



## **CITY COUNCIL AGENDA**

**November 28, 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 October 24, 2022
  - 2.4. 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.)
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 November 14, 2022, City Council Meeting
  - 6.2. Approve minutes of the November 16, 2022, City Council Meeting
  - 6.3. Approve Payment of Claims
7. PUBLIC HEARING:
  - 7.1 Amending the 2023 Fee Schedule in Chapter 20 of the Norwood Young America City Code  
Public Hearing—Mayor Lagergren  
Motion to Open Public Hearing  
Public Comment  
Motion to Close Public Hearing  
Council Discussion—Mayor Lagergren  
**Ordinance No. 357-An Ordinance Amending the 2023 Fee Schedule in Chapter 20 of the Norwood Young America City Code (Public Hearing and First Reading)—Angela Brumbaugh, City Clerk-Finance Director**
8. OLD BUSINESS

## 9. NEW BUSINESS

- 9.1. Approve the 2023 Prosecution Contract —Angela Brumbaugh, Clerk-Finance Director
- 9.2. Snow & Ice Control Policies Handbook—Andrea Aukrust, City Administrator
- 9.3. Park Bench program update—Karen Hallquist, Community and Economic Development Director
- 9.4. Outlot A update—Karen Hallquist, Community and Economic Development Director

## 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

December 2, 2022	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	6:00 PM
December 14, 2022	Economic Development Commission Meeting	6:00 PM
December 15, 2022	Senior Advisory	9:00 AM
December 20, 2022	Parks and Recreation Commission Meeting	4:45 PM
December 26, 2022	No Workshop/EDA/City Council Meeting	City Hall is Closed



## ECONOMIC DEVELOPMENT AUTHORITY 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, and Alan Krueger

ABSENT: Mike McPadden,

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

OTHERS:

### 2. Call EDA Meeting to Order

*Mayor Lagergren called the EDA meeting to order at 6:01 PM Four Members 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 September 26, 2022, meeting

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

#### 2.4 Amend Resolution 2022-01 Special Benefit Levy

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

#### 2.5 Adjournment

*Motion: CS/CH to adjourn at 6:03 PM. Motion passed 4-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Angela Brumbaugh, City Clerk/Finance Director



## CITY COUNCIL MINUTES

November 14, 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: Brooke Allen, Sharilyn Feltmann, Jennifer Kaeding, Brandon Stender, Doug Stender, Dan Stender, Bill Grundahl,

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

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

### 2. Approve Agenda

ADDED 7.4 Oak Grove Garage Furnace quotes

MOVE 4.5 under Consent to 7.5 New Business – Central Schools Bleachers Request

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

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

### 4. Consent Agenda

4.1. Approve minutes of 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 (moved to 7.5 New Business)

*Motion: CS/AK to approve consent agenda 4.1 through 4.4. Motion passed 5-0.*

### 5. Public Hearing

### 6. Old Business

#### 6.1 Old Town presentation and design approval: Jennifer Kaeding

- Keeping the same footprint but adding ADA accessible stairs
- Belle Tower is brought forward to have room for the stairway
- Bringing in more of a German look on the north side
- Expand the beer garden an additional 20'
- German streetscape has very vibrant colors
- The same blue is used on the back of the grandstand
- Roll down doors for good security and safety
- Raise the foundation one course of brick to help with drainage
- Keep the brick going around to keep the Old Town feeling on the ballfield side
- Width isn't changing just the depth to make room for the stairway
- Look at the small add on building to see if it could look more like a building on Main Street

- The brighter blue was the consensus of the Council
- Possibly have an alternate larger 3<sup>rd</sup> base dugout
- Timeline
  - Construction Documents 3-4 weeks
  - Bidding 2 weeks
  - Owner bid review 1 week
  - Construction start TBD
  - Construction Duration TBD

*Motion: CS/AK Motion to approve the Old Town Design Proposal from Kaeding Architecture. Motion passed 5-0.*

## **6.2 Southwest Carver County Food Shelf Information and Request**

- Food Shelf has been developing a plan to get in compliance with the requests made from the Council
- The Food Shelf board is getting guidance from other non-profits and people that deal with food shelves

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

## **7. New Business**

### **7.1 Resolution 2022-38 A Resolution Approving a Comprehensive Plan Amendment for Land South of the Industrial Park**

- A comp plan amendment is needed due to the anticipated expansion of the Industrial Park off Tacoma Avenue
- Met Council will include on their agenda for their December meeting
- Usually takes 45-60 days for Met Council
- A phase one environmental study will need to be completed
- Contingencies with the land purchase agreement will include the phase one environmental study and appraisal

*Motion: CH/CS Motion to approve Resolution No 2022-38, A Resolution Approving a Comprehensive Plan Amendment for Land South of the Industrial Park. Motion passed 5-0.*

### **7.2 Willkommen Pavilion Rental Fee Review**

- Specifically looked at comparison fees of surrounding areas for weddings
- Willkommen fees calculate to \$1.60 per person at full capacity of 250 guests
- Comparable city venues are between \$5.18-\$10.91 per person, excludes Delano because there is no plumbing, kitchen, bathrooms, tables/chairs at that facility
- Nonprofit Organizations, Civic groups, and schools do not get charged any fee
- Staff recommendation is to charge nonprofit, civic, and school \$100 to defray costs of cleaning
- In the past nonprofits have said they donate to the city in other ways
- Recommendation for public hearing is \$600 residents / \$900 for non-residents

*Motion: For Discussion only for the Public Hearing*

### **7.3 Fee Schedule Review**

- Reviewed current fee schedule along with recommendations for 2023
- Public Hearing is needed to update the Fee Schedule and will be held at the next meeting

*Motion: For Discussion only for the Public Hearing*

#### **7.4 Oak Grove Quotes for furnace \*add on\***

- Currently using a space heater
- Received two quotes
  - Waconia Comfort - \$11,863.53
  - Diversified Plumbing and Heating - \$10,914.63

*Motion: CS/AK Motion to approve the quote from Diversified Plumbing and Heating in the amount of \$10,914.63 for replacing the furnace at the oak Grove garage. Motion passed 5-0.*

#### **7.5 Central School Bleacher request \*moved from 4.5 Consent\***

- The school is offering to swap bleachers from the current football field with NYA Sports Complex
- School bleachers are five seats high with railings
- City bleachers are three seats high with no railings

*Motion: CH/MM Motion to approve the request from Central School to exchange bleacher sets with the city at the NYA Sports Complex softball field. Motion passed 5-0.*

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

CH – Planning commission information was on agenda for comp plan

AK – Attended Metro Mobility meeting, meeting covered helping the Vets

CS – Discussing Outlot A at a workshop setting for the Parks

MM – Nothing to report, EDC meeting in December

CL – NYA Food Distribution will continue through 2023

AA – First annual holiday stroll on Friday from 5-7 p.m.

#### **9. Adjournment**

*Motion: CH/MM to adjourn at 7:30 PM. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk/Finance Director



## CITY COUNCIL MINUTES

November 16, 2022 – 4:00 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: Karen Hallquist (Community and Economic Development Director) and Andrea Aukrust (City Administrator)

OTHERS:

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

*Mayor Lagergren called the Special City Council meeting to order at 4:00 PM with four members present.*

### 2. Approve Agenda

*Motion: CS/CH too approve the agenda as listed. Motion passed 4-0.*

### 3. New Business

#### 3.1 Canvass Election Results

- Office of Mayor (Two-year term):
  - Carol Lagergren received 1,364 votes or 96.74%
  - Write-Ins received 46 votes or 3.26%
- For the Four-Year Terms for Council Members (2)
  - Brooke M Allen received 698 votes or 29.63%
  - Craig Heher received 567 votes or 24.07%
  - Charlie Storms received 1,071 votes or 45.46%
  - Write-Ins received 20 votes or .85%

*Motion: CH/CS Motion to approve Resolution No 2022-39, A Resolution Certifying Election Results of the General Election of November 8, 2022, for Mayor and Two City Council Members. Motion passed 4-0.*

### 4. Adjournment

*Motion: CH/CS to adjourn at 4:01 PM. Motion passed 4-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Karen Hallquist Community and Economic Development Director



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

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

To Be Approved: November 28, 2022

**Payroll EFT**

Check #	507660 - 507677	\$	21,766.33
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**Voided Checks**

Check #	33665	\$	(29.95)
MRI Software-pd w/ Credit Card			

**Prepays**

Check #	-
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**Claims Pending Payment**

Check #	33688 - 33717	\$	58,066.96
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**Cardmember e-check**

Grand Total	\$	<u>79,803.34</u>
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# 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>33688</b>	11/21/22	<b>101 DEVELOPMENT RESOURCES INC</b>			
E 101-42400-312		Building Inspection Fee	\$31,037.40	536	JUN-SEPT 2022 PERMIT
		Total	\$31,037.40		
<b>33689</b>	11/21/22	<b>ADVANCED POWER SERVICES INC</b>			
E 602-49450-221		Repair/Maintenance Equip	\$1,165.55	4022	ONSITE GENERATOR SERVICE
		Total	\$1,165.55		
<b>33690</b>	11/21/22	<b>CARDMEMBER SERVICE</b>			
E 101-41320-200		Office Supplies	\$1,230.40		KINKEL COMPUTER
E 101-41320-430		Miscellaneous	\$334.97		MONITORS & MOUSE KINKEL
E 101-42200-331		Travel/Meeting Expense	\$325.00		ZUMBERGE CONFERENCE
E 101-43100-221		Repair/Maintenance Equip	\$75.98		BACKUP CAMERA P3
E 101-41940-223		Repair/Maintenance Bldg/	\$173.32		LIGHT BULBS
E 601-49400-200		Office Supplies	\$42.79		TONER
E 602-49450-200		Office Supplies	\$42.80		TONER
E 601-49400-350		Print/Publishing/Postage	\$5.40		POSTAGE
E 101-41400-200		Office Supplies	(\$86.73)		POWER SUPPLY NEVER RECEIVED
E 101-41400-200		Office Supplies	(\$86.73)		POWER SUPPLY NEVER RECEIVED
E 101-41110-433		Dues and Subscriptions	\$36.00		GOOGLE SUITES
E 101-41320-350		Print/Publishing/Postage	\$15.70		NUISANCE LETTERS
E 101-46500-344		Marketing	\$24.60		PLATES, NAPKINS MFG DAY
E 101-46500-344		Marketing	\$89.40		CHIPS, WATER MFG DAY
E 101-41400-200		Office Supplies	\$39.98		CHINET BOWLS & PLATES
E 101-46500-344		Marketing	\$675.22		PLATTERS FROM SUBWAY MFG DAY
E 101-46500-210		Operating Supplies	\$30.97		PENS & COFFEE FILTERS
E 101-41320-350		Print/Publishing/Postage	\$444.50		OCTOBER NEWSLETTER
		Total	\$3,413.57		
<b>33691</b>	11/23/22	<b>CARVER COUNTY</b>			
E 101-43100-310		Other Professional Servic	\$1,605.73	CSER-1423	3rd Quarter GIS
E 101-45200-310		Other Professional Servic	\$963.44	CSER-1423	3rd Quarter GIS
E 601-49400-310		Other Professional Servic	\$1,926.88	CSER-1423	3rd Quarter GIS
E 602-49450-310		Other Professional Servic	\$1,926.88	CSER-1423	3rd Quarter GIS
		Total	\$6,422.93		
<b>33692</b>	11/21/22	<b>CENTER POINT</b>			
E 602-49450-383		Gas Utilities	\$37.26		11 TRILANE DR
E 601-49400-383		Gas Utilities	\$768.00		104 3RD AVE SE
E 602-49450-383		Gas Utilities	\$36.12		406 2ND AVE SE
E 601-49400-383		Gas Utilities	\$36.08		640 TACOMA BLVD
E 602-49450-383		Gas Utilities	\$37.26		918 SERENITY CIRCLE
E 602-49450-383		Gas Utilities	\$37.60		830 ELM ST W
		Total	\$952.32		
<b>33693</b>	11/21/22	<b>CITIZEN STATE BANK HSA ACCTS</b>			
G 101-21718		HSA ACCOUNT	\$950.00		
		Total	\$950.00		

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## \*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>33694</b>	11/21/22	<b>CITIZENS BANK MN</b>			
G 101-21718		HSA ACCOUNT	\$375.00		
		Total	\$375.00		
<b>33695</b>	11/21/22	<b>DHOORE, PAUL</b>			
E 601-49400-406		LICENSES	\$23.00		WATER RECERTIFICATION
		Total	\$23.00		
<b>33696</b>	11/21/22	<b>FIRE SAFETY USA</b>			
E 101-42200-542		FD Equipment	\$940.00	165515	CARABINER, RESCUE ROPE
		Total	\$940.00		
<b>33697</b>	11/23/22	<b>Floral Defined LLC</b>			
E 831-45250-470		Donation Expense	\$100.82	100002879	NYA CIP acct Bundles of Spruce Tops
		Total	\$100.82		
<b>33698</b>	11/21/22	<b>GLENCOE FLEET SUPPLY</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$554.99	63900	OAK GROVE SHED
		Total	\$554.99		
<b>33699</b>	11/21/22	<b>HAWKINS WATER TREATMENT GROUP</b>			
E 602-49450-217		Lab Fees	\$30.00	6337349	CHLORINE, SULFUR DIOXIDE
		Total	\$30.00		
<b>33700</b>	11/21/22	<b>HILGERS PLUMBING &amp; HEATING, IN</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$285.00	15169	VAPER SENSOR, RESET GAS LINE
		Total	\$285.00		
<b>33701</b>	11/21/22	<b>HYDRO ENGINEERING INC</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$892.00	98203	SLEEVE, QUADRA FLEX
		Total	\$892.00		
<b>33702</b>	11/21/22	<b>MARCO TECHNOLOGIES LLC</b>			
E 101-46500-310		Other Professional Servic	\$1,040.00	INV10557828	C. KINKEL COMPUTER SET UP
		Total	\$1,040.00		
<b>33703</b>	11/21/22	<b>METRO FIBERNET LLC</b>			
E 101-41940-321		Telephone	\$131.03		
E 601-49400-321		Telephone	\$52.43		
E 602-49450-321		Telephone	\$52.43		
E 101-42200-321		Telephone	\$52.43		
E 101-43100-321		Telephone	\$36.70		
E 101-45200-321		Telephone	\$15.73		
E 101-49860-321		Telephone	\$26.21		
E 101-41940-321		Telephone	\$78.64		
E 101-41300-321		Telephone	\$45.61		
E 101-41320-321		Telephone	\$45.61		
E 101-41400-321		Telephone	\$45.61		
E 101-46500-321		Telephone	\$15.20		
E 101-42100-321		Telephone	\$76.02		
E 101-45500-321		Telephone	\$76.02		

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## \*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$749.67		
<b>33704</b>	11/21/22	<b>MINI BIFF</b>			
E 101-45200-418		Other Rentals (Biffs)	\$137.70	A-137356	LEGION PARK
Total			\$137.70		
<b>33705</b>	11/21/22	<b>MINNESOTA VALLEY TESTING LAB</b>			
E 601-49400-217		Lab Fees	\$104.25	1172967	COLIFORM
Total			\$104.25		
<b>33706</b>	11/21/22	<b>NORTHWOODS BANK</b>			
G 101-21718		HSA ACCOUNT	\$425.00		
Total			\$425.00		
<b>33707</b>	11/21/22	<b>NYA TIMES</b>			
E 101-41400-350		Print/Publishing/Postage	\$66.35		1 YEAR SUBSCRIPTION
Total			\$66.35		
<b>33708</b>	11/21/22	<b>OPTUM BANK</b>			
G 101-21718		HSA ACCOUNT	\$289.33		
Total			\$289.33		
<b>33709</b>	11/21/22	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>			
E 101-42200-221		Repair/Maintenance Equip	\$775.14	105278	E11 REPAIRS
E 101-42200-221		Repair/Maintenance Equip	\$211.24	105324	T-21 REPAIRS
Total			\$986.38		
<b>33710</b>	11/21/22	<b>QUILL CORPORATION</b>			
E 101-41400-200		Office Supplies	\$296.10	28860300	STENO BOOKS, PAPER, RUBBER BANDS, PENS
E 101-41400-200		Office Supplies	\$134.84	28870850	PAPER
Total			\$430.94		
<b>33711</b>	11/21/22	<b>SECURITY BANK &amp; TRUST</b>			
G 101-21718		HSA ACCOUNT	\$862.51		
Total			\$862.51		
<b>33712</b>	11/21/22	<b>SOUTH POINT FINANCIAL</b>			
G 101-21718		HSA ACCOUNT	\$375.00		
Total			\$375.00		
<b>33713</b>	11/21/22	<b>SUN LIFE ASSURANCE COMPANY</b>			
G 101-21707		Disability Insurance	\$528.99		STD/LTD
Total			\$528.99		
<b>33714</b>	11/21/22	<b>TWIN CITIES &amp; WESTERN RAILROAD</b>			
E 101-43100-440		Lease	\$500.00	M900377-IN	UTILITY CROSSING
E 101-43100-440		Lease	\$500.00	M900378-IN	UTILITY CROSSING
Total			\$1,000.00		
<b>33715</b>	11/21/22	<b>UNUM LIFE INSURANCE CO</b>			
G 101-21715		Life Ins	\$223.43		LIFE INSURANCE

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## \*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$223.43		
<b>33716</b>	11/21/22	<b>WATER CONSERVATION SERVICE INC</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$399.38	12536	SW 4TH & SW 7TH
E 601-49400-223		Repair/Maintenance Bldg/	\$470.00	12551	526 MORSE ST N
Total			\$869.38		
<b>33717</b>	11/21/22	<b>XCEL ENERGY</b>			
E 101-45200-381		Electric Utilities	\$26.91		228 N UNION
E 101-45200-381		Electric Utilities	\$43.88		228 N UNION TRL 2
E 601-49400-381		Electric Utilities	\$2,764.66		104 3RD AVE SE
Total			\$2,835.45		
<b>10100 CHECKING</b>			\$58,066.96		

### Fund Summary

<b>10100 CHECKING</b>	
101 GENERAL FUND	\$46,560.38
601 WATER FUND	\$6,592.87
602 SEWER FUND	\$4,812.89
831 DONATIONS - NYA CIP	\$100.82
	\$58,066.96

Check# 33665



11/14/2022

\$ .00

0 Cents

MRI SOFTWARE LLC  
28925 Fountain Parkway  
Solon OH 44139

**Non-Negotiable**

11/14/2022MRI SOFTWARE LLC

MRIUS1262156	\$29.95	E 101-46500-310 KINKEL CHECK	\$0.00	\$29.95
MRIUS1262156	(\$29.95)	E 101-46500-310 KINKEL CHECK	\$0.00	\$0.00

Vendor Account	Check Total	\$0.00
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11/14/2022MRI SOFTWARE LLC

MRIUS1262156	\$29.95	E 101-46500-310 KINKEL CHECK	\$0.00	\$29.95
MRIUS1262156	(\$29.95)	E 101-46500-310 KINKEL CHECK	\$0.00	\$0.00



To: Mayer Lagergren and Council Members

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

Date: November 28, 2022

Subject: Fee Schedule Public Hearing

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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

Included with the fee schedule is the information from comparable venues to assist with the recommendations regarding the Pavilion rental fees.

***Recommended Motion:***

***Motion to approve Ordinance No. 357, an ordinance amending the Fee Schedule "Schedule A" Chapter 20, Section 2000.02 of the Norwood Young America City Code.***

# ORDINANCE NO. 357

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Carver County, Minnesota, that the Fee Schedule established and authorized in Chapter 20, Section 2000.02, Schedule A, of the Norwood Young America City Code, adopted by Ordinance 185, is amended under this Ordinance No. 357, dated November 28, 2022, a copy of which is attached and on file in the office of the City Clerk/Treasurer, is hereby approved and shall become effective upon its publication.

First reading of Ordinance 357 by the City Council of the City of Norwood Young America, Minnesota, this 28th day of November 2022.

CITY OF NORWOOD YOUNG AMERICA

---

Carol Lagergren, Mayor

ATTEST:

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Angela Brumbaugh, Clerk/Finance Director

Public Hearing: November 28, 2022  
First Reading: November 28, 2022  
Second Reading/Adoption: December 12, 2022  
Publication: December 15, 2022



more than a place, it's home.

# 2023 PROPOSED FEE SCHEDULE

Public Hearing 11/28/2022

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

BUSINESS SERVICES / MISCELLANEOUS		2023 Proposed	2022
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
<del>Comprehensive Plan Amendment/Change</del>	<del>fee + escrow</del>	<del>500.00</del>	500.00
<del>City Code Amendment</del>	<del>Fee may be waived if the amendment benefits the entire community.</del>	<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%	5%
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
<del>Fire Dept. Emergency Call (non-resident of fire district)</del>	<del>per call</del>	<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



	2023 Proposed	2022
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	administrative penalty + 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)	<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
Residential Demolition Permit	<del>100.00</del> 99.00 permit + 1.00 surcharge	101.00
Commercial Demolition Permit	<del>200.00</del> 199.00 permit + 1.00 surcharge	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

	2023 Proposed	2022
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	301.00 300.00	301.00
Annexation Township Reimbursement Fee	251.00 250.00 per acre	251 per acre
Storm Water Plan	250.00	250.00
Wetland Mitigation Plan	Fee + Escrow	100.00
Parking Reduction		100.00
Application for Appeal		150.00
Carver County Recording Fee	Based on Carver County Fee Schedule	Based on Carver County Fee Schedule
Site Plan Review	fee + escrow**	300.00
Lot Split		200.00
Boundary Line Adjustment		100.00
Sketch Plat Review	fee + escrow***	200.00
Subdivision * Preliminary Plat	fee + \$10 per lot	350.00
Subdivision * Final Plat	fee + \$10 per lot	250.00
Planned Unit Development (PUD)	in addition to plat fees	
Sketch Plan	fee + escrow*	200.00
General Concept Plan	fee + escrow	400.00
Final Plan		300.00
Plan Amendment		300.00
Developer Escrow Deposit (required payment by certified check)		
*Developer Escrow Deposit	up to	2,000.00
**Developer Escrow Deposit - Site Plan Review		5,000.00
**Developer Escrow Deposit - Site Plan Review Tacoma W Industl Park		15,000.00
***Developer Escrow Deposit - Development Review paid at Sketch Plan		10,000.00
<b>PARK DEDICATION</b>		
Single Family	See Chapter 11 of the City Code for fee.	See Chapter 11 of the City Code for fee.
Two Family	See Chapter 11 of the City Code for fee.	See Chapter 11 of the City Code for fee.
Townhome	See Chapter 11 of the City Code for fee.	See Chapter 11 of the City Code for fee.

## 2023 Proposed

## 2022

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

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

Residential Subdivisions	10% of total property area	10% of total property area
Non-Residential Subdivisions	5% of total property area	5% 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
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\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and including 2,000

\$76.25 for the first 2000 plus 15.40 for each additional 1000 or fraction thereof, to and including 25,000

\$430.45 for the first 25,000 plus 11.11 for each additional 1000 or fraction thereof, to and including 50,000

\$708.20 for the first 50,000 plus 7.70 for each additional 1000 or fraction thereof, to and including 100,000

\$1,093.20 for the first 100,000 plus 6.16 for each additional 1000 or fraction thereof, to and including 500,000

\$3,557.20 for the first 500,000 plus 5.23 for each additional 1000 or fraction thereof, to and including 1,000,000

\$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

100% of above fee schedule + state surcharge

Residential Plan Check Fee

65% of building permit fee

65% of building permit fee

Commercial Plan Check Fee

65% of building permit fee

65% of building permit fee

Building Permit Investigation Fee

Work done without a permit. Fee is up to the actual permit amount.

45.00

Reinspection Fees/Additional Inspection fees

Each inspection  
per hour + mileage expense from inspector's office, minimum of 2 hrs

75.00

Pre-Move-Structure-Inspections

Moved-In House Permit Fee

fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage

250.00

Mobile Home Move-In Permit

fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage

250.00

Moved-In Shed/Garage

fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage

125.00



	2023 Proposed	2022
Heating/Cooling Permit - Residential	80.00	80.00
Heating/Cooling Permit - Commercial		
Plumbing Permit	80.00	80.00
Residential Pibg Fixture Change Out (water heater/softener)	<del>50.00</del> 80.00	50.00
Commercial/Industrial Plumbing Plan Review		
<b>GENERAL PERMITS (minor residential alteration)</b>		
Rewindow	80.00	80.00
Reside	80.00	80.00
Reroof	80.00	80.00
Fence - 7 feet tall or more		
Fence - under 7 feet tall	50.00	50.00
<b>RENTAL DWELLINGS</b>		
Rental Housing License - Initial Inspection Fee		
<i>Based on the number of units per address</i>		
1-4 units	95.00	95.00
5+ units		<i>Based on #</i>
Rental Dwelling Reinspection fee		
Unlicensed Rental Dwelling Fines	250.00	250.00
Unlicensed fine	10.00	10.00
Rental Dwelling Violation	50.00	50.00
Violation fee	10.00	10.00
Rental Complaint Inspections	85.00	85.00
<b>UTILITY CONNECTION CHARGES</b>		
Water main Trunk Charge	3,900.00	3,900.00
Sewer main Trunk Charge	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	750.00	750.00
Barnes Lake Outlet	250.00	250.00
Tacoma Ave N Improvement Fee	634.00	634.00
SAC/WAC Fees	36,781.82	36,781.82
3/4" Residential Water Meter	Cost + 10%	Cost + 10%
1" Residential Water Meter	Cost + 10%	Cost + 10%
1 1/2" Commercial Water Meter	Cost + 10%	Cost + 10%
2" Commercial Water Meter	Cost + 10%	Cost + 10%
3" Commercial Water Meter	Cost + 10%	Cost + 10%

	2023 Proposed	2022
3/4" Residential Water Meter	meter only	Cost + 10%
1" Residential Water Meter	meter only	Cost + 10%
1 1/2" Commercial Water Meter	meter only	Cost + 10%
2" Commercial Water Meter	meter only	Cost + 10%
3" Commercial Water Meter	meter only	Cost + 10%
5/8 x 3/4 Meter Horn	each + sales tax	Cost + 10%
1" Meter Horn - no lead	each + sales tax	Cost + 10%
3/4 Swivel - no lead	each + sales tax	Cost + 10%
1" Swivel - no lead	each + sales tax	Cost + 10%
1" Male Swivel - no lead	each + sales tax	Cost + 10%
1" Solder Swivel - no lead	each + sales tax	Cost + 10%
Single Port Radio	each + sales tax	Cost + 10%
Dual Port Radio	each + sales tax	Cost + 10%
1 1/2" flange	each + sales tax	Cost + 10%
2" flange	each + sales tax	Cost + 10%
3" flange	each + sales tax	Cost + 10%
Remote Reader	replacement	Cost + 10%
Disconnect/Reconnect Charge	each	75.00
Interior Main line Valve Replacement Disconnect and Reconnect		50.00
Curb Box Cover	each + sales tax	Cost + 10%
<b>UTILITY RATES</b>		
Late Payment Penalty	% of unpaid balance	10%
<b>Water</b>		
Residential Water Base Charge	per unit, per month	16.00
Commercial Water Base Charge	per unit, per month	28.00
Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46
	Tier III - 52,001 to 88,000 gallons used	5.25
	Tier IV - 88,001+ gallons used	6.77
Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46
	Tier III - 52,001+ gallons used	5.25
Water Plant Charge	per unit, per month	8.20
Water Sales	private truck	25.00
	per 1000 gallons for NYA residents	3.60
	per 1000 gallons for non-residents	8.30



	2023 Proposed	2022
Sewer		
Residential Sewer Base Charge	per unit, per month	9.00
Commercial Sewer Base Charge	per unit, per month	9.00
Residential Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16
Commercial Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16
Sewer Plant Charge	per unit, per month	5.00
Storm Water Drainage		
REC Unit	per month	4.90
Special Parcels		
Impervious Area	per month	18.44/acre
Pervious Area	per month	5.81/acre
SF Attached (Townhouse)	per month	3.47
Commercial/Industrial		
0%-50% Impervious	per month	8.98/acre
>50%-75% Impervious	per month	13.69/acre
>75% Impervious	per month	16.84/acre
Open Space	per month	5.81/acre
<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
City Staff Operation Fee (after hours)	per hour	85.00
Bobcat S-250	per hour	100.00
Bucket Truck	per hour	150.00
Bus	per hour	25.00
Camera equipment	per hour	100.00
Dump Truck	per hour	100.00
Flail Mower	per hour	90.00
Jetter	per hour	300.00
Jetter plus Vacuum	per hour	500.00
Loader	per hour	150.00
Mower	per hour	50.00
Pick Up Truck	per hour	50.00
Push Camera	per occurrence	50.00
Rotary Mower	per hour	60.00
Snow Plow	per hour	150.00
Street Sweeper	per hour	150.00
Tanker w/ pump	per hour	100.00

		2023 Proposed	2022
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

	2023 Proposed	2022
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
<b>ADULT USE</b>		
Adult Use License Fee	10,000.00	10,000.00
Adult Use Investigation Fee	500.00	500.00
<b>RENTAL FACILITIES</b>		
<i>Willkommen Park Pavilion</i>		
Rental Fee (Resident of NYA)	400.00 600.00	400.00
Rental Fee (Non-resident of NYA)	900.00	
NYA Civic Group, Local Non-Profits, & School Testing	N/A 100.00	N/C
<del>Local Non-Profit (must have proof 501-3c Form)</del>	per day 150.00	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
<i>Roy Clay Community Building</i>		
Rental Fee	per day 125.00	125.00
NYA Civic Group, Local Non-Profits, & School Testing	per day N/C	N/C
<del>Local Non-Profit (must have proof 501-3c Form)</del>	per day 75.00	75.00
Damage Deposit (required prior to event date)	200.00	200.00
<i>Lion's Shelter</i>		
Rental Fee	per day 125.00	125.00
NYA Civic Group, Local Non-Profits, & School Testing	per day N/C	N/C
<del>Local Non-Profit (must have proof 501-3c Form)</del>	per day 75.00	75.00
Damage Deposit (required prior to event date)	200.00	200.00
<i>Legion Pool Park</i>		
Rental Fee	per day 125.00	125.00
NYA Civic Group, Local Non-Profits, & School Testing	per day N/C	N/C
<del>Local Non-Profit (must have proof 501-3c Form)</del>	per day 75.00	75.00
Damage Deposit (required prior to event date)	200.00	200.00



On Monday, November 14, 2022, the City Council was presented the following information and recommendations from staff for the NYA rental facilities. During discussion and based on research, it was noted that the proposed pavilion rental fees for NYA city residents could be the recommended \$600 per rental, however, the non-resident fee could be increased to \$900 per rental.

### Venue Comparables to the Willkommen Memorial Pavilion

#### 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)  
                                     \*\*\$900.00 non-resident (\$3.60 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



To: Mayer Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk/Finance Director  
Date: November 28, 2022  
Subject: Approve the 2023 Prosecution Contract

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Attached is the 2023 Prosecution contract along with a presentation from Carver County Attorney's Office.

The Attorney's office looks at the number of cases from NYA compared to other Cities they contract with to get a percentage for each City. If you look at the presentation page "Cases by Location (2019-2021)" our cases in 2021 were 41 which is considerably less than 2019-2020. With this drop, our quarterly amount is decreasing \$970.62 per quarter from \$4,867.71 to \$3,897.09 in 2023.

***Recommended Motion:***

***Approve the 2023 Prosecution Contract between the City and Carver County Attorney's Office.***

## **2023 PROSECUTION CONTRACT**

**THIS JOINT POWERS AGREEMENT** is made and entered into between the Carver County Attorney, the Carver County Board of Commissioners, a political subdivision of the State of Minnesota, and the City of Norwood Young America, a municipal corporation organized under the laws of the State of Minnesota, to provide for prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, including liquor law violations directly involving establishments, organizations or individuals with liquor licenses or permits issued by the City of Norwood Young America and also to provide for prosecution of municipal traffic and parking ordinance violations.

**WHEREAS**, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

**WHEREAS**, Minnesota Statutes Section 484.87, Subdivision 3, provides that statutory gross misdemeanor, misdemeanor, petty misdemeanor violations and municipal ordinance violations in the counties of Anoka, Carver, Dakota, Scott and Washington shall be prosecuted by the attorney of the municipality where the violation is alleged to have occurred and further provides that municipalities may enter into three party agreements with the County Board and the County Attorney to provide for prosecution services for criminal offenses; and

**WHEREAS**, each of the parties hereto desires to enter into this Joint Powers Agreement and has, through the actions of its respective governing bodies, been duly authorized to enter into this Joint Powers Agreement for the purposes hereinafter stated;

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed by and between the County of Carver, through the Board of Commissioners, the Carver County Attorney, and the City of Norwood Young America, through its Council, that:

### **1. Enabling Authority.**

Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes Section 484.87, Subdivision 3 authorizes the City of Norwood Young America to enter into an agreement with the County of Carver and the Office of the Carver County Attorney to provide for prosecution services for criminal offenses.

### **2. Purpose**

Provide for prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, including liquor law violations directly involving establishments,

organizations or individuals with liquor licenses or permits issued by the City of Norwood Young America and also to provide for prosecution of municipal traffic and parking ordinance violations.

**3. Services.**

The Carver County Attorney's Office shall prosecute statutory gross misdemeanor, misdemeanor, petty misdemeanor violations and, any other criminal municipal ordinance violation. The Carver County Attorney shall also prosecute all municipal traffic and parking ordinance violations allegedly occurring within the jurisdiction of the municipality and within Carver County.

**4. Term.**

Prosecution services shall be rendered by the Carver County Attorney's Office commencing January 1, 2023 and extending through December 31, 2023.

**5. Payment for Services.**

In consideration for prosecution services being rendered, the County shall collect one-half (1/2) of all funds allocated pursuant to Minnesota Statute Section 484.90, Subdivision 6(a)(1) (fines that the court administers allocates 100% to the fines to the city or town in which the offense was committed) and one-third (1/3) allocated pursuant to Minnesota Statute Section 484.90, Subdivision 6(a)(2) (fines that the court administers allocates two-thirds to the fines to the city or town in which the offense was committed). An additional surcharge calculated on the percentage of cases and fine revenue in the amount of \$3,897.09 is to be paid by the City of Norwood Young America to the Carver County Attorney's Office in four equal installments by April 15, 2023, July 15, 2023, October 15, 2023 and January 15, 2024.

**6. Ordinances.**

The City shall forward current traffic ordinances to the Carver County Attorney's Office and immediately inform the County Attorney of any changes made during the contract period.

**7. Data.**

All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.

**8. Audit.**

Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State

Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.

#### **9. Indemnification.**

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employee may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

#### **10. Nonwaiver, Severability and Applicable Laws.**

Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability.

If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

**11. Termination.**

This Agreement shall terminate of its own accord without further action taken or notice given by either party at midnight, December 31, 2023.

**12. Merger and Modification.**

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

**Space Intentionally Left Blank**



**IN WITNESS WHEREOF**, each of the parties has caused this Agreement to be executed by its appropriate officers and with the consent and approval of its appropriate governing bodies.

**CITY OF NORWOOD YOUNG AMERICA**

**IN PRESENCE OF:**

BY: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

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

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

**COUNTY ATTORNEY**

\_\_\_\_\_  
Mark Metz  
Carver County Attorney

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

**IN PRESENCE OF:**

**COUNTY OF CARVER**

BY: \_\_\_\_\_  
Dave Hemze  
County Administrator

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



# 2023 Prosecution Contract

Carver County Attorney's Office

# Who We Serve

Carver



Chaska

Cologne



Hamburg



Mayer



New Germany

Norwood



Young America



Victoria



Waconia



Watertown



# Determination of Contract Fees

County Attorney Staff Costs	\$178,928
<i>Less Total Fine Revenue paid to Carver County</i>	
<i>Attorney's office in 2021</i>	<i>(\$ 76,084)</i>
<i>Contract Cost Allocation</i>	<i>(\$ 27,182)</i>
Equals Total Surcharge to be paid in 2023	\$ 75,660

Participating cities pay surcharge quarterly per their three-year case load average (see chart later in presentation) Surcharge includes 4.0% county personnel cost allowance

# Cases by Location (2019 – 2021)

Cases listed: Adult (PM/MD/GM)					Updated: 04/19/2022	
	2019	2020	2021	3 Yr Avg	% Total	
Carver	66	52	77	65	7.18%	
Chaska	477	377	345	400	44.15%	
Cologne	26	12	13	17	1.88%	
Hamburg	7	8	4	6	0.70%	
Mayer	22	22	22	22	2.43%	
New Germany	7	8	5	7	0.74%	
Norwood Young America	71	77	41	63	6.96%	
Victoria	93	82	53	76	8.39%	
Waconia	183	187	176	182	20.10%	
Watertown	64	79	60	68	7.47%	
	1,016	904	796	905	100.00%	



# Usage and Rate Comparison

With usage change and 4.0% increase	2022		2023		2022		2023	
	Contract		Contract		Contract		Contract	
	3 Yr Avg		3 Yr Avg		Rate		Rate	Change +/-
Carver	5.90%		7.18%	1.28%	\$4,289.37		\$7,318.93	\$ 3,029.56
Chaska	47.40%		44.15%	-3.25%	\$34,483.64		\$32,792.60	\$ (1,691.03)
Cologne	2.02%		1.88%	-0.14%	\$1,469.95		\$1,235.66	\$ (234.29)
Hamburg	0.60%		0.70%	0.10%	\$433.76		\$380.20	\$ (53.55)
Mayer	1.95%		2.43%	0.48%	\$1,421.76		\$2,091.12	\$ 669.37
New Germany	0.76%		0.74%	-0.02%	\$554.24		\$475.26	\$ (78.99)
Norwood Young America	6.69%		6.96%	0.27%	\$4,867.71		\$3,897.09	\$ (970.62)
Victoria	9.37%		8.39%	-0.98%	\$6,819.61		\$5,037.70	\$ (1,781.91)
Waconia	18.15%		20.10%	1.95%	\$13,205.47		\$16,728.98	\$ 3,523.51
Watertown	7.15%		7.47%	0.32%	\$5,205.08		\$5,703.06	\$ 497.98
					\$ 72,750.59		\$ 75,660.61	\$ 2,910.02

# County Attorney Update:

- **Veteran's Court**
- **Drug Court**
- **Opioid Settlement**
- **Other trends in the County Attorney's Office**

# Our Office

Mark Metz, County Attorney

Peter Ivy, Chief Deputy

Rhonda Betcher, Executive Assistant

John Rekow, Law Office Manager

Nancy Yates, Victim Witness Manager

1 Victim Witness Coordinator

1 Victim Witness Legal Admin

17 Assistant County Attorneys

2.5 Paralegals

6 Legal Administrative Assistants

1 Administrative Assistant







TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: November 28, 2022

RE: Public Services Department: Snow & Ice Control Policies Handbook

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Enclosed you will find the proposed Snow and Ice Control Policies informational handbook for residents to reference for guidance regarding the City of Norwood Young America snow removal policies and City Code snow removal policies and procedures. All the information in this handbook references department policies and guides residents in a user-friendly manner on City Code and how it impacts their property and travel on City streets. This handbook, if approved, will be located on the City of Norwood Young America website for quick access by residents.

**Suggested Motion:**

Motion to approve the City of Norwood Young America—Public Services Department “Snow & Ice Control Policies” handbook.

*Norwood Young America*

# City of Norwood Young America

## Public Services Department

### SNOW & ICE CONTROL POLICIES



**CITY OF NORWOOD YOUNG AMERICA**  
**Public Services-Streets Department**  
**24 Third Avenue SE**  
**Norwood Young America, MN 55397**



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# **CITY OF NORWOOD YOUNG AMERICA PUBLIC WORKS DEPARTMENT**

## **SNOW AND ICE CONTROL POLICY**

### **I. INTRODUCTION**

The City of Norwood Young America believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on City streets, sidewalks, and parking lots. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use City employees and equipment to provide this service. It is not possible or practicable for snow and ice to be entirely removed from all surfaces or prevented from accumulating on surfaces. The City encourages and expects that City residents and other members of the traveling public will always conduct their activities mindful of conditions, hazards, and what is necessary to remain safe.

### **II. COMMENCEMENT OF SNOW OR ICE CONTROL OPERATIONS**

The Public Services Lead will decide when to begin snow or ice control operations. The basic criteria for that decision are:

- A. Snow removal operations will begin when two (2) inches or more accumulate, as road conditions warrant, or when the Public Services Lead determines plowing is necessary. Night-time plowing will begin at approximately 2:00 A.M. However, starting time may vary according to weather conditions.
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve limited personnel and equipment. Consequently, snowplowing operations will not be conducted for snowfall less than two (2) inches or road conditions warrant plowing.



### III. MOVEMENT OF SNOW

Snow will be plowed in a manner to minimize any traffic obstructions. The center of the roadway will be plowed first, with snow being pushed to the boulevard.

Snow will first be removed from major arterial streets, starting at the centerline, and plowed to the curb. These streets will be maintained even in a blizzard event.

The City recognizes the inconvenience of the accumulations of snow on sidewalks and driveways from plowing operations; however, those concerns must be secondary to the benefits of cleaning the streets efficiently and promptly. **The City is not responsible for removing snow from private driveways and sidewalks.**

No business or resident is to move snow or ice across a street without physically picking it up and moving it. It is against State of Minnesota law and City ordinance to place snow or ice back on the street when cleaning it from private property.

In times of extreme snowfall, streets will not always be immediately cleared of snow from curb to curb. Any additional plowing during a blizzard or heavy snow, six (6) inches or above, will only be determined by emergency needs. The Public Services Department will coordinate with Law Enforcement and Fire operations to accommodate emergencies.

#### **IV. SNOW REMOVAL**

The Public Services Lead will determine when snow will be removed by truck from an area. Such snow removal will occur in areas with no room on the boulevard for snow storage and where accumulated piles of snow create a hazardous condition. Snow removal operations will commence when other snowplowing procedures have been completed. Snow removal operations may also be delayed depending on weather conditions and personnel. The snow will be removed and hauled to a snow storage area. The snow storage area will be located to minimize environmental impacts.

#### **V. STREET PLOWING PRIORITIES AND SCHEDULE**

The City has classified city streets based on the street function, traffic volume, and importance to the community's welfare. Those streets classified as "Emergency Routes" will be plowed first. These high-volume routes connect significant sections of the city and provide access to emergency fire, police, and medical services.

Public Services personnel and equipment will be assigned to plowing and routes before the snow season begins.

Additional snowplowing and salt applications will be conducted when the Public Services Lead determines that it is necessary to have plows and distributors on the road. Information regarding conditions will also be received from Law Enforcement.

In severe weather, only arterial streets and emergency plowing will be conducted. Plow trucks are radio-equipped in the event drivers need assistance. The safety of the drivers and the public will always be foremost. All city employees are responsible for their own personal safety and that of fellow employees. The city is split into five (5) different plow routes with four pieces of snowplow equipment that plow and have de-icing capabilities and one additional truck equipped for de-icing only.

The priority sequence of activities to remove snow and ice from city streets and sidewalks and procedures for salt applications on streets in the City of Norwood Young America are as follows:

##### **PRIORITY 1**

All arterial streets, trunk highways, municipal state aid roads, county state aid roads, and municipal building parking lots.

##### **PRIORITY 2**

All collector streets, alleys, City-owned parking lots, de-icing high-priority intersections, and downtown snow removal. All plow operators will assist other operators if their routes are completed ahead of schedule and do any necessary cleanup work.



### **PRIORITY 3**

De-icing collector street intersections and City-owned parking lots. Main arterial sidewalk cleaning. Removal of snow from collection streets and alleys with limited snow storage area.

## **VI. DOWNTOWN SNOW REMOVAL**

Downtown snow removal (including parking lots) will commence at approximately 2:00 A.M. Windrowing, and intersection cleaning will also begin at 2:00 A.M. Truck loading begins when all routes are complete. If necessary, de-icing chemicals will be applied after the snow is removed. The goal of the City is always to have the downtown area cleaned up within 24 hours of a significant snow event, but with limited staff and equipment sometimes, that is not always possible.

## **VII. WEATHER CONDITIONS**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of City employees and equipment. Factors that may delay snow and ice control operations include severe cold, significant winds, and limited visibility.

## **VIII. USE OF SAND, SALT, AND OTHER CHEMICALS**

The City will use sand, salt, and other chemicals when treacherous ice or slippery conditions occur. The City is always striving to limit chemical use and provide a safe road surface.



## **IX. SIDEWALK SNOW REMOVAL**

The City of Norwood Young America has a **Partial Municipality-Led Sidewalk Clearing Policy**, which involves splitting the responsibility of snow clearing for sidewalks and trails between the City and property owners. A portion of the City's public sidewalk and bituminous trails are maintained throughout the winter months by the Public Services Department; **snow clearing on sidewalks abutting private property is the owner's responsibility**. Sidewalks will be cleared of accumulated snow but will not be maintained to a "clean pavement" (i.e., one to two inches will remain on sidewalks after snow-blowing operations).

### **PRIORITY 1: SIDEWALKS/TRAILS = CITY RESPONSIBILITY**

These areas are considered high pedestrian traffic areas, bituminous trails, business district areas with minimal snow storage available, and school route areas.

As there are a limited number of personnel available, sidewalk cleaning will begin within 24hrs of significant snowfall and continue until complete unless interrupted by changing weather conditions, equipment failure, or other factors. Sidewalks along major arterial roads such as arterial streets, trunk highways, municipal state aid roads, and county state-aid roads impacted by other agencies' plowing operations will be as feasible during winter months. Sidewalks will be cleared as close as possible to pedestrian push-button pedestals.

### **PRIORITY 2: SIDEWALKS = PROPERTY OWNERS' RESPONSIBILITY**

Residential and Commercial property owners with a Priority 2 sidewalk abutting their property will be responsible for removing the snow from the sidewalk within 24 hours of a snowfall. It is against State of Minnesota Law and City Ordinance to place snow or ice back on the street when cleaning it from private property. Property owners will be invoiced and given an administrative fine when city staff is called to remove snow and ice from residential and commercial sidewalks. A minimum of one hour will be invoiced for both workforce and the equipment used to clean the property owner's sidewalks.





### **Mailbox Damage and Issues**

Is your mailbox designed to stand up to the rigors of the winter snow-plowing season? What happens if your mailbox is damaged by plowing activities?

Mailbox damage is an unfortunate consequence of snowplowing. Per City ordinance, the City shall not be responsible or liable for any damages to mail receptacles not in compliance with this ordinance or damages to mail receptacles from snow thrown or moved as a result of snow plowing. The City is not responsible for snow removal on or around the mail receptacles. It is the responsibility of each resident user of the mail receptacle to remove snow or other obstructions from around the mail receptacle.



### **Boulevard/Right of Way Damage**

Plow operators try to avoid damage to boulevard areas while performing snow removal. This can be especially tricky in areas where there is no curb. The boulevard area on most streets is part of the City right of way, extending 10 to 15 feet behind the curb. The right of way intends to provide room for snow storage, utilities, and sidewalks. Significant damage and gouged lawns by City equipment will be repaired by top dressing and seeding in the spring of the year. Residents are required to assist by watering the areas that are fixed. Other items in the right-of-way, including landscaping timbers, shrubs, flowers, additional landscaping, etc., will not be repaired by the City. Boulevard damage can be reported to City Hall at 952-467-1800 or the “Report a Concern” option through the City Website [[www.cityofnyc.com](http://www.cityofnyc.com)].



## **FREQUENTLY ASKED QUESTIONS ABOUT SNOW PLOWING IN INTERNATIONAL FALLS**

### **When does the City start plowing?**

This depends on storm projections. In general, however, plowing of all residential streets begins by 2:00 A.M.

### **How long does it take to complete the plowing?**

During average winter conditions, it takes eight to twelve hours to complete snow removal operations on City streets, up to two days for sidewalks, parking lots, and snow removal from Downtown.

### **Which streets are plowed first? Does the City always follow the same order for plowing streets?**

Major arterial streets and the downtown streets are the first to receive maintenance. Residential streets and alleys are cleared next, followed by parking lots and sidewalks plowing. The City strives to conduct operations consistently from storm to storm. This increases both effectiveness and efficiency.

### **I saw the plow pass by on a neighboring street, but it did not come down my street. Why not?**

It may be that an adjacent street is a major road through the neighborhood or that operators are simply plowing the streets in the most efficient pattern, and your street will be plowed soon.

### **Why do you plow so far away from my mailbox?**

City crews plow as close to mailboxes as possible without risking damage to the box. High snowbanks often cause snow to fall back into the street. This snow gets compacted by postal vehicles making it difficult to clear the entire road width in subsequent plowing. Residents are responsible for clearing the area in front of their mailbox after every plowing.



TO: Mayor Lagergren & City Council Members  
FROM: Karen Hallquist, Community & Economic Development Director  
DATE: November 28, 2022  
SUBJECT: Park Bench Program Update

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Tangent Materials is the wholesaler of the Park Avenue Benches that are available through the City of NYA Bench Program. The bench program sells the benches currently for \$975.00 based on the following pricing:

\$885.14	6 ft Park Ave Bench
\$ 45.00	Engraving (one line)
<b><u>\$930.14</u></b>	<b><u>Old Price for Park Avenue Benches</u></b>

This fall there was an increase in pricing for the Park Avenue Benches. They are now \$1,001.49 each plus \$45 per line of engraving.

\$1001.49	6 ft Park Ave Bench
\$ 45.00	Engraving (one line)
<b><u>\$1046.49</u></b>	<b><u>New Price for Park Avenue Benches</u></b>

For city staff to install the bench, there is approximately \$75 of concrete to make the slab plus bench shipping has ranged from \$150 - \$255. This can range based on the number of benches ordered. There is no compensation figured for installation.

Staff has researched comparable benches with By The Yard in Jordan, MN. Prices are similar if not more.

Given the increase in price along with increase of concrete and shipping, the Parks & Recreation Commission is recommending an increase in price for the Park Avenue Benches for the NYA Bench Program starting January 1, 2023. The suggested price includes concrete and partial shipping.

**Suggested selling price for the Park Avenue Benches = \$1,200.00 total**

#### **Recommended Motions:**

**Motion to increase the selling price of the Park Avenue Bench to \$1,200.00 for the NYA Bench Program starting January 1, 2023.**



TO: Mayor Lagergren & NYA Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: November 28, 2022

SUBJECT: Outlot A Update

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The Outlot A & Barnes Lake Nature Trail Community Survey was sent out in July 2022 via the City newsletter and available online through SurveyMonkey. Attached are the complete results of the Outlot A & Barnes Lake Nature Trail Community Survey. A total 262 surveys were submitted.

#### Outlot A

- 48.85% of the responses were completed by residents who live in the Preserve/Meadows area
- Walking/Bike Trails were the #1 favorite amenity followed by public water access and dog park
- 53.64% of the participants are dog owners with over half of them in favor of utilizing a dog park
- 40.25% of participants who do not own a dog park would support one along with 37.71% giving no opinion

#### Barnes Lake Nature Trail

- 84.11% of those who responded are in favor of extending the trail system, however, there were numerous comments about fixing/maintaining the current trails in the area and putting funding toward streets

The Parks & Recreation Commission reviewed the survey results which were seemingly positive for both projects. The P&R Commissioners continued the conversation of Outlot A with a physical tour on Wednesday, November 1, 2022. Members drove all of Outlot A and discussed the possibilities of the entire area.

On November 15<sup>th</sup>, the P&R Commission held a work session to draft a layout of Outlot A based on the conversations of the tour and feedback from the survey results. Attached is the draft which shows approximate locations of:

- Parking lot off of CR 33 (red)
- Small dog park (blue)
- Large dog park (orange)
- Trail system (green)
- Potential bench locations (blue rectangles)
- The layout considers for the topography of the landscape with some rather high elevations and berms
- Trail hookup with Shoreview Lane
- A stubbed trail at the east end of Outlot A which could hook up to a trail system along Preserve Blvd with future development

Given there is a timeline associated to completing Outlot A (by 2029), the P&R Commission will be working in 2023 to:

- Work with Bolton & Menk on a detailed concept plan for exact locations and dimensions in order to get estimates for fencing and trails
- Contact the DNR about a public water access for recreational use only (non-motorized)
- Research DNR Outdoor grant program
- Contact Carver County about accessibility off of CR 33
- Add the project to the City CIP for budgeting (2024-2026)

It should be noted that the Barnes Lake Nature Trail project could be done in conjunction with the Outlot A project, however, more research on the DNR grant and Outlot A expenses will take priority due to the required timeline.

Discussion only.