform Building Code for list of valuation.		

**GENERAL PERMITS (minor residential alteration)**

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

**RENTAL DWELLINGS**

Rental Housing License - Initial Inspection Fee			
Based on the number of units per address			
1-4 units	per unit	95.00	95.00
5+ units	Units 1- 4 = \$380 + \$55/unit Based on #		Based on #
Rental Dwelling Reinspection fee	per unit	75.00	75.00
Unlicensed Rental Dwelling Fines		250.00	250.00
Unlicensed fine	per day/per unit, charged until license is obtained	10.00	10.00
Rental Dwelling Violation		50.00	50.00
Violation fee	per day / per unit, charged until corrections are complete	10.00	10.00
Rental Complaint Inspections	each inspection	85.00	85.00

**UTILITY CONNECTION CHARGES**

Water main Trunk Charge	per ERU	3,900.00	3,900.00
Sewer main Trunk Charge	per ERU	3,900.00	3,900.00
Water Hook-up Charge		125.00	125.00
Sewer Hook-up Charge		125.00	125.00
Storm Sewer Trunk Charge	per ERU	750.00	750.00
Barnes Lake Outlet	per ERU	250.00	250.00
Tacoma Ave N Improvement Fee		634.00	634.00
SAC/WAC Fees	See Spreadsheet, Not to exceed	36,781.82	36,781.82
3/4" Residential Water Meter	includes meter, horn, swivels & remote	Cost + 10%	Cost + 10%
1" Residential Water Meter	includes meter, horn, swivels & remote	Cost + 10%	Cost + 10%
1 1/2" Commercial Water Meter	includes meter, flange, & remote	Cost + 10%	Cost + 10%
2" Commercial Water Meter	includes meter, flange, & remote	Cost + 10%	Cost + 10%
3" Commercial Water Meter	includes meter, flange, & remote	Cost + 10%	Cost + 10%



		2023 Proposed	2022
3/4" Residential Water Meter	meter only	Cost + 10%	Cost + 10%
1" Residential Water Meter	meter only	Cost + 10%	Cost + 10%
1 1/2" Commercial Water Meter	meter only	Cost + 10%	Cost + 10%
2" Commercial Water Meter	meter only	Cost + 10%	Cost + 10%
3" Commercial Water Meter	meter only	Cost + 10%	Cost + 10%
5/8 x 3/4 Meter Horn	each + sales tax	Cost + 10%	Cost + 10%
1" Meter Horn - no lead	each + sales tax	Cost + 10%	Cost + 10%
3/4 Swivel - no lead	each + sales tax	Cost + 10%	Cost + 10%
1" Swivel - no lead	each + sales tax	Cost + 10%	Cost + 10%
1" Male Swivel - no lead	each + sales tax	Cost + 10%	Cost + 10%
1" Solder Swivel - no lead	each + sales tax	Cost + 10%	Cost + 10%
Single Port Radio	each + sales tax	Cost + 10%	Cost + 10%
Dual Port Radio	each + sales tax	Cost + 10%	Cost + 10%
1 1/2" flange	each + sales tax	Cost + 10%	Cost + 10%
2" flange	each + sales tax	Cost + 10%	Cost + 10%
3" flange	each + sales tax	Cost + 10%	Cost + 10%
Remote Reader	replacement	Cost + 10%	Cost + 10%
Disconnect/Reconnect Charge	each	75.00	75.00
Interior Main line Valve Replacement Disconnect and Reconnect		50.00	50.00
Curb Box Cover	each + sales tax	Cost + 10%	Cost + 10%
<b>UTILITY RATES</b>			
Late Payment Penalty	% of unpaid balance	10%	10%
<b>Water</b>			
Residential Water Base Charge	per unit, per month	16.00	16.00
Commercial Water Base Charge	per unit, per month	28.00	28.00
Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46	4.46
	Tier III - 52,001 to 88,000 gallons used	5.25	5.25
	Tier IV - 88,001+ gallons used	6.77	6.77
Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46	4.46
	Tier III - 52,001+ gallons used	5.25	5.25
Water Plant Charge	per unit, per month	8.20	8.20
Water Sales	private truck	25.00	25.00
	per 1000 gallons for NYA residents	3.60	3.60
	per 1000 gallons for non-residents	8.30	8.30
<b>Sewer</b>			
Residential Sewer Base Charge	per unit, per month	9.00	9.00
Commercial Sewer Base Charge	per unit, per month	9.00	9.00
Residential Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16	7.16
Commercial Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16	7.16
Sewer Plant Charge	per unit, per month	5.00	5.00
<b>Storm Water Drainage</b>			
REC Unit	per month	4.90	4.90
<b>Special Parcels</b>			
Impervious Area	per month	18.44/acre	18.44/acre
Pervious Area	per month	5.81/acre	5.81/acre
SF Attached (Townhouse)	per month	3.47	3.47
<b>Commercial/Industrial</b>			
0%-50% Impervious	per month	8.98/acre	8.98/acre
>50%-75% Impervious	per month	13.69/acre	13.69/acre
>75% Impervious	per month	16.84/acre	16.84/acre
Open Space	per month	5.81/acre	5.81/acre
<b>EQUIPMENT - 1 hour minimum unless otherwise noted. In the case of a natural disaster, the following rates would be</b>			
City Staff Operation Fee	per hour	55.00	55.00
City Staff Operation Fee (after hours)	per hour	85.00	85.00
Bobcat S-250	per hour	100.00	100.00
Bucket Truck	per hour	150.00	150.00

		2023 Proposed	2022
Bus	per hour	25.00	25.00
Camera equipment	per hour	100.00	100.00
Dump Truck	per hour	100.00	100.00
Flail Mower	per hour	90.00	90.00
Jetter	per hour	300.00	300.00
Jetter plus Vacuum	per hour	500.00	500.00
Loader	per hour	150.00	150.00
Mower	per hour	50.00	50.00
Pick Up Truck	per hour	50.00	50.00
Push Camera	per occurrence	50.00	50.00
Rotary Mower	per hour	60.00	60.00
Snow Plow	per hour	150.00	150.00
Street Sweeper	per hour	150.00	150.00
Tanker w/ pump	per hour	100.00	100.00
Tractor	per hour	90.00	90.00
Vacuum	per hour	250.00	250.00
Utility Vehicle w/weed sprayer	per hour	75.00	75.00
Loader mounted snow blower	per hour	150.00	150.00
String Trimmer	per hour	50.00	50.00
Chainsaw	per hour	50.00	50.00
Line Striper	per hour	75.00	75.00
Brush Chipper	per hour	100.00	100.00
Utility Vehicle w/plow	per hour	100.00	100.00
4" pump	per hour	50.00	50.00
Salt	per ton	76.00	76.00
Trailer	per hour	50.00	50.00

#### LIQUOR LICENSE - Liquor licenses run from July 1 - June 30

##### On-Sale

Intoxicating Liquor	per year	1,200.00	1,200.00
Wine	per year	100.00	100.00
Sunday Liquor Sales	per year	200.00	200.00
Pavilion Intoxicating Liquor	must have an NYA On-Sale Intoxicating Liquor License	N/C	N/C
3.2 Beer / Malt Liquor	per year	150.00	150.00
Temporary (1 - 3 day event or up to 12 days in calendar year)	per year	25.00	25.00
Extended hours - 2am	per year	500.00	500.00

##### Off-Sale

Intoxicating Liquor	per year	200.00	200.00
3.2 Beer / Malt Liquor	per year	50.00	50.00

##### Miscellaneous Liquor License

Consumption & Display Permit	per year	100.00	100.00
Malt Liquor or Set Up Holder Permit	per year	250.00	250.00
Liquor License Investigation Fee - new license	per year	500.00	500.00
Liquor License Investigation Fee - established renewal license	per year	100.00	100.00

#### ANIMALS

Animal License or Duplicate Animal License	per year	5.00	5.00
Unlicensed fine	per fine	50.00	50.00
Animal pick-up charge	per event	50.00	50.00
Impound Expenses		Actual Cost	Actual Cost
Animal running at large or creating nuisance			
1st offense		10.00	10.00
2nd offense		50.00	50.00
3rd offense		150.00	150.00
each additional offense		250.00	250.00
Backyard Chickens Permit	Biennial	50.00	50.00

#### ADULT USE

Adult Use License Fee	per year	10,000.00	10,000.00
Adult Use Investigation Fee	per year	500.00	500.00

#### RENTAL FACILITIES

**2023 Proposed**
**2022**
**Willkommen Park Pavilion**

Rental Fee (Resident of NYA)	per day	<del>400.00</del> 600.00	400.00
Rental Fee (Non-resident of NYA)	per day	800.00	
NYA Civic Group, Local Non-Profits, & School Functions	per day	N/C 100.00	N/C
<del>Local Non-Profit (must have proof 501-3c Form)</del>	<del>per day</del>	<del>150.00</del>	150.00
Damage Deposit (required prior to event date)		300.00	300.00
Sound System	per event	50.00	50.00
Tap Rental / Cleaning	per event	30.00	30.00
Scheduled Early Entry / Exit	per day	250.00	250.00
Early / Late Entry - Two weeks or less prior to event date	per day	125.00	125.00
Willkommen Park Gazebo	per event	50.00	50.00

**Roy Clay Community Building**

Rental Fee	per day	125.00	125.00
NYA Civic Group, Local Non-Profits, & School Functions	per day	N/C	N/C
<del>Local Non-Profit (must have proof 501-3c Form)</del>	<del>per day</del>	<del>75.00</del>	75.00
Damage Deposit (required prior to event date)		200.00	200.00

**Lion's Shelter**

Rental Fee	per day	125.00	125.00
NYA Civic Group, Local Non-Profits, & School Functions	per day	N/C	N/C
<del>Local Non-Profit (must have proof 501-3c Form)</del>	<del>per day</del>	<del>75.00</del>	75.00
Damage Deposit (required prior to event date)		200.00	200.00

**Legion Pool Park**

Rental Fee	per day	125.00	125.00
NYA Civic Group, Local Non-Profits, & School Functions	per day	N/C	N/C
<del>Local Non-Profit (must have proof 501-3c Form)</del>	<del>per day</del>	<del>75.00</del>	75.00
Damage Deposit (required prior to event date)		200.00	200.00