



CITY COUNCIL AGENDA

April 24, 2023

6:00 p.m.

City Council EDA Meeting & City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

WORKSHOP

1. No Workshop

EDA

2. CALL A MEETING OF THE EDA TO ORDER
 - 2.1. Pledge of Allegiance
 - 2.2. Approve Agenda
 - 2.3. Approve the minutes of March 27, 2023
 - 2.4. Adjournment

CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

4. APPROVE AGENDA

5. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT

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

6. CONSENT AGENDA

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

- 6.1. Approve minutes of April 10, 2023, City Council Meeting
- 6.2. Approve Payment of Claims
- 6.3. Springfest Road Closure Request—June 3rd
- 6.4. Approve Liquor Licenses

7. PUBLIC HEARING

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1 Comprehensive Housing Study—Karen Hallquist, Community and Economic Development Director
- 9.2 Resolution 2023-16 Community Growth Partnership Initiative Pre-Development Grant Application—Karen Hallquist, Community and Economic Development Director

- 9.3 Resolution 2023-17 Approving Plans and Specifications and Ordering Advertisement for Bids for the Merger Street Project—Josh Eckstein, Bolton & Menk
- 9.4 Crack filling bid review—Administrator Aukrust
- 9.5 Sealcoating bid review—Administrator Aukrust
- 9.6 Trails and Basketball Court bid review—Administrator Aukrust
- 9.7 Hay bale bid review—Administrator Aukrust
- 9.8 Overlay Test Project Discussion—Councilmember Storms and Administrator Aukrust

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.

- MMCD—Metropolitan Mosquito Control District Press Release

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

May 2, 2023	Planning Commission Meeting	6:00 PM
May 3, 2023	NYA food distribution	12:30-1:30 PM *Please Note the Day and Time Changes!
May 3, 2023	Small Business Seminar at The Pavilion	5:00 PM
May 8, 2023	City Council Meeting	6:00 PM
May 10, 2023	Economic Development Commission Meeting	6:00 PM
May 16, 2023	Park and Recreation Commission Meeting	5:15 PM
May 18, 2023	Sr. Advisory	9:00 AM
May 22, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

March 27, 2023 – 6:00 PM
City Council Chambers
310 Elm Street West
Norwood Young America MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Charlie Storms, Alan Krueger, Mike McPadden, and Brooke Allen

ABSENT:

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

OTHERS:

2. Call EDA Meeting to Order

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

2.1 Pledge of Allegiance

The Pledge of Allegiance was said by all present

2.2 Approve Agenda

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

2.3 Approve minutes of February 27, 2023 meeting

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

2.4 Adjournment

Motion: MM/AK to adjourn at 6:01 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, Clerk/Finance Director



CITY COUNCIL MINUTES

April 10, 2023 – 6:00 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

Attendance:

ATTENDEES: Mike McPadden, Carol Lagergren, Alan Krueger, Brooke Allen

ABSENT: Charlie Storms

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

OTHERS: Larry Panning, David Flavin (Citizens Insurance), Paul Ericsson (NYA Library), Josh Eckstein (Bolton & Menk), Jody Edstrom (NYA Library)

1. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayer Lagergren called the meeting to order at 6:01 pm with four council members present.

- The Pledge of Allegiance was said by all present

2. APPROVE AGENDA

Add 3.1 – Presentation by Paul Ericsson and Jody Edstrom, Carver County Library

Add 7.8 – Resolution 2023-15 Declaring a State of Emergency for Flooding

Add 7.9 – Road Closure for Central Public School's Mental Health Day Event

AK/MM motion to approve the amended agenda with the addition of item 3.1 Presentation by Paul Ericsson, Carver County Library, 7.8 Resolution 2023-15, and 7.9 Road Closure for Central Public School's Mental Health Day. Motion passed 4-0.

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

3.1 Presentation for NYA Library Annual Report for 2022

Jody Edstrom, Interim Director Carver County Library

- 2022 reached over 1 million checkouts
- Return to in-person programming at all locations
- Significant increase in e-book checkout of 26%
- Working more closely with Carver County Health and Human Services and Public Health departments to bring more resources to people
- COVID testing kits available at all locations
- Intergenerational programming, hosted Grandparent's Week
- New 5-year strategic plan coming in 2023

Paul Ericsson, NYA Branch Manager

- NYA checkout amounts increased by 20%
- Wide range of programming for children and teens
- Virtual programming is offered as well
- Over 500 children grades K-5 utilized summer camp programs last year
- Offer technology classes
- Refurbished service desks with funding from the county

- Friends of the Library are very important, help with the book fair and other community events

Public Comment

Jim Richter, Mid-Town Family Restaurant

- 4 times promised the street was going to be rebuilt, built in the 30s and 40s
- April 1st marks the 41st year of running a business in NYA
- Put a coat of tar on it, but wasn't very thick, that was 38 years ago

4. CONSENT AGENDA

4.1 Approve March 27, 2023, City Council Meeting Minutes

4.2 Approve Payment of Claims

4.3 Seasonal hiring recommendations

4.4 Mid-town—Renewal of Consumption and Display Permit

4.5 Transient Merchant Application—Fireman's BBQ

MM/AK motion to approve the consent agenda. Motion passed 4-0.

5. PUBLIC HEARING - none

6. OLD BUSINESS

6.1 Resolution 2023-14 A Resolution Ordering the Razing of a Hazardous Building Located at 10 Third Avenue SE

- Last official action that needs to be taken in order to go through the razing process
- Nothing to remedy the situation was received from the property owner
- Heritage Center would like the sign from the building if possible

AK/MM motion to approve Resolution 2023-014 A Resolution Ordering the Razing of a Hazardous Building Located at 10 Third Avenue SE. Motion passed 4-0.

7. NEW BUSINESS

7.1 LMCIT Liability Waiver—David Flavin, Citizens Insurance Agencies

- Update on current policy structure
 - Renewal up 14.95% with 11% due to increase in cost of materials and labor
 - Experience modification went down due to less claims
 - 5% increase on liability due to all exposure throughout the state
 - Lower deductible to \$2500 from \$5000, seeing some discounts from that, so not having to pay out of pocket as much
- Waiver Update
 - Tort Claim puts a cap of \$500,000 limit on the amount someone can get from a tort claim and then the policyholder gets a discount
 - Tort Liability is anything that involves an injury to a person e.g. Someone driving a city vehicle and injures another person, We are willing to pay up to \$500,000 for other items (mental anguish, pain, suffering), not included under medical
 - Policy also covers council members if they are involved in a decision that gets challenged, punitive and defense costs would be covered under this insurance

CL/BA motion to approve the city does not waive the monetary limits on municipal tort liability established by Minn. Stat. §466.04, to the extent of the limits of the liability coverage obtained from LMCIT. Motion passed 4-0.

7.2 Wellhead Protection Plan Part 2 - Scope of Services—Josh Eckstein, Bolton & Menk

- Informational meeting set up for next week
- Submitted request with the Department of Health for one-year extension to complete the work
- Four tasks to complete for Part 2, then a Public Hearing will be held
- Looking at approximately a six-month timeline
- \$28,000 to complete the tasks for part 2

MM/AK motion to approve Bolton & Menk to complete part two of the wellhead protection plan to be submitted to the Minnesota Department of Health. Motion passed 4-0.

7.3 Ordinance 358 An Ordinance Amending City Code Chapter 20. FEES Section 2000—Fee Schedule: Demolition Permits and Temporary/Seasonal Liquor License (Second Reading/Publish)—Angela Brumbaugh, Clerk/Finance Director

- No changes

MM/BA motion to approve the Second Reading of Ordinance No. 358, an ordinance amending the Fee Schedule "Schedule A" Chapter 20, Section 2000.02 of the Norwood Young America City Code. Motion passed 4-0.

7.4 Oak Grove Lawn Maintenance Quotes—Administrator Aukrust

- Received 3 quotes
 - Andy's Lawn & Snow, LLC - \$78/cut
 - Bleichner Lawn Service - \$50/cut
 - Top Notch Turf - \$80/cut

BA/AK motion to approve the quote submitted by Bleichner Lawn Service to provide lawn care maintenance at the Oak Grove building grounds in the amount of \$50.00 per cut. Motion passed 4-0.

7.5 Cemeteries Lawn Maintenance Quotes—Administrator Aukrust

- Received 2 quotes
 - Andy's Lawn & Snow, LLC - \$438/cut
 - Bleichner Lawn Service - \$225/cut

BA/AK motion to approve the quote submitted by Bleichner Lawn Service to provide lawn care maintenance at the city cemeteries in the amount of \$225.00 per cut. Motion passed 4-0.

7.6 Hydrant Replacement Quotes—Administrator Aukrust

- Received 2 quotes
 - Schneiders Excavation - \$7,350
 - Henning Excavation - \$7,185
- Hydrant built in 1941
- Bottom seat is starting to show signs of wear, doesn't properly shut off
- Does not have a steamer fitting for the fire dept. to hook on to

AK/MM motion to approve hiring Henning Excavation for the hydrant replacement at the intersection of 2nd Street SE and Central Avenue South at the quoted amount of \$7,185. Motion passed 4-0.

7.7 Small Business Week Event – Karen Hallquist

- NYA EDC and Chamber, along with Lee Hall, owner/business advisor of NextStage, will be presenting "Small Business Basics: 10 Things You Need to Know"
- Event designed to help share valuable information to potential, new, and existing businesses on how to form and expand their business
- Wednesday, May 3, 2023, RSVPs requested
- Information only, no action is needed by council

7.8 Resolution 2023-15 Declaring a State of Emergency for Flooding– Administrator Aukrust

- For city-related damages to any infrastructure

MM/AK to approve Resolution 2023-15 Declaring the City of Norwood Young America a State of Emergency for conditions resulting from the flooding event of 2023. Motion passed 4-0.

7.9 Road Closure for Central Public School's Mental Health Day – Karen Hallquist

- Yearly Event
- Friday, April 21, 2023 this year
- Usually held on school grounds, due to construction and soggy ground, extra solid ground area is needed this year

AK/MM motion to approve the road closure of Morse Street from 8am-3pm on Friday, April 21, 2023, for the Central Public Schools Mental Health Day event. Motion passed 4-0.

8. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

- Allen – Parks meeting next week
- McPadden – EDC meeting next week
- Lagergren –Free food distribution is changing from Fridays to the first Wednesday of month from 12:30-1:30 pm, same location, due to distribution changes at Second Harvest; MNDOT and Carver Co are hosting a meeting Wednesday, April 12th at 5 pm at the Cologne Community Center to discuss Hwy 212 project for this summer
- Aukrust – RFQs are out for streets, trails, and basketball court by Preserve area; will be sending out new requests for bids for the Old Town project

9. 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.

- 2019 Carver County Community Health Assessment Result

10. ADJOURNMENT

MM/BA motion to adjourn at 6:54 p.m. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk/Finance Director



more than a place. it's home.

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

To Be Approved: April 24, 2023

Payroll EFT

Check #	507869 - 507886	\$	25,027.14
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Voided Checks

Check #

Prepays

Check #

Claims Pending Payment

Check #	34158 - 34192	\$	56,872.51
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Cardmember e-check

Grand Total	\$	<u>81,899.65</u>
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Batch: 042423AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34158	04/24/23	ARNOLDS OF GLENCOE, INC.			
E 101-43100-221		Repair/Maintenance Equip	\$26.18	P58201	FUEL FILTER
		Total	\$26.18		
34159	04/24/23	BOLTON & MENK, INC			
E 101-41500-303		Engineering Fees	\$1,661.00	0309390	2023 PAVEMENT REHAB
E 494-43100-303		Engineering Fees	\$6,581.00	0309391	2ND AVE
E 101-41500-303		Engineering Fees	\$168.00	0309392	IND PARK
E 101-41500-303		Engineering Fees	\$3,924.50	0309393	5 WAY STOP
E 601-49400-303		Engineering Fees	\$2,280.80	0309394	WELLHEAD PROTECTION
E 101-41500-303		Engineering Fees	\$405.00	0309395	420 RAILROAD
E 101-41500-303		Engineering Fees	\$80.50	0309395	117 RAILROAD
E 101-41500-303		Engineering Fees	\$90.00	0309395	MISC ENGINEERING
E 101-41500-303		Engineering Fees	\$924.00	0309659	203 PAVEMENT MAINT
		Total	\$16,114.80		
34160	04/24/23	BRUMBAUGH, ANGELA			
E 101-41400-200		Office Supplies	\$9.29		REIMBURSEMENT
E 101-41400-331		Travel/Meeting Expense	\$173.20		MILEAGE
		Total	\$182.49		
34161	04/24/23	CARDMEMBER SERVICE			
E 101-41320-350		Print/Publishing/Postage	\$16.26		CERT LETTERS
E 101-41320-350		Print/Publishing/Postage	\$446.98		MARCH NEWSLETTERS
E 101-46500-331		Travel/Meeting Expense	\$15.32		BUS & COMM DEV DEED
E 101-41110-433		Dues and Subscriptions	\$84.00		GOOGLE SUITE
E 101-42200-212		Motor Fuels	\$63.87		FUEL
E 101-42200-210		Operating Supplies	\$160.96		ZOOM
E 101-42200-433		Dues and Subscriptions	\$200.00		AMEM DUES
E 101-42200-433		Dues and Subscriptions	\$640.00		MN FIRE CHEIFS MEMBERSHIP
E 101-43100-221		Repair/Maintenance Equip	\$559.20		2003 TIRES
E 101-43100-210		Operating Supplies	\$85.98		HEADSETS
E 101-45200-207		Training Instructional	\$20.00		CLAY WORKSHOP
E 101-45200-207		Training Instructional	\$20.00		DECKER WORKSHOP
E 101-43100-210		Operating Supplies	\$70.04		WELDER EXTENSION CORD
E 101-45200-223		Repair/Maintenance Bldg/	\$13.28		DOOR BOLTS
E 101-41940-223		Repair/Maintenance Bldg/	\$25.89		CITY HALL EXIT BULBS
E 101-45200-223		Repair/Maintenance Bldg/	\$17.98		DOOR LATCHES
E 101-41940-223		Repair/Maintenance Bldg/	\$101.99		LIGHT BULBS
E 601-49400-207		Training Instructional	\$232.00		HOTEL
E 602-49450-207		Training Instructional	\$232.00		HOTEL
E 601-49400-207		Training Instructional	\$232.00		HOTEL
		Total	\$3,237.75		
34162	04/24/23	CARVER COUNTY			
E 101-42100-311		County Police Contract	\$960.05	SHERI00371	POLICE OVERTIME
		Total	\$960.05		
34163	04/24/23	CARVER COUNTY			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-310		Other Professional Servic	\$568.89	INTINV-295	ESRI
E 602-49450-310		Other Professional Servic	\$568.89	INTINV-295	ESRI
E 101-43100-310		Other Professional Servic	\$568.89	INTINV-295	ESRI
E 101-45200-310		Other Professional Servic	\$568.89	INTINV-295	ESRI
		Total	\$2,275.56		
34164	04/24/23	CARVER COUNTY ATTORNEYS OFF			
E 101-41500-307		Prosecution Contract	\$2,202.74	2023007	1ST QTR FINES
		Total	\$2,202.74		
34165	04/24/23	CENTERPOINT ENERGY			
E 602-49450-383		Gas Utilities	\$31.91		11 TRILANE
E 602-49450-383		Gas Utilities	\$31.61		918 SERENITY CIRCLE
E 101-41940-383		Gas Utilities	\$5.41		318 ELM ST W
E 601-49400-383		Gas Utilities	\$1,179.36		104 3RD AVE
E 602-49450-383		Gas Utilities	\$31.42		830 ELM ST W
E 101-45500-383		Gas Utilities	\$84.45		314 ELM ST W
E 602-49450-383		Gas Utilities	\$30.62		406 2ND AVE SE
E 601-49400-383		Gas Utilities	\$30.29		640 TACOMA BLVD
		Total	\$1,425.07		
34166	04/24/23	CURFMAN TRUCKING & REPAIR INC			
E 101-43100-437		Maintenance Contract	\$570.00	INV23V585	HAULING
E 101-43100-437		Maintenance Contract	\$1,472.50	INV23V625	SNOW HAULING
		Total	\$2,042.50		
34167	04/24/23	DELTA DENTAL			
G 101-21714		Dental Insurance	\$892.26	RIS00048713	
		Total	\$892.26		
34168	04/24/23	EROSION PRODUCTS, LLC			
E 101-45200-223		Repair/Maintenance Bldg/	\$182.79	231108	SEED MIX
		Total	\$182.79		
34169	04/24/23	GLANDER, CHRIS			
E 101-42200-331		Travel/Meeting Expense	\$123.14		MILEAGE
E 101-42200-207		Training Instructional	\$581.33		REIMBURSEMENT
		Total	\$704.47		
34170	04/24/23	GOPHER STATE ONE-CALL			
E 601-49400-223		Repair/Maintenance Bldg/	\$16.20	3010645	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$16.20	3010645	LOCATES
		Total	\$32.40		
34171	04/24/23	GREMS, CHRISTOPHER			
R 601-49400-36200		Miscellaneous Revenues	\$242.84		OVERPAYMENT OF FINAL BILL
		Total	\$242.84		
34172	04/24/23	HAWKINS INC			
E 101-49860-216		Chemicals and Chem Pro	\$30.00	6447274	CHLORINE
E 601-49400-216		Chemicals and Chem Pro	\$40.00	6447724	CHLORINE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-216		Chemicals and Chem Pro	\$20.00	6447779	CHLORINE
		Total	\$90.00		
34173	04/24/23	HENNING EXCAVATING			
E 601-49400-223		Repair/Maintenance Bldg/	\$5,530.00	8455	MARCH 21ST WATERMAIN
		Total	\$5,530.00		
34174	04/24/23	KAEDING ARCHITECTURE LLC			
E 275-45200-302		Architects Fees	\$6,948.75	2378	OLD TOWN
		Total	\$6,948.75		
34175	04/24/23	KWIK TRIP INC.			
E 101-42200-212		Motor Fuels	\$76.78		FUEL
E 101-43100-212		Motor Fuels	\$274.06		FUEL
E 101-45200-212		Motor Fuels	\$117.45		FUEL
		Total	\$468.29		
34176	04/24/23	LANO EQUIPMENT OF NORWOOD, INC			
E 101-43100-221		Repair/Maintenance Equip	\$110.58	83966	BLOCK
		Total	\$110.58		
34177	04/24/23	LUECKE, RITA			
R 601-49400-36200		Miscellaneous Revenues	\$43.36		OVERPAYMENT OF FINAL BILL
		Total	\$43.36		
34178	04/24/23	METRO FIBERNET LLC			
E 101-41940-321		Telephone	\$131.80		
E 601-49400-321		Telephone	\$52.70		
E 602-49450-321		Telephone	\$52.70		
E 101-42200-321		Telephone	\$52.70		
E 101-43100-321		Telephone	\$36.89		
E 101-45200-321		Telephone	\$15.81		
E 101-49860-321		Telephone	\$26.35		
E 101-41940-321		Telephone	\$79.06		
E 101-41300-321		Telephone	\$45.85		
E 101-41320-321		Telephone	\$45.85		
E 101-41400-321		Telephone	\$45.85		
E 101-46500-321		Telephone	\$15.28		
E 101-42100-321		Telephone	\$76.42		
E 101-45500-321		Telephone	\$76.42		
		Total	\$753.68		
34179	04/24/23	MINN POLLUTION CONTROL AGENCY			
E 602-49450-207		Training Instructional	\$130.00		DHOORE BIOSOLIDS
		Total	\$130.00		
34180	04/24/23	MINNESOTA VALLEY TESTING LAB, INC			
E 602-49450-217		Lab Fees	\$118.58	1194169	NITROGEN/PHOSPHORUS
E 601-49400-217		Lab Fees	\$105.60	1194225	COLIFORM
		Total	\$224.18		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
34181	04/24/23	MN DEPT OF PUB SAFETY ERC			
E 101-49860-433		Dues and Subscriptions	\$100.00		SWIMMING POOL
E 602-49450-433		Dues and Subscriptions	\$100.00		WWTP
E 601-49400-433		Dues and Subscriptions	\$100.00		WATER PLANT
		Total	\$300.00		
34182	04/24/23	NORWOOD YOUNG AMERICA TIMES			
E 101-41400-350		Print/Publishing/Postage	\$32.40	942495	FEE SCHEDULE
E 601-49400-350		Print/Publishing/Postage	\$16.20	942496	2022 DRINKING WATER REPORT
		Total	\$48.60		
34183	04/24/23	PINNACLE PEST CONTROL LLC			
E 601-49400-223		Repair/Maintenance Bldg/	\$180.00		
E 101-45200-223		Repair/Maintenance Bldg/	\$335.00		
E 101-43100-223		Repair/Maintenance Bldg/	\$210.00		
E 101-42200-223		Repair/Maintenance Bldg/	\$150.00		
E 101-41940-223		Repair/Maintenance Bldg/	\$75.00		
		Total	\$950.00		
34184	04/24/23	QUILL CORPORATION			
E 101-41400-200		Office Supplies	\$592.77	31961058	PAPER, POST ITS, FOLDERS
		Total	\$592.77		
34185	04/24/23	RITEWAY BUSINESS FORMS			
E 601-49400-210		Operating Supplies	\$591.47	22-30036	UTILITY BILLS
E 602-49450-210		Operating Supplies	\$591.47	22-30036	UTILITY BILLS
		Total	\$1,182.94		
34186	04/24/23	ROY, NATHAN			
E 101-49860-331		Travel/Meeting Expense	\$62.88		MILEAGE
		Total	\$62.88		
34187	04/24/23	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$194.37		MAY UTILITY BILLS
E 602-49450-350		Print/Publishing/Postage	\$194.37		MAY UTILITY BILLS
E 603-49500-350		Print/Publishing/Postage	\$194.38		MAY UTILITY BILLS
		Total	\$583.12		
34188	04/24/23	UTILITY CONSULTANTS, INC.			
E 602-49450-217		Lab Fees	\$737.63	115781	CBOD/TSS TESTING
		Total	\$737.63		
34189	04/24/23	WATER CONSERVATION SERVICE INC			
E 601-49400-223		Repair/Maintenance Bldg/	\$641.69	13128	LEAK LOCATE
		Total	\$641.69		
34190	04/24/23	WEX BANK			
E 601-49400-212		Motor Fuels	\$99.16		FUEL
E 602-49450-212		Motor Fuels	\$99.16		FUEL
		Total	\$198.32		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
34191	04/24/23	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$171.20	285327	3/8 FINE
E 101-43100-224		Street Maint Materials	\$213.60	285379	3/8 FINE
E 101-43100-224		Street Maint Materials	\$283.20	285428	3/8 FINE
E 101-43100-224		Street Maint Materials	\$249.60	285486	3/8 FINE
		Total	\$917.60		
34192	04/24/23	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$5,363.32		104 3RD AVE
E 101-45200-381		Electric Utilities	\$23.85		710 E RR ST
E 101-45200-381		Electric Utilities	\$40.96		228 N UNION ST
E 101-45200-381		Electric Utilities	\$25.13		228 N UNION ST
E 101-43100-381		Electric Utilities	\$87.63		300 FAXON ROAD
E 101-43100-380		Street Lighting	\$103.85		313 CENTRAL AVE
E 101-43100-380		Street Lighting	\$103.85		313 CENTRAL AVE
E 101-43100-381		Electric Utilities	\$87.63		300 FAXON RD N
		Total	\$5,836.22		
		10100 CHECKING	\$56,872.51		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$22,421.57
275 CAPITAL	\$6,948.75
494 2nd Ave PHASE II	\$6,581.00
601 WATER FUND	\$17,740.25
602 SEWER FUND	\$2,986.56
603 STORM WATER UTILITY	\$194.38
	<u>\$56,872.51</u>



TO: Honorable Mayor Lagergren and City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: April 24, 2023

RE: NYA Area Chamber of Commerce Street Closing Request

Enclosed is a letter and map from Kayla Dammann, Executive Director, NYA Area Chamber of Commerce, requesting certain segments of Union Street/Elm Street/Hazel Street (Saturday, June 3rd 6am-7pm) and the Elm Street Municipal Parking Lot (Friday, June 2nd 4pm – Saturday, June 3rd 9pm) be closed for the annual Springfest Artisan Fair. The event is to be held on Saturday, June 3, 2023, from 9am-3pm.

Carver County Public Works was notified and approved the closing of CR 31 on Elm Street from Union Street to Reform Street.

City staff will be assisting with moving picnic tables and providing barricades for the street closures.

Recommended Motion:

Motion to approve the NYA Area Chamber of Commerce street closing requests for the annual Springfest Artisan Fair to be held on June 3, 2023.

Norwood Young America



April 3, 2023

RE: Road Closure Request

Dear Administrator Aukrust, Mayor Lagergren & City Council Members,

The NYA Area Chamber of Commerce, along with members of the NYA EDC and Chamber, are currently planning our Annual Springfest Artisan Fair on Saturday, June 3, 2023. This event will be held in the Historic Downtown Norwood in the hopes of bring positive attention and celebration to our small town. We have invited local artists, food enthusiasts, musicians, quilters, etc. to participate in this event.

On April 3, 2023, the request was made to Carver County Public Works Division to close Elm Street from Union Street (by Roy Clay) to Morse Street (before the intersection) for the event as Elm Street is also a county road (33). The start time of the closure would be from 6am to approximately 7pm that evening. We are asking the City of NYA to also comply with this request as well as the closure of Union Street, Hazel St from Elm St W to South St. W. and Elm Street Municipal Parking Lot. The Municipal parking lot would need to be closed on Friday June 2 from 4pm through Saturday, June 3 at 8pm. Which is necessary in the setup of the event as Saturday morning setup would not allow enough time for tents/benches/stage/etc. to be in place for the start time of 9 am on the 3rd.

Attached is a detailed map of the closure along with alternate routes for traffic and placement for fencing and Barricades. This information was also provided to Carver County.

Thank you for your consideration.

Respectfully,

A handwritten signature in purple ink, appearing to read 'Kayla', with a long, sweeping underline.

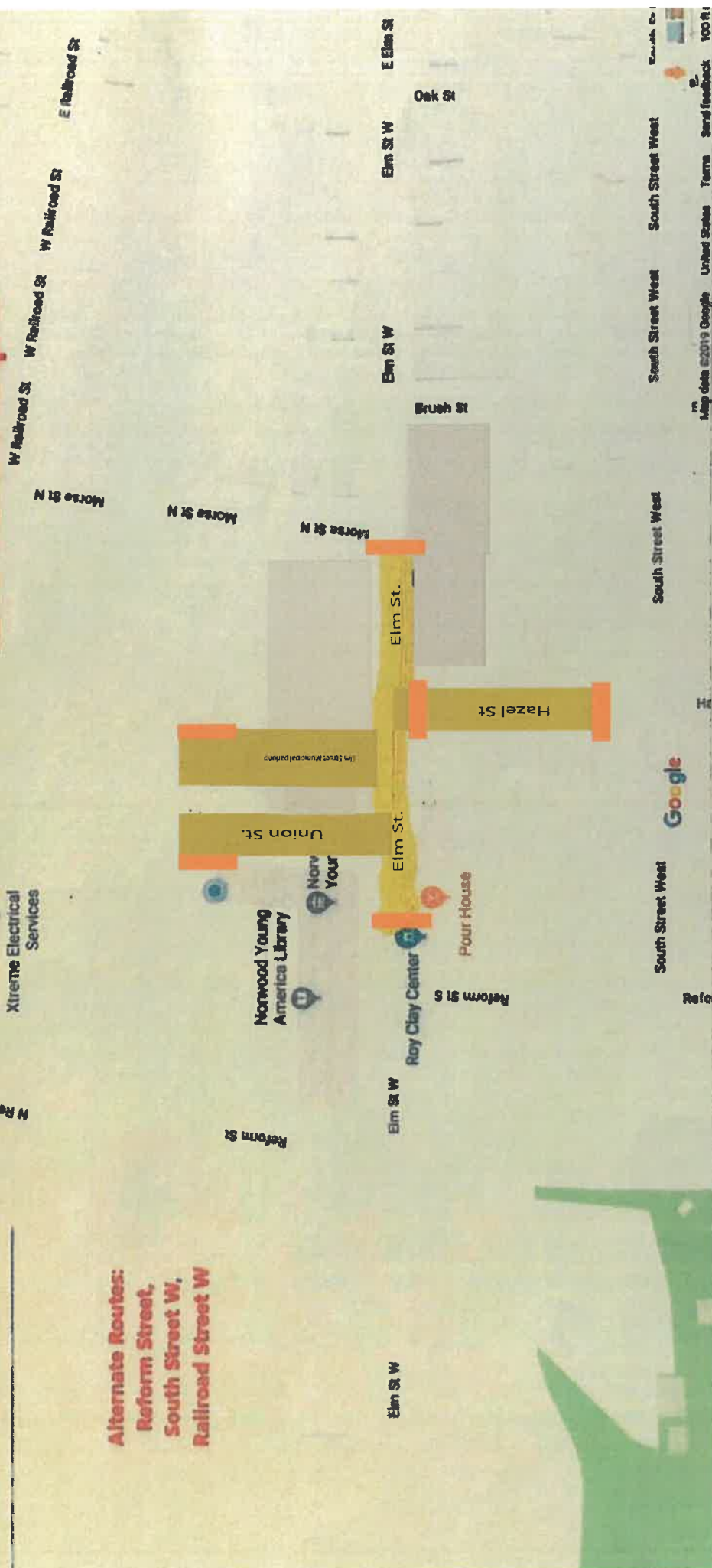
Kayla Dammann, ED
NYA Area Chamber of Commerce
PO Box 292
NYA, MN 55368
952-737-7403
info@nyachamber.org
www.nyachamber.org

Springfest Artisan Fair

Road Closure Request

Principle Manufacturing

Alternate Routes:
Reform Street,
South Street W,
Railroad Street W



Road Closure (Yellow) Baracades and Orange Fence (Orange)
with Signs saying No alcohol behind this point at the fence/baricade.



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, City Clerk/Treasurer
Date: April 24, 2023
Subject: Liquor License Approval

Norwood Baseball Club and Copper Canyon, Inc. are applying for their liquor licenses:

- Copper Canyon is for a new license – On-Sale liquor, On-Sale Sunday, and On-Sale Wine
- Norwood Baseball Club – Seasonal Intoxicating liquor

The Carver County Sheriff's Office will review all applications for any violations before the paperwork is sent to the Alcohol and Gambling Enforcement Division of the State for approval.

Recommended Motion:

Approve the liquor license applications listed above, contingent on receipt of all required documentation, fees, and Sheriff's department approval.



TO: Mayor Lagergren & NYA City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: January 23, 2023

SUBJECT: Comprehensive Housing Study Proposal Recommendation

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.

There were no proposals submitted during the first timeline posted in January/February 2023. Staff resubmitted the posting on the League of MN Cities site and the City of NYA website in March/April 2023.

Two firms submitted proposals for the Comprehensive Housing Study:

Place Dynamics, LLC

- \$20,000
- Completion date of October 2023

WSB

- \$15,000
- Completion date of August 2023

Attached are their proposals. After review of the proposals, it is the recommendation of the NYA EDC to contract with WSB for their services for a Comprehensive Housing Study.

Recommended Motion:

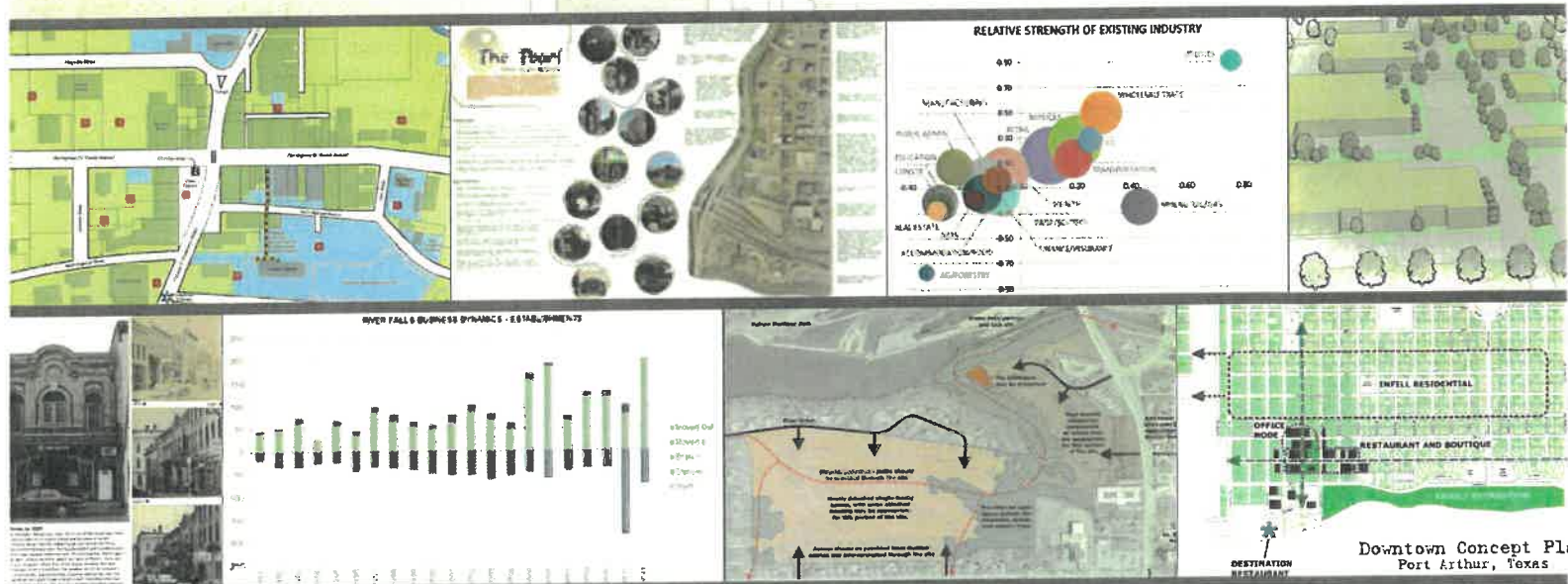
Motion to approve the contract with WSB for a Comprehensive Housing Study in the amount of \$15,000.

PROPOSAL

COMPREHENSIVE HOUSING STUDY

CITY OF NORWOOD YOUNG AMERICA

7 April 2023



PLACE DYNAMICS LLC

3090 South Country Lane
New Berlin • Wisconsin • 53146
www.placedynamics.com

Contact: Michael Stumpf, AICP, CECD

Phone • (262) 510-2131

Email • michael.stumpf@placedynamics.com

7 April 2023

City of Norwood Young America
ATTNL Karen Hallquist
PO Box 59
Norwood Young America, MN 55368
Email: economicdev@cityofnua.com

RE: Proposal for Comprehensive Housing Study

Thank you for the opportunity to submit this proposal to assist the City in preparing a Comprehensive Housing Strategy. We have been offering these services to government and real estate development clients since 2005. As economic developers and market researchers, we bring a unique approach and proprietary tools to these projects. We understand how markets and development economics drive housing needs and opportunities, and link outcomes to community goals. Our work in housing often has an economic dimension, exploring the fiscal impact of development, assessing housing as an element of redevelopment, or making the connection between housing and workforce.

This proposal outlines our qualifications along with our recommended approach. We are able to start the project upon execution of a contract. I (Michael Stumpf) will act as project manager and be the primary point of contact if we are selected for this project. I can answer any questions you may have about our proposal. I may be reached directly at (262) 510-2131, ext. 100, on my cell at (720) 413-5801, or via email at michael.stumpf@placedynamics.com. I will look forward to your decision.

Sincerely,



Michael Stumpf, Principal
Place Dynamics LLC

QUALIFICATIONS



Place Dynamics was established in 2005 to fill a need for better-informed city planning and economic development. Having begun his career in data science and real estate market research, our founder understood that the plans and studies he encountered during fifteen years of community development practice fell short of the kind of detailed analysis that would lead to their successful implementation. Place Dynamics sought to change that.

Our purpose is to deliver insight and strategy, whether independently or working as part of a larger team of consultants. We are pioneering the use of new data sources and techniques to support data-driven and market-supported planning. Our analysis leads to informed decision-making and innovative strategies that produce measurable results for clients in the government and nonprofit sectors, and private real estate developers. We currently practice across the United States and Canada, having worked in 31 states and provinces.

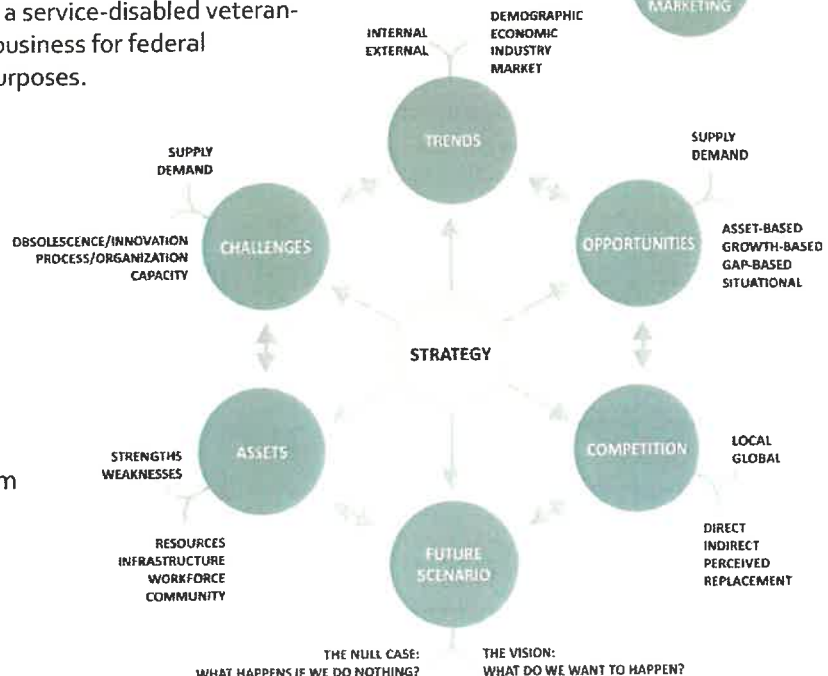
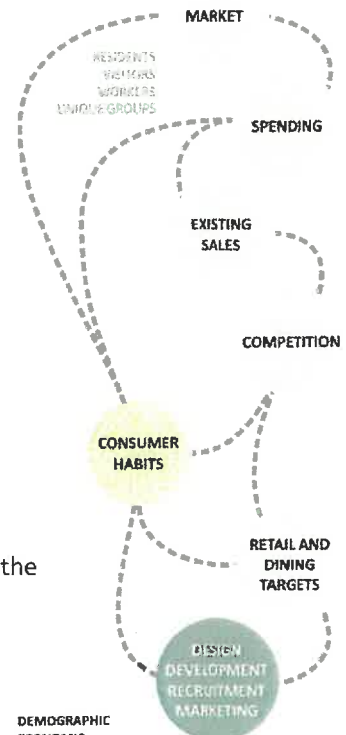
Our core services are market and economic research, and strategic planning, to support economic development, city planning, and business district vitality. Our core team of consultants all bring at least 25 years of professional experience in fields such as economic development, commercial real estate, real estate development, city planning, and human resources management. Each member of the team spent decades "in the trenches" prior to beginning a consulting career.



Place Dynamics is headquartered near Milwaukee, Wisconsin. We are recognized as a service-disabled veteran-owned small business for federal contracting purposes.

CONTACT

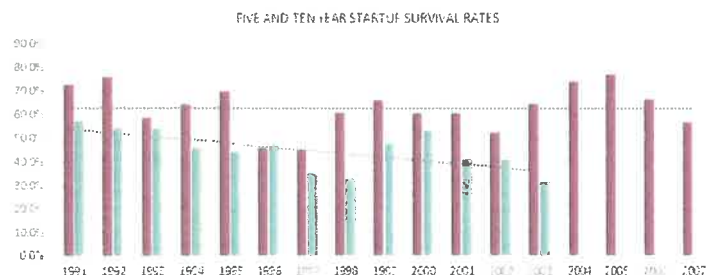
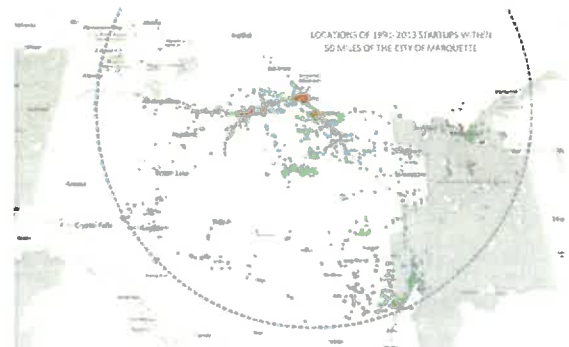
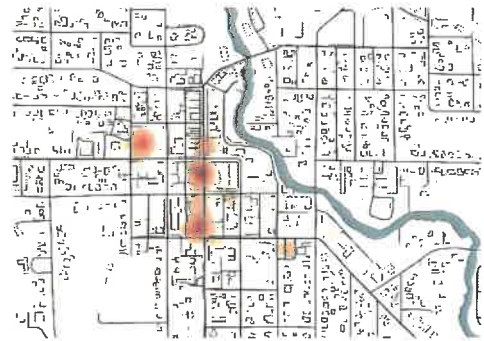
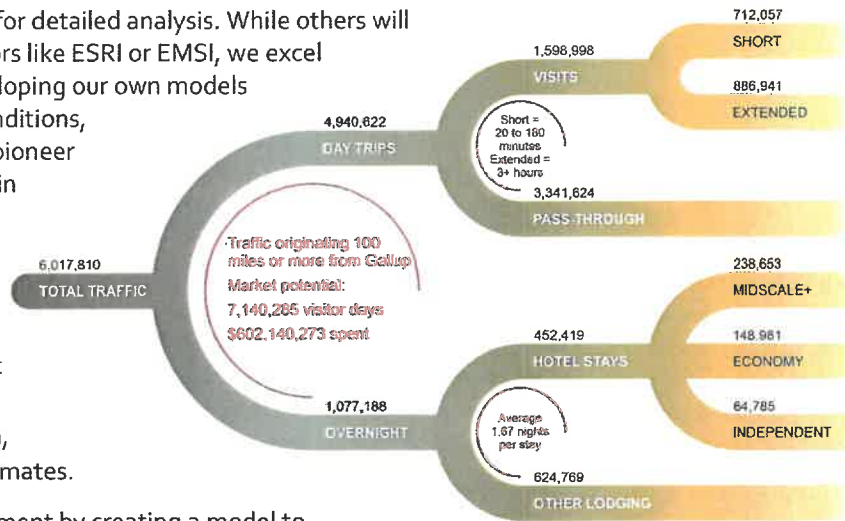
Michael Stumpf, Principal
3090 S. Country Lane
New Berlin, Wisconsin 53146
(262) 510-2131 – Wisconsin
(720) 440-2131 – Colorado
michael.stumpf@placedynamics.com
www.placedynamics.com



INSIGHT & STRATEGY

Place Dynamics is the firm to use for detailed analysis. While others will repackage data supplied by vendors like ESRI or EMSI, we excel at using original sources and developing our own models to produce deeper insight into conditions, issues, or trends. We continue to pioneer new data sources and techniques in market and economic research. Examples of the issues we have tackled include:

- Determining **tourism market potential** and market share, using mobile phone tracking, lodging market data, traffic volumes, and sales estimates.
- Supporting workforce recruitment by creating a model to estimate **commuting costs** as a fraction of wages, testing how changes in costs may impact net wages and the geography of the laborshed.
- Assessing **downtown visitor flow** by time of day and work or home origins, using mobile tracking, to enable businesses to target potential customers and develop effective promotional strategies.
- Documenting the **components of change** in the business mix attributable to business attraction, entrepreneurship, contraction or expansion, and closures, over time.
- Tracing the **origins of business investment** to specific geographic markets, to better target economic development marketing.
- Creating a model to estimate the size, industry and occupational distribution, and economic impact of the **contingent economy**, made up of independent consultants, freelancers, contract workers, and others employed outside of incorporated businesses.
- Detailing the geographic distribution and short- and long-term **survival and growth of startup businesses**, enabling survey research exploring factors in success or failure.
- Addressing **undercounted populations** and **unreported income** in retail market research.
- Using statistical approaches to determine the **primary industry groups** within the local economy.



Key Staff



Michael Stumpf will be the project manager. His background includes more than 30 years of professional practice in market research and economic development, in local government and as a consultant. He has been at the forefront of introducing new data sources and methodologies into the practice, setting the standards that others try to achieve. He has been accredited as both an economic developer (CEcD) and city planner (AICP). He has extensive experience working in communities with economies based on manufacturing, tourism, and agriculture, and has led out team's prior work in these areas. Prior to founding Place Dynamics, Michael held roles as the economic director for cities including Whitewater, Wisconsin, and Boulder, Colorado.

In his prior roles, Michael has managed a housing authority and programs for housing rehabilitation. He has planned and led municipal economic development initiatives resulting in several projects including single-family subdivisions, owned attached and condominium development projects, and apartment communities.

Expertise: Economic development, commercial and industrial market research, entrepreneurship, and business district vitality



Marilyn Haroldson has held roles in commercial real estate and economic development where she led business recruitment efforts and brokered the sale of many industrial or commercial properties. She holds certifications in both planning (AICP) and economic development (CEcD). Marilyn's prior career roles included work as a commercial broker, economic development consultant, and as the director of a rural county economic development corporation. As a part of our team, she brings a deep understanding of the real estate and recruitment aspects of commercial strategy formation.

Expertise: Commercial real estate and recruitment, real estate development

- Economic Development Strategy (Marquette, MI)
- Marketing Strategy (Superior Trade Zone, MI)
- Manufacturing Jobs Study (Eureka, CA)

- Target and Market Strategy (Coos County, NH)
- Industry Sectors Strategy (Spruce Grove, AB)
- Industry Sector Marketing Strategy (Ogdensburg, NY)

- Entrepreneurial Development Strategy (Gilbert, AZ)
- Small Business Toolkit (Moffat County, CO)
- Small Business Opportunity Study (Columbus, OH)

- Ag-Industrial Park Feasibility and Plan (Fort Dodge, IA)
- Industrial Park Site Selection and Plan (Hamilton County, IA)
- Enterprise Logistics Park (Mount Pleasant, WI)

- Food Business Incubation / Co-packing Feasibility Study (Eureka, CA)
- Coulee Regional Business Center Feasibility Study (La Crosse, WI)
- St. Croix Valley Business Incubator Study (River Falls, WI)

- Regional Coworking Prospectus (Southeastern Wisconsin)
- Coworking Feasibility Study (Orlando, FL)
- Coworking Feasibility Study (Idaho Falls, ID)

- Wine, Beer, and Craft Spirits Industry Study (Woodinville, WA)
- South Side Grocery Store Feasibility Study (Madison, WI)
- Pharmacy Development Feasibility Study (Red Cliff Band of Chippewa, WI)

- Downtown Master Plan (Menasha, WI)
- Downtown Master Plan (Marshfield, WI)
- Town Center Plan (Tylertown, MS)

- Commercial Corridors Strategy (Rochester, NY)
- Near West Side Neighborhood Plan (Milwaukee, WI)
- Market and Economic Development Strategy (East Stroudsburg, PA)

- Market Analysis and Strategy (Tulsa, OK)
- Market Analysis and Strategy (Gallup, NM)
- Market Analysis and Strategy (Trinidad, CO)

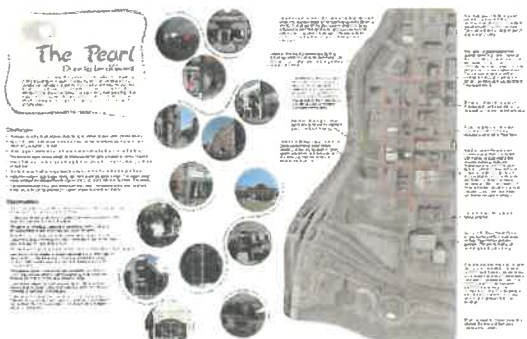
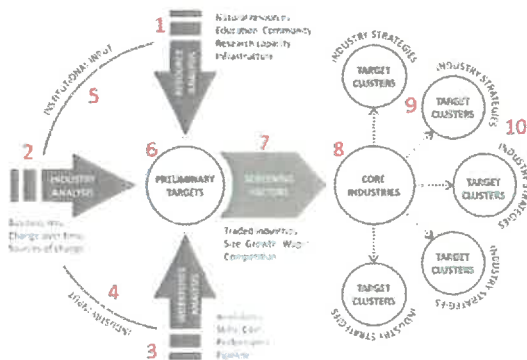
- Destination Master Plan (Pagosa Springs, CO)
- Tourism Asset Map and Strategy (Henry – Rock Island – Mercer Counties, IL)
- Visitor Market Research (Okeechobee County, FL)

- Hotel Feasibility Study (Cheraw, SC)
- Hotel and Conference Center Feasibility Study (Kingman, KS)
- Hotel Feasibility Study (Pointe Coupee, LA)

- Commercial Sector Study (Lake County, OH)
- Economic Benchmarking and Reporting (Santa Fe, NM)
- Comprehensive Plan and Parks Plan (Appleton, WI)

- Housing Impact Studies (Multiple Municipalities, Minneapolis area)
- Vacation Home Development Feasibility Study (Munising, MI)
- Development Opportunities Analysis (Hudson, WI)

- Keweenaw Mountain Lodge Use Study (Copper Harbor, MI)
- Sandy Beach Feasibility Study (Lake Mills, WI)
- Tax Increment / Neighborhood Development Analysis (Holmen, WI)



PROJECT SUMMARIES – HOUSING ANALYSIS

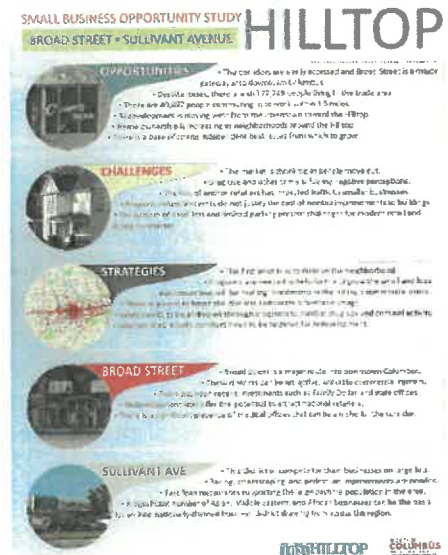
COMMERCIAL AND HOUSING MARKET ANALYSIS CINCINNATI METROPOLITAN HOUSING AUTHORITY

Place Dynamics completed a market analysis examining the demand for housing and commercial uses in the West End Neighborhood, an area adjacent to the city's downtown and the gentrifying Over-the-Rhine Neighborhood. The study supported planning conducted under the Authority's Choice Neighborhoods Initiative. This research examined both market rate and subsidized opportunities for rental and owned housing, with a focus on redevelopment sites controlled by the Housing Authority. The commercial analysis examined existing patterns of shopping and needs for residents of the neighborhood and surrounding areas. It addressed specific desires of area residents for improved access to groceries, pharmacies, and other basic shopping.



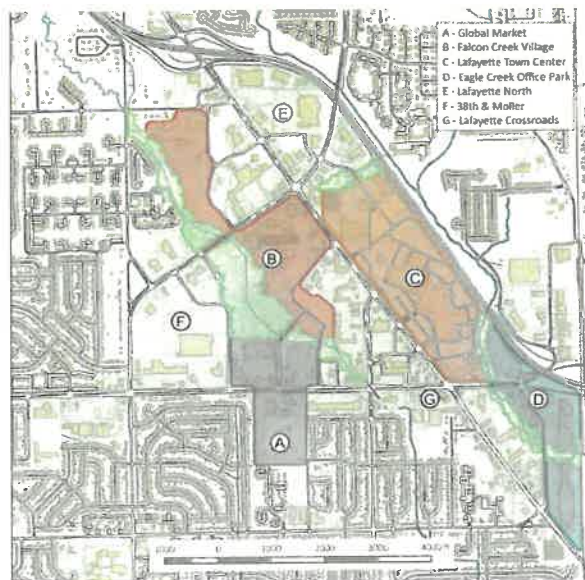
COMMERCIAL AND HOUSING MARKET ANALYSIS CITY OF COLUMBUS, OHIO

The Hilltop Neighborhood west of downtown Columbus was once a working class area now struggling with poverty, crime, and blight. Homeowners continue to maintain properties while landlords are failing to reinvest. It is those properties that are being abandoned, so that homeownership is increasing, and can be accelerated through homebuyer and rehab programs. The neighborhood is platted in small lots that make redevelopment difficult. Existing land banking policies contribute to the challenge by quickly turning properties, rather than pursuing long-term strategic goals. We recommended holding properties in targeted areas to assemble larger development parcels, making residential lots adjacent to commercial zones available for off-street parking, simplifying redevelopment by making "off-the-shelf" building plans available for fast approvals. Other recommendations addressed business formation, district marketing, and branding.



INTERNATIONAL MARKETPLACE MARKET ANALYSIS AND STRATEGY INDIANAPOLIS, INDIANA

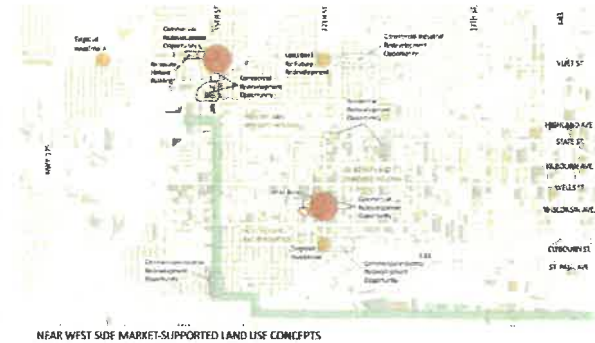
The Marketplace contains over 5.5 million square feet of commercial space with more than 250 businesses representing cultures from across the globe. This was once a typical suburban strip, developing through the 1980's until the failure of many retail chains and new development on the periphery combined to raise the vacancy rate to more than 60 percent. It now boasts a concentration of ethnic businesses is able to draw customers from a market of over 30 million people within an eight-hour drive. This study examined opportunities for commercial, office and industrial, and residential development on several large sites. In addition to documenting the market opportunity, we recommended a strategy establishing priorities for enhanced educational and cultural assets, mixed-use redevelopment, economic development as a destination for foreign businesses, and recreation.



NEAR WEST SIDE MARKET ANALYSIS

MILWAUKEE, WISCONSIN

This study examined seven neighborhoods on Milwaukee's Near West Side, containing some of the city's leading institutions, but also some of its lower-income areas. The analysis found a favorable market for small light industrial uses, and more limited opportunities for housing and commercial development. It recommended changes to land uses along some commercial corridors, and land banking key properties until the market for development improved. It identified redevelopment sites and public and private investments to improve neighborhood conditions, and a marketing approach to overcome negative perceptions of the area. At the conclusion of the project, we were retained by the Milwaukee Housing Authority to conduct additional market research and fiscal analysis for a proposed development project with both subsidized and market rate, rental and owner-occupied housing in the neighborhood.

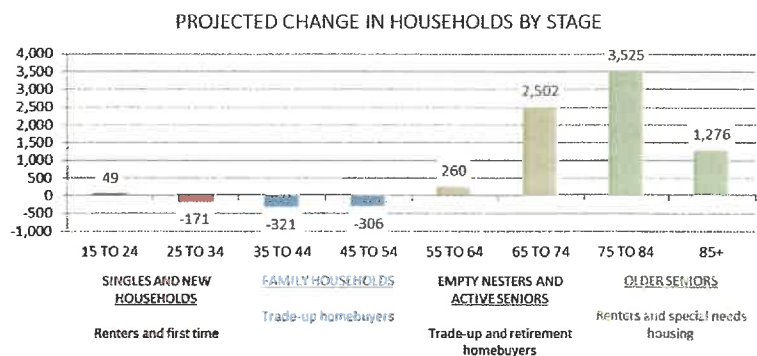


NEAR WEST SIDE MARKET-SUPPORTED LAND USE CONCEPTS

DEVELOPMENT OPPORTUNITIES ANALYSIS

HUDSON, WISCONSIN

As a precursor to updating its Comprehensive Plan, the City's engineer, SEH, Inc., hired Place Dynamics to assess opportunities for residential, commercial, and industrial development over the next decade. The City has been growing quickly as the western gateway to the Minneapolis-St. Paul market. Much of the new housing has targeted middle-aged, trade-up buyers, and the needs for younger households are not being met. The pace of new development has slowed considerably since the housing crash beginning in 2008. The analysis projected that much of the future change in demand will come with the aging of existing households. This will create a need for housing targeted to older residents, in addition to continuing unmet demand for younger buyers and renters.



ECONOMIC DEVELOPMENT MARKET ANALYSIS

EAST STROUDSBURG, PENNSYLVANIA

Straddling the border of Pennsylvania and New Jersey, East Stroudsburg is the gateway to the Pocono Mountains. The community has not been effective in leveraging its location for economic development. This study sought to understand markets for industrial, commercial, and residential development, with a focus on the downtown and several aging and newly-developing corridors. Our analysis of housing found demand among young professionals, middle-market buyers, and seniors. We identified need for targeted rehabilitation programs, mixed-use development in the downtown area, higher-density residential on redevelopment sites in a river corridor. The residential market opportunities were integrated into a broader economic development strategy promoting growth along with revitalization of older neighborhoods.

ESTIMATED ANNUAL NUMBER OF RENTERS BY MONTHLY RENT - MONROE COUNTY

MONTHLY RENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
UNDER \$600	512	519	527	535	544	554	564	575	586	598	611
\$600 TO \$699	106	108	109	111	113	115	117	119	121	124	127
\$700 TO \$799	53	54	55	56	57	58	59	60	61	62	64
\$800 TO \$899	41	42	43	43	44	45	46	46	47	48	49
\$900 TO \$999	79	80	82	83	84	86	87	89	91	93	95
\$1,000 TO \$1,099	57	57	58	59	60	61	62	64	65	66	68
\$1,100 TO \$1,199	51	51	52	53	54	55	56	57	58	59	61
\$1,200 TO \$1,299	59	60	61	62	63	64	66	67	68	69	71
\$1,300 TO \$1,399	68	69	70	71	73	74	75	77	78	80	81
\$1,400 TO \$1,499	47	48	48	49	50	51	52	53	54	55	56
\$1,500 TO \$1,749	44	44	45	46	46	47	48	49	50	51	52
\$1,750 TO \$1,999	49	49	50	51	52	53	54	55	56	57	58
\$2,000 OR MORE	285	289	294	298	303	309	314	320	327	334	341

Source: Estimates by Place Dynamics

REFERENCES

City of Menasha

Sam Schroeder, Community Development Director
100 Main Street, Suite 200
Menasha, WI 54952
920-967-3651
sschroeder@ci.menasha.wi.us

Andrew Dane

Neighborhood Planners
602 North Lawe Street
Appleton, WI, 54911
920-585-3593
andrew@neighborhoodplanners.org

Short, Elliott, and Hendrickson, Inc.

Brea Grace, AICP
Senior Community Development Specialist
6808 Odana Road, Suite 200
Madison, WI, 53719
608-535-6166
bgrace@sehinc.com

Community Development Strategies

Stacy Vincent
700 W Van Buren Street, #1309
Chicago, IL 60607-3634
864-621-4429
svincent@commdevstrategies.com

TECHNICAL APPROACH

WORK PLAN

Place Dynamics is recommending the following approach based on our understanding of the project's goals, the area to be analyzed, and our prior experience. This work plan is based on the scope of work contained in the request for proposals. The actual sequence of tasks is addressed in the proposed schedule.

TASK 1: EXISTING CONDITIONS

1. **Kick-off meeting.** Place Dynamics will schedule a teleconference with City staff to initiate the project, reviewing the scope and schedule, and identifying available resources available to support the project. We will discuss the framework for communication and outreach to stakeholders.
2. **Background review.** Place Dynamics will review prior studies, planning, data, and other information relating to the community and the housing market. This will include information provided by the City as well as other information gathered by Place Dynamics.
3. **Market reconnaissance.** Place Dynamics will schedule a visit to Norwood Young America to conduct a market reconnaissance. This is intended to gather insight into existing housing and neighborhoods, and general market conditions, including competition.
4. **Stakeholder interviews.** Place Dynamics will conduct interviews and small focus group sessions with stakeholders identified by the City. These should include realtors, builders, City officials, and others connected to the area's housing. The City will be responsible for coordinating the schedule and providing a meeting location.

TASK 2: MARKET ANALYSIS

5. **Existing conditions.** Place Dynamics will describe current conditions and market supply within the City and the broader market.
 - Review residential development trends within the market
 - Identify and describe current or planned residential development projects in the market
 - Summarize housing and neighborhoods within the city – age, style, condition, amenities, lease and purchase prices, etc.
 - Summarize demographic conditions and trends.
 - Assess overall economic conditions as they relate to housing demand.
6. **Current and projected housing demand.** Place Dynamics has developed proprietary tools used to project annual demand for housing. These tools enable us to alter assumptions and project demand under different scenarios. This ability is useful in helping to understand volatile markets such as the one we are currently experiencing, with rapidly-escalating costs and interest rates.
 - Project demand based on trends within the study area.
 - Break out out by household age and income for rental or purchased housing, by type (apartment, condominium, townhome), and by price point.
 - Assess how changing market conditions may influence demand for units by type and price.
7. **Evaluate supply and demand in the context of community goals.** The findings of the market research will be discussed in the context of the City's goals related to issues such as growth, commercial development, economic development, and workforce.

TASK 3: RECOMMENDATIONS AND PROJECT REPORT

- 8. **Recommendations.** Place Dynamics will schedule a teleconference with City staff to discuss the market research findings and consider recommendations.
- 9. **Draft Comprehensive Housing Study.** Place Dynamics will prepare a draft Comprehensive Housing Study. We will attend a public meeting to present the study, after which we will meet with City staff to consider feedback and revisions to the report.
- 10. **Final Comprehensive Housing Study.** Place Dynamics will incorporate revisions to produce a final report.

TENTATIVE SCHEDULE

Place Dynamics is able to work with the City to alter the proposed schedule to better suit its needs. A tentative schedule is identified below, by task.

- Task 1: Existing conditionsMay-June 2023
- Task 2: Market analysis July-August 2023
- Task 3: Recommendations and project report September-October 2023

FEES

Place Dynamics will prepare the Comprehensive Housing Study for a fixed fee of \$20,000. This fee is inclusive of the costs of travel, data, and materials to complete the project as described in this proposal. The proposed fee can be broken out as follows:

Task 1: Existing conditions

Kick-off meeting	\$200
Background review	1,800
Market reconnaissance.....	500
Travel	500
Stakeholder interviews.....	1,500

Task 2: Market analysis

Existing conditions	3,500
Current and projected housing demand	5,000
Evaluate supply and demand in the context of community goals.....	2,000

Task 3: Recommendations and project report

Recommendations	2,000
Draft comprehensive housing study	2,000
Travel	500
Final comprehensive housing study	500

TOTAL\$20,000

Place Dynamics Maintains policies for professional and general liability, commercial auto, and workers compensation insurance, and can provide documentation upon request. We are recognized as a Service-Disabled Veteran-Owned Business (SDVOB) for federal contracting purposes.



A PROPOSAL FOR

Comprehensive Housing Study and Needs Analysis

FOR THE CITY OF NORWOOD YOUNG AMERICA, MN

April 7, 2023

Ms. Karen Hallquist
Community Development Director
Norwood Young America
P.O. Box 59
Norwood Young America, MN 55368



Regarding: Proposal for Housing Study

Dear Ms. Hallquist:

On behalf of WSB, thank you for this opportunity to submit our qualifications for a housing study for the City of Norwood Young America. Our team understands that the City of Norwood Young America wants to diversify its housing stock to meet the needs of all residents as the community continues to grow and prosper. Our team recognizes and supports the goal of this project to determine the demand for a variety of types of housing in the community and the development of a comprehensive strategy for the achievement of those goals of the city regarding housing opportunities.

Collaborative Approach | WSB's team has worked on similar projects for communities like Norwood Young America assisting those communities realizing their long-term goals. We approach these studies with a foundation in demographic and housing data as well as a strong understanding of the interplay between land use planning, housing demand, and economic development dynamics. Our approach includes not just what the data says but how that information can be used to help the community plan for future growth. Our goal for this project is to provide Norwood Young America with a market-based study that includes a practical action plan.

Experience in Similar Communities | Norwood Young America will be collaborating with a team that has extensive experience providing planning, economic development, land development, and engineering services. This includes the development and implementation of housing studies for the cities of Maple Lake, Monticello, Prescott, Glencoe and Clearwater. In addition, our team has significant experience with the development of comprehensive plans and implementable action plans for the communities across the state.

Experienced Project Team | Our clients benefit from a large and experienced talent pool. Our team includes members with over 30 years of economic development and planning experience. We help communities solve the issues they face when trying to reposition themselves for future growth and development. Our ability to access the firm's 30+ service areas will result in a unified, coherent study that responds to Le Sueur's needs in a useful and concrete way.

Once again, thank you for the opportunity to submit this proposal to assist Norwood Young America in the completion of the Housing Study. Should you have any questions or would like to further discuss this proposal please do not hesitate to contact me at 612.400.3569.

Sincerely, WSB

A handwritten signature in dark ink, appearing to read "Jim Gromberg", is written over a light blue horizontal line.

Jim Gromberg, EDFP
Economic Development Specialist, Project Manager



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Firm Overview



Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

650+
STAFF

30+
SERVICE AREAS

15
OFFICES

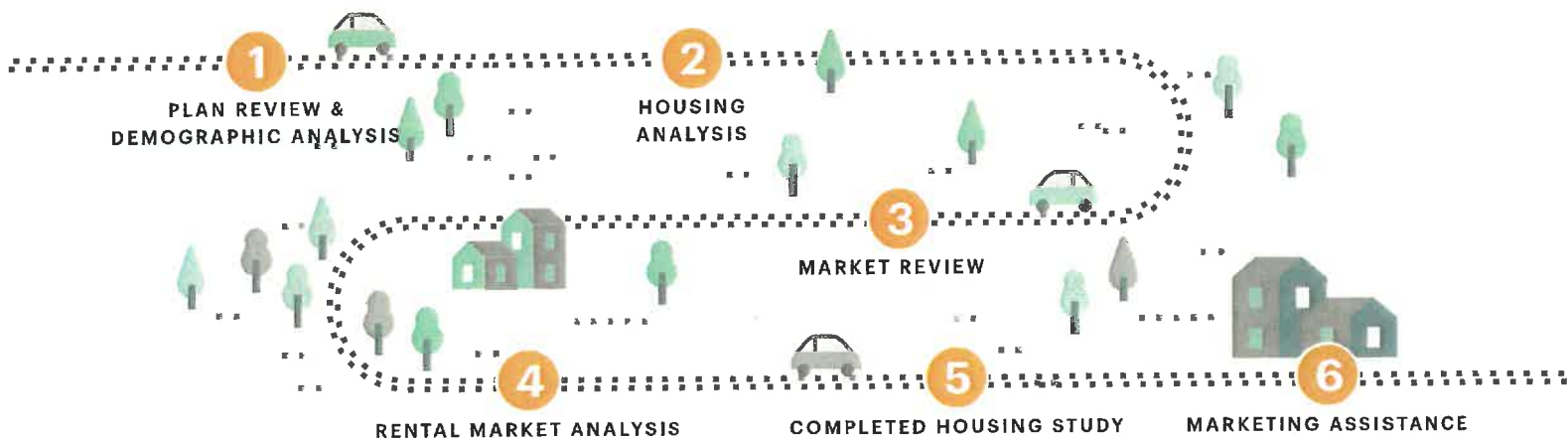
5
STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind

Work Program



Based upon our understanding, the primary objective of the project is to provide the City of Norwood Young America with a market-based analysis that will help identify current and future housing needs and potential ways to meet those needs. Our findings will help provide the framework to assist local decision-makers to address the City's housing needs with a focus on the provision of life-cycle housing within the community as it continues to grow, and the population demographics change.



TASK 1: Plan Review & Demographic Analysis

Review existing City plans and documents as background for the housing study and conduct demographic research to develop an understanding of Norwood Young America existing traits and growth projections for the future. In this task we will review the Comprehensive Plan and Municipal Code and examine:

- Population trends and projections
- Age composition and impact on housing
- Occupancy characteristics and forecasts
- Household trends and forecasts
- Income characteristics
- Land use designations and density requirements

TASK 2: Housing Analysis

Prepare an inventory of Norwood Young America housing stock, including multi-family and senior housing in the community. Location of various unit types and characteristics will be included in the analysis. Data we will analyze for includes:

- Building Permit Data
- Age of Housing
- Unit type and size
- Rent and ownership composition
- Construction trends and available inventory
- Vacancy rates
- Restrictions, such as age or income

TASK 3: Market Review

In partnership with the city staff, we will determine a geographic market area for further market analysis. We will review general demographic characteristics and existing housing within the market area. This process will include pending developments, interviews with realtors, and other relevant data to the for-sale housing market.

TASK 4: Rental Market Analysis

In conjunction with the market review, we will review the existing rental properties greater than 8 units related to rents, occupancy, and amenities to determine any projected pent-up demand characteristics. This will include pending new developments that may be identified with meetings with the Norwood Young America city staff.

TASK 5: Completed Housing Study

WSB will prepare a draft Housing Study for staff to review and provide comments. The report will include addressing the housing issues that will be identified throughout the process of the completion of the report. These issues would include:

- Strategies for housing affordability
- Preservation of existing housing stock
- Rental Market Demand and solutions to long- term needs

The study will be modified based upon the comments and discussions with the staff resulting in a final document to be presented to City Council for review and adoption. The final report will be provided in digital PDF format and up to ten bound copies for the City.

OPTIONAL TASK 6: Marketing Assistance

As an optional task, Norwood Young America may wish to retain our services to assist with marketing the community to housing developers. Our team has worked with cities to prepare RFPs for housing developers and other marketing materials. Additionally, our team of planners and engineers can identify potential roadblocks to development, such as water tables or steep slopes, and offer practical solutions to move forward.

DELIVERABLES:

- Written analysis of background data and demographic information about Norwood Young America.
- Written analysis and map of existing multi- family housing within community.
- Analysis of housing, demographics, and demand for Norwood Young America and larger market area.
- Map potential multi-family sites based upon identified criteria.
- Write up synopsis of interviews.

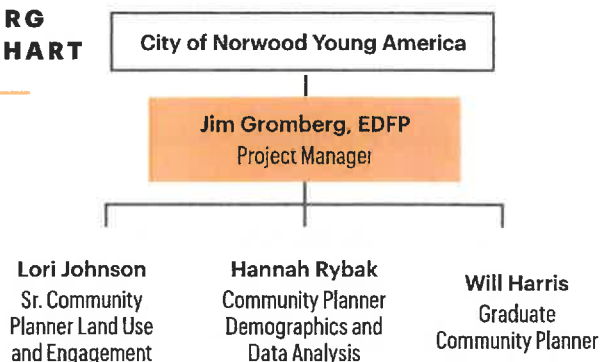
SCHEDULE

TASK	MAY	JUN	JUL	AUG
PLAN REVIEW & DEMOGRAPHIC ANALYSIS				
HOUSING ANALYSIS				
MARKET REVIEW				
RENTAL MARKET ANALYSIS				
FINAL HOUSING STUDY AND IMPLEMENTATION PLAN				

COST

TASK	BUDGET
PLAN REVIEW & DEMOGRAPHIC ANALYSIS	\$3,000
HOUSING ANALYSIS	\$3,500
MARKET REVIEW	\$3,000
RENTAL MARKET ANALYSIS	\$3,000
FINAL HOUSING STUDY AND IMPLEMENTATION PLAN	\$2,500
TOTAL COST (NOT TO EXCEED)	\$15,000

ORG CHART





Jim Gromberg, EDPF

ECONOMIC DEVELOPMENT SPECIALIST

Jim has over 25 years of experience in economic development, including both redevelopment and greenfield development projects. In addition, Jim has worked with communities to acquire grant funding for several grants including rail infrastructure, water and sewer infrastructure, public facilities and small cities redevelopment grant implementation. Most recently, Jim was the State of Minnesota's Business Development Representative for the Twin Cities metro area, responsible for attracting new businesses to the state and assisting businesses in expanding their current locations. In addition, he managed Minnesota's Shovel Ready Certification Program, which prepares a community for projects that are interested in locating or expanding in their communities. Jim led the State's Data Center Attraction Program which also promotes Minnesota as a site for new data center development using tax credits and incentives.

SERVICE GROUP:

Community Planning &
Economic Development

CERTIFICATIONS:

Certified Economic
Development Finance
Professional

EDUCATION:

Master of Business
Administration (MBA), St.
Cloud State University, 1997

Bachelor of Arts in Public
Administration, St. Cloud
State University, 1988

Industrial Park Expansion Plan | Princeton, MN

CLIENT: CITY OF PRINCETON

PROJECT DURATION: NOV 2015 – APR 2016

Jim served as the project manager to review and provide an analysis of the city's existing industrial land, potential sites in the growth boundary area, and the market for new industrial property in the area. The analysis included an industrial market overview, market trends and market area data, industrial market jobs data, industrial land development trends, and current vacant industrial sites in the city that are available for development.

Economic Development Plan | Hastings, MN

CLIENT: CITY OF HASTINGS

PROJECT DURATION: DEC 2015 – JUN 2016

Jim served as the project manager to review the city's current economic development programs and provide recommendations to expand the level of services to both existing and relocating businesses. The project included developing a strategic plan based upon public involvement meetings, a community profile highlighting the community, a review of current and projected area demographics, a selling proposition, a review of existing ordinances, and suggested changes to better position the community for future development.

Economic Development Services | Monticello, Waverly, and Lino Lakes, MN

CLIENT: CITIES OF MONTICELLO, WAVERLY, AND LINO LAKES

PROJECT DURATION: ONGOING

Jim currently provides economic development services to these communities for the expansion of local businesses, new development projects, development of marketing strategies, strategic planning services, community interaction, and implementation of economic development goals. These activities included meeting with businesses and economic development authorities.



Lori Johnson, AICP

SENIOR COMMUNITY PLANNER, LAND USE AND ENGAGEMENT

Lori has more than 25 years of experience working in a municipal planning department, having worked her way up through the planning department at the City of Blaine, to become their city planner. As the city planner, she supervised two planners and managed day to day functions of the planning department as well as the application processes for the Planning Commission and City Council. She is well versed in all aspects of city planning activities including project management, site planning application review, public participation and long range planning. Lori has extensive experience with residential, commercial and industrial plan review, approval and implementation. Lori is skilled in navigating the approval process for clients and communities, as well as effectively communicating with city councils, planning commissions, developers, real estate professionals, and residents.



Hannah Rybak

COMMUNITY PLANNER, DEMOGRAPHIC AND DATA ANALYSIS

Hannah has been a planner with WSB for over six years. Her primary role has been day-to-day planning and zoning administration for a variety of cities. Additionally, Hannah has extensive experience with code enforcement and ordinance amendments. Through her education and work experience, Hannah has developed a passion for understanding challenges that face today's communities. She takes great pride in finding solutions to enhance life for the residents of the communities she serves.

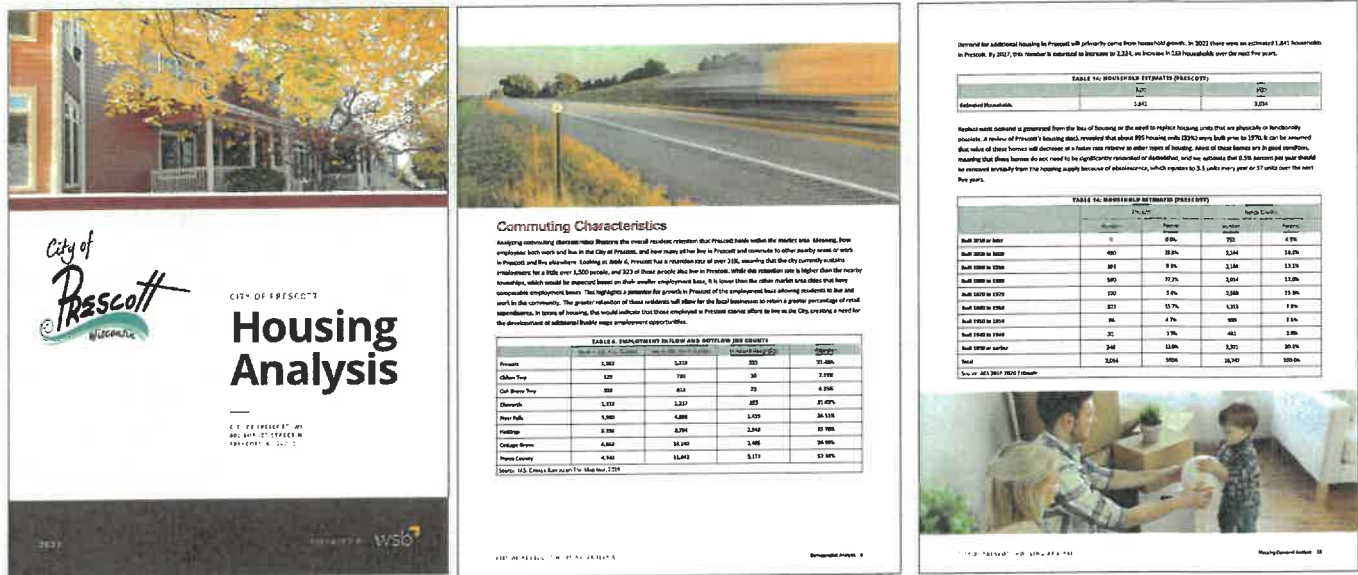
Will Harris

GRADUATE COMMUNITY PLANNER

Will has experience working on various land use planning issues including performing day to day planning work, code enforcement, development of code enforcement procedures, community meetings, and research projects for various planning reports. Will incorporates the idea that good planning comes from strong communication skills and implements his strong communication skills to productively engage with community members, stakeholders, and other team members. He enjoys working with residents and business owners to ensure they meet the mutually beneficial goals of the community and the applicant. Will's involvement in day-to-day planning issues allows for him to have a greater understanding and vision of how communities and residents can achieve their goals and continue to prosper and thrive.

Comprehensive Housing Study

CLIENT: CITY OF PRESCOTT
LOCATION: PRESCOTT, WI
DURATION: 2023



In 2023, WSB completed a Comprehensive Housing Study for the City of Prescott, WI. Situated strategically on the Mississippi River and Highway 10, Prescott has many assets and opportunities to take advantage of including its proximity to the Minneapolis/St. Paul MSA and the regions natural amenities making it a tourist destination. WSB helped the City envision their future, identify priorities, and assemble a robust implementation plan to achieve their goals. The WSB team created a concise document with actionable steps, including a potential sites for future redevelopment and a re-analysis of their land use map. The plan also includes recommendations for promoting the city to developers as an alternative to surrounding communities.

KEY WSB STAFF: JIM GROMBERG

REFERENCE: CARTER HAYES | CITY PLANNER | 800 BORNER ST N | PRESCOTT, WI 54021 | 715.307.0427 | CHAYES@PRESCOTTCITY.ORG

Comprehensive Housing Study

CLIENT: CITY OF MONTICELLO
LOCATION: MONTICELLO, MN
DURATION: 2016 - 2017

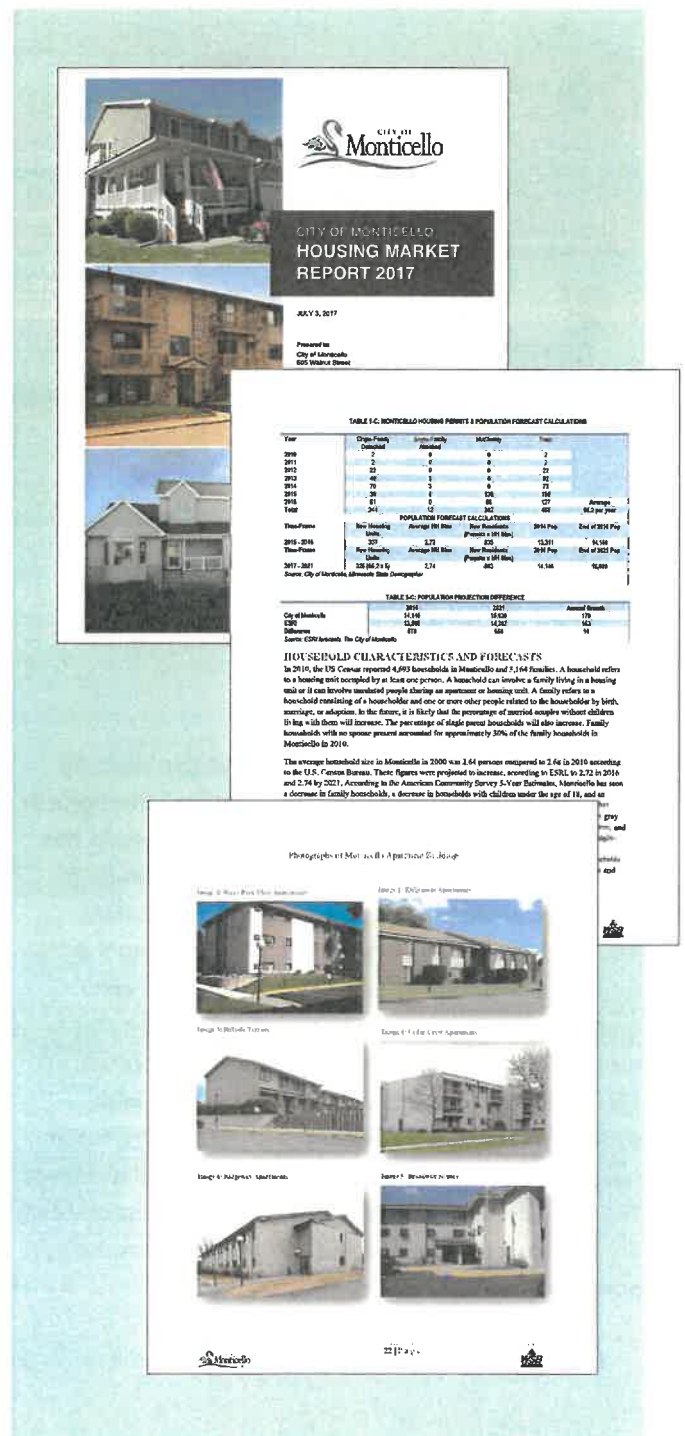
In 2016-17, WSB completed a Comprehensive Housing Study for the City of Monticello. The study included a review of community historical data and projections for future housing needs based upon the changing demographics of the community. The projected housing demand (both pent-up demand and projected demand) were adjusted to take into consideration the effect of the economic downturn during 2007- 2012. As part of the study, WSB also worked with City staff on the identification of future housing development sites and the type of housing that should be targeted including the changing needs of workforce housing in the City. This study also included the discussion of possible programs (both existing and new) that could provide for Monticello meeting the community's needs.

KEY WSB STAFF: JIM GROMBERG, KYLE SEIFERT

REFERENCE: JIM THARES |

ECONOMIC DEVELOPMENT MANAGER | 763.271.3254 |

JIM.THARES@CI.MONTICELLO.MN.US



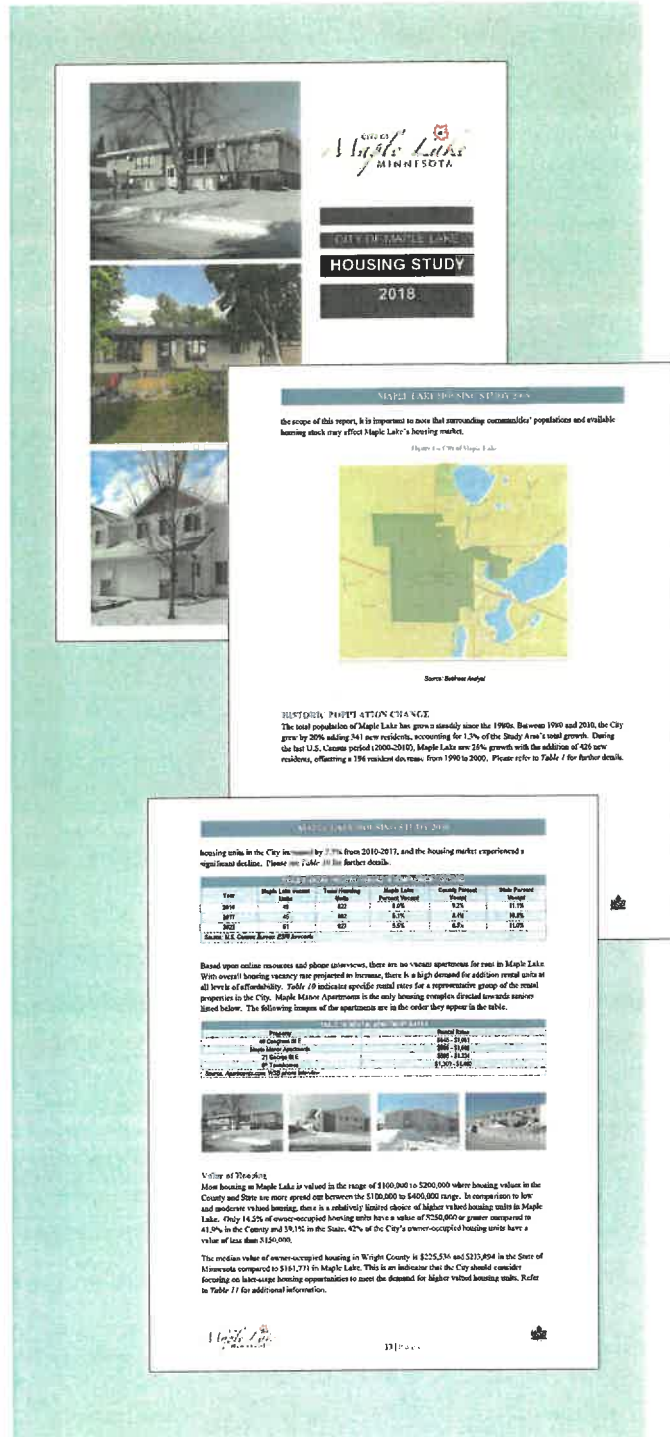
Comprehensive Housing Study

CLIENT: CITY OF MAPLE LAKE
LOCATION: MAPLE LAKE, MN
COMPLETION: 2017

WSB completed a Comprehensive Housing Study for the City of Maple Lake in 2017. The study included the review of community historical data and projections for future housing needs based on the changing demographics of Maple Lake. The study also used the current growth of employment opportunities for projected housing demand (both pent-up demand and future demand). This includes the effect of the economic downturn that resulted in several developments that remain unfinished in the community. WSB worked with City staff on the identification of future housing development sites and the type of housing that should be targeted for the City. This included the development of a workforce housing TIF district to promote the development of additional multi-family opportunities.

KEY WSB STAFF: JIM GROMBERG, KRISTIN MOEN

REFERENCE: SABRINA HILLE | CITY ADMINISTRATOR |
 320.963.3611 | SABRINA.HILLE@CI.MAPLE-LAKE.MN.US





References

CITY OF MONTICELLO

Jim Thares

Economic Development Manager
Monticello City Hall, 505 Walnut Street | Monticello,
MN 5536 | 763.271.3254 | Jim.Thares@ci.monticello.
mn.us

LINO LAKES

Micheal Grochala

Community Development Director
City of Lino Lakes, 3650 Braddock Avenue NE | 600
Town Center Parkway | Lino Lakes, MN 55014 |
651.982.2427 | mgrochala@linolakes.us

CITY OF FARMINGTON

Deanna Kuennen

Community Development Director
430 Third Street | Farmington, MN 55024
651.280.6820 | dkuennen@farmingtonmn.gov



TO: Mayor Lagergren and NYA City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: April 24, 2023

SUBJECT: Resolution NO. 2023-16 Community Growth Partnership Initiative Predevelopment Grant

The City of Norwood Young America is applying for a Carver County CDA Community Growth Partnership Initiative Predevelopment Grant in the amount of \$7,500 to assist in funding a Comprehensive Housing Study. Upon City Council approval, WSB will be conducting the study with the total contracted price of \$15,000.

Recommended Motion:

To approve Resolution NO. 2023-16 A Resolution Approving Community Growth Partnership Initiative Predevelopment Grant Application

RESOLUTION NO. 2023-16
CITY OF NORWOOD YOUNG AMERICA

**A Resolution Approving Community Growth Partnership Initiative
Predevelopment Grant Application**

WHEREAS, the City of Norwood Young America has identified a proposed project within the city that meets the Carver County Community Development Agency (CDA) Community Growth Partnership Initiative Grant Program's purpose and criteria; and

WHEREAS, the City has found a call for an updated Comprehensive Housing Study to identify current and future housing needs with findings to provide the framework to assist local decision-makers to address the City's life-cycle housing needs as the community continues to grow; and

WHEREAS, the City has the capacity and capability to ensure the proposed project will be completed and administered within the Community Growth Partnership Initiative Predevelopment Program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of affordable housing and of the CDA's mission to improve the lives of Carver County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of Norwood Young America approves the application for funding from the Carver County CDA Community Growth Partnership Initiative Grant program.

Adopted by the Norwood Young America City Council members this 24th day of April 2023.

Carol Lagergren, Mayor

Date

Angela Brumbaugh, City Clerk/Finance Director

Date



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: April 24, 2023

RE: Resolution 2023-17 Approving Plans and Specifications and Ordering Advertisement for Bids for the Merger Street Project

Enclosed you will find the Memo and Construction Plans from Bolton & Menk and Resolution 2023-17 for your review.

- ❖ Bolton & Menk Memo
- ❖ Merger Street Infrastructure Improvement Construction Plans
- ❖ Resolution 2023-17 Approving Plans and Specifications and Ordering Advertisement for Bids
- ❖ Opening of bids (electronically) will be on June 2nd

Recommended Motion:

Motion to approve Resolution 2023-17 Approving Plans and Specifications for the Merger Street Infrastructure Improvement Project and Ordering Advertisement for Bids.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2023-17**

**Resolution Approving Plans and Specifications
and Ordering Advertisement for Bids**

WHEREAS, pursuant to a resolution passed by the City Council March 27, 2023, the city engineer has prepared plans and specifications for the Merger Street Infrastructure Improvement Project, the improvement of Merger Street from Highway 212 to Hill Street and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The city clerk shall prepare and cause to be inserted in the official paper (NYA Times) and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 22 days, shall specify the work to be done, shall state that bids will be received by the clerk online until 10 a.m. on June 2, 2023, at which time they will be publicly opened and read via conference call by the city engineer. Bids will then be tabulated and will be considered by the council at 6:00 p.m. on June 12, 2023, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless appropriately submitted online and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the council this 24th day of April 2022.

Approved:

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

*****MEMO*****

DATE: April 18, 2023
TO: Andrea Aukrust, City Administrator
FROM: Josh Eckstein, Bolton & Menk, Inc.
SUBJECT: Merger Street Infrastructure Improvement Project

Honorable Mayor and City Council Members:

The purpose of this memo is to request approval of plans and specifications and to receive authorization to advertise the Merger Street Infrastructure Improvement Project. The major components associated with this project are:

- Street Reconstruction
- Storm Sewer Construction
- Watermain And Water Service Improvements
- Sanitary Sewer Improvements
- Miscellaneous Driveway And Turf Restoration Items

If authorized to proceed, the project schedule would allow the project to be advertised in May and bid in June. Award of the project is scheduled to be considered at the first council meeting in June.

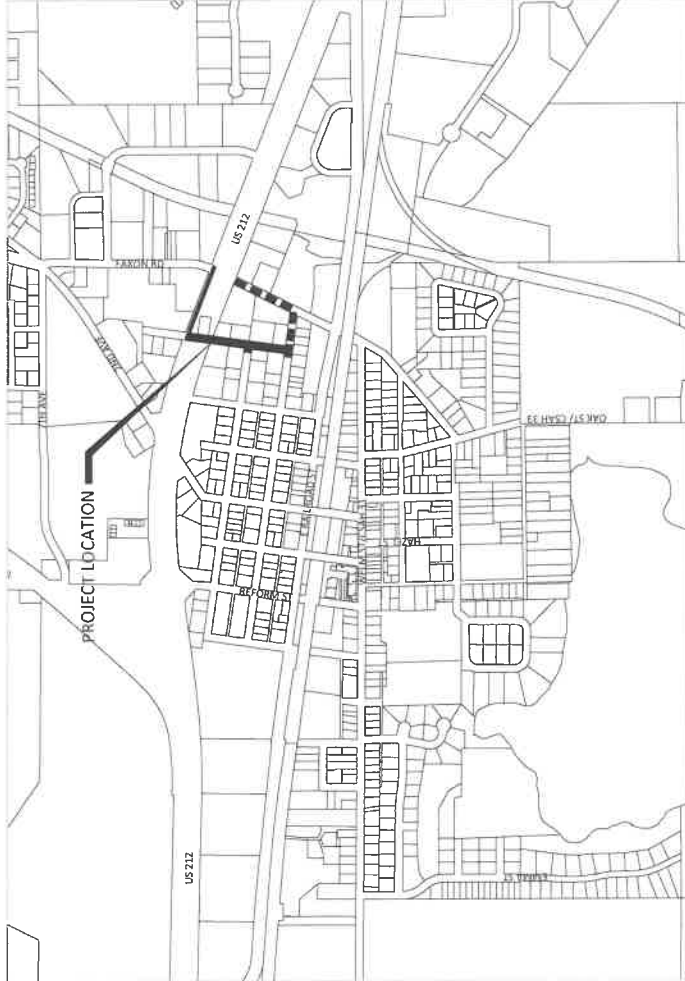
Please let me know if you have any questions or require any additional information.

CITY OF NORWOOD YOUNG AMERICA

CONSTRUCTION PLANS FOR

MERGER STREET INFRASTRUCTURE IMPROVEMENTS

APRIL 2023



SHEET
NUMBER

- 1 - 3
- 4
- 5 - 10
- 11
- 12 - 14
- 15
- 16
- 17 - 18
- 19
- 20
- 21 - 22

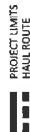
SHEET TITLE

- TITLE SHEET, LEGEND, GENERAL CONSTRUCTION NOTES
- EXISTING CONDITIONS & REMOVALS
- TYPICAL SECTION & DETAILS
- TRAFFIC CONTROL
- STORM WATER POLLUTION PREVENTION PLAN
- EROSION CONTROL & TURF RESTORATION PLAN
- GRADING PLAN
- SANITARY SEWER & WATERMAIN PLAN & PROFILE
- STORM SEWER PLAN & PROFILE
- STREET CONSTRUCTION PLAN & PROFILE
- INTERSECTION DETAILS

THIS PLAN SET CONTAINS 22 SHEETS.



MAP LEGEND



NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE UTILITY INFORMATION PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY Gopher State One Call, 1-800-252-1166 OR 651-454-0002.

THE SURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SURFACE UTILITY DATA."

SEAL
DATE
BY
PROJECT
NO. 54198
DATE 04/19/2023



2818 SHADOW LANE, SUITE 200
CLOVELETT, MN 55420
Phone: (920) 444-8833
Email: Chas@bolton-menk.com
www.bolton-menk.com

PROJECT DATUM: CARVER COUNTY COORDINATE SYSTEM	PROJECT DATUM: CARVER COUNTY COORDINATE SYSTEM
HORIZONTAL: NAD83 (1986 ADJUSTMENT)	HORIZONTAL: NAD83 (1986 ADJUSTMENT)
VERTICAL: NAVD 88	VERTICAL: NAVD 88
POINT: BM=982.47	POINT: BM=982.47
TRAIL: 100+40.19	TRAIL: 100+40.19
LEFT	LEFT
CITY OF NORWOOD YOUNG AMERICA, MINNESOTA	CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
MERGER STREET INFRASTRUCTURE IMPROVEMENTS	MERGER STREET INFRASTRUCTURE IMPROVEMENTS
TITLE SHEET	TITLE SHEET
SHEET 1	SHEET 1
OF 22	OF 22

PROJECT MANUAL

Merger Street Reconstruction

OC1.128833

City of Norwood Young America

Norwood Young America, MN



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Bolton-Menk.com

CERTIFICATIONS PAGE

PROJECT MANUAL

FOR

MERGER STREET RECONSTRUCTION

OC1.128833

CITY OF NORWOOD YOUNG AMERICA

NORWOOD YOUNG AMERICA, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: 

Typed or Printed Name: Philip Schrupp, P.E.

Date: 4/19/2023 License Number: 54198



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: May 9, 2022

RE: 2022 Crack Sealing Project

Enclosed you will find the city street and parking area maps for the 2023 Crack Sealing Project. The street assessment inventory prepared by Bolton & Menk in 2022 and historic data cataloged in the city GIS system were used to identify the project areas for 2023. The quotes received are included below:

Gopher State Sealcoat Inc.	\$15,499
Bergen	\$23,920
Northwest Asphalt & Maintenance	\$14,852*

***Contractor Disclaimer:** The price could be less or more, plus 20% depending on the time and materials used.

Recommended Motion:

Approve the bid submitted by Gopher State Sealcoat, Inc. for \$15,499 to crack seal the identified areas on the Norwood Young America city street and parking area maps.

Norwood Young America

Crack-filling
streets & parking lots

CONTRACTOR'S QUOTE

Company name: Gopher State Sealcoat, Inc

Contact Person: Craig Olson

Title: Estimator

Address: 12519 Rhode Island Ave, Savage, MN 55378

Phone Number: 952-931-9188

Quote: \$ 15499.⁰⁰

Signature: Craig Olson

Date: 4-19-23

Crack-Filling
Streets & Parking lots

CONTRACTOR'S QUOTE

Company name: Bargen Incorporated

Contact Person: Jerry VanDyke

Title: Sales Representative

Address: 606 County road #1, Mountain Lake MN 56159

Phone Number: 507-381-2812 Jerry's cell / 507-427-2924 office #

Quote: \$ 23,920.00

Signature: 

Date: April 14, 2023

The price stated above is what we need to complete the project. If there are any Bid Bonds, or Payment and/or Performance Bonds needed for this project that cost will need to be ADDED to the prices listed above.

Crack-Filling Streets & parking lots

PROPOSAL



Phone: 952-212-0226	Date: 4/19/2023
Job Name/Location: City of Northwood Young America.	
Job Number: 2023 Crack Sealing Project	

TO: City of Northwood Young America,

We hereby submit specifications and estimates for 2023 City of Northwood Young America Crack Filling.

Our proposal is \$14,852 to complete the city streets in Northwood Young America MN. We will route and seal any new cracks at $\frac{1}{4}$ wide by $\frac{1}{4}$ deep. We will reseal any old, sealed cracks that have opened.

The actual material and time will be taken when the job is complete, \$14,852 is an estimate. In the event the project takes more or less time and material, we can and will reduce or increase the invoiced amount based on a cost plus 20% basis.

Please add an additional \$1000.00 if a street sweeper is needed to sweep the streets involved in the project.

Please feel free to call Jeremy Anderson direct at 218-686-9350 with any questions or concerns. Thank you.

We Propose hereby to furnish materials and labor to complete in accordance with the above specifications, for the sum of: \$14,852

Payment to be made as follows: Within 30 days of completion.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance

Acceptance if Proposal – the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: _____

Authorized Signature _____

Title president

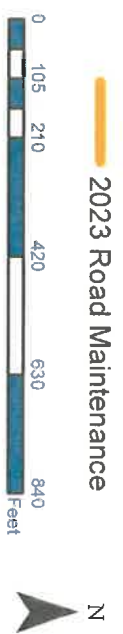
Signature _____

Signature _____

CITY OF NORWOOD YOUNG AMERICA
2023 Seal Coating - Wilson Street

Map Date: 4/12/2023

**Crack Filling & Seal Coating Map*





CITY OF NORWOOD YOUNG AMERICA
2023 Seal Coating - Hill Street

Map Date: 4/3/2023

**Crack Filling & Seal Coating Map*



2023 Road Maintenance

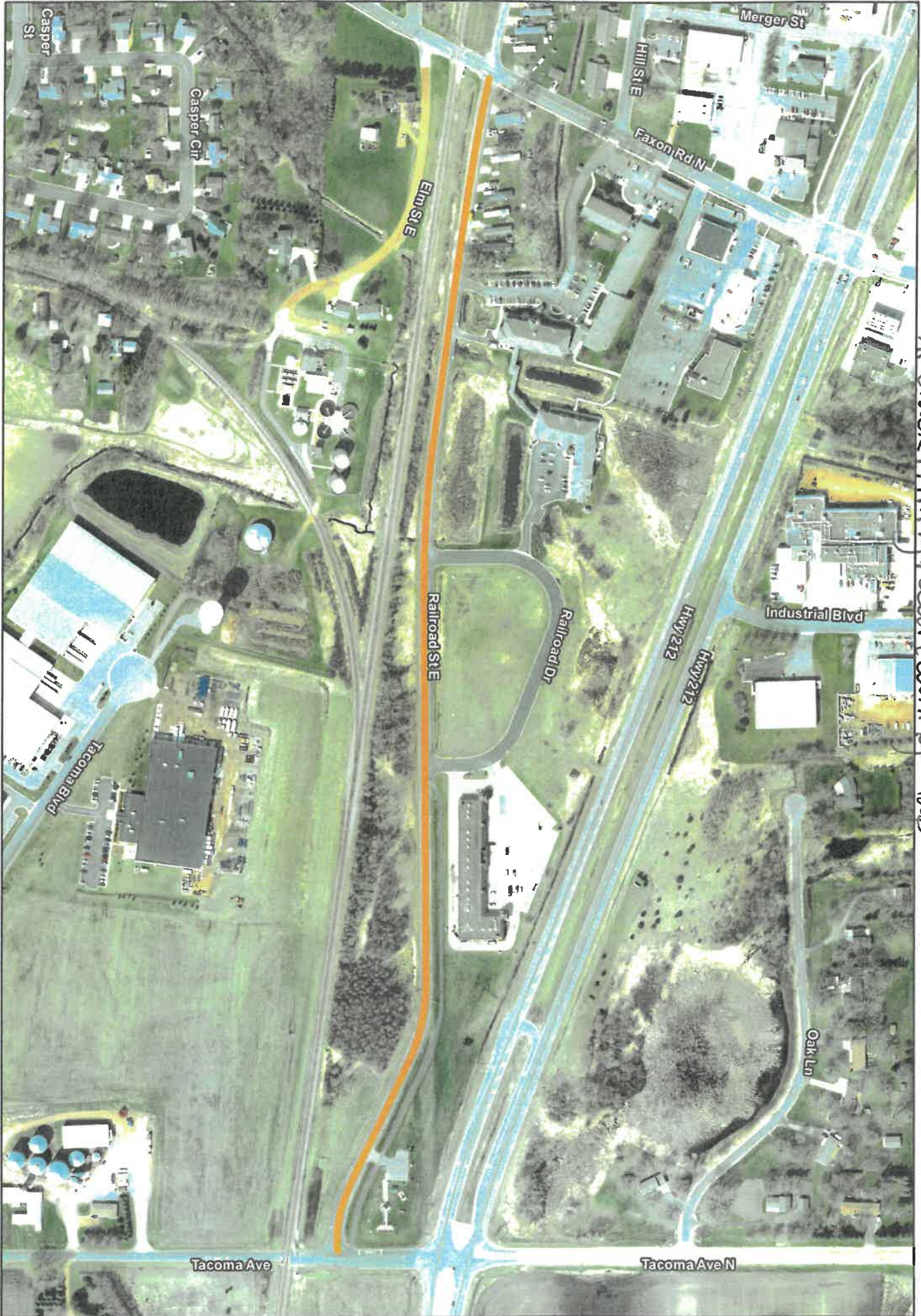




CITY OF NORWOOD YOUNG AMERICA
2023 Seal Coating - Railroad Street

Map Date: 4/3/2023

* Crack Filling & Seal Coating Map





CITY OF NORWOOD YOUNG AMERICA

2023 Seal Coating - Sports Complex

Map Date: 4/3/2023

* Crack Filling & Seal Coating Map



2023 Road Maintenance



CITY OF NORWOOD YOUNG AMERICA
2023 Seal Coating - Legion Park

Map Date: 4/3/2023

*Crack Filling & Seal Coating Map



2023 Road Maintenance





TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: April 24, 2023

RE: 2023 Sealcoating Project Bid Review—City Streets and Parking Areas

Enclosed you will find the city street and parking area maps for the 2023 seal coating and parking areas. The street assessment inventory prepared by Bolton & Menk in 2022 and historic data cataloged in the city GIS system were used to identify the project areas for 2023. The quotes received are included below:

Pearson Bros	\$70,638.69
Astech Corp.	\$87,697.92

Recommended Motion:

Approve the bid submitted by Pearson Bros. for \$70,638.69 to seal coat the identified streets and parking areas on the Norwood Young America city street map.

Norwood Young America

Pearson Bros., Inc.

11079 Lamont Avenue N.E. ~ Hanover, MN 55341

Phone: (763) 391-6622 ~ Fax: (763) 391-6627

ATTENTION: Randy Clay

PHONE #: 952-212-0223

FAX #: rclay.cityofmva@gmail.com

JOB LOCATION: Norwood Young America
ADDRESS:

DATE: April 11, 2023

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: 38,465 APPROX. SQUARE YARDS OF BITUMINOUS SEAL COATING.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS-2P Liquid Asphalt at .24-.26 gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install 1/8" Trap Rock 15-19 lbs per square yard.

ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK-UP SWEEP: Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

START DATE: No earlier than: May 15, 2023 **COMPLETION DATE:** No later than: Aug 31, 2023

We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications,
for the Sum of: \$52,140.48 Streets - 31,306 sq yds @ \$1.68 per sq yd
 \$18,498.21 Parking Lot - 7,429 sq yds @ \$2.49 per sq yd
 \$70,638.69 Total Cost

AUTHORIZED SIGNATURE:



Payment Due Upon Completion

**TODD BARTELS
PEARSON BROS., INC.**

ACCEPTANCE OF PROPOSAL — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____

DATE: _____

specified.

Proposal good for 30 days.

CONTRACTOR'S QUOTE

Company name: Asphalt Surface Technologies Corporation a.k.a. Astech Corp

Contact Person: Dale Strandberg

Title: Vice-President

Address: PO Box 1025, St. Cloud, MN 56302

Phone Number: (320) 363-8500

Quote: \$ 87,697.92

Quote per square yard: \$ 2.28

Signature: 

Date: April 20, 2023



more than a place. it's home.

CITY OF NORWOOD YOUNG AMERICA

2023 Seal Coating - Wilson Street

Map Date: 4/3/2023

Crack Filling & Seal Coating Map



2023 Road Maintenance



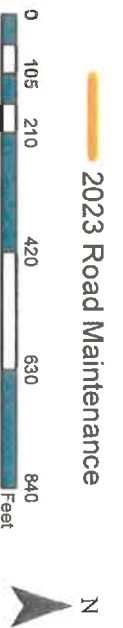


CITY OF NORWOOD YOUNG AMERICA

2023 Seal Coating - Hill Street

Map Date: 4/3/2023

* Crack Filling & Seal Coating Map





CITY OF NORWOOD YOUNG AMERICA
2023 Seal Coating - Railroad Street

Map Date: 4/9/2023

* Crack Filling & Seal Coating Map



CITY OF NORWOOD YOUNG AMERICA
2023 Seal Coating - Sports Complex

Map Date: 4/3/2023

* Crack Filling & Seal Coating Map



2023 Road Maintenance



CITY OF NORWOOD YOUNG AMERICA

2023 Seal Coating - Legion Park

Map Date: 4/3/2023

***Crack Filling & Seal Coating Map**

 2023 Road Maintenance





TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: April 24, 2023
RE: Crack Filling and Sealcoat Bids—Walking Trails and Basketball Court

Enclosed you will find the walking trail and basketball court maps with the 2023 project areas identified. The quotes received are included below:

Gopher State Sealcoat Inc.	\$4,113 (for <u>both</u> crack seal & seal coating)
Bergen	\$4,050 crack filling only
Northwest	\$1,906.40 crack filling only
MPAsphalt	\$4,500 seal coating only

Recommended Motion:

Approve the bid submitted by Gopher State Sealcoat, Inc. for \$4,113 to crack seal and seal coat the identified areas on the Norwood Young America trail system and basketball court maps.

Norwood Young America

Trucks - Crack-filling
1/2 emulsion
seal-coat

CONTRACTOR'S QUOTE

Company name: Gopher State Sealcoat, Inc.

Contact Person: Craig Olson

Title: Estimator

Address: 12519 Rhode Island Ave, Savage, MN 55378

Phone Number: 952-931-9188

Quote: \$ 4113.00

Signature: Craig Olson

Date: 4-19-23

Crack-Filling
Trails & Basketball Ct.

CONTRACTOR'S QUOTE

Company name: Bargen Incorporated

Contact Person: Jerry VanDyke

Title: Sales Representative

Address: 606 County Road #1, Mountain Lake MN 56159

Phone Number: 507-381-2812 Jerry's cell / 507-427-2924 office #

Quote: \$ 4,050.00 for Crack Repair on the Trails ONLY * Include basketball Ct.

Signature: 

Date: April 14, 2023

The price stated above is what we need to complete the project. If there are any Bid Bonds, or Payment and/or Performance Bonds needed for this project that cost will need to be ADDED to the prices listed above.

Trails $\frac{1}{2}$ Basketball
Court

CONTRACTOR'S QUOTE

Seal-coat only

Company name: MP Asphalt Maintenance

Contact Person: Matt Leaf

Title: CEO

Address: 3315 Aetna Ave NE Buffalo, MN 55313

Phone Number: 763-402-3526

Quote: \$ 4,500.00

Signature: Matt Leaf

Date: 04/11/2023

PROPOSAL



Phone: 952-212-0226	Date: 4/20/2023
Job Name/Location: City of Northwood Young America.	
Job Number: 2023 Crack Sealing Project	

TO: City of Northwood Young America,

We hereby submit specifications and estimates for 2023 City of Northwood Young America Crack Filling.

Our proposal is \$16,758.40 to complete the city streets, walking paths/trails, and basketball court in Northwood Young America MN. We will route and seal any new cracks at $\frac{3}{4}$ wide by $\frac{3}{4}$ deep. We will reseal any old, sealed cracks that have opened.

The actual material and time will be taken when the job is complete, \$16,758.40 is an estimate. In the event the project takes more or less time and material, we can and will reduce or increase the invoiced amount based on a cost plus 20% basis.

Please add an additional \$1000.00 if a street sweeper is needed to sweep the streets involved in the project.

Please feel free to call Jeremy Anderson direct at 218-686-9350 with any questions or concerns. Thank you.

We Propose herby to furnish materials and labor to complete in accordance with the above specifications, for the sum of: \$16,758.40

Payment to be made as follows: Within 30 days of completion.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance

Acceptance if Proposal – the above prices, specifications and conditions Are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: _____

Authorized
Signature

Jeremy D. Anderson

president

Title

Signature _____

Signature _____

CITY OF NORWOOD YOUNG AMERICA

2023 Seal Coating - Barnes Lake Trail

Map Date: 4/3/2023

*Crack Filling & Seal Coating Map



2023 Road Maintenance





CITY OF NORWOOD YOUNG AMERICA
2023 Seal Coating - Prairie Dawn Park
*Crack-Filling
*Seal Coat - Sports Court

Map Date 4/3/2023





TO: Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: April 24, 2023
RE: Approve Contract – City Hay Baling

The annual RFQ for hay baling in the city limits was advertised, and two quotes were received.

Ryan Neubarth
Joey Herrmann

\$5.00 per bale
\$10.00 per bale

Recommended Motion

Approve the contract between the City and Joey Herrmann to cut, bale, and remove grass from city-owned properties, with the City receiving \$10.00 per round bale.

CONTRACTOR'S QUOTE

Company name: Ryan R Newbath

Contact Person: Ryan Newbath

Title: Owner

Address: 12165 Cty Rd 33 NYA MN 55368

Phone Number: 612-280-6745

Quote: \$ \$5⁰⁰ per bale

Signature: Ryan R Newbath

Date: 4/19/2023

CONTRACTOR'S QUOTE

Company name: _____

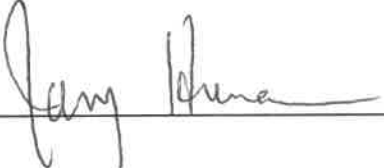
Contact Person: JOEY HERRMANN

Title: _____

Address: 15125 Co. Rd. 50 NYA

Phone Number: 612-290-1355

Quote: \$ 10.⁰⁰

Signature: 

Date: 4-18-23

MY BALER MAKES A 4X4 ROUND BALE APPROX 800 lbs.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Councilmember Storms and Administrator Aukrust

DATE: April 24, 2023

RE: Overlay Test Project Discussion

After Council discussions regarding overlay projects in area communities, three 1" street overlay test project areas were identified by Bolton & Menk at the request of the city. Due to an estimated cost analysis by Bolton & Menk, and available funds, Oak Drive has been identified as the best location to do a 1" overlay test project.

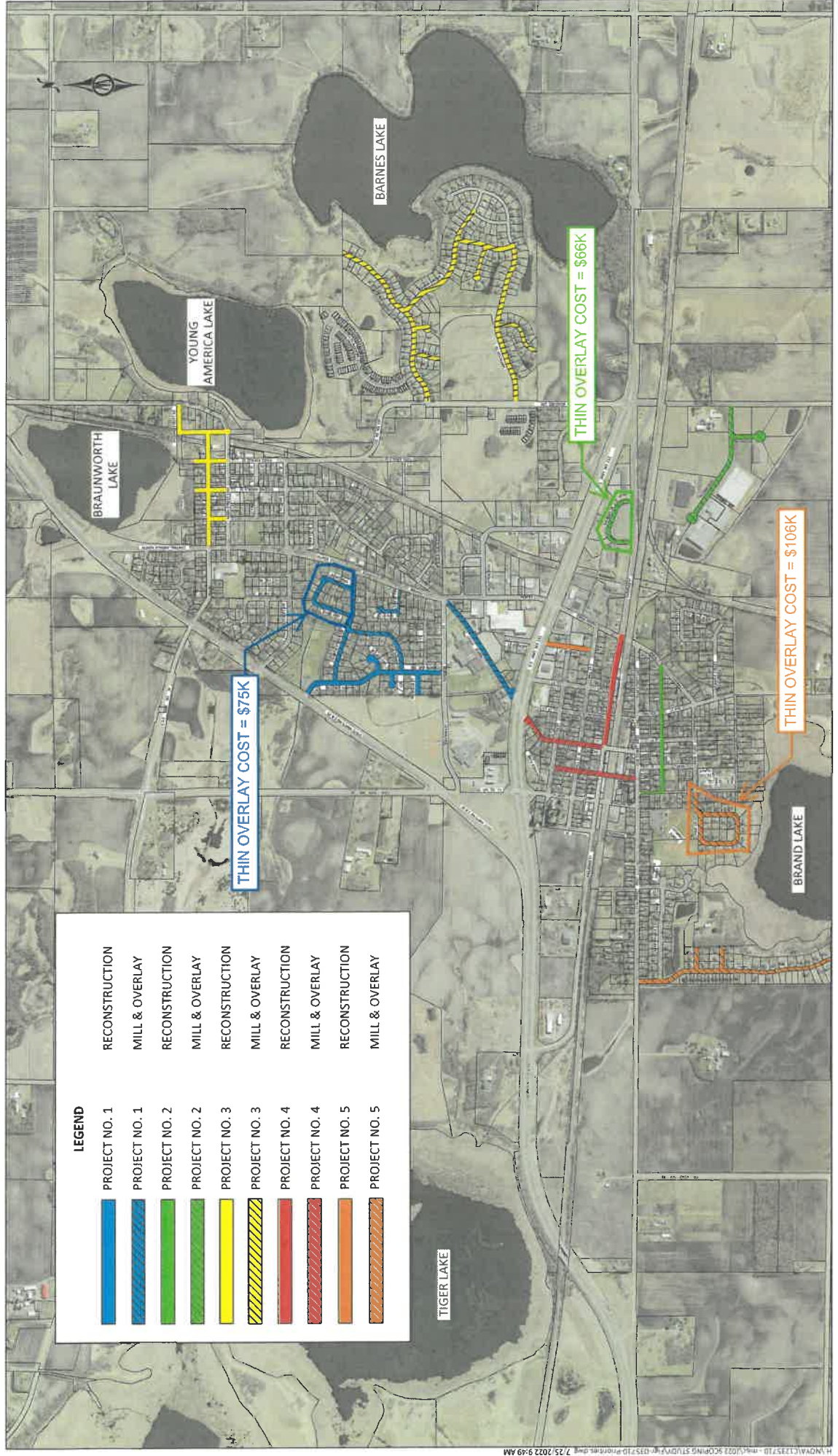
Recommended Motion:

For Discussion purposes only.

Norwood Young America



LEGEND	
	PROJECT NO. 1
	PROJECT NO. 1
	PROJECT NO. 2
	PROJECT NO. 2
	PROJECT NO. 3
	PROJECT NO. 3
	PROJECT NO. 4
	PROJECT NO. 4
	PROJECT NO. 5
	PROJECT NO. 5
	RECONSTRUCTION
	MILL & OVERLAY
	RECONSTRUCTION
	MILL & OVERLAY
	RECONSTRUCTION
	MILL & OVERLAY
	RECONSTRUCTION
	MILL & OVERLAY
	RECONSTRUCTION
	MILL & OVERLAY





FOR IMMEDIATE RELEASE:
April 20, 2023

Contact: Alex Carlson
Public Affairs Manager
(612) 750-9960
acarlson@mmcd.org

Mosquito Control activity has begun in your community

Metropolitan Mosquito Control District trucks, helicopters, and staff will be out in neighborhoods and parks this spring and summer working to reduce mosquito-borne disease and annoyance.

SAINT PAUL - After months of heavy snow and below average temperatures, a brief warm period in mid-April this year brought mosquito larvae out. Field staff from the Metropolitan Mosquito Control District monitor wetlands in the early Spring in search of the first larva of the year. In each of the past three years, the first larva was found in mid-March, but in 2023 it wasn't until April 10th that larva was collected - during a week of unseasonably warm air temperatures. Since then mosquito larvae have been found in every county in the metro and the mosquito control season is officially underway.

The Metropolitan Mosquito Control District (MMCD) will be conducting surveillance and treatment activities in your community to reduce the risk of disease and annoyance in an environmentally-sensitive manner. Each year field staff at MMCD monitors and treats wetlands that breed mosquitoes with a fleet of trucks and helicopters. Many of our seasonal staff begin working in April and residents of the seven county metro area may notice the green or white trucks with the MMCD logo or staff on bikes or on foot wearing brightly colored "Mosquito Control" shirts.

At times MMCD employees may need to cross private property for access to check and treat areas for mosquito larvae. MMCD management asks the community to please stay several feet away from field staff and ensure children and pets are kept at a distance. If you have questions about mosquito control activities or concerns about an employee, please call the MMCD front desk at (651) 645-9149 or visit MMCD.org.

Some of the activities that MMCD may be doing in your community include:

- Wetland surveillance - determining if ponds or swamps have mosquito larvae present.
- Catch basin surveillance - pulling off grates and inspecting neighborhood catch basins to determine if mosquito larvae are present.
- Ground larval treatments - applying control materials to a wetland with a hand spreader or backpack.

- Helicopter larval treatments - applying control materials to a wetland via helicopter.
- Catch basin treatments - applying control materials to neighborhood catch basins.
- Setting or collecting traps - surveillance helps MMCD determine where and what types of mosquitoes are active.

The control materials and methods used by MMCD are regularly tested for safety and only applied when surveillance indicates they would be effective. The active ingredients are specifically designed to target mosquito larvae or adults with minimal impacts on non-target insects. The control materials are not harmful to people, pets, or wildlife. For a complete list of control materials used, please visit MMCD.org.

Scheduled treatments including planned helicopter activity are posted on the MMCD website and on our Twitter page [@metromosquito](https://twitter.com/metromosquito). The Metropolitan Mosquito Control District appreciates your support. For information about our programs or for tips on how to reduce mosquitoes near your home, please visit MMCD.org.

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For press inquiries or interview requests, please contact Alex Carlson - acarlson@mmcd.org or (612) 750-9960.