



CITY COUNCIL AGENDA

January 23, 2023

5:00 p.m.

Workshop

6:00 p.m.

City Council EDA Meeting & City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

WORKSHOP

1. CALL THE WORKSHOP TO ORDER

- 1.1 2023 Street Improvement Project options—Josh Eckstein, Bolton & Menk

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 November 28, 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.)

5.1 Fire Chief Zumberge—Honoring the Retirement of Jason Franck

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 January 9, 2023, City Council Meeting
- 6.2. Approve Payment of Claims
- 6.3. Approve placement of part-time staff on the pay scale
- 6.4. Approve placement of Seasonal Public Works Employee – Dan Stender
- 6.5. Approve Solicitor Permit application for SW Metro Sales Group
- 6.6. Approve the road closing for Ascension Knights of Columbus for the Friday, March 3, 2023, Fish Fry

7. PUBLIC HEARING

8. OLD BUSINESS

8.1 Closed session pursuant to Minn. Stat. § 13D.05, subd. 3(c)(3) to develop or consider an offer to purchase or sell real property identified as PID Nos. 580146500 and 580146200—Attorney Zach Cronen

Open meeting—Mayor Lagergren

8.2 Resolution 2023-04 A Resolution Approving the Purchase Agreement and Option Agreement—Administrator Aukrust

9. NEW BUSINESS

- 9.1. Lift Station SCADA Improvements quote update —Paul Dhoore, Public Utilities Lead
- 9.2. Norwood Young America Commissions 2022 Annual Reports and 2023 Goals—Karen Hallquist, Community and Economic Development Director
- 9.3. Approve Comprehensive Housing Study RFQ—Karen Hallquist, Community and Economic Development Director
- 9.4. Adjust Infrastructure Deposit Escrow—Angela Brumbaugh, Clerk/Finance Director
- 9.5. General Obligation Taxable Tax Abatement Bonds, Series 2023A—Nick Anhut, Ehlers

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.

- Clerk/Finance Director information

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

February 7, 2023	Planning Commission Meeting	6:00 PM
February 8, 2023	Economic Development Commission Meeting	6:00 PM
February 10, 2023	NYA Food Distribution	2:00-3:00 PM (Please note the date change to the 2 nd Friday of the month in February)
February 13, 2023	City Council Meeting	6:00 PM
February 16, 2023	Sr. Advisory	9:00 AM
February 21, 2023	Park and Recreation Commission Meeting	4:45 PM
February 27, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
March 3, 2023	NYA Food Distribution	2:00-3:00 PM



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: January 23, 2023

RE: Workshop information: 2023 Street Improvement Project—Bolton & Menk

Enclosed you will find the information provided by Bolton & Menk regarding the “2023 Street Improvement Project” options. Please review their report and maps to familiarize yourself with their findings and conclusion.



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

January 18, 2023

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

RE: 2023 Street Improvement Project

Dear Mrs. Aukrust:

Background:

As part of the City's continued pavement management efforts, City staff have identified and evaluated several potential project areas that can be considered for the 2023 Street Improvement Project. Based on the estimated budget of \$450,000, it is likely that a mill and overlay project will best fit within this parameter. We have identified and reviewed seven project areas that potentially fit the goals set for the project. These seven project areas are shown on the attached Figure 1.

Project areas two through seven have been identified within the Recommended Street Rehabilitation and Maintenance Plan. The recommended improvement method and project location is shown on the attached Figure 1.

Soil borings were taken on Morse Street from Highway 212 to Faxon Road and on Central Avenue from Faxon Road to SW 2nd Street to better define potential rehabilitation options. Geotechnical analysis was completed to gain a better understanding of soil types/conditions and depth and condition of existing pavement and aggregate base material. Preliminary boring logs have been received and evaluated.

Findings:

Project Areas 1 & 2 (Morse Street & Central Avenue):

Evaluation of the preliminary soil boring logs show pavement and aggregate base depths on Morse Street ranging from 2.5 inches to 7.5 inches of pavement and 4 inches to 9 inches of aggregate base. Logs show pavement and aggregate depths on Central Avenue ranging from 11 inches to 15 inches of pavement and 2 inches to 12 inches of aggregate base.

Morse Street-

Evaluation and review of existing infrastructure indicates that the watermain pipe located under the roadway is in need of replacement. A recent watermain break identified pipe deterioration which necessitates replacement when improvements are completed to the roadway. Based on that finding, this segment of street will need to be fully reconstructed which increases the project cost above the budgeted amount for the 2023 project.

Central Avenue-

Previous pavement evaluations have identified this street segment as a seal coat candidate until the existing pavement condition deteriorates to the point of full depth removal and replacement. This evaluation was confirmed by the obtained soil boring information. Due to the significant depth of existing pavement, a mill and overlay or adding additional pavement will not add significant stability to the pavement section.

Name: 2023 Street Improvement Project
Date: January 17, 2022

Additionally, the depth of pavement and underlying aggregate limits or prohibits the use of reclamation techniques that can be used. Based on this information, ongoing seal coating is the best maintenance approach and full depth pavement removal is the only viable reconstruction technique. This segment of roadway also has old watermain infrastructure which will require replacement when street repairs are completed. Based on these findings the project cost is above the budgeted amount for the 2023 project.

Reconstruction Project Option:

If an increase to the project budget can be achieved, the most cost-effective reconstruction project identified withing the Street and Utility Scoping Study is Merger Street. This project is shown as project area number three within attached Figure 1 and on Figure 2. This project includes full reconstruction of Merger Street including pavement, curb and gutter, watermain, storm sewer and sanitary sewer from Hill Street to Highway 212. This project would be subject to the adopted assessment policy which requires a Feasibility Study and an Improvement Hearing before the project can move to bidding and construction. This project would include assessments to the seven adjacent properties.

The estimated project cost for the Merger Street Improvement Project is \$1,087,000.

Mill & Overlay Project Options (Project Areas 4 through 7):

Project areas 4, 5, 6 and 7, on Figure 1, have been identified as mill and overlay project candidates. These project areas do not require significant utility infrastructure reconstruction. These project areas have pavement conditions that will benefit from a mill and overlay by extending the useful life of the pavement thereby pushing the need for a full reconstruction further into the future. Any combination of project areas 4 through 7 can be selected to fit within the overall 2023 project budget.

Estimated project costs are as follows:

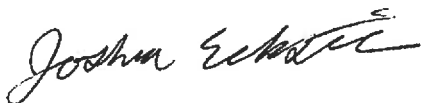
- Oak Drive (Area 4) = \$175,000
- Emma Street (Area 5) = \$375,000
- Park Circle (Area 6) = \$250,000
- Railroad Drive (Area 7) = \$125,000

Conclusion:

Based on our findings, Project Areas 1 and 2 can be eliminated from consideration because they require full-depth reconstruction and are above the project budget. If a full reconstruction project is desired, Merger Street is the recommended project due to its limited size and high level of public use. If a mill and overlay project is desired, any combination of project areas 4 through 7 can be selected.

If a project is selected, next steps include topographic survey, final design, contract document preparation, bidding, award, and construction. If the Merger Street project is selected, feasibility study and improvement hearing steps need to be added prior to bidding.

Sincerely,
Bolton & Menk, Inc.



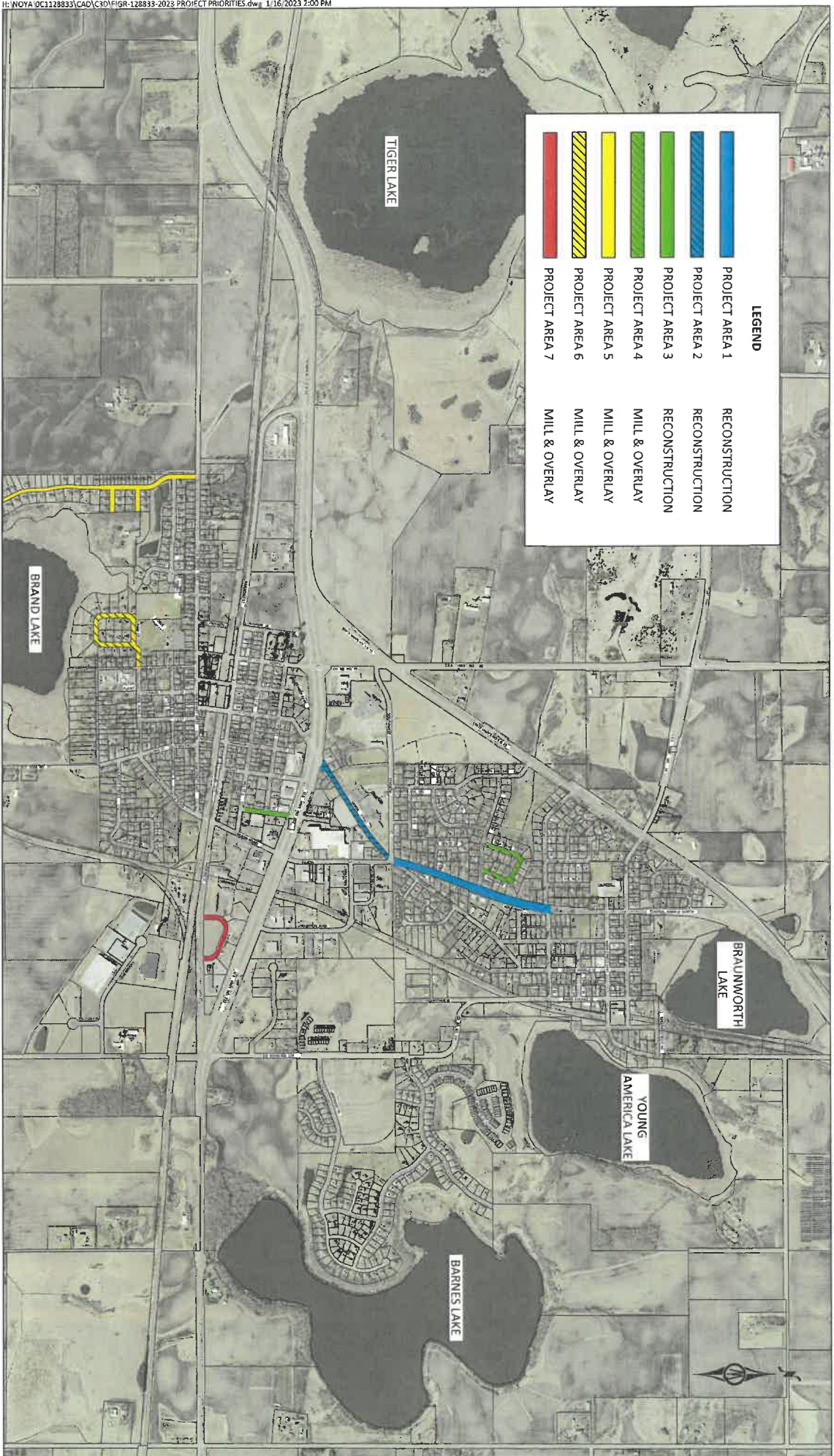
Joshua Eckstein, P.E.

cc: Jake Saulsbury, Bolton & Menk

PAVEMENT MANAGEMENT PLAN
CITY OF NORWOOD YOUNG AMERICA

Figure 1: 2023 PROJECT PRIORITIES

January 2023







ECONOMIC DEVELOPMENT AUTHORITY MINUTES

November 28, 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, and Mike McPadden

ABSENT:

STAFF: Andrea Aukrust (City Administrator), Angela Brumbaugh (City Clerk/Finance Director), and Karen Hallquist (Community and Economic Development Director)

OTHERS: Brooke Allen

2. Call EDA Meeting to Order

Mayor Lagergren called the EDA meeting to order at 6:03 PM with five members present.

2.1 Pledge of Allegiance

2.2 Approve Agenda

Motion: CH/MM to approve the agenda as submitted. Motion passed 5-0.

2.3 Approve minutes of October 24, 2022 meeting

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

2.4 Adjournment

Motion: MM/CH to adjourn at 6:05 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Finance Director



TO: Mayor Lagergren and Council Members
FROM: Steve Zumberge, Fire Chief
DATE: January 23, 2023
RE: Fire Department Retirement – Jason Franck

After 29 years of dedicated service, Jason Franck has submitted his resignation letter (see attachment).

Proposed Motion:

Motion to accept Jason Franck's retirement letter.

Jason Franck
1/7/2023

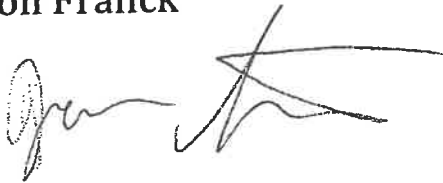
To: Norwood Young America Mayor and City Council
Re: Resignation letter

Please accept this letter as my formal notice of resignation from the Norwood Young America fire department effective immediately.

I personally want to thank each of you for allowing me to be a part of this organization that I love dearly. I have many memories of the 29 years that I served on the department and have been led by numerous chiefs. I have seen many changes throughout the years and was a member when the Norwood and Young America departments merged into one. Thank you again.

Sincerely,

Jason Franck

A handwritten signature in black ink, appearing to read 'Jason Franck', with a stylized flourish extending from the end.



CITY COUNCIL MINUTES

January 9, 2023 – 6:00 PM
City Council Chambers
310 Elm Street West
Norwood Young America, MN 55368

Attendance:

ATTENDEES: Mike McPadden, Carol Lagergren, Charlie Storms, Alan Krueger, Brooke Allen (arrived at 6:05 p.m.)

ABSENT:

STAFF: Karen Hallquist (Community and Economic Development Director), Angela Brumbaugh (Clerk/Finance Director), and Andrea Aukrust (City Administrator)

OTHERS: David Newman (Expert Construction), Kaarin Foede (Beyond the Yellow Ribbon), Steve ZumBerge (NYA Fire Department), and Steven Johnson (Virginia, MN)

1. Call City Council Meeting to Order:

Mayor Lagergren called the City Council meeting to order at 6:01 PM with four members present.

- The Pledge of Allegiance was said by all present

2. Oath of Office

Oath of Office was given by Brumbaugh

- 2.1 Carol Lagergren, Mayor
- 2.2 Charlie Storms, Councilmember
- 2.3 Brooke Allen, Councilmember - Oath taken at 6:06 p.m.

3. Approve Agenda

Motion: CS/MM to approve the agenda as listed. Motion passed 4-0.

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

5. Consent Agenda

- 5.1. Approve minutes of December 12, 2022, City Council Meeting
- 5.2. Approve Payment of Claims
- 5.3. Firefighter Hiring – Callie Sundberg
- 5.4. Appointment of the 2023 NYAFD Officers
- 5.5. Application for Exempt Gambling Permit – Central Booster Club

Motion: CS/MM to approve consent agenda with the correction to the spelling of Molnau and Raether on 2023 NYAFD Officer memo. Motion passed 4-0.

6. Public Hearing

- 6.1 Vacating Certain Existing Drainage and Utility Easements at 250 Industrial Blvd

- Mayor Lagergren announced the Public Hearing for Vacating Certain Existing Drainage and Utility Easements.

Motion: CS/CH to open the Public Hearing at 6:08 p.m. Motion passed 5-0.

- 18 calls YTD in 2023
- Incident type of calls total 310
 - Fire 13
 - Rescue & Emergency (Medical) 254
 - Hazardous Condition 13
 - Service Call 3
 - Good Intent 10
 - False Alarm 16
- High volume of calls during business hours

Motion: CS/AK to accept the Norwood Young America Fire Department 2022 Fire Report. Motion passed 5-0.

State of the Fire Department

- Not as many daytime Fire Fighters available
- Need to look at options to capitalize with fewer numbers – Command vehicle and duty officer program is one option, training and coaching at care facilities to enable staff to help in more medical calls is another option to consider
- Still need a tanker truck we have a '96 and '97
- Like to explore a demo and make the purchase
- Extractors are approximately \$25,000, applied for a grant, waiting for response

8.7 2024 and 2025 Township Fire Service Contracts

- Fee has not changed for the past 8 years.

Motion: CS/AK to approve raising the Townships Fire Service Contracts for 2024 and 2025 to \$160/unit. Motion passed 5-0.

- Will be presented at January 18th, 2023 NYAFD & Township meeting. The meeting will take place at the North Fire Station.

9. Council Member and Mayor and Staff Reports

BA – BTYR has 3 new service member families in the city, sent out care packages

AK – Third year for the Stiftungsfest Chess Tournament

CS – No Parks Commission meeting

CL – Continuing meetings for Hwy 212

AA – Bid packet should be assembled soon for Old Town

KH – Central Public Schools and Trade Advisory group is hosting a Career Fair on January 20, 2023, Brumbaugh will be in attendance for the City

10. Adjournment

Motion: MM/CS to adjourn at 7:04 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk/Finance Director



VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: January 23, 2023

Payroll EFT

Check #	507764 - 507782	\$	24,863.95
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Voided Checks

Check #	-
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Prepays

Check #	-
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Claims Pending Payment

Check #	33877 - 33917	\$	74,154.95
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Cardmember e-check

Grand Total	\$	<u>99,018.90</u>
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NORWOOD YOUNG AMERICA

01/20/23 3:34 PM

Page 1

*Check Detail Register©

Batch: 01232023pay,01232023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
33877	01/23/23	ARNOLDS OF GLENCOE, INC.			
E 101-43100-221		Repair/Maintenance Equip	\$467.86	P54840	CUTTING EDGE
		Total	\$467.86		
33878	01/23/23	BOLTON & MENK, INC			
E 101-41500-303		Engineering Fees	\$6,018.00	0304317	2023 PAVEMENT REHAB
G 809-22100		Escrow Collected	\$316.00	0304318	CENTRAL SCHOOLS
E 275-43100-303		Engineering Fees	\$1,197.00	0304319	RR ST RETAINING WALL
E 101-41500-303		Engineering Fees	\$414.00	0304320	INDUSTRIAL PARK EXP
E 601-49400-303		Engineering Fees	\$3,614.05	0304321	WELLHEAD PROTECTION PLAN
E 101-45200-303		Engineering Fees	\$120.00	0304322	FRIENDSHIP PARK DITCH
		Total	\$11,679.05		
33879	01/23/23	CARDMEMBER SERVICE			
E 101-41320-350		Print/Publishing/Postage	\$442.25		NEWSLETTER POSTAGE
E 101-41300-331		Travel/Meeting Expense	\$23.38		
E 101-41320-331		Travel/Meeting Expense	\$23.38		MEETING EXPENSE
E 601-49400-200		Office Supplies	\$45.79		TONER
E 602-49450-200		Office Supplies	\$45.79		TONER
E 101-43100-221		Repair/Maintenance Equip	\$47.98		LIFT W/ BRACKETS
E 614-41000-210		Operating Supplies	\$33.48		CAMERA TRIPOD
E 614-41000-210		Operating Supplies	\$89.99		SMART TV
E 101-49800-330		Transportation Expense	\$42.22		UNIFIED CARRIER PLAN
E 101-49800-330		Transportation Expense	\$60.75		UNIFIED CARRIER PLAN
E 101-42200-433		Dues and Subscriptions	\$660.00		ACTIVE 911
E 101-41940-223		Repair/Maintenance Bldg/	\$26.99		LED SHOP LIGHT
E 101-45200-221		Repair/Maintenance Equip	\$10.90		PUMP PARTS FOR HOCKEYRINK
E 101-41300-433		Dues and Subscriptions	\$144.00		GRAMMARLY
E 101-41110-433		Dues and Subscriptions	\$36.37		COUNCIL EMAILS
E 101-42200-212		Motor Fuels	\$37.79		FD FUEL
		Total	\$1,771.06		
33880	01/23/23	CARVER COUNTY			
E 101-43100-226		Signs	\$64.52	PW-6238	MISC SIGNS
		Total	\$64.52		
33881	01/23/23	CARVER COUNTY ATTORNEYS OFF			
E 101-41500-307		Prosecution Contract	\$2,669.03	2022039	4TH QTR FINES
		Total	\$2,669.03		
33882	01/23/23	CARVER COUNTY RECORDER			
E 101-41320-350		Print/Publishing/Postage	\$46.00		VACATE D&U EASEMENT 250 INDUSTRIAL BLVD
		Total	\$46.00		
33883	01/23/23	CARVERLINK - CARVER CO BROADBA			
E 101-41940-321		Telephone	\$40.00		NOV 2022
E 601-49400-321		Telephone	\$40.00		NOV 2022
E 602-49450-321		Telephone	\$25.00		NOV 2022
E 101-42200-321		Telephone	\$40.00		NOV 2022

NORWOOD YOUNG AMERICA

01/20/23 3:34 PM

Page 2

*Check Detail Register©

Batch: 01232023pay,01232023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-321		Telephone	\$56.00		NOV 2022
E 101-45200-321		Telephone	\$24.00		NOV 2022
E 101-41940-321		Telephone	\$40.00		NOV 2022
E 101-41300-321		Telephone	\$6.00		NOV 2022
E 101-41320-321		Telephone	\$6.00		NOV 2022
E 101-41400-321		Telephone	\$6.00		NOV 2022
E 101-46500-321		Telephone	\$2.00		NOV 2022
E 101-42100-321		Telephone	\$10.00		NOV 2022
E 101-45500-321		Telephone	\$10.00		NOV 2022
E 101-41940-321		Telephone	\$40.00		JANUARY 2023
E 601-49400-321		Telephone	\$40.00		JANUARY 2023
E 602-49450-321		Telephone	\$25.00		JANUARY 2023
E 101-42200-321		Telephone	\$40.00		JANUARY 2023
E 101-43100-321		Telephone	\$56.00		JANUARY 2023
E 101-45200-321		Telephone	\$24.00		JANUARY 2023
E 101-41940-321		Telephone	\$40.00		JANUARY 2023
E 101-41300-321		Telephone	\$6.00		JANUARY 2023
E 101-41320-321		Telephone	\$6.00		JANUARY 2023
E 101-41400-321		Telephone	\$6.00		JANUARY 2023
E 101-46500-321		Telephone	\$2.00		JANUARY 2023
E 101-42100-321		Telephone	\$10.00		JANUARY 2023
E 101-45500-321		Telephone	\$10.00		JANUARY 2023
Total			\$610.00		
33884	01/23/23	CENTERPOINT ENERGY			
E 601-49400-383		Gas Utilities	\$68.19		104 3RD AVE SE
E 101-41940-383		Gas Utilities	\$114.91		318 W ELM
E 101-41940-383		Gas Utilities	\$927.08		310 W ELM
E 101-45500-383		Gas Utilities	\$195.93		314 W ELM
Total			\$1,306.11		
33885	01/23/23	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$950.00		
Total			\$950.00		
33886	01/23/23	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$375.00		
Total			\$375.00		
33887	01/23/23	CORE AND MAIN			
E 601-49400-229		Water Meters	\$2,683.90	S118828	3/4S IPERL
Total			\$2,683.90		
33888	01/23/23	CURFMAN TRUCKING & REPAIR INC			
E 101-43100-437		Maintenance Contract	\$1,401.25	INVC22V116	SNOW HAULING
Total			\$1,401.25		
33889	01/23/23	DELTA DENTAL			
G 101-21714		Dental Insurance	\$841.22		JANUARY 2023
Total			\$841.22		

NORWOOD YOUNG AMERICA

01/20/23 3:34 PM

Page 3

*Check Detail Register©

Batch: 01232023pay,01232023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
33890	01/23/23	HAWKINS INC			
E 101-49860-216		Chemicals and Chem Pro	\$30.00	6379718	CHLORINE CYLINDER
E 601-49400-216		Chemicals and Chem Pro	\$40.00	6380165	CHLORINE CYLINDER
E 602-49450-216		Chemicals and Chem Pro	\$40.00	6380212	CHLORINE CYLINDER
		Total	\$110.00		
33891	01/23/23	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$255.00		DEC 2022 DUES
G 101-21712		Union Dues	\$306.00		JAN 2023 DUES
		Total	\$561.00		
33892	01/23/23	KAEDING ARCHITECTURE LLC			
E 275-45200-302		Architects Fees	\$3,612.28	2318	OLD TOWN
		Total	\$3,612.28		
33893	01/23/23	KORRIE, THOMAS			
R 601-49400-36200		Miscellaneous Revenues	\$22.03		OVERPAYMENT OF FINAL BILL
		Total	\$22.03		
33894	01/23/23	LANO EQUIPMENT OF NORWOOD, INC			
E 101-43100-212		Motor Fuels	\$178.10	81777	FUEL FILTER
		Total	\$178.10		
33895	01/23/23	LEAGUE OF MINNESOTA CITIES			
E 101-41300-331		Travel/Meeting Expense	\$125.00		AUKRUST
E 101-46500-331		Travel/Meeting Expense	\$125.00		HALLQUIST
E 101-41110-331		Travel/Meeting Expense	\$99.00	375204	LAGERGREN CITY DAY ON THE HILL
		Total	\$349.00		
33896	01/23/23	MID-COUNTY CO-OP OIL ASSN			
E 101-42200-212		Motor Fuels	\$104.64	66162	DYED DIESEL
E 101-43100-212		Motor Fuels	\$926.32	66162	DYED DIESEL
E 101-45200-212		Motor Fuels	\$396.99	66162	DYED DIESEL
E 101-43100-212		Motor Fuels	\$1,040.72	66211	DYED DIESEL
E 101-45200-212		Motor Fuels	\$446.02	66211	DYED DIESEL
		Total	\$2,914.69		
33897	01/23/23	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$224.98	A-138316	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$127.46	A-138317	PRAIRIE DAWN PARK
E 101-45200-418		Other Rentals (Biffs)	\$127.46	A-138318	FRIENDSHIP PARK
E 101-45200-418		Other Rentals (Biffs)	\$14.28	A-138397	LEGION PARK
		Total	\$494.18		
33898	01/23/23	MINNESOTA RURAL WATER ASSOC			
E 601-49400-207		Training Instructional	\$550.00		JAUS, DHOORE, STREICH
E 602-49450-207		Training Instructional	\$275.00		JAUS, DHOORE, STREICH
		Total	\$825.00		
33899	01/23/23	MINNESOTA VALLEY TESTING LAB, INC			
E 601-49400-217		Lab Fees	\$104.25	1182315	COLIFORM

NORWOOD YOUNG AMERICA

01/20/23 3:34 PM

Page 4

*Check Detail Register©

Batch: 01232023pay,01232023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$104.25		
33900	01/23/23	MN DEPT OF EMPLOYMENT & EC DEV			
E 101-43100-142		Unemployment Benefit Pa	\$1,233.33		
E 601-49400-142		Unemployment Benefit Pa	\$1,233.33		
E 602-49450-142		Unemployment Benefit Pa	\$1,233.34		
Total			\$3,700.00		
33901	01/23/23	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$241.68		
Total			\$241.68		
33902	01/23/23	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$375.00		
Total			\$375.00		
33903	01/23/23	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$289.34		
Total			\$289.34		
33904	01/23/23	PINNACLE PEST CONTROL LLC			
E 601-49400-223		Repair/Maintenance Bldg/	\$116.00	000250	QTR TREATMENT
E 101-45200-223		Repair/Maintenance Bldg/	\$116.00	000250	QTR TREATMENT
E 101-43100-223		Repair/Maintenance Bldg/	\$116.00	000250	QTR TREATMENT
E 101-42200-223		Repair/Maintenance Bldg/	\$116.00	000250	QTR TREATMENT
E 101-41940-223		Repair/Maintenance Bldg/	\$116.00	000250	QTR TREATMENT
Total			\$580.00		
33905	01/23/23	RECTECH OUTDOOR SOLUTIONS,LLC			
E 101-43100-221		Repair/Maintenance Equip	\$2.91	5089	SPRING-TRIP TAP ENDS
Total			\$2.91		
33906	01/23/23	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$418.00	16734	MASONIC LODGE
E 101-41500-304		Legal Fees	\$247.00	16734	MISC
E 101-41500-304		Legal Fees	\$4,345.48	16734	FD
Total			\$5,010.48		
33907	01/23/23	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$862.52		
Total			\$862.52		
33908	01/23/23	R.E. SMITH OIL & TIRE CO., INC			
E 101-49800-212		Motor Fuels	\$144.10		
E 601-49400-212		Motor Fuels	\$206.81		
E 602-49450-212		Motor Fuels	\$125.16		
E 101-43100-212		Motor Fuels	\$255.23		
E 101-45200-212		Motor Fuels	\$109.39		
Total			\$840.69		
33909	01/23/23	SMITH, CONNOR			

NORWOOD YOUNG AMERICA

01/20/23 3:34 PM

Page 5

*Check Detail Register©

Batch: 01232023pay,01232023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-331		Travel/Meeting Expense	\$737.13		
		Total	\$737.13		
33910	01/23/23	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$375.00		
		Total	\$375.00		
33911	01/23/23	STONE SETTING LLC			
E 230-49015-223		Repair/Maintenance Bldg/	\$650.00		FOREST HILL STONES
		Total	\$650.00		
33912	01/23/23	ARMOR INC			
E 101-43100-221		Repair/Maintenance Equip	\$630.68	64036	SNOW BLOWER EDGE
		Total	\$630.68		
33913	01/23/23	SUN LIFE ASSURANCE COMPANY			
G 101-21707		Disability Insurance	\$573.54		FEB 2023
		Total	\$573.54		
33914	01/23/23	TOLL GAS & WELDING SUPPLY			
E 101-43100-221		Repair/Maintenance Equip	\$4,402.20	10493279	MILLERMATIC 252
		Total	\$4,402.20		
33915	01/23/23	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$183.27		FEBRUARY WATER BILL POSTAGE
E 602-49450-350		Print/Publishing/Postage	\$183.28		FEBRUARY WATER BILL POSTAGE
E 603-49500-350		Print/Publishing/Postage	\$183.27		FEBRUARY WATER BILL POSTAGE
		Total	\$549.82		
33916	01/23/23	WSB			
E 101-41320-305		Other Professional Fees	\$1,500.00	R-020001-00	
		Total	\$1,500.00		
33917	01/23/23	XCEL ENERGY			
E 101-43100-380		Street Lighting	\$199.00		313 CENTRAL AVE S
E 101-43100-381		Electric Utilities	\$199.83		300 FAXON RD N
E 101-45200-381		Electric Utilities	\$60.22		710 RR ST E
E 101-45200-381		Electric Utilities	\$32.45		228 N UNION ST TRL
E 101-41940-381		Electric Utilities	\$2,271.18		
E 101-42200-381		Electric Utilities	\$412.23		
E 101-42500-381		Electric Utilities	\$15.13		
E 101-43100-380		Street Lighting	\$6,583.14		
E 101-43100-381		Electric Utilities	\$637.97		
E 101-45200-381		Electric Utilities	\$646.61		
E 101-45500-381		Electric Utilities	\$1,498.64		
E 601-49400-381		Electric Utilities	\$630.73		
E 602-49450-381		Electric Utilities	\$5,144.43		
E 101-49860-381		Electric Utilities	\$466.87		
		Total	\$18,798.43		
10100		CHECKING	\$74,154.95		

NORWOOD YOUNG AMERICA

01/20/23 3:34 PM

Page 6

*Check Detail Register©

Batch: 01232023pay,01232023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 CHECKING

101 GENERAL FUND	\$51,397.58
230 FOREST HILL CEMETERY	\$650.00
275 CAPITAL	\$4,809.28
601 WATER FUND	\$9,578.35
602 SEWER FUND	\$7,097.00
603 STORM WATER UTILITY	\$183.27
614 CABLE TV FUND	\$123.47
809 Escrow - Central Schools	\$316.00
	<hr/>
	\$74,154.95



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: January 23, 2023

RE: Placement of Part-time Staff on 2023 salary schedule

Part-time staff should be placed on the 2023 pay scale (approved at the July 11, 2022 Council meeting).

- Grading for positions is based on the market analysis study done by David Drown and Associates
- Part-time Custodians would be a Grade 2
- Bus Drivers would be a Grade 2
- They hourly rate was based on the previous 2022 salary schedule

Employees have been placed one step higher for 2023 which is the same guidelines used for full-time employees.

- Diers, Kay (Custodian) – Grade 2, step 3 at \$17.42 per hour
- Hopf, Peggy (Bus Driver) – Grade 2, step 6 at \$19.31 per hour
- McNamara, Barbara (Custodian) – Grade 2, step 3 at \$17.42 per hour

RECOMMENDATION:

A motion to approve the placement of part-time City employees on the 2023 salary schedule, effective January 1, 2023.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: January 23, 2023

RE: Approve the placement of Public Services On-call Seasonal Employee – Dan Stender

Dan Stender is employed with the City as a year-round On-call Seasonal Employee in the Public Services department. This position assists with lawn maintenance and snow removal as needed. Dan needs to be placed on the 2023 salary schedule.

- ❖ Retired from the city in May 2019 with many years of service
- ❖ Brings a wealth of equipment experience
- ❖ The 2023 pay schedule Grade 3, Step 7 at \$22.19 per hour would be the hourly wage

Recommended Motion:

Consent Agenda item

Approve the placement of Dan Stender on the 2023 salary schedule, Grade 3 Step 7 at \$22.19 per hour.

Norwood Young America



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: January 23, 2023

RE: Solicitor Permit Application – SW Metro Sales Group

The City has received a Solicitor permit application from SW Metro Sales Group.

- Does business under the name of Remax Experience in Norwood Young America
- Free home equity reviews
- Belle Plaine, Glencoe, and Norwood Young America are recent locations
- Fee of \$100 has been received
- Information regarding the people authorized has been included with no prior convictions listed

Chapter 3 of the City Code states the following:

Solicitor. *The term “solicitor” shall mean a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services, of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person’s activity is to obtain or attempt to obtain orders as discussed above. The term solicitor shall mean the same as the term canvasser.*

RECOMMENDATION:

A motion to approve the Solicitor Permit for SW Metro Sales Group as defined in Chapter 3 of City Code.



CHECK ONE ?



Solicitor Permit



Peddler Permit



Transient Merchant Permit

Application Date 1/11/2023 Expiration Date 2/1/2024 ^{12/31/2023} Fee: \$100.00Dates Conducting Business in City TBD - door knocking for Real Estate

If applicable, attach county or state licenses, property owner written permission, business card, brochure, or any other information about the product/service.

Applicant's Full Legal Name Trista Rose KothkeHome Address 9515 116th Street
Cologne, MN 55322Phone Number 612-743-4510Business Name RE/MAX ExperienceBusiness Address 512 Faxon Rd. N. - PO BOX #188
NYA, MN 55318Phone Number 952-467-3598Type of Business REAL ESTATEProducts Sold or Services Provided Home equity reviews; FREEAll Other Business Names/Phone W Metro Sales Groupsame as aboveThree recent locations Belle PlaineGlenviewNYA

While doing business within the city, I will abide by the City Code of Norwood Young America including the allowed hours of operation which are 9:00am - 7:00pm for Peddlers and Solicitors and 7:00am - 9:00pm for Transient Merchants. I understand that if I do not follow the City Code, or if the city receives any complaints regarding myself or one of my employees (listed on the reverse side), my permit may be revoked for up to five years. I also understand that this permit is non-transferable.

Signature [Signature]Date 1/11/2023

Complete the reverse side regarding people authorized by this permit.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: January 23, 2023

RE: Street Closure for Ascension Knights of Columbus Annual Fish Fry

Attached is a letter from Donald Whitaker's requesting to close West Hill Street on Friday, March 3, 2023, for the Annual KC Fish Fry.

- Verification of Liability Insurance has been done
- Last year, Deputy Voigt recommended we close Progress Street also therefore limiting the access for anyone to enter at the wrong location
- A map is enclosed to give a visual of the drive-thru fish fry
- Residents on Hill Street will be notified

Recommended Motion:

Approve closing West Hill Street and Progress Street on March 3, 2023, for the Ascension Knights of Columbus annual Fish Fry.

January 17, 2023

Dear Norwood Young America City Counsel,

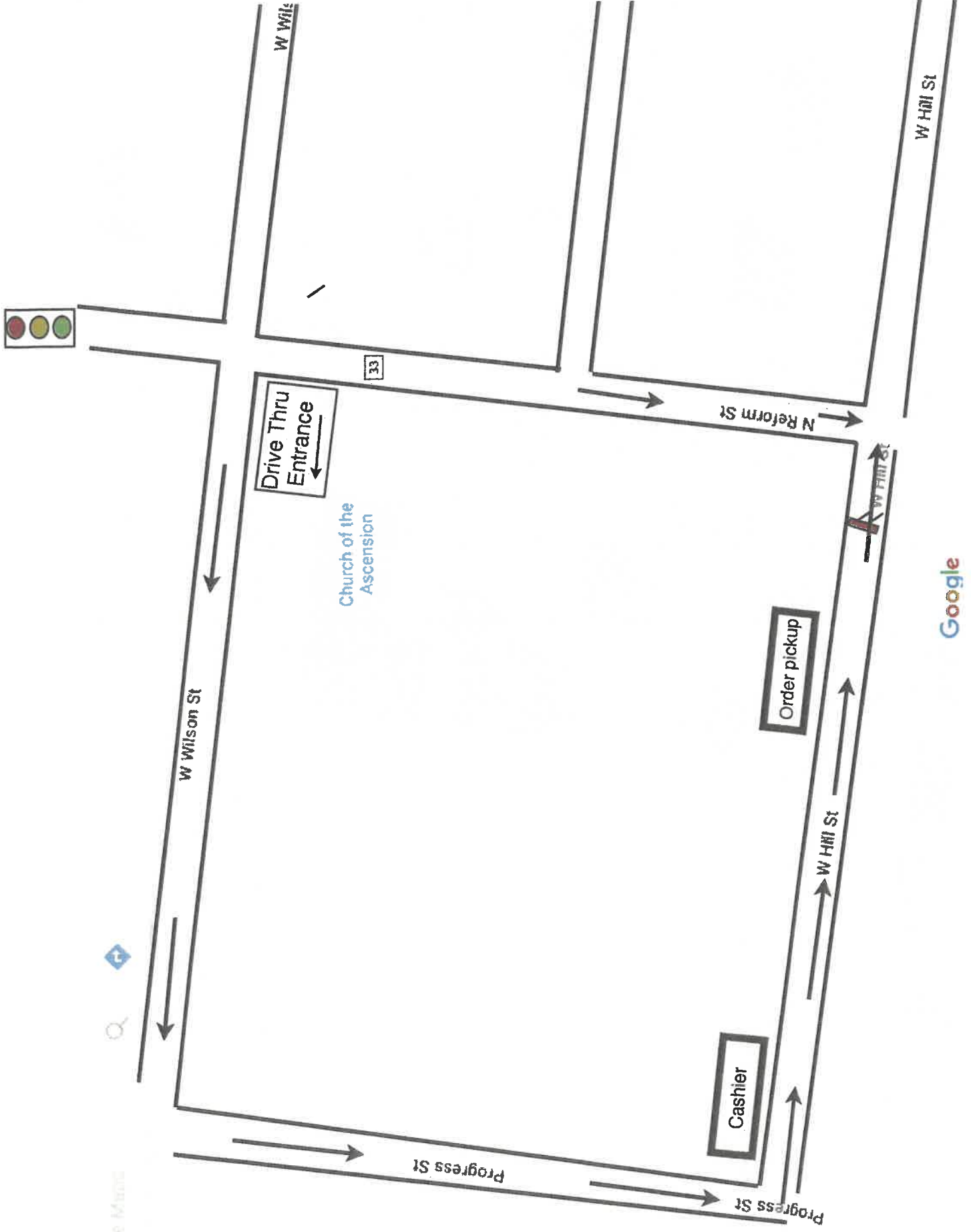
The Ascension Knights of Columbus will be holding their Annual KC FishFry on Friday, March 3, 2023.

We are requesting the temporary closing of West Hill Street near Ascension Church to allow for the ability for a Drive-Thru route on March 3, 2023.

Closing Wilson Street will allow the KC's to setup a trailer and limit the directions of vehicles for safety reasons. Please see the attached map for the details.

Thank you for the consideration, Ascension Knights of Columbus

Donald Whitaker 952-454-1611





TO: Honorable Mayor Lagergren and City Council Members

FROM: Paul Dhoore, Public Services Utilities Lead

DATE: January 23, 2023

RE: Lift Station SCADA Improvements

Attached are quotes to get the lift station upgrades completed. The understanding was that the dark fiber network was "good to go." The fiber network is in the ground, but that is essentially it. The fiber network would take a series of switches and media converters to make the fiber usable. That wasn't stated when I brought the first quotes to the council. These new quotes show what it would take to utilize the fiber network compared to a cellular network dialer. The lift stations used to run on a 3G dialer. The 3G network has since been shut off and is no longer an option. The new cellular dialers are 4G and use a web base interface. With this capability, the on-call personnel can log into the website and have real-time updates at all the lift stations. The previously approved option was to utilize the fiber network. The added expenses were not disclosed during the previous quote process.

Quality Flow quote using the fiber network	\$49,996
Quality Flow quote using cellular	\$31,856

*The Council approved the original quote from Quality Flow on December 12, 2022, in the amount of \$19,896, which did not include the technical equipment needed to operate on the fiber network.

Recommendation

Motion to approve the Quality Flow quote in the amount of \$_____.

Norwood Young America



800 6th St. N.W.
New Prague, MN 56071
Office: (952) 758-9445
Fax: (952) 758-9661

Quotation

To: Norwood Young America, MN

Date: 01/09/2023

From: Cory Malay

Phone: (952) 221-9800

Attn: Paul

Re: Cellular Monitoring System, 8 Sites

Item A

Cellular Motoring System;

This will consist of supplying and installing a new Sensaphone Sentinel cellular alarm dialer with necessary components to allow you to remotely monitor your station status. This system will send alarm notifications to multiple personnel via voice call, text, or email. This system will also allow you to log into the alarm system and see pump runtimes and system conditions.

<u>Qty</u>	<u>Description</u>
------------	--------------------

8	Sensaphone Sentinel 4G Cellular Alarm Dialer to Include: <ul style="list-style-type: none">• 1 Year Cellular Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service there will be a \$299.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone)• 12 Inputs• 4T/LTE Cellular Modem for Use with Verizon• Temp. Sensing• 1 Output Relay• 1 Input Contact, 2.8K, 10K, 4-20mA• Web Page Personalized to City Station Layout• Remote Access from Any Web Based Device• Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited Amount of Users• Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable From 1 Min. to 24 Hrs.• Internal Back-up Battery – Can Run Up to 8 Hrs.
8	High Gain Antenna
1	Installation / Tie in of Alarm Contacts & Inputs
1	Web Page Programming
1	Freight to Jobsite

Total Sell Price for Item A is \$31,856.00 (any applicable taxes)

Terms:

Quotation is valid for 30 days. Based upon Quality Flow Systems Standard Terms and Conditions of Sale; copy provided upon request.

Proposed Delivery Schedule:

1 Week Lead Time.

Thank you for this opportunity to be of service to you. If you have any questions, please don't hesitate to call.
952-221-9800

Sincerely,

Cory Malay

Cory Malay



800 6th Street
New Prague, MN 56071 USA
Tel: (952) 758-9445
Cell: (952) 221-9800
Fax: (952) 758-9661

Quotation

Customer Name: Norwood Young America, MN **Quotation Date:** 01/09/2023

Contact: Paul **Prepared By:** Cory Malay

Lead Time: 3 - 5 Weeks

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:

Alarm Monitoring System (Revised);

This will consist of supplying and installing a new Sensaphone Sentinel cellular alarm monitoring system to allow you to remotely monitor your station status. This system will send alarm notifications to multiple personnel via voice call, text, or email. This system will also allow you to log into the alarm system and see pump runtimes and system conditions.

Item	Description	Qty	Net Each	Total Net
1	Trilane Lift Station: Sensaphone, Model Sentinel Ethernet Alarm Dialer to Include: <ul style="list-style-type: none">• 1 Year Sentinel Premium Ethernet Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service there will be a \$83.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone)• 12 Inputs• Temp. Sensing• 1 Output Relay• 1 Input Contact, 2.8K, 10K, 4-20mA• Web Page Personalized to City Station Layout• Remote Access from Any Web Based Device• Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited Amount of Users• Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable From 1 Min. to 24 Hrs.• Internal Back-up Battery – Can Run Up to 8 Hrs.	1	\$5,687.00	\$5,687.00

Item	Description	Qty	Net Each	Total Net
	1 Installation / Tie in of Alarm Contacts & Inputs 1 Ethernet Cable 5' A/R Relays / Terminals / Wire Mods. 1 Web Page Programming 1 Media Converter 1 Power Supply 1 UPS with Enclosure 1 Freight to Jobsite			
2	West Court Lift Station: Sensaphone, Model Sentinel Ethernet Alarm Dialer to Include: <ul style="list-style-type: none"> 1 Year Sentinel Premium Ethernet Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service there will be a \$83.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone) 12 Inputs Temp. Sensing 1 Output Relay 1 Input Contact, 2.8K, 10K, 4-20mA Web Page Personalized to City Station Layout Remote Access from Any Web Based Device Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited Amount of Users Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable From 1 Min. to 24 Hrs. Internal Back-up Battery – Can Run Up to 8 Hrs. 1 Installation / Tie in of Alarm Contacts & Inputs 1 Ethernet Cable 5' A/R Relays / Terminals / Wire Mods. 1 Web Page Programming 1 Media Converter 1 Power Supply 1 UPS with Enclosure 1 Freight to Jobsite	1	\$5,687.00	\$5,687.00
3	Elm Street Lift Station: Sensaphone, Model Sentinel Ethernet Alarm Dialer to Include: <ul style="list-style-type: none"> 1 Year Sentinel Premium Ethernet Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service 	1	\$5,687.00	\$5,687.00

Item	Description	Qty	Net Each	Total Net
	<p>there will be a \$83.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone)</p> <ul style="list-style-type: none"> • 12 Inputs • Temp. Sensing • 1 Output Relay • 1 Input Contact, 2.8K, 10K, 4-20mA • Web Page Personalized to City Station Layout • Remote Access from Any Web Based Device • Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited Amount of Users • Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable From 1 Min. to 24 Hrs. • Internal Back-up Battery – Can Run Up to 8 Hrs. <p>1 Installation / Tie in of Alarm Contacts & Inputs</p> <p>1 Ethernet Cable 5'</p> <p>A/R Relays / Terminals / Wire Mods.</p> <p>1 Web Page Programming</p> <p>1 Media Converter</p> <p>1 Power Supply</p> <p>1 UPS with Enclosure</p> <p>1 Freight to Jobsite</p>			
4	<p>Railroad Lift Station:</p> <p>Sensaphone, Model Sentinel Ethernet Alarm Dialer to Include:</p> <ul style="list-style-type: none"> • 1 Year Sentinel Premium Ethernet Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service there will be a \$83.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone) • 12 Inputs • Temp. Sensing • 1 Output Relay • 1 Input Contact, 2.8K, 10K, 4-20mA • Web Page Personalized to City Station Layout • Remote Access from Any Web Based Device • Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited Amount of Users • Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable 	1	\$5,687.00	\$5,687.00

Item	Description	Qty	Net Each	Total Net
	<p>From 1 Min. to 24 Hrs.</p> <ul style="list-style-type: none"> Internal Back-up Battery – Can Run Up to 8 Hrs. <p>1 Installation / Tie in of Alarm Contacts & Inputs</p> <p>1 Ethernet Cable 5'</p> <p>A/R Relays / Terminals / Wire Mods.</p> <p>1 Web Page Programming</p> <p>1 Media Converter</p> <p>1 Power Supply</p> <p>1 UPS with Enclosure</p> <p>1 Freight to Jobsite</p>			
5	<p>Serenity Lift Station:</p> <p>Sensaphone, Model Sentinel Ethernet Alarm Dialer to Include:</p> <ul style="list-style-type: none"> 1 Year Sentinel Premium Ethernet Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service there will be a \$83.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone) 12 Inputs Temp. Sensing 1 Output Relay 1 Input Contact, 2.8K, 10K, 4-20mA Web Page Personalized to City Station Layout Remote Access from Any Web Based Device Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited Amount of Users Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable From 1 Min. to 24 Hrs. Internal Back-up Battery – Can Run Up to 8 Hrs. <p>1 Installation / Tie in of Alarm Contacts & Inputs</p> <p>1 Ethernet Cable 5'</p> <p>A/R Relays / Terminals / Wire Mods.</p> <p>1 Web Page Programming</p> <p>1 Media Converter</p> <p>1 Power Supply</p> <p>1 UPS with Enclosure</p> <p>1 Freight to Jobsite</p>	1	\$5,687.00	\$5,687.00
6	<p>Tacoma Lift Station:</p> <p>Sensaphone, Model Sentinel Ethernet Alarm Dialer to Include:</p>	1	\$5,687.00	\$5,687.00

Item	Description	Qty	Net Each	Total Net
	<ul style="list-style-type: none"> 1 Year Sentinel Premium Ethernet Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service there will be a \$83.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone) 12 Inputs Temp. Sensing 1 Output Relay 1 Input Contact, 2.8K, 10K, 4-20mA Web Page Personalized to City Station Layout Remote Access from Any Web Based Device Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited Amount of Users Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable From 1 Min. to 24 Hrs. Internal Back-up Battery – Can Run Up to 8 Hrs. 			
1	Installation / Tie in of Alarm Contacts & Inputs			
1	Ethernet Cable 5'			
A/R	Relays / Terminals / Wire Mods.			
1	Web Page Programming			
1	Media Converter			
1	Power Supply			
1	UPS with Enclosure			
1	Freight to Jobsite			
7	North Water Tower: Sensaphone, Model Sentinel Ethernet Alarm Dialer to Include: <ul style="list-style-type: none"> 1 Year Sentinel Premium Ethernet Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service there will be a \$83.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone) 12 Inputs Temp. Sensing 1 Output Relay 1 Input Contact, 2.8K, 10K, 4-20mA Web Page Personalized to City Station Layout Remote Access from Any Web Based Device Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited 	1	\$5,687.00	\$5,687.00

Item	Description	Qty	Net Each	Total Net
	<p>Amount of Users</p> <ul style="list-style-type: none"> • Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable From 1 Min. to 24 Hrs. • Internal Back-up Battery – Can Run Up to 8 Hrs. <p>1 Installation / Tie in of Alarm Contacts & Inputs</p> <p>1 Ethernet Cable 5'</p> <p>A/R Relays / Terminals / Wire Mods.</p> <p>1 Web Page Programming</p> <p>1 Media Converter</p> <p>1 Power Supply</p> <p>1 UPS with Enclosure</p> <p>1 Freight to Jobsite</p>			
8	<p>South Water Tower:</p> <p>Sensaphone, Model Sentinel Ethernet Alarm Dialer to Include:</p> <ul style="list-style-type: none"> • 1 Year Sentinel Premium Ethernet Subscription, Hosting of Website, and Data Cloud Included in the Quoted Price (after the 1st year of service there will be a \$83.40 charge per unit for the above listed services, that will be set up between the city and Sensaphone) • 12 Inputs • Temp. Sensing • 1 Output Relay • 1 Input Contact, 2.8K, 10K, 4-20mA • Web Page Personalized to City Station Layout • Remote Access from Any Web Based Device • Unlimited Number of Emails, Texts, or Phone Calls for Alarm Notifications to Unlimited Amount of Users • Data Logging – Unlimited Number of Samples Stored on Sentinel Servers, Programmable From 1 Min. to 24 Hrs. • Internal Back-up Battery – Can Run Up to 8 Hrs. <p>1 Installation / Tie in of Alarm Contacts & Inputs</p> <p>1 Ethernet Cable 5'</p> <p>A/R Relays / Terminals / Wire Mods.</p> <p>1 Web Page Programming</p> <p>1 Media Converter</p> <p>1 Power Supply</p> <p>1 UPS with Enclosure</p> <p>1 Freight to Jobsite</p>	1	\$5,687.00	\$5,687.00

Item	Description	Qty	Net Each	Total Net
9	Water treatment Plant Integration: This will include all necessary programming to tie in the fiber to the internet	1	\$4,500.00	\$4,500.00
			Total:	\$49,996.00 +any applicable tax

Terms:

Quotation is valid for 30 days. Based upon Quality Flow Systems Standard Terms and Conditions of Sale; copy provided upon request.

If you have any other questions or concerns, please give me a call.

Thanks for the opportunity,
Cory Malay
(952) 221-9800



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: January 23, 2023

SUBJECT: NYA Commission 2022 Annual Reports & 2023 Goals

Enclosed are the 2022 Annual Reports for all of the Norwood Young America Commissions. Also enclosed are the proposed 2023 Goals for each Commission for Council review. The major themes of the Commissions:

- Planning & Zoning Commission
 - Preparing in all aspects for the industrial park expansion
 - Code review in preparation for housing demand
- Economic Development Commission
 - Creating opportunities for business and housing development with Hwy 212 expansion
- Parks & Recreation Commission
 - Continuing the all-park assessment to address health and safety issues.
 - Choosing "quality over quantity"
- Senior Advisory Commission
 - Continuing to educate NYA senior citizens of food resources, community activities, transportation, and quality of life attributes.

Motion:

Motion to receive the 2022 NYA Commission's Annual Report and adopt the 2023 NYA Commission Goals.

Norwood Young America



Norwood Young America Planning & Zoning Commission 2023 Goals

In 2023, the Planning Commission will continue to conduct public hearings regarding all planning related activities, including but not limited to, amendments to the zoning ordinance, plat approval, variances, conditional use permits, etc. as requested.

Specific projects for 2023 will include:

1. Update of the Zoning and Subdivision ordinances

This project is necessary to help with the clarity and flexibility of code with existing and future development. Staff will be researching options to expedite the process of updating the zoning districts (in particular) by contracting out the entire review rather than piecing out each zone. Specific items to be reviewed in preparation for an overall update include:

- a. Building code finishes (façade) in the I-1 Industrial district
- b. Tree/landscaping standards in the I-1 Industrial district
- c. Formulated outdoor storage standards for I-1 Industrial district
- d. Allowable businesses in the C-3 Downtown District

2. Prepare for Industrial Park Expansion

In preparation for the industrial park expansion, staff is currently working on the necessities for the purchase agreement – Phase 1 Environmental Study and land negotiations. After the PA is approved by City Council and the seller, it will be the responsibility of the Planning Commission to review concept site plans and zoning specifics for the expansion. Specific zoning items to be reviewed in preparation for the expansion include:

- a. Combining B-1 Business Industrial with I-1 Industrial and what that layout looks like
- b. Permitted Use review (i.e., Incubator/Garage Condo Businesses)

3. Identify land to re-guide Medium Density Residential in the Comprehensive Plan

The Met Council requires certain percentages of land identified for zoning districts, housing in particular. The Planning Commission will be reviewing the 2040 Comprehensive Plan Future Land Use Map to identify land to re-guide to Medium Density Residential.



Norwood Young America Planning & Zoning Commission 2022 Annual Report

BACKGROUND

The Planning Commission has reviewed and approved multiple development projects and ordinance amendments during 2022. Staff has summarized the projects below.

The Meadows 2nd Addition: Preliminary Plat, PUD, Comprehensive Plan Amendment

In April, the Planning Commission reviewed and recommended approval for the Meadows 2nd Addition preliminary plat and planned unit development (PUD). The developer changed the layout of the development and went back to the Planning Commission in June with an updated preliminary plat and PUD. The density of the new proposal did not meet the 8-12 units/acre required in the Comprehensive Plan. The developer requested a comprehensive plan amendment with the preliminary plat and PUD to allow a lower density and was ultimately granted approval from the City Council later in June. Staff submitted the comprehensive plan amendment to the Met Council and was approved in August. Unfortunately, due to economic considerations, the developer decided not to move forward with the development.

18 3rd Avenue PUD ("Old-Feed Mill")

In April, the Planning Commission reviewed and recommended approval for a request for a PUD to allow the applicant to convert a part of the "Old Feed Mill" property into a residential home while maintaining commercial uses on the site. The City Council approved the request later in April.

Ground Mounted Solar Ordinance Amendment

In April, the Planning Commission started discussions on an ordinance amendment to allow ground mounted solar systems in the industrial districts. Discussion and modifications to the draft ordinance occurred for several months between both the Planning Commission and City Council. In September, the City Council approved the ordinance amendment to allow ground mounted solar systems in just the I-1 District.

Rezoning of 309 & 312 1st Street

During meetings in May and June, the Planning Commission and City Council considered rezoning 309 and 312 1st Street. The City initiated a discussion to determine if the residential zoning of the parcels was appropriate for the existing uses. In July and August, the Planning Commission and City Council determined the properties should be rezoned from R-3 Medium Density Mixed Residential to C-3 Downtown District. The rezone also initiated a comprehensive plan amendment to re-guide the properties from Low Density Residential to Downtown Mixed Use. The Met Council approved the comprehensive plan amendment therefore the properties are officially rezoned.

Central Schools Site Plan and PUD

In June, the Planning Commission reviewed and recommended approval for the largest development project in the City in 2022. Central Schools requested a site plan review and a PUD for many major improvements to the high school and surrounding athletic fields. Improvements included several additions to the school and a new football stadium. The City Council approved the site plan later in June. Construction is well underway.

Greenwood Marina Site Plan and CUP Amendment

In June, the Planning Commission reviewed and recommended approval for an amended site plan and conditional use permit (CUP) application for Greenwood Marina. In 2021, Greenwood Marina was approved to build five “future” cold storage buildings on their site in the industrial park. The new proposal called for six future storage buildings which required a site plan and CUP amendment. The City Council approved the amended plans later in June. The main building has been completed with future buildings to follow.

Carver Canines/Kennel Ordinance Amendment

In August, the Planning Commission reviewed and recommended approval for an ordinance amendment request from Carver Canines. The request included removing two requirements for conditional use permits for kennels. The requirements requested to be removed were the site needed to be on a collector street and the building must be at least 200 feet from any wetlands. Carver Canines was looking to potentially build on a site in the City and the two requirements would make the site unbuildable. Staff recommended approval of the ordinance amendment but wanted to make clear that the ordinance amendment would benefit any new potential kennel business and not just the business requesting the ordinance amendment. The City Council approved the ordinance amendment later in August. Unfortunately, due to rising costs, Carver Canines did not move forward with their project.

Yeager Machines Accessory Building Variances

In September, the Planning Commission reviewed and recommended approval for a request from Yeager Machines regarding two variances to build an accessory building on their property for additional warehousing needs. The variances were requested for exceeding the height and size allowed for an accessory building. The City Council approved the requests later in September.

Industrial Park Expansion Comprehensive Plan Amendment

In October, the Planning Commission reviewed and recommended approval for a comprehensive plan amendment for land south of the industrial park. The land south of the existing industrial park is designated for Medium Density Residential and needs to be re-guided to Industrial to accommodate future expansion. The City Council approved the comprehensive plan amendment later in October. The comprehensive plan amendment has been sent to Carver County for comments. Once staff receives their comments, the comprehensive plan amendment will be submitted to the Met Council for final approval.



Norwood Young America Economic Development Commission 2023 Goals

Staff has created the following NYA EDC goals for 2023 based on current and future growth opportunities:

1. **Develop opportunities for new businesses and expansions for current businesses**
 - a. Promote the Tacoma West Industrial Park expansion
 - b. Review business incentives
 - i. TWIP expansion (TIF, etc.)
 - ii. NYA façade programs, sign programs, etc.
 - c. Increase marketing for vacant commercial properties
 - i. Use GIS mapping capabilities to create an interactive map with available sites
 - d. Continue EDC Commissioner's knowledge of the scope of business opportunities by including monthly updates with the NYA Dashboard which includes a list of business inquiries, available building sites, properties for sale, and redevelopment sites.
 - e. Identify needs/wants for future projects which will add to the vitality of the community
 - i. Faxon Road Streetscape Project 2023/24
 - ii. Main Street Lighting Project
2. **Increase outreach and enhance relations with current businesses**
 - a. Provide financial access to businesses grant opportunities
 - b. Improve communication with all building owners and realtors by making sure they are on the city newsletter list
 - c. Utilize the Revolving Loan Fund for gap financing opportunities for new and existing businesses.
 - d. Celebrate Small Business Week, Manufacturer's Week and any other SBA endorsed recognitions
 - e. Share any such public information with the Chamber Executive Director and Chamber Board to assist the Chamber's outreach efforts in monthly ribbon cutting welcomes
 - f. Continue to encourage City's participation, involvement in, presence at, or support of, community events
3. **Market Norwood Young America to current and new residents and businesses**
 - a. Promote the four-lane expansion of Hwy 212
 - b. Continue efforts for pursuing food resources in NYA.
 - c. Pursue an updated Housing Study
 - d. Implement NYA Welcome Packets for developers, new businesses and residents.
 - e. Continue collaboration with Carver County CDA in its county wide tourism planning efforts
 - f. Create professional photos of the NYA area community
 - g. Promote quality of life attributes (i.e. Willkommen Heritage Center, NYA Library, Parks, townball, festivals, murals, community gardens, Music in the Park, etc.)
 - h. Continue monthly City newsletters
 - i. Continue to explore, with the CDA, the concept of a Carver County Real Estate Exposition
4. **Enhance partnerships with Carver County and local schools**
 - a. Collaborate with the Central Trades Advisory Group with Mfg Week and other business events
 - b. Partner with Central Schools Industrial Tech class for community projects
 - c. Continue and investigate the enhancement of relationships and partnerships with the NYA Area Chamber of Commerce, Carver County Workforce Development, local civic organizations, faith-based organizations, Carver County Sheriff's Department, non-profit groups.



Norwood Young America Economic Development Commission 2022 Annual Report

The Norwood Young America EDC had six primary categories of goals for 2022.

1. Develop opportunities for new businesses and expansions for current businesses
2. Increase outreach and enhance relations with current businesses
3. Schedule quarterly Joint Commission meetings with the City Council, all Commissions, NYA Area Chamber of Commerce and Willkommen Heritage & Preservation Society
4. Market Norwood Young America to current and new residents and businesses
5. Enhance partnerships with Carver County and local schools
6. Continue and investigate the enhancement of relationships and partnerships with:

The Commission has worked on many projects throughout 2022 in support of economic development within in the city.

NYA Business Dashboard

The EDC is presented with the NYA Business Dashboard each month with a spreadsheet of business inquiries, business development, housing development, and community/city projects and happenings.

Industrial Boulevard Signage

The EDC has been having conversation about this project for about two years. Discussions included design, location, and financial responsibility. The project was tabled for the time being.

Small Business Week Event

The EDC hosted the NYA Area Chamber of Commerce Morning Mocha the end of April in recognition of Small Business Week. About 20 chamber/community business members gathered at city hall for morning treats and a tour of city hall.

Revolving Loan Fund

Staff worked with City Clerk Angela Brumbaugh to identify the correct procedures for the Revolving Loan Fund. It is to be used for gap financing only. New coffee and boutique Alli B's Coffee Shop was able to use the RLF for a \$10,000, five-year, 8% loan administered by Next Stage.

Market Enrichment Grant Program

Three local businesses were awarded funds from the MEG Program.

- Modern Design Cabinetry - \$6,920.80 for new garage doors at 710 N Faxon Rd
- Floral Defined, LLC - \$10,000 for a new roof at 225 W Elm Street
- Tin Roof Powder Coating - \$10,000 for electrical work in the renovation at 221 W Elm Street

Faxon Road Streetscape Project

This project was discussed at the EDC level and the Joint Commission as a long-range project to visually connect the three business districts.

Main Street Lighting Project

Staff submitted a formal application to DEED in March 2022 for a Small Cities Streetscape Project for funding of new light fixtures, sidewalk replacement and trees on the 200 block of Main Street. Due to additional needs, the application was pulled and will be resubmitted at a later date to include a larger defined area...again, to visually connect the three business districts.

Small Cities Development Program Grant

The SCDPG was awarded to the City of NYA in the amount of \$556,600 in May 2019 with the Carver County CDA administering everything. Since that time, only three projects were completed: Waconia Ford detailing shop (2 projects - roofs) and Pour House (1 project – ADA, kitchen, bath additions). Unfortunately, the SCDPG sunset the end of September 2022 with remaining funds unused. Staff plans to research other options for administering for future programs.

Underpass Artwork

Central High School students were able to finish murals in the underpass in May 2022 and also October 2022. This project will continue annually.

Community Video

This was completed in November 2021, however, continues to show on the NYA TV channel daily and also posted on the City of NYA website homepage. Once housing development starts, the commercial can be used for further advertising.

Joint Meeting Discussion

The Joint Commission met two times in 2022 of which conversations concentrated around continued visual improvements of the community, more amenities, new business wants/needs, and increased housing options. The three most important city priorities: Streets, Nuisances and Expansion of the industrial park. Items addressed which complement the goals of the EDC: lack of a grocery store, visual connecting the three business districts, desire for more retail/business options, need for a second industrial park, and need for more housing. All of these items continue to be at the top of all commission and council priority lists.

Welcome Packets

EDC Commissioners recommended information to be distributed to new residents, new businesses, and potential developers. Staff continues to work on this and will start to implement in early 2023.

Industrial Park Covenants

Commissioners reviewed the current Tacoma West Industrial Park Covenants and had conversation on the challenges that they bring, in particular, taking away city involvement once the parcels are all sold. Once the TWIP expansion occurs, it will be the recommendation of the EDC to the City Council to eliminate additional covenants and use City Code and zoning ordinances only for all development and design decisions.

NYA Manufacturer's Today Event

This event was held in recognition of Manufacturer's Month of October. The EDC, along with the Central Trades & Advisory Group held the 2nd Annual NYA Manufacturer's Today event on October 19th. The event was a success with 6 local manufacturers hosting tours to over 70 students and community members to showcase their businesses and local job opportunities to a much needed workforce. The NYA Manufacturer's Today event was also featured in the League of MN Cities magazine

Carver County CDA Community Growth Partnership Initiative Grant

Staff applied for this grant in the amount of \$100,000 from the Carver Co CDA to help with the funding of land acquisition for the industrial park expansion. The City was notified of the award in October 2022.

New Business Seminar

The EDC started to prepare a "new business" event for May 2023. This will serve as recognition of Small Business Week with encouraging home-based businesses to come to the NYA business community. Lee Hall with NextStage will be partnering with the EDC to host this event.

Housing Study

EDC Commissioners were presented a 2017 Housing Study which was organized and supported by the Carver Co CDA. Due to the growth forecast for NYA, an updated Housing study is needed. This will be completed in early 2023.



Norwood Young America Parks & Recreation Commission 2023 Goals

Staff and Commissioners have created the following NYA Parks & Recreations goals for 2023 based on current and future needs in the growing community:

1. Create opportunities for new park amenities

- a. Research/develop a plan for Outlot A including dog park
 - i. Work with Bolton & Menk to develop a formal design/layout plan
 - ii. Work with DNR on grant opportunities
- b. Complete the “new” Old Town Project
 - i. Organize a ribbon cutting to celebrate the project

2. Assess current park amenities and develop a plan to maintain the safety of equipment and surroundings

- a. Continue All-Park Assessment
 - i. Organize a commissioner tour of the parks
 - ii. Assess potential removal of Casper, Kehrer, and South Park playgrounds
- b. Create formal schedule/budget for playground replacement
- c. Improve on health and safety issues at West Carver Community Pool per MN Dept of Health
 - i. Replace entrance/exit doors
 - ii. Replace flooring
 - iii. Increase size of equipment room
- d. Review NYA Skate Park
 - i. Work with Central Public Schools to resolve the future of the park
- e. Review Casper Park
 - i. Administer survey to Casper Circle residents on use of park
- f. Continue to replace playground mulch and create a maintenance/replacement plan
- g. Review trail system
 - i. Create a maintenance plan for crack sealing/seal coating
 - ii. Name the trails based on location/history

The following is a list of goals timeline for the Norwood Young America Parks & Recreations Commission for 2022:

Willkommen Memorial Park, Old Town Buildings

- The Design Partnership Ltd was hired in May 2022 to start the design plans for Old Town. On July 11, 2022, the City Council approved the schematic design. In August 2022, Kaeding Architecture was hired to continue the design process. On November 14, 2022, the City Council approved the final design. Kaeding is currently preparing the bid packet. The goal is to have the building taken down in Spring 2023 and rebuilt for Stiftungsfest 2023.

West Carver Community Pool Replaster Project

- Replastering project was completed in May 2022. The 2022 swimming pool season was a success due to good weather, lifeguards and pool maintenance.

Trail and Sidewalk Maintenance

- Prairie Dawn Trail was sealed Summer 2022 for approximately \$3,500.
- City administration worked with City Planning consultant Jared Johnson to simplify city code language for explaining sidewalk maintenance and replacement responsibilities for NYA citizens.

Replace Playground Equipment at Legion Park

- The NYA Legion Park Playground was replaced in July 2022. New border and mulch were replaced around the new playground plus around the swing set. Total cost of the project was \$70,022.66 with \$35,000 budgeted. Information about the project was shared with the community in the city newsletter. Donations are welcome to help fund the project.

Arbor Day Celebration, Tree City USA

- An Arbor Day planting happened on April 29, 2022. Three (3) trees were planted along Elm Street.

Bench Program

- Commissioners reviewed the type of bench and bench costs throughout 2022. City Council approved an increase for the Bench Program as the costs increased as of September 2022 and to help with concrete and shipping expenses.
- City staff created a new brochure for the program

Outlot A & Barnes Lake Nature Trail (Behind Lakewood Trl/Ct)

- Commissioners reviewed Resolution 2017-10 Outlot A Formal Plan for the Creation of a Public Park/Lake Access/Nature Area as a guide for research and development. A community survey was sent out via the city newsletter and social media requesting feedback about the two projects - Outlot A and Barnes Lake Nature Trail.
- Commissioners toured Outlot A and drafted a layout which includes a parking lot, small and large dog park, trails and potential bench locations.
- Results from the survey were presented to the City Council in November 2022. Given the positive feedback and drafted layout, Council has directed the next steps of working with Bolton & Menk for a formal layout. Continued research of MN DNR grants and conversations will continue in 2023.

All-Park Assessment

- Bi-yearly playground maintenance checks have been implemented for public service staff. They will be completed in early spring and late fall for health and safety concerns going into the busy playground season and coming out of the season.
- Commissioners have started to review each park in NYA to identify all amenities, any health or safety concerns, and any needs.
- Maintenance schedules are currently being worked on for playground replacement, trail maintenance, and mulch replacement.



Norwood Young America Senior Advisory Commission 2023 Goals

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1. Monitor and expand housing options for seniors

- a. Receive updates on local senior facilities including Peace Villa, Oak Grove Residence, The Harbor, The Haven and Reflections
- b. Reach out to local churches, organizations and businesses about senior assistance resources including Beyond the Yellow Ribbon
- c. Support city research on additional senior housing and subsidized housing
- d. Share AARP guide and moving resources to seniors via Senior Center, City Hall, newsletter to encourage aging in place at home

2. Provide safe options for seniors to get around

- a. Monitor City of NYA bus trips
- b. Create an annual bus outing schedule and advertise in Community Ed brochures, City Newsletter, flyers and NYA-TV
- c. Work with SmartLink and city staff to schedule weekly shopping trips and quarterly outings
- d. Select "out & about" trips quarterly

3. Identify and promote education and social options for seniors

- a. Host the NYA Senior Center at the Willkommen Memorial Park Pavilion on the first and third Wednesdays of each month from September to May
- b. Organize three "Lunch & Learns" topics and dates at the NYA Senior Center
 - i. Chair Yoga for Seniors – Wed, January 25, 2022, 11am – 1pm at Pavilion
 - ii. SMRLS "Social Security Tips for Seniors & Assisted Living and Nursing Home Rights" – Wed, May 24, 2022, 11am – 1pm at Pavilion
 - iii. SMRLS "Know Your Rights: Health Care Directives & Powers of Attorney and Tips to Avoid Probate" – Wed, September 27, 2022, 11am-1pm at Pavilion
- c. Share information from Carver County Public Health updates about COVID-related concerns, food resources and senior citizen wellness
- d. Share information from the Carver County Sheriff's Department about community concerns regarding senior citizens
- e. Create a quarterly insert in the City Newsletter specifically addressing senior citizen topics
- f. Utilize the NYA-TV to promote all Senior Advisory Commission activities
- g. Partner with Peace Village to sponsor a Music in the Park night – Contact Community Ed
- h. Advertise Senior events and NYA Senior Center in the Community Ed brochures
- i. Support the atrium/walking track at Central Public Schools



Senior Advisory Commission 2022 Annual Report

The following is a summary of meetings/activities that were completed by the Norwood Young America Senior Advisory Commission in 2022:

Every meeting

- Updates on local senior facilities occupancy and activities.
- City bus updates including shopping trips and Out & About trips
- Carver County Public Health update by Dawn Plummer
- Carver County Sheriff's Department update by Deputy Jordan Voigt
- Food Distribution & local events updates by city staff
- NYA City Council update by Alan Krueger

January

- Held a work session as there was not a quorum. NYA Senior Center had 21 people in attendance.
- City newsletter senior-specific publications
 - Covid vaccine updates

February

- Linda Plessner with Encore gave a presentation on their services. A bus committee was formed to schedule two Out & About trips per month. City bus schedule was discussed, and Wednesday NYA shopping trips were added. City bus will also be picking up at the three facilities for the NYA Senior Center days. NYA Senior Center had 29 people in attendance. Bill Hart resigned from the commission, and JR Hoernemann's commission seat was terminated as he lives in a different community.
- City newsletter senior-specific publications
 - Medication disposal
 - Senior Center schedule

March

- Betty Settergren joined the Commission for a total of ten (10) voting Commissioners including Council representative Krueger. There were 28 people in attendance at the NYA Senior Center. Pat Steig from Carver County Public Health gave a presentation on "Community of Belonging." Renee Panning from the NYA Beyond the Yellow Ribbon group presented information on how the BTYR can assist local military and their families. There were four (4) riders for the Out & About trip to Chaska. The March 2022 city newsletter included information on the city bus, senior center, and schedule for Out & About trips.
- City newsletter senior-specific publications
 - Weekly bus schedule
 - Senior Center schedule & specific details
 - Encore Adult Day Services
 - Full Out & About Trips for 2022

April

- NYA Senior Center had 29 people in attendance. Both April Out & About trips were cancelled due to lack of participation.
- City newsletter senior-specific publications
 - Senior Center schedule

May

- NYA Senior Center had 25 people in attendance – next one is September. Both May Out & About trips were cancelled due to lack of participation. Carver County Public Health provided more AARP Aging in Place magazines to be distributed at City Hall.
- City newsletter senior-specific publications
 - Senior Center schedule

June

- Deputy Voigt introduced new local Deputy Christine Lowy. Both June Out & About trips were cancelled due to lack of participation. Music in the Park had fewer events this summer, hence no sponsorship night for Senior Advisory.
- City newsletter senior-specific publications
 - Senior Center schedule

July

- Karen Schambour with CAP Agency gave a presentation on the Meals on Wheels program that is offered in NYA. This information was also included in the July city newsletter. Both July Out & About trips were cancelled due to lack of participation.
- City newsletter senior-specific publications
 - Senior Center schedule
 - Meals On Wheels information

August

- The Senior Citizen Resources list for the NYA community was reviewed at the meeting and shared in the August city newsletter along with information from Fire Chief Zumberge about "What constitutes an emergency?" The City bus was offered during Stiftungsfest on Thursday from 5-7pm, Saturday 11am-3pm and Sunday 11am-3pm.
- City newsletter senior-specific publications
 - Senior Center schedule & specific details
 - Senior Citizen Resources for the NYA Community
 - Emergency information

September

- Laura Orr, Senior Attorney with Southern MN Regional Legal Services gave a presentation on the services they provide to seniors – civil legal services and community legal educational services. NYA Senior Center started back up with about 20 people in attendance. Both September Out & About trips were cancelled due to lack of participation.
- City newsletter senior-specific publications
 - Senior Center schedule and write up

October

- No meeting in October. There were eight (8) riders for the Out & About trip to the Jordan Candy Store. The other event in October was cancelled due to lack of participation.
- City newsletter senior-specific publications
 - Senior Center schedule
 - City bus schedule reminder
 - Out & About Trips reminder

November

- NYA Senior Center had about 25 people in attendance this month and in October. One (1) person utilized the bus for the Veteran's Day program and two (2) people road the bus to the Central Craft Sale. 2023 Goals were talked about with a goal of three (3) Lunch & Learns – January 25 (chair yoga), May 24 (SMRLS Presentation) and September 27 (SMRLS Presentation).
- City newsletter senior-specific publications
 - Senior Center schedule

December

- No meeting in December due to weather. All five (5) Out & About trips were cancelled due to lack of participation.
- City newsletter senior-specific publications
 - Senior Center schedule
 - Scam reminders from Deputy Voigt

Additional information

**All Senior related activities are printed/posted in City Hall, emailed to Oak Grove Center, Peace Villa, Harbor/Haven for distribution, posted on the City website, Facebook, and the NYA-TV.

**Average weekly City bus usage is 4.5 riders.



TO: Mayor Lagergren & NYA City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: January 23, 2023

SUBJECT: Approve Comprehensive Housing Study

The last housing study that was completed for Norwood Young America – and all other municipalities in Carver County - was in 2017 by Community Partners Research. It was funded by Carver County CDA to assess the affordable housing options within Carver County. It is recommended cities have a housing study done every five years.

Given the potential for major growth in and around NYA in the upcoming years (Hwy 212 expansion, Central Schools project), the NYA Economic Development Commission is wishing to pursue a Comprehensive Housing Needs Study. These studies project housing demand and provides recommendations on the amount and type of housing that could be developed in NYA to satisfy demand from current and future residents. This updated information will be of benefit to the City for meaningful sense of housing priorities and guide potential housing developers looking at land in and around NYA.

Carver County CDA offers a Community Growth Partnership Initiative Pre-Development Grant up to \$7,500 annually for every municipality in Carver County for studies such as this. It is a 1-to-1 grant. The EDC budget does allow for professional service fees for a housing study.

Proposed Timeline

- | | |
|-------------------------|--|
| • January 24, 2023, | Publish Request for Qualifications (RFQ) |
| • February 10, 2023, | Proposals Due (4:00 p.m.) |
| • February 13-15, 2023, | Review of Proposals |
| • February 21, 2023, | Conduct interviews |
| • February 27, 2023, | Appointment |

Action:

Motion to approve the Comprehensive Housing Study RFQ and publish the request on January 24, 2023.

Norwood Young America



REQUEST FOR QUALIFICATIONS

City of Norwood Young America Comprehensive Housing Study

City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368
www.CityofNYA.com

General Provisions

- A. The City of Norwood Young America invites qualified firms to submit a proposal to prepare a Comprehensive Housing Study. Responses submitted must provide complete information as indicated in this request. Please submit quote by 4:00pm on **Friday, February 10, 2023.**

City of Norwood Young America
Attention: Karen Hallquist
P.O. Box 59
Norwood Young America, MN 55368

- B. Questions and inquiries regarding this request should be directed to:

Karen Hallquist
Community & Economic Development Director
P.O. Box 59
Norwood Young America, MN 55368
(952)467-1810
economicdev@cityofnYA.com

1. All proposals must be delivered electronically and received no later than 4:00 p.m. on Friday, February 10, 2023. The subject line must be identified with "NYA Comprehensive Housing Study."
2. Each proposal must be signed by an authorized company representative.

The City reserves the right to reject any or all proposals, waive any irregularity in a proposal, and accept or reject any item or a combination of items.

Background

The City of Norwood Young America, Minnesota, is a growing, small-town community in Western Carver County. In 1997, Young America and Norwood merged into one community to become the city known today as Norwood Young America. This semi-rural town is located on the edge of the Twin Cities Metropolitan Area, approximately thirty-five miles west of Minneapolis, essentially serves as the "Gateway to the Twin Cities" at the crossroads of Highway 212 and Highway 5/25.

Norwood Young America is home to 4,000 residents, with an average household income of \$74,000. It is estimated that the city's population will increase to 7,200 by 2030 (80% increase from 2020) and 9,200 by 2040 (28% increase from 2030). The median housing value is \$268,000.

Norwood Young America's urban amenities and small-town character, along with its proximity to a wide variety of transportation routes, make this City an

attractive place to live and work. It is an easily accessible community that is a prime location for new business and industry. Current major projects occurring in Norwood Young America include expansion of the Tacoma West Industrial Park by 60 acres, Central Public Schools \$37 million dollar renovation, and Highway 212 four-lane expansion project set to be completed in 2026.

Scope of Services

The result of this study should provide the Economic Development Commission, City Council, and developers a complete housing analysis and a meaningful sense of housing priorities, including current and future needs, and recommended housing diversities.

Content of Proposal

Proposals shall contain the following information (not limited to):

1. Name of the firm and the name and contact information for the person(s) authorized to represent the company regarding all matters related to the proposal.
2. Qualifications of the consultant, including prior experience and references from other cities.
3. Description of the services provided.
4. Proposed fee schedule and not to exceed the fee amounts for services to be provided.
5. Any other pertinent information the consultant feels is relevant to the City's decision to select a consultant.

Proposal Evaluation and Appointment

1. The City intends to retain the firm's services evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost, and other performance factors considered.

2. The City shall not be liable for any expenses incurred by the proposer, including, but not limited to, expenses associated with the preparation and submission of the proposal, or attendance at the interview.
3. The City reserves the right to reject any proposers or request additional information from any proposers for clarification purposes and to accept or negotiate any modification to any proposal received by the posted deadline.

Proposed Timeline

- January 24, 2023, Publish Request for Qualifications (RFQ)
- February 10, 2023, Proposals Due (4:00 p.m.)
- February 13-15, 2023, Review of Proposals
- February 21, 2023, Conduct interviews
- February 27, 2023, Appointment

Terms and Conditions

1. The City reserves the right to reject any or all proposals or negotiate a contract that is in the City's best interest at the absolute and sole discretion of the City Council.
2. The contract for services will require that the individual or firm maintain and provide proof of general liability, automobile, worker's compensation, and errors and omissions insurance.
3. The contract will also contain provisions requiring the selected individual or firm to indemnify the City and provide that they are independent contractors serving at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: January 23, 2023

RE: Adjust Infrastructure Deposit Escrow

An infrastructure deposit is included on all new construction permits. As long as the following conditions are met, the deposit is returned to the owner:

- Landscaping plan is followed
- No damage to streets or sidewalks
- No damage to current infrastructure

After the project is completed, the owner requests an inspection. If they pass inspection the deposit is returned to them otherwise they receive a report of items that need to be addressed.

The Auditors have requested we address some of the old amounts. It is the responsibility of the developer/owner to address the conditions. Many of the developers are no longer in business or have never corrected items and would not be eligible for a refund of the deposit.

For accounting purpose, we feel anything older than 2017 should be taken off this report. A summary is included with this memo. The total written off would be \$68,400.

Recommended Motion:

A motion to approve writing off any escrow deposit over six years old.

PERMIT NAME ADDRESS AMOUNT COMMENTS

2000

00-73 Ken Lenzen 822 Martingale Dr \$500.00 money won't be issued back until the driveway is corrected

2002

02-63 Steven Bunn 415 Park Circle \$900.00 trees planted in wrong place
02-86 McDevitt 908 Harmony \$500.00
02-87 McDevitt 906 Harmony \$500.00
02-88 McDevitt 957 Serenity \$500.00
02-89 McDevitt 953 Serenity \$500.00
02-90 McDevitt 904 Harmony \$500.00
02-91 McDevitt 902 Harmony \$500.00
02-92 McDevitt 955 Serenity \$500.00
02-93 McDevitt 959 Serenity \$500.00
02-94 McDevitt 903 Serenity \$500.00
02-95 McDevitt 905 Serenity \$500.00
02-96 McDevitt 907 Serenity \$500.00
02-97 McDevitt 909 Serenity \$500.00
02-98 McDevitt 911 Harmony \$500.00
02-99 McDevitt 913 Harmony \$500.00
02-100 McDevitt 915 Harmony \$500.00
02-101 McDevitt 917 Harmony \$500.00
02-102 NTC Homes 519 Preserve \$900.00 missing a tree in the front yard

2003

03-02 McDevitt 911 Serenity \$500.00
03-03 McDevitt 913 Serenity \$500.00
03-04 McDevitt 915 Serenity \$500.00
03-05 McDevitt 917 Serenity \$500.00
03-06 McDevitt 923 Harmony \$500.00
03-07 McDevitt 925 Harmony \$500.00
03-08 McDevitt 927 Harmony \$500.00
03-09 McDevitt 929 Harmony \$500.00
03-73 Klingelhutz 617 Meadow \$900.00 water shut off is bent
03-107 Town & Country Properties 426 East St N \$900.00 missing landscape around sign
20030057 NTC Homes 684 Preserve \$900.00 dead tree, bad sidewalk, raise curb box
20030127 NTC Homes 735 Barnes Lake Dr \$900.00 bad sidewalk
20030464 GFS Construction 820 Preserve \$900.00 curb box needs to be cleaned out & inspected - curb box in flower bed

2004

20040210 McDevitt 928 Serenity \$500.00
20040213 McDevitt 930 Serenity \$500.00
20040767 Statewide Gas 220 Industrial \$900.00
20041452 Shanahan Const 231 Hill \$900.00 bad curb/curbstop
20041455 Shanahan Const 233 Hill \$900.00 bad curb
20041545 GFS Construction 788 Preserve \$900.00 no grass
20041948 Hauser 725 Mallard \$900.00 fix shut off in driveway/driveway sinking

2005

20050029 Klingelhutz 410 Meadow \$900.00 broken curb box

20050231	Trumpy	995 Barnes	\$900.00	broken curb box
20050389	McDevitt	932 Serenity	\$900.00	
20050392	McDevitt	934 Serenity	\$900.00	
20050737	Terry Eid	920 Preserve	\$900.00	bad sidewalk
20051059	Klingelhutz	568 Shoreview	\$900.00	money pd, unit never built, permit expired
20051062	Klingelhutz	574 Shoreview	\$900.00	money pd, unit never built, permit expired
20051761	McDevitt	912 Harmony	\$900.00	
20041764	McDevitt	914 Harmony	\$900.00	
20051767	McDevitt	916 Harmony	\$900.00	
20051770	McDevitt	918 Harmony	\$900.00	
20051773	McDevitt	941 Serenity	\$900.00	
20051776	McDevitt	943 Serenity	\$900.00	
20051779	McDevitt	945 Serenity	\$900.00	
20051782	McDevitt	947 Serenity	\$900.00	
20051989	NYA Garden Center (Toplevel)	170 Industrial	\$900.00	
20052313	NTC Homes	835 Barnes	\$900.00	dead tree
20052346	Frana & Sons	300 Faxon Road	\$900.00	can we keep - this is the Harbor
2006				
20060353	Klingelhutz	705 Lakewood	\$900.00	on hold
20060856	Title Mark - Mike Tracy	471 Emma	\$900.00	
20060950	Southwest Paving	700 Railroad	\$900.00	
20061043	Klingelhutz	715 Lakewood	\$900.00	no sod in backyard
20061793	Josh Maass	716 Quail	\$900.00	
20061908	Klingelhutz	745 Lakewood	\$900.00	no sod in backyard
2007				
20070365	Title mark -Nate Parpart	1035 Barnes Lake Dr	\$900.00	
20070910	Maetzold Homes	308 First Ave	\$900.00	
20070924	RAM Bldgs-Vickerman	675 Tacoma	\$900.00	
20071539	Klingelhutz	755 Lakewood	\$900.00	
20071589	Klingelhutz	905 Meadows	\$900.00	
20071795	BJ Builders & Design	875 Barnes	\$900.00	
2008				
2008046	Strack Companies -Yeager	415 Tacoma Cir	\$900.00	
2010				
2010046	Geckler & Associates	1125 Preserve Blvd	\$900.00	
2011				
2011124	Xtreme Properties	211 W Railroad St	\$900.00	
2012				
2012079	Mysten & Margie Cardinal	1115 Preserve	\$900.00	
2012093	Fieldstone Family Homes	890 Meadows Blvd	\$900.00	
2013				
2013043	Title Mark - Centra Homes	930 Lakewood Trail	\$900.00	no lawn in backyard
2013046	Title Mark - Centra Homes	1005 Fox Crossing	\$900.00	bad sidewalk
2013086	Negen and Associates-Waconiamfg	680 Tacoma	\$900.00	
2013173	Fieldstone Family Homes	885 Meadows Blvd	\$900.00	
2013188	Title Mark - Centra Homes	890 Lakewood Trail	\$900.00	

2013189	Title Mark - Centra Homes	880 Lakewood Trail	\$900.00 bad sidewalk	1/20/2023
2014				
2014003	Kwik Trip	320 Highway 212	\$900.00	
2014029	Michael & Kimberly Schwartz	440 Emma Street	\$900.00	
2014048	Tim Schoen	886 Meadows Blvd	\$900.00	
2014147	M & M Homes-Luebke	118 Casper Street	\$900.00	
2015				
2015026	Norwood Comm. Contractors	713 Faxon Road	\$900.00	
2015081	Guaranty Comm Title	600 Railroad Dr	\$900.00 can we keep - this is the Haven	
2016				
2016031	Steve Coyle	485 Emma St	\$900.00	
2016230	Loomis Homes	117 Railroad St W	\$900.00	
			\$68,400.00	



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: January 23, 2023

RE: GO Taxable Tax Abatement Bonds, Series 2023a

Attached is the pre-sale report prepared by Nick Anhut of Ehlers regarding the bond sale for land purchase

- ❖ Bond term is 20 years
- ❖ Funds are estimated to be received the beginning of March
- ❖ Total bond is \$2,175,000
- ❖ Average interest rate is 4.6%
- ❖ Total interest cost (with no refinancing in the future) would be \$1,206,315.38
- ❖ Issuance fees are \$48,000
- ❖ Calculations are based on AA- rating

Recommended Motion:

January 19, 2022

PRE-SALE REPORT FOR

City of Norwood Young America, Minnesota

\$2,175,000 General Obligation Taxable Tax Abatement Bonds, Series 2023A



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Nick Anhut, Senior Municipal Advisor
Dan Tienter, Senior Financial Specialist

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$2,175,000 General Obligation Taxable Tax Abatement Bonds, Series 2023A (the “Bonds”)

Purposes:

The proposed issue includes fixed-rate, long-term financing for land acquisition for the City's expansion of the Tacoma West Industrial Park (the “Project”). Debt service will be paid from a dedicated tax abatement levy derived from established commercial properties within the existing park over a twenty-year period.

Authority:

The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged. The Bonds are being issued pursuant to Minnesota Statutes, Chapters 469 (Tax Abatement Authority) and 475 (Municipal Bonding Authority).

The City Council approved a preliminary authorization for up to \$2.9 million in tax abatement bonds for the Project after holding a public hearing in September, 2022. Under the Tax Abatement Authority, the amount of property taxes abated in any year for the Bonds, together with any outstanding annual abatements, may not exceed 10% of the City's net tax capacity (\$401,457 in Pay 2023) or \$200,000, whichever is greater. The City will utilize up to \$150,112 of this limit for the Bonds.

Term/Call Feature:

The Bonds are being issued for a term of 20 years. Principal on the Bonds will be due on February 1 in the years 2025 through 2043. Interest is payable every six months beginning August 1, 2023. The Bonds will be offered with a call provision making them subject to prepayment at the discretion of the City on February 1, 2031 or any date thereafter without penalty.

Credit Rating:

The City's most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is “AA-.” The City will request a new rating for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.

Basis for Recommendation:

Based on the City's stated objectives, financial situation, risk tolerance, timing, liquidity needs, and experience with the issuance of Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process to be awarded by the City Council at its February 13th meeting. We will solicit competitive bids for the purchase of the Bonds from underwriters and banks throughout the market.

As part of the terms of the offering, we will include an allowance for discount bidding. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the final borrowing amount will be reduced to adjust for the unused allowance.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium as additional proceeds to the City.

The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.

Ehlers will identify appropriate premium restrictions intended to achieve the City’s objectives for this financing. For this issue of Bonds we have been directed to use the net premium to reduce the final borrowing amount. The resulting adjustment will not affect the Bonds’ pricing, but may slightly change the calculated true interest cost of the issue, either up or down.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no viable bond refunding opportunities at this time. We will continue to monitor the market and call dates for the City’s outstanding debt to alert you to any future refunding opportunities as they arise.

Continuing Disclosure:

As part of the terms of the Bonds, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC).

The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring and Investment of Bond Proceeds:

The Bonds are taxable obligations and are therefore not subject to the IRS arbitrage and yield restriction requirements in place for the City's other tax-exempt bond obligations.

Ehlers is a registered municipal investment advisor and can assist the City in investing bond proceeds and other City funds if needed. The proceeds of the Bonds are anticipated to pay for the Project's land acquisition expense soon after closing. Ehlers will assist in devising an investment strategy if the acquisition becomes delayed.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Kennedy & Graven, Chartered

Paying Agent: Bond Trust Services Corporation

Rating Agency: Standard & Poor's Global Ratings (S&P)

PROPOSED DEBT ISSUANCE SCHEDULE

Abatement Public Hearing and initial financing review by City Council:	September 26, 2022
Conference with Rating Agency:	Week of Jan. 30, 2023
Due Diligence Call to review Official Statement:	By February 1, 2023
Estimated Date to Distribute Official Statement:	February 2, 2023
City Council Meeting to Award Sale of the Bonds:	February 13, 2023
Estimated Closing Date:	March 9, 2023

Attachments

Estimated Sources and Uses of Funds

Estimated Debt Service Schedule

Resolution Authorizing Ehlers to Proceed with Bond Sale

EHLERS' CONTACTS

Nick Anhut, Senior Municipal Advisor	(651) 697-8507
Dan Tienter, Senior Financial Specialist	(651) 697-8537
Rose Xiong, Public Finance Analyst	(651) 697-8589
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Norwood Young America, Minnesota

\$2,175,000 Taxable G.O. Tax Abatement Bonds, Series 2023A

Assumes Current Market Taxable AA- Rates plus 25bps

Estimated Sources & Uses

Dated 03/09/2023 | Delivered 03/09/2023

Sources Of Funds

Par Amount of Bonds	\$2,175,000.00
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Total Sources	\$2,175,000.00
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Uses Of Funds

Total Underwriter's Discount (1.200%)	26,100.00
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Costs of Issuance	48,000.00
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Deposit to Project Construction Fund	2,100,105.00
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Rounding Amount	795.00
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Total Uses	\$2,175,000.00
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City of Norwood Young America, Minnesota

\$2,175,000 Taxable G.O. Tax Abatement Bonds, Series 2023A

Assumes Current Market Taxable AA- Rates plus 25bps

Estimated Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/09/2023	-	-	-	-	-
02/01/2024	-	-	85,390.38	85,390.38	85,390.38
08/01/2024	-	-	47,733.75	47,733.75	-
02/01/2025	80,000.00	3.750%	47,733.75	127,733.75	175,467.50
08/01/2025	-	-	46,233.75	46,233.75	-
02/01/2026	80,000.00	3.800%	46,233.75	126,233.75	172,467.50
08/01/2026	-	-	44,713.75	44,713.75	-
02/01/2027	85,000.00	3.850%	44,713.75	129,713.75	174,427.50
08/01/2027	-	-	43,077.50	43,077.50	-
02/01/2028	85,000.00	3.900%	43,077.50	128,077.50	171,155.00
08/01/2028	-	-	41,420.00	41,420.00	-
02/01/2029	90,000.00	3.950%	41,420.00	131,420.00	172,840.00
08/01/2029	-	-	39,642.50	39,642.50	-
02/01/2030	95,000.00	4.000%	39,642.50	134,642.50	174,285.00
08/01/2030	-	-	37,742.50	37,742.50	-
02/01/2031	100,000.00	4.050%	37,742.50	137,742.50	175,485.00
08/01/2031	-	-	35,717.50	35,717.50	-
02/01/2032	100,000.00	4.100%	35,717.50	135,717.50	171,435.00
08/01/2032	-	-	33,667.50	33,667.50	-
02/01/2033	105,000.00	4.150%	33,667.50	138,667.50	172,335.00
08/01/2033	-	-	31,488.75	31,488.75	-
02/01/2034	110,000.00	4.200%	31,488.75	141,488.75	172,977.50
08/01/2034	-	-	29,178.75	29,178.75	-
02/01/2035	115,000.00	4.300%	29,178.75	144,178.75	173,357.50
08/01/2035	-	-	26,706.25	26,706.25	-
02/01/2036	120,000.00	4.450%	26,706.25	146,706.25	173,412.50
08/01/2036	-	-	24,036.25	24,036.25	-
02/01/2037	125,000.00	4.600%	24,036.25	149,036.25	173,072.50
08/01/2037	-	-	21,161.25	21,161.25	-
02/01/2038	130,000.00	4.650%	21,161.25	151,161.25	172,322.50
08/01/2038	-	-	18,138.75	18,138.75	-
02/01/2039	135,000.00	4.700%	18,138.75	153,138.75	171,277.50
08/01/2039	-	-	14,966.25	14,966.25	-
02/01/2040	145,000.00	4.750%	14,966.25	159,966.25	174,932.50
08/01/2040	-	-	11,522.50	11,522.50	-
02/01/2041	150,000.00	4.800%	11,522.50	161,522.50	173,045.00
08/01/2041	-	-	7,922.50	7,922.50	-
02/01/2042	160,000.00	4.850%	7,922.50	167,922.50	175,845.00
08/01/2042	-	-	4,042.50	4,042.50	-
02/01/2043	165,000.00	4.900%	4,042.50	169,042.50	173,085.00
Total	\$2,175,000.00	-	\$1,203,615.38	\$3,378,615.38	-

Yield Statistics

Bond Year Dollars	\$26,405.42
Average Life	12.140 Years
Average Coupon	4.5582139%
Net Interest Cost (NIC)	4.6570573%
True Interest Cost (TIC)	4.6599968%
Bond Yield for Arbitrage Purposes	4.5245459%
All Inclusive Cost (AIC)	4.9153461%

IRS Form 8038

Net Interest Cost	4.5582139%
Weighted Average Maturity	12.140 Years

Series 2023A TAX GO Tax A | SINGLE PURPOSE | 1/13/2023 | 2:26 PM





TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: January 23, 2023

RE: Additional Information - Revenues

Enclosed is information received from the League of MN Cities regarding the dividend from the Insurance Trust portion.

- LMCIT calculates dividends based on a formula including the length of service and number of claims
- The dividend for 2022 is \$12,211
- The City has received \$119,811 in dividends for the past ten years

The City received \$21,230.50 for county street aid which is an increase of \$1,178.45. After speaking to the County last year, this amount will change depending on how much money is needed for maintenance on the county aid streets within city limits.

Local Government Aid was received in the amount of \$500,909 for 2022 which is an increase of \$10,998 from 2021.

DIVIDEND ANNOUNCEMENT

DECEMBER 7, 2022

Dear Member,

We are pleased to enclose a check for your share of the \$10 million dividend being returned to members of the League of Minnesota Cities Insurance Trust's property/casualty program. Since 1987, the property/casualty program has returned a total of \$315 million in dividends, and the workers' compensation program has returned an additional \$38 million.

Along with your check, also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your agent will also receive this information, and we encourage you to share it with your city council or other governing body.

Why is a dividend being returned?

If the Trust's fund balance reaches a level where it's more than sufficient to pay claims and plan for contingencies, the Trust can return funds to its members. We re-evaluate every year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust's long-term strategic direction.

What is the dividend formula?

Dividends are calculated based on a formula that recognizes members with a longer history of coverage with the Trust and greater success in avoiding and controlling claims. The breakdown of your share is shown on the enclosed information sheet.

Is there any pattern or trend to the amount of dividend to expect in the future?

Yearly fluctuation in dividend returns is to be expected, and members should not include dividend returns in their yearly budget projections.

Thank you for your continued membership and confidence in the Trust. We are honored to partner with you to serve your community. Feel free to contact Sarah Fredericks, Program Assistant, at sfredericks@lmc.org or (651) 281-1228 if you have any questions.

The League of Minnesota Cities Insurance Trust Board of Trustees

Jake Benson, Councilmember, Proctor
Dave Callister, Manager, Plymouth
Clint Gridley, Administrator, Woodbury
Anna Gruber, Administrator, Sartell

D. Love, Mayor, Centerville
Dave Unmacht, Executive Director, LMC
Alison Zelms, Administrator, Rochester

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2022 DIVIDEND CALCULATION
AT MAY 31, 2022**

Citizens Insurance

Po Box 98

Norwood Young America MN 553680098

Norwood Young America

310 Elm St. W

Norwood Young America, MN 553680059

GROSS EARNED PREMIUM

\$1,567,353

ADJUSTED LOSSES

\$602,258

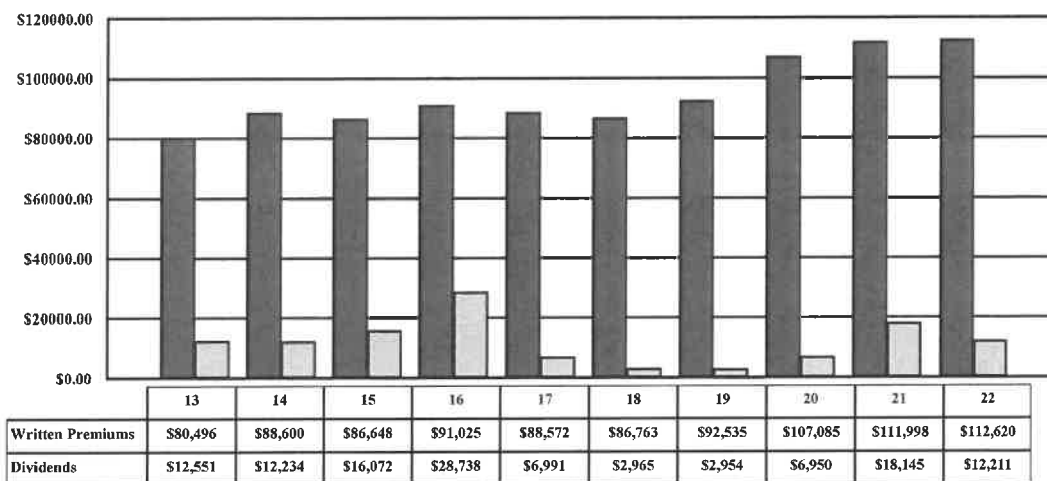
MEMBERS DIVIDEND PERCENTAGE

0.00122112000

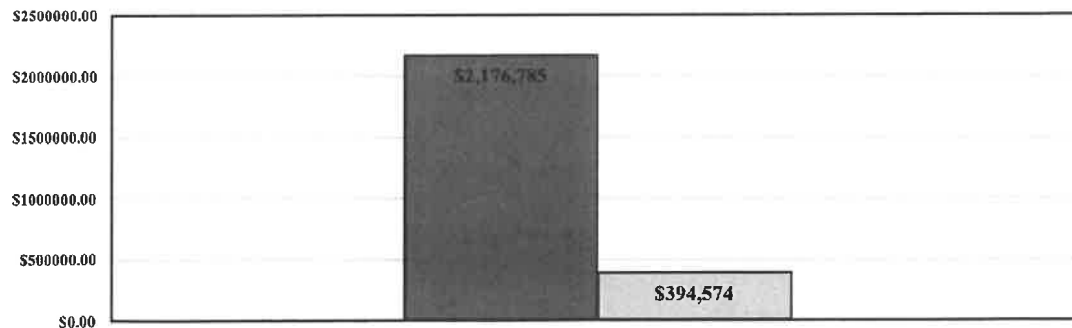
DIVIDEND AMOUNT

\$12,211

Premium and Dividend History



Premiums and Dividends Since 1987



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2022 for the past 20 years. This is the premium figure that's used in the dividend calculation.

The "2022 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2022 (for most members, only a portion of that 2022 written premium would be earned as of May 31, 2022).