



CITY COUNCIL AGENDA

August 14, 2023

6:00 p.m.

City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

CITY COUNCIL MEETING

1. CALL A MEETING OF THE CITY COUNCIL TO ORDER
2. APPROVE AGENDA
3. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name and address and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
3.1 NYA Fire Department: Recognition of the Retirement of Paul Lano—Chief Steve Zumberge
4. CONSENT AGENDA
(NOTE TO THE PUBLIC: A single motion will approve all those items listed as part of the Consent Agenda unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of July 24, 2023, City Council Meeting
 - 4.2 Approve Payment of Claims
 - 4.3 Approve Personnel Committee Recommendation-Brandt
 - 4.4 Approve Personnel Committee Recommendation-Kinkel
 - 4.5 Approve Personnel Committee Recommendation-Schrupp
 - 4.6 Approve the application for temporary liquor license-Lion's Club
5. PUBLIC HEARING
 - 5.1 Chapter 20. FEES Section 2000—Fee Schedule amendment of the City of Norwood Young America Code of Ordinances Public
6. OLD BUSINESS
7. NEW BUSINESS
 - 7.1 Ordinance No. 359—2023 Fee schedule change: Chapter 20. FEES Section 2000—Fee Schedule of the City of Norwood Young America Code of Ordinances (First Reading)—Angela Brumbaugh, Clerk/Finance Director
 - 7.2 Ordinance No. 360—Prohibit the Use of Cannabis and Hemp in Public Places: Amending Chapter 6 of the City of Norwood Young America Code of Ordinances (First Reading)—Administrator Aukrust
 - 7.3 Feasibility Study Presentation—Josh Eckstein, P.E. Bolton & Menk
 - 7.4 2024 Street Improvement Project and LRIP funding application—Josh Eckstein, P.E. Bolton & Menk
8. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

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.

10. **ADJOURNMENT**

UPCOMING 2023 MEETINGS / EVENTS

August 15	Park and Recreation Commission Meeting	5:15 PM
August 17	Sr. Advisory	9:00 AM
August 28	City Council Workshop/EDA/Council Meeting	5:00 PM/6:00 PM
September 5	Planning Commission Meeting	6:00 PM
September 11	City Council Meeting	6:00 PM
September 13	Economic Development Commission Meeting	6:00 PM
September 19	Park and Recreation Commission Meeting	5:15 PM
September 21	Sr. Advisory	9:00 AM
September 25	City Council Workshop/EDA/Council Meeting	5:00 PM/6:00 PM



CITY COUNCIL MINUTES

July 24, 2023 – 6:00 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

Attendance:

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

ABSENT:

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

OTHERS: Seth Peterson, P.E. (Bolton & Menk)

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayer Lagergren called the meeting to order at 6:03 pm with all council members present.

- The Pledge of Allegiance - *was said by all at the beginning of the EDA meeting.*

4. APPROVE AGENDA

- Add 9.6 Call for Public Hearing Regarding Fee Schedule

CS/BA motion to approve the agenda with the addition of 9.6 Call for Public Hearing Regarding Fee Schedule. Motion passed 5-0.

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

6. CONSENT AGENDA

6.1. Approve Minutes of July 10, 2023, City Council Meeting

6.2. Approve Payment of Claims

CS/AK motion to approve the consent agenda with a correction to the minutes. Motion passed 5-0.

7. PUBLIC HEARING

8. OLD BUSINESS

9. NEW BUSINESS

9.1. Facility Plan Study – Seth Peterson, P.E. Bolton & Menk

- Reviewed new limits under the new permit that were discussed at the July 10th council meeting
- Facility Plan is a formal document used by MPCA to evaluate projects and is the first step to get on the funding list
- Bolton & Menk will start collecting data and putting the plan together this fall with the hope of submittal in early 2024

Questions from Council Members:

- Will the plan have a timeline if the facility needs to be expanded due to population growth or industry?
 - Yes, the study will look at wastewater capacity trends, determine needs for the next 20 years, and how to meet those needs.
- Timeline for facility improvements? Is there funding to cover the study or just the plan improvements?
 - The study is the first step. It takes a long time to make the changes and gain funding after the study is concluded.
 - Funds and grants are not typically available for the facility plan portion. However, cities must complete the plan to access low-interest funding and grant funds.

CS/AK motion to approve Bolton & Menk to conduct a Facility Plan at the wastewater treatment plant for a cost not to exceed \$70,000. Motion passed 5-0.

9.2. Pavilion Electrical Service Separation Quotes – Administrator Aukrust

- Sought proposals to eliminate service lines from the Pavilion to Old Town and have new lines and electric meter to be separate from each other
- This would need to be done before the Pavilion demolition
- Two bids were received
 - Xtreme Electrical Services, Inc - \$14,935
 - Advanced Electrical Services - \$15,230

AK/CS motion to approve the quote from Xtreme Electrical Services, Inc. in the amount of \$14,935.00 for the Pavilion service separation. Motion passed 5-0.

9.3. Old Town Electrical Service Quotes – Administrator Aukrust

- Two quotes were received to make the Old Town electrical service separate from the Pavilion
 - Xtreme Electrical Services, Inc - \$9,860
 - Advanced Electrical Services, Inc - \$11,390

CS/BA motion to approve the quote from Xtreme Electrical Services, Inc. for \$9,860.00 for the Old Town service. Motion passed 5-0

9.4. New Old Town Project – Donation Recognition – Karen Hallquist, Community & Economic Development Director

- Young America Cardinals and Stiftungsfest are proposing that all donations over \$500 get recognized on a plaque on the west wall of the beer garden area and presented a commemorative beer stein
- Setting up a booth for information at Stiftungsfest about donating
- The group will be attending local civic organization meetings starting in October to ask for donations

BA/CS motion to approve the proposed acknowledgment of recognition plaque and placement for donations received on behalf of the New Old Town Project. Motion passed 5-0

9.5. NYA Façade Improvement Loan Program – Karen Hallquist, Community & Economic Development Director

- EDC is proposing to implement a loan program for businesses with the intent to encourage façade improvements
- Matching funds for loans from \$2000 - \$5000

- The city attorney will work with staff to complete promissory note for repayment
- The NYA EDC has budgeted \$20,000 for the 2023 year and recommends starting to take applications on September 1, 2023
- Staff will put the information in the newsletter and do a direct mailing to get the word out to these businesses

MM/AK motion to approve the NYA Façade Improvement Load Program with applications starting September 1, 2023. Motion passed 5-0

9.6. Call for Public Hearing for Fee Schedule – Angela Brumbaugh, Clerk/Finance Director

- Staff would like to have a public hearing to discuss a citation for anyone who doesn't follow the prohibition of the use of cannabis and hemp in public places

CS/BA motion calling for a public hearing regarding the Fee Schedule in Chapter 20 of our City Code for 6 p.m. Monday, August 14, 2023. Motion passed 5-0.

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. ADDITIONAL INFORMATION

12. ADJOURNMENT

BA/CS motion to adjourn at 6:46 p.m. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk/Finance Director



VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: August 14, 2023

Payroll EFT

Check #	508128 - 508161	\$	32,320.51
Check #	-		

Prepays

Check #	34486	\$	584.99
---------	-------	----	--------

Claims Pending Payment

Check #	34487 - 34521	\$	86,823.80
	-		

Voided Checks

Check #	-	Not posted in the system
---------	---	--------------------------

Grand Total (excluding voided checks)	\$	<u>119,729.30</u>
---------------------------------------	----	-------------------

NORWOOD YOUNG AMERICA

08/09/23 11:12 AM

Page 1

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34486	08/09/23	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$195.00		Postage UB August
E 602-49450-350		Print/Publishing/Postage	\$195.00		Postage UB August
E 603-49500-350		Print/Publishing/Postage	\$194.99		Postage UB August
		Total	\$584.99		
		10100 CHECKING	\$584.99		

Fund Summary

10100 CHECKING	
601 WATER FUND	\$195.00
602 SEWER FUND	\$195.00
603 STORM WATER UTILITY	\$194.99
	\$584.99

NORWOOD YOUNG AMERICA

08/11/23 11:12 AM

Page 1

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34487	08/11/23	BANYON DATA SYSTEMS INC			
E 101-41400-437		Maintenance Contract	\$1,092.00		Utility-fund-Payroll software support
E 601-49400-437		Maintenance Contract	\$811.50		Utility-fund-Payroll software support
E 602-49450-437		Maintenance Contract	\$811.50		Utility-fund-Payroll software support
		Total	\$2,715.00		
34488	08/11/23	BLACKSTONE CONTRACTORS LLC			
E 275-43100-500		Capital Outlay	\$1,837.60		East Railroad St Retaining Wall-Final Pymt
		Total	\$1,837.60		
34489	08/11/23	BLEICHNER LAWN SERVICE			
E 101-43100-437		Maintenance Contract	(\$1,125.00)		Correct account for cemeteries
E 101-49015-314		Contracts Payments	\$1,125.00		correct account for cemeteries
E 101-43100-437		Maintenance Contract	(\$450.00)		correct account for cemeteries
E 101-49015-314		Contracts Payments	\$450.00		correct account for cemeteries
E 101-49015-314		Contracts Payments	\$450.00	529324	July Lawn Service-Cemeteries
E 101-43100-437		Maintenance Contract	\$100.00	529325	July Lawn Service-Oak Grove
		Total	\$550.00		
34490	08/11/23	BOLTON & MENK, INC			
E 101-41500-303		Engineering Fees	\$247.50	0317494	2023 Pavement Rehabilitation
E 494-43100-303		Engineering Fees	\$3,298.50	0317495	2nd Avenue Phase 2
G 809-22100		Escrow Collected	\$84.00	0317496	Central Public School Improvement
E 493-46500-303		Engineering Fees	\$19,220.50	0317497	Industrial Park Expansion
E 601-49400-303		Engineering Fees	\$8,569.00	0317498	Wellhead Protection Plan
E 602-49450-303		Engineering Fees	\$2,601.00	0317499	WWTF Upgrades
E 101-41500-303		Engineering Fees	\$911.50	0317500	Misc Engineering
		Total	\$34,932.00		
34491	08/11/23	BREMER BANK			
G 101-21718		HSA ACCOUNT	\$191.68		health savings account
		Total	\$191.68		
34492	08/11/23	CENTER POINT			
E 101-41940-383		Gas Utilities	\$41.88		Gas Utilities
E 101-42200-383		Gas Utilities	\$13.96		Gas Utilities
E 101-43100-383		Gas Utilities	\$126.60		Gas Utilities
E 101-45200-383		Gas Utilities	\$138.85		Gas Utilities
E 601-49400-383		Gas Utilities	\$56.48		Gas Utilities
E 602-49450-383		Gas Utilities	\$600.42		Gas Utilities
E 101-49860-383		Gas Utilities	\$252.68		Gas Utilities
		Total	\$1,230.87		
34493	08/11/23	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$375.00		Health Savings Acct
		Total	\$375.00		
34494	08/11/23	CITIZENS STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$950.00		Health Saving Account

NORWOOD YOUNG AMERICA

08/11/23 11:12 AM

Page 2

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$950.00		
34495	08/11/23	ECM PUBLISHERS INC			
E 101-41400-350		Print/Publishing/Postage	\$631.80	956653	NYA guide publishing
E 101-41400-350		Print/Publishing/Postage	\$280.00	958023	2022 Financial Publishing
Total			\$911.80		
34496	08/11/23	Fury - Waconia			
E 101-43100-221		Repair/Maintenance Equip	\$371.70	74266	Shaft assembly drive
Total			\$371.70		
34497	08/11/23	GLENCOE FLEET SUPPLY			
E 101-43100-221		Repair/Maintenance Equip	\$26.99	68094	tip blade
Total			\$26.99		
34498	08/11/23	HILLYARD FLOOR CARE SUPPLY			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,303.48	3000861511	bowl cleaner-tissue-towel roll-liner Stiftungsfest order
Total			\$1,303.48		
34499	08/11/23	HOME SOLUTIONS			
E 101-45200-221		Repair/Maintenance Equip	\$13.55	A217795	nipple-dish soap-coupling
E 101-43100-223		Repair/Maintenance Bldg/	\$19.79	A218093	bulb
E 101-43100-223		Repair/Maintenance Bldg/	\$7.64	A218101	flush lever
E 101-45200-210		Operating Supplies	\$7.64	A218177	toile brush/caddy
E 101-49860-223		Repair/Maintenance Bldg/	\$26.99	A218232	Tank sprayer
E 602-49450-223		Repair/Maintenance Bldg/	\$11.69	A218374	grass seed
E 602-49450-221		Repair/Maintenance Equip	\$8.09	A218720	red mark paint
E 101-43100-223		Repair/Maintenance Bldg/	\$56.61	A218792	concrete mix
E 101-45200-210		Operating Supplies	\$7.64	A218916	toilet brush
E 101-43100-224		Street Maint Materials	\$14.38	A218982	Mortar mix - storm drain
E 101-49860-223		Repair/Maintenance Bldg/	\$17.99	A219161	lockset
E 101-49860-223		Repair/Maintenance Bldg/	\$13.49	A219251	liquid rubber
E 101-45200-210		Operating Supplies	\$15.29	A219312	Nitril gloves (Barbara)
E 101-45200-223		Repair/Maintenance Bldg/	\$219.29	A219313	land fabric-mulch sports complex
E 602-49450-223		Repair/Maintenance Bldg/	\$825.16	A219400	water heater - couplings-valve
E 101-45200-223		Repair/Maintenance Bldg/	\$31.92	A219401	chamois - auto cleaner
E 602-49450-223		Repair/Maintenance Bldg/	\$6.28	A219415	elbow
E 101-45200-223		Repair/Maintenance Bldg/	\$21.59	A219762	Pavilion bathroom door
E 101-43100-223		Repair/Maintenance Bldg/	\$7.19	A219877	Qwik cap - food shelf
E 101-43100-223		Repair/Maintenance Bldg/	\$19.78	A219939	Masonry tools
E 101-43100-221		Repair/Maintenance Equip	\$26.97	A219940	Crack foam-screws
E 602-49450-223		Repair/Maintenance Bldg/	\$8.80	A219944	switch-box cover
E 101-43100-223		Repair/Maintenance Bldg/	\$52.18	A2199996	angle
E 101-45200-223		Repair/Maintenance Bldg/	\$20.84	A220007	mulch
E 101-45200-221		Repair/Maintenance Equip	\$5.39	A220019	Carb hamm bit
E 101-45200-223		Repair/Maintenance Bldg/	\$60.39	B241819	paint brushes-door hinge-tray-pail
E 101-45200-210		Operating Supplies	\$29.68	B241988	broom - dust pan - wind wand
E 101-45200-223		Repair/Maintenance Bldg/	\$20.12	B242016	shelf bracket-gate latch
E 601-49400-200		Office Supplies	\$6.29	B242059	74680002128
E 101-49860-223		Repair/Maintenance Bldg/	\$5.84	B242071	cleaner/polish

NORWOOD YOUNG AMERICA

08/11/23 11:12 AM

Page 3

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-223		Repair/Maintenance Bldg/	\$52.11	B242248	mulch-sports complex
E 101-45200-221		Repair/Maintenance Equip	\$5.84	B242290	auto cleaner
E 101-43100-221		Repair/Maintenance Equip	\$8.09	B242385	Gorilla Tape
E 601-49400-200		Office Supplies	\$33.29	B242413	filter
		Total	\$1,687.83		
34500	08/11/23	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$357.00		Dues-July
		Total	\$357.00		
34501	08/11/23	KONICA MINOLTA			
E 101-41400-437		Maintenance Contract	\$675.53	42861830	Copier
		Total	\$675.53		
34502	08/11/23	LATZIG, ELROY			
E 614-41000-314		Contracts Payments	\$2,575.00		Cable Channel Taping events
		Total	\$2,575.00		
34503	08/11/23	MAYER LUMBER CO.			
E 101-45200-221		Repair/Maintenance Equip	\$348.63	233419	Park Benches Repairs - Stiftungfest
		Total	\$348.63		
34504	08/11/23	MID-COUNTY AGRONOMY			
E 101-43100-212		Motor Fuels	\$1,182.72	67331	Premium Diesel-dyed
E 101-43100-212		Motor Fuels	\$1,383.48	67481	Premium Diesel-dyed
		Total	\$2,566.20		
34505	08/11/23	MIDWEST PLAYSCAPES INC			
E 101-45200-223		Repair/Maintenance Bldg/	\$2,998.00	10235	Wood fiberchips
		Total	\$2,998.00		
34506	08/11/23	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$260.10	A-142414	sports complex
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-142415	Friendship Park
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-142419	Prairie Dawn Park
		Total	\$555.90		
34507	08/11/23	MN VALLEY ELECTRIC COOPERATIVE			
E 101-43100-380		Street Lighting	\$109.61		Electric-street lights #778260300
E 602-49450-381		Electric Utilities	\$44.88		Lift Station electric #778260400
E 601-49400-381		Electric Utilities	\$70.48		Water Tower #779652000
		Total	\$224.97		
34508	08/11/23	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$241.68		Health Savings Account
		Total	\$241.68		
34509	08/11/23	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$375.00		Health Savings Account
		Total	\$375.00		
34510	08/11/23	OPTUM BANK			

NORWOOD YOUNG AMERICA

08/11/23 11:12 AM

Page 4

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21718		HSA ACCOUNT	\$289.34		Health Savings Account
		Total	\$289.34		
34511	08/11/23	PRACTICE SPORTS			
E 101-45200-223		Repair/Maintenance Bldg/	\$1,740.00	218616	Playground Border timbers
		Total	\$1,740.00		
34512	08/11/23	RITEWAY			
E 601-49400-210		Operating Supplies	\$633.58	23-31849	Utility billing bills
E 602-49450-210		Operating Supplies	\$633.58	23-31849	Utility billing bills
		Total	\$1,267.16		
34513	08/11/23	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$894.68		Health Savings account
		Total	\$894.68		
34514	08/11/23	SMITH OIL CO			
E 101-42200-212		Motor Fuels	\$31.59	62297	Gasoline
E 101-42200-212		Motor Fuels	\$78.20	62313	Gasoline
E 101-43100-212		Motor Fuels	\$122.48	68867	Gasoline
E 601-49400-212		Motor Fuels	\$46.00	68890	Gasoline
E 602-49450-212		Motor Fuels	\$46.00	68890	Gasoline
E 101-49800-212		Motor Fuels	\$91.88	68914	Gasoline
E 101-42200-212		Motor Fuels	\$50.26	68918	Gasoline
E 101-43100-212		Motor Fuels	\$41.30	68925	Gasoline
		Total	\$507.71		
34515	08/11/23	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$375.00		Health Savings Account
		Total	\$375.00		
34516	08/11/23	UNITED FARMERS CO-OP			
E 101-45200-383		Gas Utilities	\$108.58	23-830731	LP - Stiftungfest
		Total	\$108.58		
34517	08/11/23	VERIZON WIRELESS			
E 101-45200-321		Telephone	\$67.68	9940039367	cell phones
E 101-43100-321		Telephone	\$157.92	9940039367	cell phones
E 601-49400-321		Telephone	\$66.68	9940039367	cell phones
E 602-49450-321		Telephone	\$66.68	9940039367	cell phones
E 101-41300-321		Telephone	\$41.12	9940039367	cell phones
E 101-46500-321		Telephone	\$41.12	9940039367	cell phones
E 101-42200-321		Telephone	\$175.05	9940408723	fire dept - ipads / cell
		Total	\$616.25		
34518	08/11/23	Waconia Comfort			
E 601-49400-221		Repair/Maintenance Equip	\$241.66	i8868	Water plant A/C - service call HVAC / capacitor
E 601-49400-221		Repair/Maintenance Equip	\$899.87	i8872	Water plant A/C - blower motor
		Total	\$1,141.53		
34519	08/11/23	WASTE MANAGEMENT			

NORWOOD YOUNG AMERICA

08/11/23 11:12 AM

Page 5

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-223		Repair/Maintenance Bldg/	\$619.88	7813385-159	Dumpster pick up
		Total	\$619.88		
34520	08/11/23	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$3,865.87		Electric
E 101-42200-381		Electric Utilities	\$724.64		Electric
E 101-43100-380		Street Lighting	\$6,356.34		Electric
E 101-43100-381		Electric Utilities	\$360.34		Electric
E 101-45200-381		Electric Utilities	\$1,512.55		Electric
E 101-45500-381		Electric Utilities	\$2,309.68		Electric
E 601-49400-381		Electric Utilities	\$356.29		Electric
E 602-49450-381		Electric Utilities	\$4,646.59		Electric
E 101-49860-381		Electric Utilities	\$1,029.51		Electric
		Total	\$21,161.81		
34521	08/11/23	YTAWMN			
E 101-46500-433		Dues and Subscriptions	\$100.00		Membership for Yellowstone Trail
		Total	\$100.00		
		10100 CHECKING	\$86,823.80		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$37,706.41
275 CAPITAL	\$1,837.60
493 Industrial Park Land (2nd Add)	\$19,220.50
494 2nd Ave PHASE II	\$3,298.50
601 WATER FUND	\$11,791.12
602 SEWER FUND	\$10,310.67
614 CABLE TV FUND	\$2,575.00
809 Escrow - Central Schools	\$84.00
	\$86,823.80



DATE: August 14, 2023
TO: Honorable Mayor Lagergren and Members of the City Council
FROM: Andrea Aukrust, City Administrator
RE: Personnel Recommendation

The Personnel Committee recommends not continuing the grant-funded temporary employment of David Brandt, effective July 12, 2023, at the recycling center.

Recommendation:

Consent Agenda item

Norwood Young America



DATE: August 14, 2023

TO: Honorable Mayor Lagergren and Members of the City Council

FROM: Andrea Aukrust, City Administrator

RE: Personnel Recommendation

Cristina Kinkel has accepted a hybrid remote accounting position and submitted her two-week notice to the city on July 31, 2023. Her last day will be on August 14, 2023. In her short time with the city, Cristi was a valued employee and will be missed.

Recommendation:

Consent agenda item

Norwood Young America



DATE: August 14, 2023
TO: Honorable Mayor Lagergren and Members of the City Council
FROM: Andrea Aukrust, City Administrator
RE: Personnel Committee Hiring Recommendation

The Personnel Committee recommends that the Council approve the hiring of Erin Schrupp. Ms. Schrupp comes with over fifteen years of experience as an Administrative Coordinator. She will bring a smiling, friendly face to greet residents at the front desk and has excellent communication skills. Additionally, she holds an Administrative Assistant AAS degree from Ridgewater College. The Personnel Committee recommends starting Ms. Schrupp at a—Grade 5 Step 4 on the 2023 wage schedule.

Recommended motion:

Consent Agenda Item

Norwood Young America



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, City Clerk/Finance Director
Date: August 14, 2023
Subject: Approve Application for Temporary Liquor License

NYA West Carver Lions Club is requesting a temporary liquor license for October 27, 2023. The event will be held at the Pavilion. After the Council approves the temporary license, liability insurance documentation will be received, and the application will be emailed to Alcohol and Gambling Enforcement for final approval.

A check covering the fee for the temporary license has already been received from the West Carver Lions Club.

Recommended Motion:

Approve the temporary liquor license for NYA West Carver Lions Club for the event held on October 27, 2023.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
NYA West Carver Lions Club		10-16-2007			
Organization Address (No PO Boxes)		City	State	Zip Code	
PO Box 462		NYA	MN	55366	
Name of person making application		Business phone		Home phone	
Prudence Matzke		952-607-1550		952-607-1550	
Date(s) of event		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer			
Friday, Oct. 27 th 2023		<input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Mary Balzum President		NYA	MN	55368	
Organization officer's name		City	State	Zip Code	
Prudence Matzke, 2 nd Vice President		NYA	MN	55397	
Organization officer's name		City	State	Zip Code	
Mary Spille, Treasurer		NYA	MN	55397	
Location where permit will be used. If an outdoor area, describe.					

Willkommen Park Pavilion, 21 Main St. East. NYA, MN 55397

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Good Time Liquors, 400 Faxon Road North, NYA, MN 55368

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Minnesota Joint Underwriting Association

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, Clerk/Finance Director
Date: August 14, 2023
Subject: Ordinance No 359 – Fee Schedule (1st Reading)

Attached is Ordinance No. 359 regarding changes to the Fee Schedule, "Schedule A" Chapter 20, Section 2000.02.

This is the first reading and you will see it again at the next Council meeting. It does not go into effect until after the second reading and publication.

The only change to the fee schedule is highlighted in yellow, adding the "Cannabis/Hemp Use in Public Place" for \$115. This agrees with the administrative penalty that is currently in place.

Recommended Motion:

Motion to approve the First Reading of Ordinance No. 359, an ordinance amending the Fee Schedule "Schedule A" Chapter 20, Section 2000.02 of the Norwood Young America City Code.

ORDINANCE NO. 359

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Carver County, Minnesota, that the Fee Schedule established and authorized in Chapter 20, Section 2000.02, Schedule A, of the Norwood Young America City Code, adopted by Ordinance 185, is amended under this Ordinance No. 358, dated April 10th, 2023, a copy of which is attached and on file in the office of the City Clerk/Treasurer, is hereby approved and shall become effective upon its publication.

Adopted by the City Council this 14th day of August, 2023.

CITY OF NORWOOD YOUNG AMERICA

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, Clerk/Finance Director

Public Hearing: August 14, 2023
First Reading: August 14, 2023
Second Reading/Adoption: August 28, 2023
Publication: August 31, 2023



2023 FEE SCHEDULE

Public Hearing 08/14/2023

2nd Reading 08/28/2023

2023 Fee

BUSINESS SERVICES / MISCELLANEOUS

Staff Time - Regular Hours	per hour	55.00
Staff Time - After Hours	per hour	85.00
Public Notice		75.00
Notary Public		N/C
Golf Cart Permit	annual license	10.00
ATV Permit	annual license	10.00
On-Site Parking Permit	per vehicle, per year	10.00
Copy Cost	per page	0.25
Fax Cost	per page	1.00
Credit Card Payment Fee	5% of charge amount	5%
Laminating Costs	per page, up to size 8 1/2 x 11	2.50
Certification Fee	per assessment	25.00
Special Assessment Search		30.00
Returned Check Charge		35.00
Peddler License	annual license	100.00
Solicitor License	annual license	100.00
Transient Merchant License	annual license	100.00
Waste Hauler Permit	tri-annual	100.00
Fire Works - Temporary Tent/Stand		350.00
Fire Works - Permanent Store		100.00
Cemetery Lot - Resident		400.00
Cemetery Lot - Non-Resident		600.00
Fire Department Service Call - Billing Rate (non-resident of fire district)	1st hour - minimum of 1 hour	500.00
Fire Department Service Call	each additional hour	300.00
Right Of Way Permit - business		100.00
Right Of Way Permit - residential		100.00

FINES & VIOLATIONS

False Alarm - rolling 12 month period		
First three offenses		Warning
4th offense		50.00
5th offense		100.00
6th offense		150.00
each additional offense increases in increments of \$50		
Sprinkling Ban Violation		
1st offense		Warning
2nd offense		50.00
3rd offense		100.00
each additional offense		200.00
Towing and Storage of Vehicles		Actual Cost
Nuisance Violation - rolling 12 month period		
1st offense		Warning
Offenses thereafter		administrative penalty + cost of abatement
Administrative Penalty		
1st offense		Warning
2nd offense		115.00
3rd offense		130.00

2023 Fee

4th offense

150.00

each additional offense increases in increments of \$50

Cannabis/Hemp Use in Public Place

115.00

Abatement Fees

Actual Cost

PLANNING - Application fees may require additional legal, engineering and associated costs.

Infrastructure Deposit (refundable)

Amount may be different based on development

900.00

Excavation Permit

Actual Cost

Fill Permit

Actual Cost

General Sign Permit (no plan review required)

79.00 permit + 1.00 surcharge

80.00

Residential Demolition Permit

Based on valuation with a minimum fee of \$99.00 permit + 1.00 surcharge,
which is greater + \$25 admin fee

Commercial Demolition Permit

Based on valuation with a minimum fee of \$99.00 permit + 1.00 surcharge,
which is greater + \$25 admin fee

Comprehensive Plan Amendment/Change

fee + escrow*

500.00

City Code Amendment

Fee may be waived if the amendment benefits the
entire community.

250.00

Conditional Use Permit - Residential

300.00

Conditional Use Permit - Non-Residential

300.00

Interim Use Permit - Residential

300.00

Interim Use Permit - Non-Residential

300.00

Rezoning Application

400.00

Variance - Residential

300.00

Variance - Non-Residential

300.00

Street/Alley/Easement Vacation Application Fee

300.00

Annexation Application Fee

300.00

Annexation Township Reimbursement Fee

250.00 per acre

Storm Water Plan

250.00

Wetland Mitigation Plan

Fee + Escrow

100.00

Parking Reduction

100.00

Application for Appeal

150.00

Carver County Recording Fee

Based on Carver County
Fee Schedule

Site Plan Review

fee + escrow**

300.00

Lot Split

200.00

Boundary Line Adjustment

100.00

Sketch Plat Review

fee + escrow***

200.00

Subdivision * Preliminary Plat

fee + \$10 per lot

350.00

Subdivision *Final Plat

fee + \$10 per lot

250.00

Planned Unit Development (PUD)

in addition to plat fees

Sketch Plan

fee + escrow*

200.00

General Concept Plan

fee + escrow

400.00

Final Plan

300.00

Plan Amendment

300.00

Developer Escrow Deposit (required payment by certified check)

*Developer Escrow Deposit

up to

2,000.00

**Developer Escrow Deposit - Site Plan Review

5,000.00

**Developer Escrow Deposit - Site Plan Review Tacoma W Indust Park

15,000.00

***Developer Escrow Deposit - Development Review paid at Sketch Plan

10,000.00

PARK DEDICATION

Single Family

See Chapter 11 of the
City Code for fee.

Two Family

See Chapter 11 of the
City Code for fee.

Townhome

See Chapter 11 of the
City Code for fee.

Multi-Family

See Chapter 11 of the
City Code for fee.

Commercial/Industrial

See Chapter 11 of the
City Code for fee.

Basin Connection

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

Residential Subdivisions	10% of total property area
Non-Residential Subdivisions	5% of total property area

BUILDING PERMITS

Building Permit Fee Calculation

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

Valuation \$1 to 500		25.85
\$501 to 2000	\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and including 2,000	
\$2001 to 25,000	\$76.25 for the first 2000 plus 15.40 for each additional 1000 or fraction thereof, to and including 25,000	
\$25,001 to 50,000	\$430.45 for the first 25,000 plus 11.11 for each additional 1000 or fraction thereof, to and including 50,000	
\$50,001 to 100,000	\$708.20 for the first 50,000 plus 7.70 for each additional 1000 or fraction thereof, to and including 100,000	
\$100,001 to 500,000	\$1,093.20 for the first 100,000 plus 6.16 for each additional 1000 or fraction thereof, to and including 500,000	
\$500,001 to 1,000,000	\$3,557.20 for the first 500,000 plus 5.23 for each additional 1000 or fraction thereof, to and including 1,000,000	
\$1,000,001 and up	\$6,172.20 for the first 1,000,000 plus 4.02 for each additional 1000 or fraction thereof	

Building Department Inspection Fees

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

GENERAL PERMITS (minor residential alteration)

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

RENTAL DWELLINGS

Rental Housing License - Initial Inspection Fee

Based on the number of units per address

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

UTILITY CONNECTION CHARGES

Water main Trunk Charge	per ERU	3,900.00
Sewer main Trunk Charge	per ERU	3,900.00
Water Hook-up Charge		125.00
Sewer Hook-up Charge		125.00
Storm Sewer Trunk Charge	per ERU	750.00
Barnes Lake Outlet	per ERU	250.00
Tacoma Ave N Improvement Fee		634.00
SAC/WAC Fees	See Spreadsheet, Not to exceed	36,781.82
3/4" Residential Water Meter	includes meter, horn, swivels & remote	Cost + 10%
1" Residential Water Meter	includes meter, horn, swivels & remote	Cost + 10%
1 1/2" Commercial Water Meter	includes meter, flange, & remote	Cost + 10%
2" Commercial Water Meter	includes meter, flange, & remote	Cost + 10%
3" Commercial Water Meter	includes meter, flange, & remote	Cost + 10%
3/4" Residential Water Meter	meter only	Cost + 10%
1" Residential Water Meter	meter only	Cost + 10%
1 1/2" Commercial Water Meter	meter only	Cost + 10%
2" Commercial Water Meter	meter only	Cost + 10%
3" Commercial Water Meter	meter only	Cost + 10%
5/8 x 3/4 Meter Horn	each + sales tax	Cost + 10%
1" Meter Horn - no lead	each + sales tax	Cost + 10%
3/4 Swivel - no lead	each + sales tax	Cost + 10%
1" Swivel - no lead	each + sales tax	Cost + 10%
1" Male Swivel - no lead	each + sales tax	Cost + 10%
1" Solder Swivel - no lead	each + sales tax	Cost + 10%
Single Port Radio	each + sales tax	Cost + 10%
Dual Port Radio	each + sales tax	Cost + 10%
1 1/2" flange	each + sales tax	Cost + 10%
2" flange	each + sales tax	Cost + 10%
3" flange	each + sales tax	Cost + 10%
Remote Reader	replacement	Cost + 10%
Disconnect/Reconnect Charge	each	75.00
Interior Main line Valve Replacement Disconnect and Reconnect		50.00
Curb Box Cover	each + sales tax	Cost + 10%

UTILITY RATES

Late Payment Penalty	% of unpaid balance	10%
Water		
Residential Water Base Charge	per unit, per month	16.00
Commercial Water Base Charge	per unit, per month	28.00
Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46
	Tier III - 52,001 to 88,000 gallons used	5.25
	Tier IV - 88,001+ gallons used	6.77
Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46
	Tier III - 52,001+ gallons used	5.25
Water Plant Charge	per unit, per month	8.20
Water Sales	private truck	25.00
	per 1000 gallons for NYA residents	3.60
	per 1000 gallons for non-residents	8.30
Sewer		
Residential Sewer Base Charge	per unit, per month	9.00
Commercial Sewer Base Charge	per unit, per month	9.00
Residential Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16
Commercial Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16

2023 Fee

Sewer Plant Charge	per unit, per month	5.00
Storm Water Drainage		
REC Unit	per month	4.90
Special Parcels		
Impervious Area	per month	18.44/acre
Pervious Area	per month	5.81/acre
SF Attached (Townhouse)	per month	3.47
Commercial/Industrial		
0%-50% Impervious	per month	8.98/acre
>50%-75% Impervious	per month	13.69/acre
>75% Impervious	per month	16.84/acre
Open Space	per month	5.81/acre

EQUIPMENT - 1 hour minimum unless otherwise noted. In the case of a natural disaster, the following rates would

City Staff Operation Fee	per hour	55.00
City Staff Operation Fee (after hours)	per hour	85.00
Bobcat S-250	per hour	100.00
Bucket Truck	per hour	150.00
Bus	per hour	25.00
Camera equipment	per hour	100.00
Dump Truck	per hour	100.00
Flail Mower	per hour	90.00
Jetter	per hour	300.00
Jetter plus Vacuum	per hour	500.00
Loader	per hour	150.00
Mower	per hour	50.00
Pick Up Truck	per hour	50.00
Push Camera	per occurrence	50.00
Rotary Mower	per hour	60.00
Snow Plow	per hour	150.00
Street Sweeper	per hour	150.00
Tanker w/ pump	per hour	100.00
Tractor	per hour	90.00
Vacuum	per hour	250.00
Utility Vehicle w/weed sprayer	per hour	75.00
Loader mounted snow blower	per hour	150.00
String Trimmer	per hour	50.00
Chainsaw	per hour	50.00
Line Striper	per hour	75.00
Brush Chipper	per hour	100.00
Utility Vehicle w/plow	per hour	100.00
4" pump	per hour	50.00
Salt	per ton	76.00
Trailer	per hour	50.00

LIQUOR LICENSE - Liquor licenses run from July 1 - June 30**On-Sale**

Intoxicating Liquor	per year	1,200.00
Wine	per year	100.00
Sunday Liquor Sales	per year	200.00
Pavilion Intoxicating Liquor	must have an NYA On-Sale Intoxicating Liquor License	N/C
3.2 Beer / Malt Liquor	per year	150.00
Temporary (1 - 3 day event or up to 12 days in calendar year)	per year	50.00
Extended hours - 2am	per year	500.00
Seasonal Intoxicating Liquor License		50.00

Off-Sale

Intoxicating Liquor	per year	200.00
---------------------	----------	--------

2023 Fee

3.2 Beer / Malt Liquor	per year	50.00
Miscellaneous Liquor License		
Consumption & Display Permit	per year	100.00
Malt Liquor or Set Up Holder Permit	per year	250.00
Liquor License Investigation Fee - new license	per year	500.00
Liquor License Investigation Fee - established renewal license	per year	100.00

ANIMALS

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

ADULT USE

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

RENTAL FACILITIES*Willkommen Park Pavilion*

Rental Fee (Resident of NYA)	per day	600.00
Rental Fee (Non-resident of NYA)	per day	900.00
NYA Civic Group, Local Non-Profits, & School Testing	per day	N/C
Damage Deposit (required prior to event date)		300.00
Sound System	per event	50.00
Tap Rental / Cleaning	per event	30.00
Scheduled Early Entry / Exit	per day	250.00
Early / Late Entry - Two weeks or less prior to event date	per day	125.00
Willkommen Park Gazebo	per event	50.00

Roy Clay Community Building

Rental Fee	per day	125.00
NYA Civic Group, Local Non-Profits, & School Testing	per day	N/C
Damage Deposit (required prior to event date)		200.00

Lion's Shelter

Rental Fee	per day	125.00
NYA Civic Group, Local Non-Profits, & School Testing	per day	N/C
Damage Deposit (required prior to event date)		200.00

Legion Pool Park

Rental Fee	per day	125.00
NYA Civic Group, Local Non-Profits, & School Testing	per day	N/C
Damage Deposit (required prior to event date)		200.00



DATE: August 14, 2023

TO: Honorable Mayor Lagergren and Members of the City Council

FROM: Andrea Aukrust, City Administrator

RE: Ordinance No. 360—An Ordinance Amending Chapter 6 of the Norwood Young America City Code to Prohibit the Use of Cannabis and Hemp in Public Places (*First Reading*)

No person shall use cannabis flowers, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place.

Fee Schedule change (Ordinance No. 359)

—Cannabis/Hemp Use in Public Place \$115.00

Discussion and First Reading—No Action Needed

First Reading: August 14, 2023
Second Reading/Adoption: August 28, 2023
Publication: August 31, 2023

Norwood Young America

CITY OF NORWOOD YOUNG AMERICA

ORDINANCE NO. 360

AN ORDINANCE AMENDING CHAPTER 6 OF THE NORWOOD YOUNG AMERICA CITY CODE TO PROHIBIT THE USE OF CANNABIS AND HEMP IN PUBLIC PLACES

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, CARVER COUNTY, MINNESOTA, DOES ORDAIN:

SECTION 1. The City Council of the City of Norwood Young America hereby supplements Chapter 6 of the Norwood Young America City Code by adding Section 695 as follows:

SECTION 695—CANNABIS AND HEMP

695.01 - Definitions.

Subd.1 Cannabis Flower. For purposes of this article, the terms "cannabis flower," "cannabis products," "lower-potency hemp edibles," and "hemp-derived consumer products" shall have the definitions given to them in Minnesota Statutes, section 342.01, as it may be amended from time to time.

Subd.2 Public Place. For purposes of this article, "public place" is defined as any indoor or outdoor area that is used or held out for use by the public, whether owned or operated by public or private interests. Pursuant to Minnesota Statutes, section 152.0263, subd. 5, "public place" does not include the following: (i) a private residence, including the person's curtilage or yard; (ii) private property not generally accessible by the public; and (iii) the premises of an establishment or event licensed to permit on-site consumption of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.

695.02. - Use of cannabis and hemp prohibited in public places.

No person shall use cannabis flowers, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place. A violation of this section shall be considered a petty misdemeanor notwithstanding any other penalty provision in the city code, and the city council may establish a corresponding fine in its fee schedule for violations of this section.

695.03. - Reserved.

SECTION 2. The City Council of Norwood Young America hereby amends Chapter 20. FEES Section 2000—Fee Schedule of the City of Norwood Young America Code of Ordinances, which contains the city's 2023 fee schedule, by adding the underlined language as shown in the excerpt below (*Ordinance No. 359; Fees Schedule Public Hearing held on August 14, 2023*):

Cannabis/Hemp Use in Public Place

\$115.00

SECTION 3. This ordinance shall take effect on August 28, 2023, after its passage and publication in accordance with state law.

Adopted by the Norwood Young America City Council on this 28th day of August 2023.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, Clerk/Finance Director

First Reading: August 14, 2023

Second Reading/Adoption: August 28, 2023

Publication: August 31, 2023



DATE: August 14, 2023

TO: Honorable Mayor Lagergren and Members of the City Council

FROM: Andrea Aukrust, City Administrator

RE: Tacoma West Industrial Park Phase 2 –Feasibility Study

Please see the attached memo from Josh Eckstein, P.E.—Bolton and Menk, Inc.

The purpose of this memo is to request approval of the feasibility study and to receive authorization for the following tasks as part of the TWIPP2 project:

- Plat Preparation
- DEED Funding Application
- Financial Consultant and Attorney Review

Recommendation:

Motion to accept the feasibility study as presented, authorize City Engineer Eckstein of Bolon & Menk, Inc. and City Administrator Aukrust to complete platting work, submit a DEED Funding application and review project details with the city's financial consultant and attorney.

Norwood Young America



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: August 9, 2023
To: Andrea Aukrust, City Administrator
From: Josh Eckstein, Bolton & Menk
Subject: Tacoma West Industrial Park Phase 2 – Feasibility Study

Honorable Mayor and City Council Members:

The purpose of this memo is to request approval of the feasibility study and to receive authorization for the following tasks as part of the above referenced project:

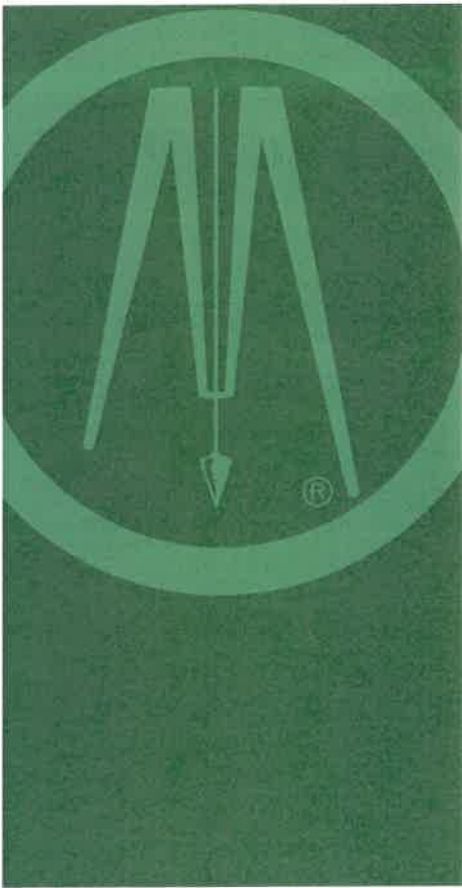
- ✓ Plat Preparation
- ✓ DEED Funding Application
- ✓ Financial Consultant and Attorney Review

The project contains the following components:

- Street reconstruction, sanitary sewer, and watermain extension on Tacoma Avenue from end of the existing black top to a point approximately 900 feet south.
- Construction of new streets and utilities within the proposed industrial park. Proposed improvements include sanitary sewer, watermain, storm sewer, and site grading within the 60-acre industrial park site.

If authorized to proceed, the project schedule has plat preparation from September to November, design documents December to March 2024, advertising in April 2024, bidding in May 2024 and construction in June 2024. This schedule may adjust slightly if additional steps are required by potential grant funds.

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



Tacoma West Industrial Park Phase 2

Feasibility Study

August 2023

Background

- Industrial Sites Are In Short Supply
- Property Adjacent To The Existing Industrial Park Became Available
- Interest From Existing Businesses To Expand
- No Interest From Private Developers To Expand The Industrial Park

Steps Completed To Date

- ✓ Land Purchase
- ✓ Topo Survey
- ✓ Geotechnical Evaluation
- ✓ Wetland Delineation
- ✓ Grant Evaluation
- ✓ Feasibility Study



Site Layout

Figure 2: SITE CONFIGURATION
JUNE 2023



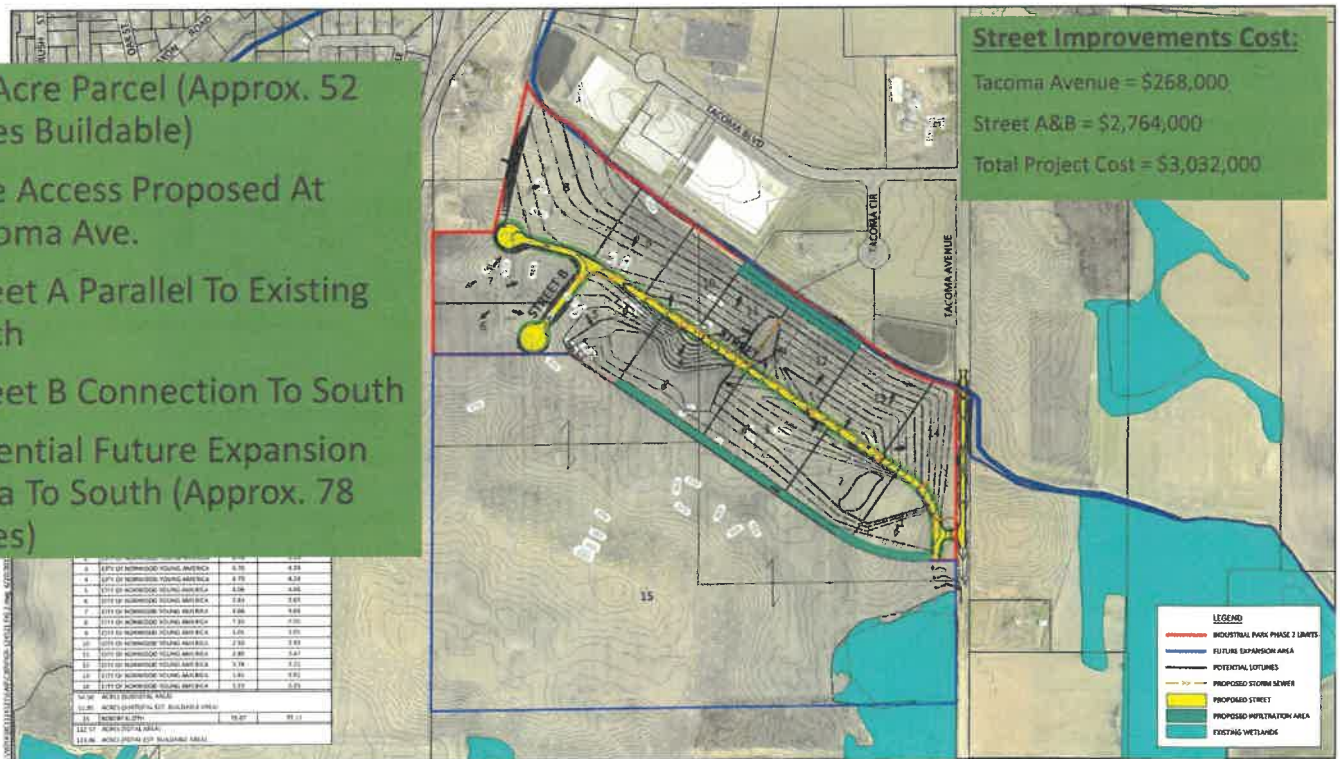
- 60 Acre Parcel (Approx. 52 acres Buildable)
- One Access Proposed At Tacoma Ave.
- Street A Parallel To Existing Ditch
- Street B Connection To South
- Potential Future Expansion Area To South (Approx. 78 acres)

Street Improvements Cost:

Tacoma Avenue = \$268,000

Street A&B = \$2,764,000

Total Project Cost = \$3,032,000



Storm Sewer

Figure 6: PROPOSED STORM SEWER
JUNE 2023



- General Drainage To Ditch Along North Property Line
- Pond And Bioretention Needed To Meet Stormwater Requirements
- Regional Stormwater Facilities Proposed

Storm Sewer Improvements Cost:

Tacoma Avenue = \$251,000

Street A&B = \$92,000

Total Project Cost = \$343,000



Sanitary Sewer

Figure 4: PROPOSED SANITARY SEWER
JUNE 2023



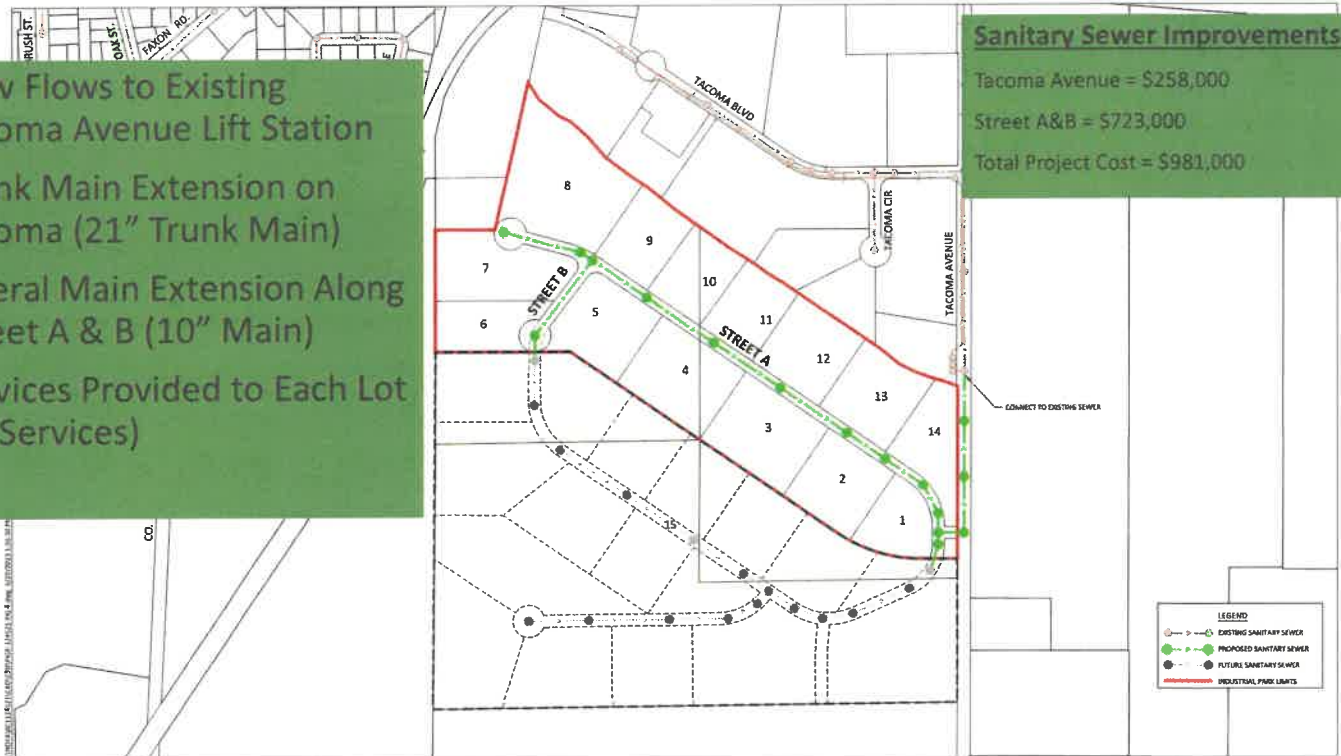
- ❖ New Flows to Existing Tacoma Avenue Lift Station
- ❖ Trunk Main Extension on Tacoma (21" Trunk Main)
- ❖ Lateral Main Extension Along Street A & B (10" Main)
- ❖ Services Provided to Each Lot (6" Services)

Sanitary Sewer Improvements Cost:

Tacoma Avenue = \$258,000

Street A&B = \$723,000

Total Project Cost = \$981,000



Watermain

Figure 5: PROPOSED WATERMAIN
JUNE 2023

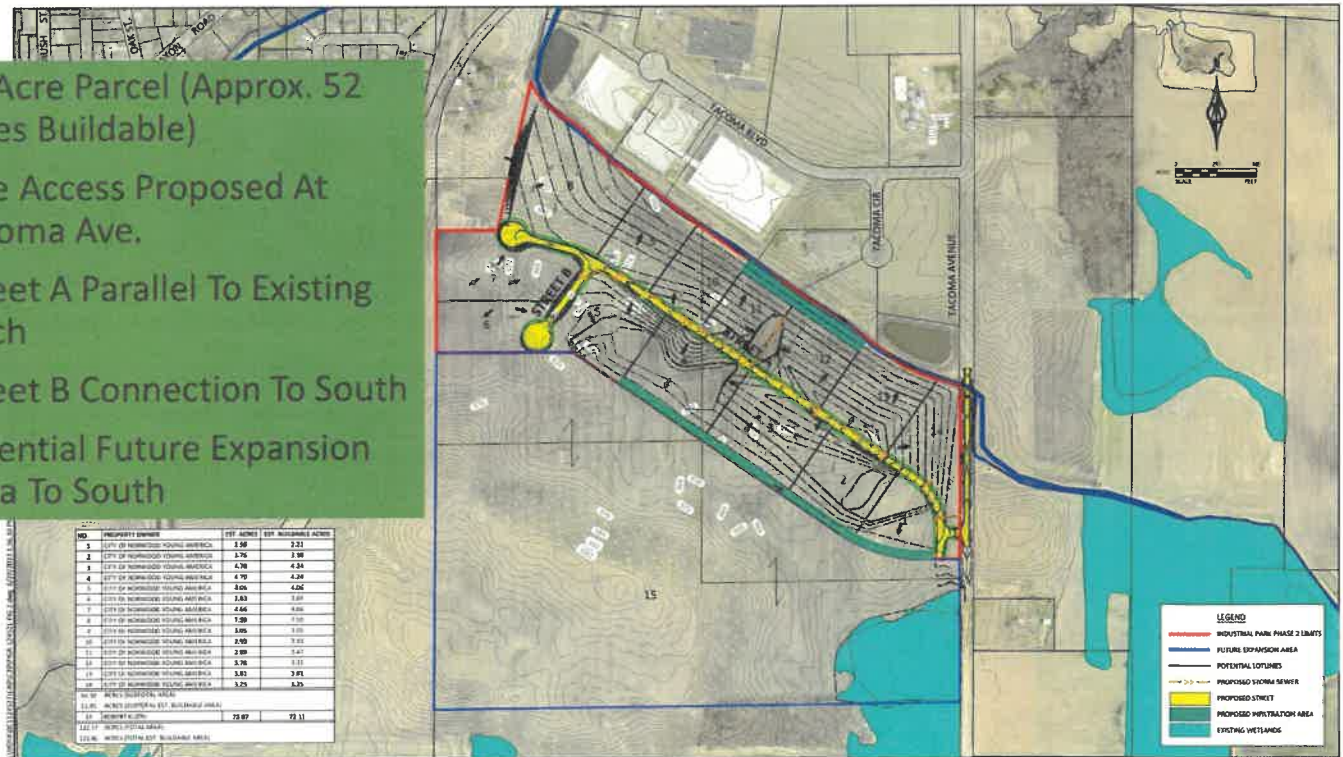


Site Layout

Figure 2: SITE CONFIGURATION
JUNE 2023



- 60 Acre Parcel (Approx. 52 acres Buildable)
- One Access Proposed At Tacoma Ave.
- Street A Parallel To Existing Ditch
- Street B Connection To South
- Potential Future Expansion Area To South



Cost Apportionment

- ❖ All Project Costs Are Proposed To be Apportioned Based On The Adopted Assessment Policy.
- ❖ Project Costs are Split Between City Cost, Assessable Cost & Future Availability Charges

Tacoma Avenue Costs

- ❖ Street Costs
 - ❖ 50% of Standard Street Section Assessed And Availability Charge
 - ❖ Oversizing 100% City
- ❖ Sanitary Sewer
 - ❖ Oversizing Cost 100% City
 - ❖ Remaining Cost 100% Assessed And Availability Charge
- ❖ Watermain
 - ❖ Oversizing Cost 100% City
 - ❖ Remaining Cost 100% Assessed And Availability Charge
- ❖ Storm Sewer
 - ❖ 100% City

Industrial Park Phase 2 Area Costs

- ❖ Street Costs
 - ❖ 50% of Standard Street Section Assessed
 - ❖ Oversizing 100% City
- ❖ Sanitary Sewer
 - ❖ Oversizing Cost 100% City
 - ❖ Remaining Cost 100% Assessed
- ❖ Watermain
 - ❖ Oversizing Cost 100% City
 - ❖ Remaining Cost 100% Assessed
- ❖ Storm Sewer
 - ❖ 100% City



Cost Apportionment Summary

Overall Cost Apportionment

❖ Tacoma Avenue

- ❖ Total Project Cost = \$760,999.05
- ❖ Total Assessable Cost = \$207,668.73
- ❖ Total Availability Charge Amount = \$288,813.74
- ❖ Total Direct City Cost = \$264,516.58

❖ Industrial Park Phase 2

- ❖ Total Project Cost = \$4,325,333.50
- ❖ Total Assessed Cost = \$3,993,083.90
- ❖ Total Availability Charge Amount = \$0.00
- ❖ Total Direct City Cost = \$332,249.60

❖ Total Project Summary

- ❖ Total Project Cost = \$5,086,332.55
- ❖ Total Assessable Cost = \$4,200,752.64 (\$81,017.00 Per Acre)
- ❖ Total Availability Charge Amount = \$288,813.74 (\$4,005.00 Per Acre)
- ❖ Total Direct City Cost = \$596,766.18



Financing & Funding

Financing

- ❖ A Chapter 429 General Obligation Bond Can Be Used To Finance These Improvements
- ❖ Further Discussion With Financial Consultant Is Recommended

Funding

- ❖ This project is eligible to apply for a Transportation Economic Development Infrastructure (TEDI) Grant Through The Minnesota Department of Economic Development.
- ❖ Initial Project Costs Will Be Funded Through City Funds; Sewer, Water, Storm Sewer and Ad Valorem tax.
- ❖ A Combination of Property Sales, Future Availability Charges, Added Taxes And Possible Grant Funds Will Be Used To Offset Upfront Costs.
- ❖ Further Discussion With Financial Consultant Is Recommended



Next Steps / Schedule

➤ APPLY FOR DEED FUNDING

- Authorize DEED TEDI Grant Funding Application: Tonight

➤ VERIFY FINANCING & FUNDING APPROACH

- Authorize Financial And Attorney Review: Tonight

➤ Plat

- Authorization to complete work: tonight
- September – November 2023

➤ DESIGN

- December – March 2024

➤ ADVERTISE

- April 2024

➤ BID

- May 2024

➤ CONSTRUCTION

- Spring 2024



Josh Eckstein
Project Engineer



Bolton-Menk.com



DATE: August 14, 2023
TO: Honorable Mayor Lagergren and Members of the City Council
FROM: Andrea Aukrust, City Administrator
RE: 2024 Street Improvement Project

Please see the attached memo from Josh Eckstein, P.E.—Bolton and Menk, Inc.

In a continued effort to maintain a safe and usable local transportation and infrastructure system and continue with timely repairs. A 2024 street improvement project has been identified as a priority for the City.

Based on the current needs, deteriorating conditions, and opportunity for LRIP grant funding, we recommend authorization of the Railroad Street Project as the 2024 street improvement project. Additionally, we recommend authorization to submit an LRIP funding application for the 2023 program solicitation. This authorization will indicate the intent to proceed with the stated project and authorize staff to evaluate costs and project budgets further.

Recommendation:

Motion to approve the Railroad Street Project as the 2024 street improvement project and to approve the authorization to submit an LRIP funding application.

Norwood Young America



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

August 8, 2023

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

RE: 2024 Street Improvement Project

Dear Mrs. Aukrust:

Background:

In a continued effort to maintain a safe and usable local transportation and infrastructure system, and continue with timely repairs, a 2024 street improvement project has been identified as a priority for the City. In 2019 a Street and Utility Reconstruction Scoping Study was completed to better define the most pressing infrastructure needs of the city. Since that document was approved, two projects have been completed and one is currently under construction. In late 2022 an update memo was developed to supplement the original study. That memo outlined five projects which were deemed to be high priority based on pavement and utility concerns.

The Railroad Street project includes reconstruction of Railroad Street from Faxon Road to Morse Street. This project is listed as one of the highest priority projects within the current Street and Utility Improvements Scoping Study. Railroad Street received many complaints this spring due to pavement damage and potholes that formed during spring thaw. Last winter was more severe than usual from a winter maintenance and freeze damage standpoint. Railroad Street showed a high level of deterioration due to its age and from unfavorable winter conditions. Railroad Street is also in need of significant sanitary sewer, storm sewer and watermain improvements in order to provide reliable utility service to the area. Railroad Street is a collector street serving businesses and linking major destination points within the city.

A low interest loan financing option through the Minnesota Public Facilities Authority became available by competitive application this summer. Submissions were made for the Railroad Street and 4th Avenue SW projects. We do not know yet if either or both projects scored high enough to be within the fundable range. A project can only apply for financing if it falls within the fundable range as determined by the PFA based on available funds. Scoring and the fundable range cutoff, should be released in early September.

The Minnesota legislature recently passed a series of bills that provide a historic amount of funding for the Local Road Improvement Program (LRIP). There is approximately \$103 million that will be competitively available. Solicitation for these funds is anticipated to open this fall and close in mid-December 2023. The LRIP funds projects that cannot reasonably be funded through other revenue sources. This is a grant opportunity that will pay for construction costs including stormwater and infrastructure. The City of Norwood Young America is eligible to apply with sponsorship by Carver County. Please keep in mind that this is a competitive program and that not all project submittals will be funded. Based on our knowledge of the program goals we feel that the Railroad Street project will score higher than the 4th Avenue SW project. Applications will be due in December 2023 and results will be published late spring 2024.

Name: 2024 Street Improvement Project
Date: August 8, 2023

The following schedule outlines next steps required for 2024 construction. This schedule assumes LRIP funding.

- Initial Project Authorization.....August 2023
- LRIP Funding Application Authorization.....August 2023
- Council Authorize Feasibility Study.....September 2023
 - Topo Survey & Geotechnical Evaluation
- LRIP Funding Application Deadline.....December 2023
- Conduct Project Improvement Hearing.....December 2023
- Council Approve Feasibility Study.....December 2023
- Project Design.....December – January 2024
- LRIP Funding Results.....April 2024
- Bid.....July 2024
- Construction.....August 2024 – July 2025
- Assessment Hearing.....October 2024

Recommendations:

Based on the current needs, deteriorating conditions, and opportunity for LRIP grant funding, we recommend authorization of the Railroad Street Project as the 2024 street improvement project. Additionally, we recommend authorization to submit an LRIP funding application for the 2023 program solicitation. This authorization will indicate the intent to move forward with the stated project and authorize staff to further evaluate costs and project budgets.

Sincerely,
Bolton & Menk, Inc.



Joshua Eckstein, P.E.

cc: Jake Saulsbury, Bolton & Menk

