



## CITY COUNCIL AGENDA

September 11, 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

1.1 Pledge of Allegiance

#### 2. APPROVE AGENDA

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

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

3.1 Rep. Bobbie Harder

#### 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 August 28, 2023, City Council Meeting

4.2 Approve Payment of Claims

4.3 Declare Extrication Tools Excess Property—Fire Department

#### 5. PUBLIC HEARING

5.1 None

#### 6. OLD BUSINESS

#### 7. NEW BUSINESS

7.1 F450 purchase—Mark Streich, PS Director

7.2 Snowplow—Mark Streich, PS Director

7.3 Resolution 2023-23 Approval of Interim Use Permit for Sackett Waconia – Karen Hallquist, CED Director

7.4 Resolution 2023-24 Approval of MN DEED Transportation Economic Development Infrastructure (TEDI) Grant Application – Karen Hallquist, CED Director

7.5 2024 Street Improvement Project-Project Scope Review—Josh Eckstein, P.E. Bolton & Menk

7.6 Resolution 2023-25 Approval of the 2023 Preliminary Property Tax Levy for Collection in 2024 – Angela Brumbaugh, Clerk/Finance Director

7.7 Resolution 2023-26 Approve of the 2024 Preliminary General Fund Operating Budget for the City of Norwood Young America – Angela Brumbaugh, Clerk/Finance Director

#### 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**

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
October 3	Planning & Zoning	6:00 PM
October 10	City Council Meeting	6:00 PM (Tuesday night meeting)
October 11	Economic Development Commission Meeting	6:00 PM
October 17	Park and Recreation Commission Meeting	5:15 PM
October 19	Sr. Advisory	9:00 AM
October 23	City Council Workshop/EDA/Council Meeting	5:00 PM/6:00 PM
October 23-27	Manufacturers Week in the City of NYA!	



## CITY COUNCIL MINUTES

August 28, 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 and Angela Brumbaugh, Clerk/Finance Director

OTHERS: Sharon Beneke, Mark Metz – Carver County Attorney, John Edison - Attorney

### 3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

*Mayer Lagergren called the meeting to order at 6:01 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 9.9 Personnel Committee Recommendation
- Add 9.10 Auction Purchase Authorization

*CS/AK motion to approve the agenda with the addition of 9.9 Personnel Committee Recommendation and 9.10 Auction Purchase Authorization. Motion passed 5-0.*

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

- Sharon Beneke shared her appreciation of the Tree Memorial Program

### 6. CONSENT AGENDA

6.1. Approve Minutes of August 14, 2023, City Council Meeting

6.2. Approve Payment of Claims

6.3. Approve Truth in Taxation Public Hearing Date

6.4. Administration Recommendation – Hours

6.5. Personnel Committee Recommendation-Hiring of Grace Ballow

6.6. Personnel Committee Recommendation-Hiring of Mark Hagen-Recycling Center Attendant

6.7. Approve Transient Merchant Application-Tacos La Catrina

*CS/AK motion to approve the consent agenda. Motion passed 5-0.*

### 7. PUBLIC HEARING

### 8. OLD BUSINESS

### 9. NEW BUSINESS

9.1. 2024 Prosecution Contract – Mark Metz, County Attorney

- Prosecute all crimes for the city
- Structure of the fees stays the same
- Total surcharge to be paid in 2024 amongst all contracted \$80,579
- Norwood Young America three year average is just under 7%

- Rate increases \$1,411.20 which is based upon the usage
- Veterans Treatment Court is combined with Dakota County
- Drug Treatment court is a voluntary program serving individuals with substance abuse
- Started with a \$500,000 grant and just received a \$750,000 grant
- Going to a new data system which is more efficient and innovative

*MM/AK motion to approve the 2024 Prosecution Contract between the City of Norwood Young America and the Carver County Attorney's Office. Motion passed 5-0.*

9.2. Ordinance No. 359 – 2023 Fee Schedule Change: Chapter 20, FEES Section 2000-Fee Schedule of the City of Norwood Young America Code of Ordinances (Second Reading)- Angela Brumbaugh

- Addition of "Cannabis/Hemp Use in Public Place" administrative fee of \$115

*AK/MM motion to approve the second 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. Motion passed 5-0.*

9.3. 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 (Second Reading) – Administrator Aukrust

- Cannabis flowers, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products are prohibited in public places

*AK/BA motion to approve Ordinance No. 360 – An Ordinance Amending Chapter 6 of the Norwood Young America City Code adding Section 695 – Cannabis and Hemp: Prohibiting the Use of Cannabis and Hemp in Public Places and implementing a Cannabis/Hemp Use in Public Place \$115 Fine. Motion passed 5-0*

9.4. Resolution 2023-21 Minnesota Valley Electric (MVE) Program Grant – Administrator Aukrust

- Apply for loan through MVE to include Tacoma West Industrial Park
- Up to \$360,000 with a 0% interest rate.
- Loan uses include construction, land acquisition, equipment purchases, and any other uses approved by MVE.

*CS/BA motion to approve Resolution 2023-21 Approving the Application for a Minnesota Valley Electric Cooperative Loan through USDA-Rural Development for Financing of the Tacoma West Industrial Park Phase 2 Infrastructure Project. Motion passed 5-0*

9.5. Resolution 2023-22 A Resolution approving a Lawful Gambling Premise Permit for Edward Born Post 343 American Legion-Angela Brumbaugh

- On-site permit for Copper Canyon Bar and Grill

*CS/AK motion to approve Resolution 2023-22, a Resolution approving a Lawful Gambling Premise Permit for Edward Born Post 343 American Legion. Motion passed 5-0*

9.6. Memorial Tree Program – Brooke Allen

- Adopt a Tree program with four different types offered: Maple, Crabapple, Oak, and Evergreen
- Donation of \$400 includes the tree, memorial certificate, delivering, and planting
- Planting will be spring and fall
- Tree Hugger Plaque can be purchased for an additional \$54.95

*CS/AK motion to approve the Memorial Tree Program. Motion passed 5-0.*

9.7 Announcement of Closed Meeting

- Mayor Lagergren announced the closed session pursuant to MN Statute Section 13D.3 to Discuss Labor Negotiations Strategy

*MM/CS motion to close the regular meeting at 6:33 p.m. Motion passed 5-0.*

*CS/MM motion to open the closed session at 6:36 p.m. Motion passed 5-0.*

*CS/MM motion to close the closed session at 6:55 p.m. Motion passed 5-0.*

*AK/BA motion to reopen the regular meeting at 6:55 p.m. Motion passed 5-0.*

9.8 2024 Budget Workshop schedule – Angela Brumbaugh

- Two workshops are planned: Sept 7<sup>th</sup> at 5:00 p.m. and Sept 14<sup>th</sup> at 5:00 p.m.

*CL/CS motion to approve the 2024 budget workshop schedule*

9.9 Personnel Committee Recommendation – Administrator Aukrust

- Promote Mark Streich to Public Service Director
- Many years of experience in a municipal leadership role
- This position will originate goals, recommend policies, and prioritize

*BA/CS motion to approve the promotion of Mark Streich to the Public Service Director position. Grade 11 Step 5 on the 2023 wage grid. Motion passed 5-0.*

9.10 Auction purchase authorization – Administrator Aukrust

- Fleet and Surplus Auctions has a 2015 GMC Sierra 1500 pickup on their online auction
- Set up as a work truck with a Tommy lift
- Low miles – 75,000

*CS/MM motion to approve city staff to bid a maximum of \$15,725 for the 2015 pickup on state bid. Motion passed 5-0.*

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. ADDITIONAL INFORMATION

12. ADJOURNMENT

*BA/AK motion to adjourn at 7:37 p.m. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk/Finance Director



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

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

To Be Approved: September 11, 2023

**Payroll EFT**

Check #	508228 - 508195	\$	32,263.33
Check #	-		

**Prepays**

Check #	1454	Health Partners	\$	9,120.48
	1455	Unum Life Insurance	\$	377.76
	1456	Sun Life	\$	1,183.98

**Claims Pending Payment**

Check #	34558 - 34587	\$	183,028.32
	-		

**Voided Checks**

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

Grand Total (excluding voided checks)	\$	<u>225,973.87</u>
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**NORWOOD YOUNG AMERICA**  
**Payments**

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Current Period: **SEPTEMBER 2023**

**Payment Batch HP-0923** **\$9,120.48**

Refer	3354	HEALTH PARTNERS	Ck# 001454E 9/6/2023	
Cash Payment	G 101-21706	Hospitalization/Medical Ins	September Insurance Premium	\$9,120.48
Invoice	445786724526	8/2/2023		
Transaction Date	9/6/2023	CHECKING	10100	<b>Total</b> <b>\$9,120.48</b>

**Fund Summary**

	10100 CHECKING	
101 GENERAL FUND		\$9,120.48
		\$9,120.48

Pre-Written Checks	\$9,120.48
Checks to be Generated by the Computer	\$0.00
Total	\$9,120.48

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## Payments

Current Period: SEPTEMBER 2023

<b>Payments Batch Unum0923</b>		<b>\$377.76</b>	
Refer	3355 UNUM LIFE INSURANCE CO	Ck# 001455E 9/6/2023	
Cash Payment	G 101-21715 Life Ins	Life Insurance Premium	\$188.88
Invoice			
Cash Payment	G 101-21715 Life Ins	Life Insurance Premium	\$188.88
Invoice			
Transaction Date	9/6/2023	CHECKING 10100	<b>Total \$377.76</b>

### Fund Summary

	10100 CHECKING	
101 GENERAL FUND	\$377.76	
	<u>\$377.76</u>	

Pre-Written Checks	\$377.76
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$377.76

**NORWOOD YOUNG AMERICA**  
**Payments**

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Current Period: SEPTEMBER 2023

Payments Batch SunLife0923 \$1,183.98

Refer 3356 SUN LIFE ASSURANCE COMPANY Ck# 001456E 9/6/2023

Cash Payment G 101-21707 Disability Insurance STD/LTD Premium \$1,183.98

Invoice

Transaction Date	9/6/2023	CHECKING	10100	<b>Total</b>	<b>\$1,183.98</b>
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Fund Summary

	10100 CHECKING
101 GENERAL FUND	\$1,183.98
	<hr/> \$1,183.98

Pre-Written Checks	\$1,183.98
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$1,183.98

# NORWOOD YOUNG AMERICA

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## \*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>34558</b>	09/08/23	<b>Anoka County</b>			
E 275-43100-553		Streets-Vehicles	\$15,745.00	65979	2015 GMC sierra 1500 through Minnbid.org LOT 47621
		Total	\$15,745.00		
<b>34559</b>	09/08/23	<b>AQUA LOGIC</b>			
E 101-49860-221		Repair/Maintenance Equip	\$1,260.00	2173	sensor/platinum ban
		Total	\$1,260.00		
<b>34560</b>	09/08/23	<b>CARVER COUNTY</b>			
E 101-43100-226		Signs	\$84.00	PW-6483	Signs Jan-Jun 2023
		Total	\$84.00		
<b>34561</b>	09/08/23	<b>CENTER POINT</b>			
E 101-41940-383		Gas Utilities	\$42.73		Gas utilities
E 101-42200-383		Gas Utilities	\$13.96		Gas utilities
E 101-43100-383		Gas Utilities	\$128.20		Gas utilities
E 101-45200-383		Gas Utilities	\$141.70		Gas utilities
E 601-49400-383		Gas Utilities	\$59.91		Gas utilities
E 602-49450-383		Gas Utilities	\$606.15		Gas utilities
E 101-49860-383		Gas Utilities	\$216.67		Gas utilities
		Total	\$1,209.32		
<b>34562</b>	09/08/23	<b>CONCENTRA</b>			
E 601-49400-208		Medical-Physicals	\$64.00		Random testing
		Total	\$64.00		
<b>34563</b>	09/08/23	<b>DIVERSIFIED PLUMBING &amp; HEATING</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$664.75	36669	fixed split lines - vacuum breaker leak
		Total	\$664.75		
<b>34564</b>	09/08/23	<b>DROEGE, BRAD</b>			
E 101-42200-200		Office Supplies	\$127.13		Tactic sheets reimb
		Total	\$127.13		
<b>34565</b>	09/08/23	<b>ECM PUBLISHERS INC</b>			
E 101-41400-350		Print/Publishing/Postage	\$47.25	962865	Ordinance #359 Fee schedule
E 101-41400-350		Print/Publishing/Postage	\$73.50	962866	Ordinance #360 Cannabis publication
		Total	\$120.75		
<b>34566</b>	09/08/23	<b>EXECUTIVE PULSE</b>			
E 101-46500-310		Other Professional Servic	\$4,095.00	04258	Licensing, customization - software
		Total	\$4,095.00		
<b>34567</b>	09/08/23	<b>GLANDER, CHRIS</b>			
E 101-42200-542		FD Equipment	\$1,262.21		Reimb-utility box battery drill bit
		Total	\$1,262.21		
<b>34568</b>	09/08/23	<b>GOPHER STATE ONE-CALL, INC.</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$37.80	3080647	locates
E 602-49450-223		Repair/Maintenance Bldg/	\$37.80	3080647	locates

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## \*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$75.60		
<b>34569</b>	09/08/23	<b>HENNES-JOHNSON</b>			
E 101-43100-221		Repair/Maintenance Equip	\$124.66	016741	Packing Kit
Total			\$124.66		
<b>34570</b>	09/08/23	<b>HILLYARD FLOOR CARE SUPPLY</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,303.48	605200359	liquod bowl cleaner-tissue paper-liner Stiftungfest
E 101-41940-223		Repair/Maintenance Bldg/	\$757.35	605221587	Toilet paper-towel roll-liners
Total			\$2,060.83		
<b>34571</b>	09/08/23	<b>KAEDING ARCHITECTURE LLC</b>			
E 275-45200-302		Architects Fees	\$181.25	1537	Old Town
Total			\$181.25		
<b>34572</b>	09/08/23	<b>KNIFE RIVER</b>			
E 101-43100-223		Repair/Maintenance Bldg/	\$459.50	1014187	231 West Ct
Total			\$459.50		
<b>34573</b>	09/08/23	<b>KONICA MINOLTA</b>			
E 101-41400-437		Maintenance Contract	\$689.65	43061254	copier
Total			\$689.65		
<b>34574</b>	09/08/23	<b>LEAGUE OF MN CITIES</b>			
E 101-41400-433		Dues and Subscriptions	\$4,907.00	388650	Dues
Total			\$4,907.00		
<b>34575</b>	09/08/23	<b>METRONET</b>			
E 101-41940-321		Telephone	\$263.52		Phone Acct #1674230
E 601-49400-321		Telephone	\$105.41		Phone Acct #1674230
E 602-49450-321		Telephone	\$105.41		Phone Acct #1674230
E 101-42200-321		Telephone	\$105.41		Phone Acct #1674230
E 101-43100-321		Telephone	\$73.79		Phone Acct #1674230
E 101-45200-321		Telephone	\$31.62		Phone Acct #1674230
E 101-49860-321		Telephone	\$52.70		Phone Acct #1674230
E 101-41940-321		Telephone	\$158.11		Phone Acct #1674230
E 101-41300-321		Telephone	\$91.71		Phone Acct #1674230
E 101-41320-321		Telephone	\$91.71		Phone Acct #1674230
E 101-41400-321		Telephone	\$91.71		Phone Acct #1674230
E 101-46500-321		Telephone	\$30.57		Phone Acct #1674230
E 101-42100-321		Telephone	\$152.84		Phone Acct #1674230
E 101-45500-321		Telephone	\$153.43		Phone Acct #1674230
Total			\$1,507.94		
<b>34576</b>	09/08/23	<b>MINI BIFF</b>			
E 101-45200-418		Other Rentals (Biffs)	\$260.10	A-143257	sports complex
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-143259	Friendship park
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-143277	Prairie Dawn
Total			\$555.90		
<b>34577</b>	09/08/23	<b>MINNESOTA VALLEY TESTING LAB</b>			

# NORWOOD YOUNG AMERICA

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## \*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-217		Lab Fees	\$47.30	1214505	phosphorus
E 602-49450-217		Lab Fees	\$47.30	1215089	phosphorus
		Total	\$94.60		
<b>34578</b>	09/08/23	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 101-43100-380		Street Lighting	\$106.67		Street Lights 778260300
E 602-49450-381		Electric Utilities	\$44.12		Lift Station 778260400
E 601-49400-381		Electric Utilities	\$71.89		640 Tacoma blvd water tower 779652000
		Total	\$222.68		
<b>34579</b>	09/08/23	<b>Performance Office Papers</b>			
E 101-41400-200		Office Supplies	\$1,829.00	435421-00	Copy paper
		Total	\$1,829.00		
<b>34580</b>	09/08/23	<b>PINNACLE PEST CONTROL LLC</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$180.00	440	Quarterly pest control
E 101-45200-223		Repair/Maintenance Bldg/	\$335.00	440	Quarterly pest control
E 101-43100-223		Repair/Maintenance Bldg/	\$210.00	440	Quarterly pest control
E 101-42200-223		Repair/Maintenance Bldg/	\$150.00	440	Quarterly pest control
E 101-41940-223		Repair/Maintenance Bldg/	\$75.00	440	Quarterly pest control
		Total	\$950.00		
<b>34581</b>	09/08/23	<b>SMITH OIL CO</b>			
E 601-49400-212		Motor Fuels	\$46.00	161987	water
E 602-49450-212		Motor Fuels	\$46.00	161987	sewer
E 101-43100-212		Motor Fuels	\$19.42	162106	bobcat
E 101-43100-212		Motor Fuels	\$89.85	168808	P3
		Total	\$201.27		
<b>34582</b>	09/08/23	<b>TURFWERKS</b>			
E 101-45200-221		Repair/Maintenance Equip	\$67.28	MI11633	Parts
		Total	\$67.28		
<b>34583</b>	09/08/23	<b>TWIN CITIES &amp; WESTERN RAILROAD</b>			
E 101-43100-440		Lease	\$571.36	M900524-IN	Annual Lease
E 101-43100-440		Lease	\$429.41	M-900542_IN	Annual Lease
		Total	\$1,000.77		
<b>34584</b>	09/08/23	<b>US POSTAL SERVICE</b>			
E 602-49450-350		Print/Publishing/Postage	\$195.00		mailing UB
E 601-49400-350		Print/Publishing/Postage	\$195.00		mailing UB
		Total	\$390.00		
<b>34585</b>	09/08/23	<b>VERIZON WIRELESS</b>			
E 101-45200-321		Telephone	\$67.68	9942430592	
E 101-43100-321		Telephone	\$157.92	9942430592	
E 601-49400-321		Telephone	\$66.68	9942430592	
E 602-49450-321		Telephone	\$66.68	9942430592	
E 101-41300-321		Telephone	\$41.12	9942430592	
E 101-46500-321		Telephone	\$41.12	9942430592	
E 101-42200-321		Telephone	\$175.05	9942800855	

# NORWOOD YOUNG AMERICA

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## \*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$616.25		
<b>34586</b>	09/08/23	<b>WENISCH, ROMIE</b>			
E 101-42200-212		Motor Fuels	\$85.00		Reimb gas for tanker
Total			\$85.00		
<b>34587</b>	09/08/23	<b>WM MUELLER &amp; SONS INC</b>			
E 494-43100-500		Capital Outlay	\$142,376.98		Final Pymt #8 2nd Avenue
Total			\$142,376.98		
<b>10100 CHECKING</b>			\$183,028.32		

### Fund Summary

#### 10100 CHECKING

101 GENERAL FUND	\$22,702.64
275 CAPITAL	\$15,926.25
494 2nd Ave PHASE II	\$142,376.98
601 WATER FUND	\$826.69
602 SEWER FUND	\$1,195.76
	<u>\$183,028.32</u>



TO: Mayor Lagergren and Council Members

FROM: Steve Zumberge, Fire Chief

DATE: September 11, 2023

RE: Declare Extrication Tools Excess Property

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Using charitable donations, the Norwood Young America Fire Department Purchased new battery powered extrication tools. The new tools will replace the 1999 Holmatro Extrication Tools, including Spreader, Cutter, Short-Ram, Long-Ram. After several unsuccessful attempts to sell the extrication tools, the Norwood Young America Fire Department has arranged to donate the tools to Cotton, MN Fire Department.

**Proposed Motion: Consent Agenda Item**

**Motion to Declare the Holmatro Extrication Tools Excess Property.**

*Norwood Young America*



TO: Honorable Mayor Lagergren and City Council Members

FROM: Mark Streich, Public Services Director

DATE: September 11, 2023

RE: XL450 Purchase Authorization

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- 2019 Ford F-450
- 4x4 Reg Cab Dump Truck
- 1,563 miles
- Mint condition truck

**Recommended Motions:**

Motion to approve city staff to purchase a 2019 XL450 for \$71,590.

*Norwood Young America*

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



Northstar Truck Sales Inc  
2939 Hwy 10 South  
St Cloud, MN 56304  
+1 3205294040  
doug@northstartrucksales.com  
www.northstartrucksales.com

## INVOICE

**BILL TO**

City of Norwood Young  
America  
310 West Elm Street  
Norwood Young America, MN  
55368

**INVOICE #** 4472**DATE** 09/06/2023**DUE DATE** 09/06/2023**TERMS** Due on receipt

DESCRIPTION	AMOUNT
<b>Vehicle</b>	71,500.00
2019 Ford F-450 4x4 Reg Cab Dump Truck Vin1FDTF4HY0KDA27512 1,563 Miles	
<b>Filing/Documentation Fee</b>	50.00
Filing/Documentation Fee	
<b>License Fee</b>	40.00
License Fee/Registration Fee Tax Exempt Plates	
<b>Down Payment</b>	-500.00
Down Payment	
<b>Other</b>	0.00
ST-3 Form Provided	

Thank you for your business.

**BALANCE DUE****\$71,090.00**

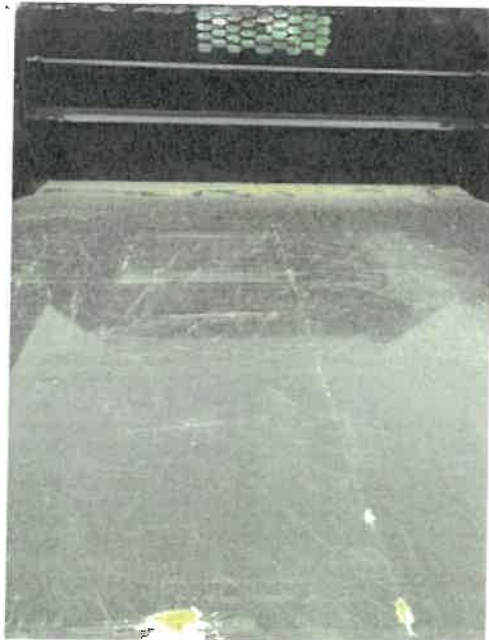
Buyer's Signature \_\_\_\_\_

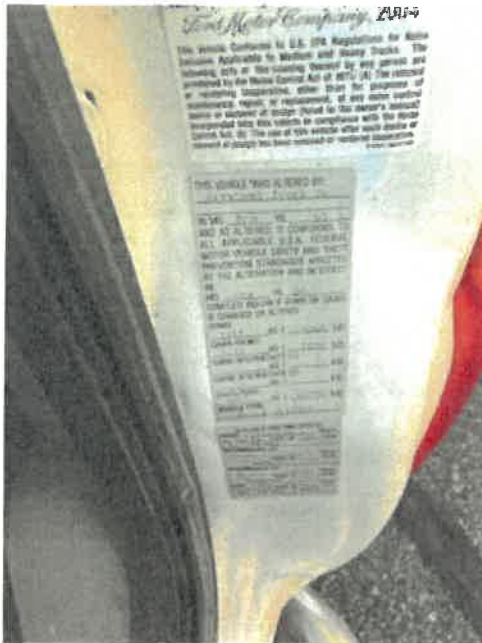
Date \_\_\_\_\_

Seller's Signature \_\_\_\_\_ Date \_\_\_\_\_ | Seller's

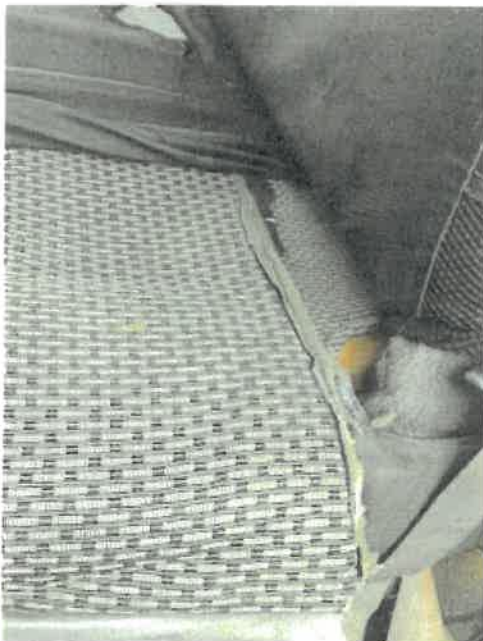
Signature \_\_\_\_\_

Date \_\_\_\_\_





Current  
ABD





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

**FROM:** Mark Streich, Public Service Director  
Angela Brumbaugh, Clerk/Finance Director

**DATE:** September 11, 2023

**RE:** Lease a plow truck from Boyer Trucks

---

In order to receive a plow/dump truck without having to wait 12-18 months, we are requesting approval to lease a Towmaster Single Axle snowplow truck.

- Attached are the specs regarding the truck
  - Western Star 4700 4x2
  - Cummins L9 360HP
  - 18,000 lb. front axle/ 26,000 lb. rear axle
  - Stainless steel sander
  - Two cameras
  - Pre-wet tanks
- Monthly Lease Payment is \$5,834.45
- By paying it off during the first month, the total cost of the truck is \$366,494.33
- Purchasing it with Sourcewell contract pricing, the total would be \$366,464
  - It would take longer to receive the truck
  - It isn't part of the State bid and we would need another bid due to the price
- There is \$338,003 reserved for replacement of dump truck T7
- Replacement of the F450 is \$33,500 less than budget
- The lease is set to be 60 months with a buy out. If we pay it off within the first month we will save \$111,218 vs the total cost of leasing it at \$477,712
- Equipment costs are going up approximately 10% each year
- T7 is a 2003 single-axle Sterling Dump truck with wing and sander

**Recommended Motion:**

**Approve leasing a Towmaster Single-axle truck from Boyer Trucks at a cost of \$5,834.45 per month and buying out the lease within the first month.**



**BOYER  
TRUCKS**  
A TRANSWEST COMPANY

**W**  
WESTERN STAR

Western Star 4700 4x2 Lease Program For MNDOT and CPV Members

# THE POWER TO GET THE JOB DONE

## WHY LEASE WITH US?

- Lower initial out-of-pocket cost
- Fixed monthly payment
- New equipment - lower cost of ownership
- Latest technology - chassis and plow equipment
- Extended warranty coverage
- Graco Auto Lube System
- Maintenance plan - annual inspections by Boyer Trucks

## ► Engine & Transmission

- Western Star 4700 4x2
- Cummins L9 360HP 1,150lb/ft TQ
- Allison Automatic 3000RDS

## ► Axle & Suspension

- 18,000lb Front Axle
- 26,000lb Rear Axle With Locking Rear Differential
- 30,000lb Rear Spring Suspension

## ► Wheels & Towing

- Tractor Package, Air and Electrical to EOF
- Rear Hitch
- Aluminum Wheels

## ► Body Equipment

- 80 Gallon Aluminum Fuel Tank
- 11' Stainless Steel Box
- Falls Reversible Front Plow, Reversible Belly Blade, Rear Mount Wing

- Falls Stainless Steel Sander
- Box Vibrator
- Dual 60 gallon Pre-Wet Tanks
- Ladder
- Two Cameras
- Force America 6100 Plow Controls
- Whelen LED Lighting

**BOYER  
TRUCKS**  
A TRANSWEST COMPANY

OPTION TO PURCHASE AT ANY POINT DURING THE LEASE - FIXED AMORTIZATION SCHEDULE  
CONTACT US TODAY! — LEASING INQUIRIES — TRUCK SALES

**Brian Sutlief** | 612.627.5504  
Boyer Trucks - Sales | BSutlief@boyertrucks.com



Current TM



## Angela Brumbaugh

---

**From:** Brian Sutlief <[bsutlief@boyertrucks.com](mailto:bsutlief@boyertrucks.com)>  
**Sent:** Thursday, September 7, 2023 11:31 AM  
**To:** Angela Brumbaugh  
**Subject:** FW: Available Snowplow Truck Information  
**Attachments:** Minnesota Contract No. 222915.pdf; Western Star Lease Flyer - Tandem.pdf; Western Star Lease Flyer - Single.pdf; Payoff By Month - Single Axle.pdf

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Angela,

Below is the info I emailed to Mark, which should answer your questions. Attached is the copy of the lease contract (page 138 is the single axle buyout schedule, but I also attached that individually).

Let me know if you have more questions.

Thank you.

**Brian Sutlief** | Boyer Trucks | Heavy Truck Fleet & Government Sales | P: 612-627-5504 | C: 701-866-7848  
1202 Susquehanna Ave | Superior, WI 54880 [bsutlief@boyertrucks.com](mailto:bsutlief@boyertrucks.com)



**From:** Brian Sutlief  
**Sent:** Wednesday, September 6, 2023 10:40 AM  
**To:** [mstreich.cityofnysa@gmail.com](mailto:mstreich.cityofnysa@gmail.com)  
**Subject:** Available Snowplow Truck Information

Attached is the lease contract for the snowplow trucks we have available and below is the total price if you were able to purchase instead of lease.  
Thank you.

**Brian Sutlief** | Boyer Trucks | Heavy Truck Fleet & Government Sales | P: 612-627-5504 | C: 701-866-7848  
1202 Susquehanna Ave | Superior, WI 54880 [bsutlief@boyertrucks.com](mailto:bsutlief@boyertrucks.com)



We have two different tandem configurations, same chassis but different bodies. One has a Towmaster body and the other a Bonnell body. We also have Towmaster single axle units as well. All have Falls plows, Force America controls, Graco auto-lube system and 5-year warranties.

Here are the prices we have on the Western Star snowplow trucks:

**Purchase prices (not on a state contract)**

Bonnell Tandem – \$389,105

Towmaster Tandem – \$459,168

Towmaster Single - \$366,464

(Using the Sourcewell contract is an option through National Auto Fleet)

Or they are available to lease from a Minnesota state contract, which is available to any government entity. Lease is for 60 months, but there is a payoff schedule and can be bought out anytime.

**State Contract Lease - Monthly Payments**

Bonnell Tandem – \$6,194.40

Towmaster Tandem – \$7,132.66

Towmaster Single - \$5,834.45

Please let me know if you need any additional information.

Western Star 4700 Tandem w/ Towmaster body

## Exhibit S: Payoff By Month - Single Axle (Single Truck)

Month	Payoff
1 \$	360,659.88
2 \$	357,501.20
3 \$	354,318.84
4 \$	351,112.61
5 \$	347,882.33
6 \$	344,627.83
7 \$	341,348.91
8 \$	338,045.41
9 \$	334,717.13
10 \$	331,363.89
11 \$	327,985.49
12 \$	324,581.75
13 \$	321,152.49
14 \$	319,278.10
15 \$	315,779.89
16 \$	312,255.45
17 \$	308,704.57
18 \$	305,127.06
19 \$	301,522.72
20 \$	297,891.35
21 \$	294,232.74
22 \$	290,546.69
23 \$	286,832.99
24 \$	283,091.45
25 \$	279,321.83
26 \$	276,887.93
27 \$	273,042.62
28 \$	269,168.48
29 \$	265,265.28
30 \$	261,332.80
31 \$	257,370.83

Month	Payoff
32 \$	253,379.14
33 \$	249,357.52
34 \$	245,305.73
35 \$	241,223.55
36 \$	237,110.76
37 \$	232,967.12
38 \$	229,919.46
39 \$	225,692.72
40 \$	221,434.28
41 \$	217,143.89
42 \$	212,821.34
43 \$	208,466.36
44 \$	204,078.71
45 \$	199,658.17
46 \$	195,204.46
47 \$	190,717.36
48 \$	186,196.59
49 \$	181,641.93
50 \$	177,921.01
51 \$	173,275.10
52 \$	168,594.36
53 \$	163,878.51
54 \$	159,127.28
55 \$	154,340.43
56 \$	149,517.67
57 \$	144,658.74
58 \$	139,763.37
59 \$	134,831.29
60 \$	129,862.21
61 \$	127,645.00

State lease - \$5,834.45  
 Payoff - 360,659.88  


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 \$366,494.33



TO: Honorable Mayor and City Council Members

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: September 11, 2023

SUBJECT: Sackett Waconia – 680 Tacoma Blvd.

REQUEST: Interim use permit for temporary gravel parking lot

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### **OVERVIEW OF THE REQUEST**

Daniel Rondeau, on behalf of PVS - Sackett Waconia has submitted a request for an interim use permit to allow a temporary gravel parking area to be constructed for overflow employee parking. The Sackett Waconia campus in Norwood Young America is one of four company locations. The business is currently experiencing high demand, thus there is need for expansion of facilities. The company is beginning the planning process for the expansion, taking into account all four of their locations. The current parking lot at the NYA campus is not large enough to accommodate all employees they will have in the interim. They have proposed the installation of a gravel parking area to accommodate up to 16 vehicles, directly south of their existing parking lot. The intent is for this to be a short-term solution, which will be removed following the expansion project. The Zoning Ordinance allows for temporary uses such as this through the interim use permit process.

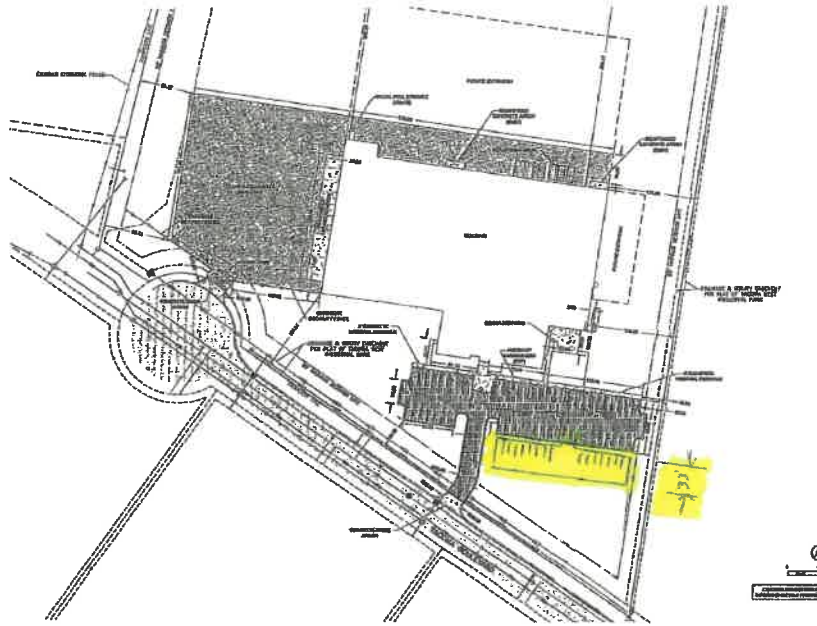
### **Current Conditions**

**ZONING:** The property is zoned I-1 Light Industrial

**LAND USE:** The current use of the property is industrial. The Future Land Use Map within the 2040 Comprehensive Plan guides this property for Industrial use.

The property is comprised of 10 acres. The footprint of the building is approximately 64,500 SF. There is an outdoor storage area to the north and west of the building, and employee parking is located to the south. The subject parcel fronts Tacoma Boulevard. The surrounding properties are a mix of industrial users and undeveloped land.

The proposed gravel parking area will be located along the southern border of the existing paved parking area. There will be a new curb cut in the center to allow access to the gravel parking area. The gravel parking area is 33 feet by 170 feet, totaling approximately 5,610 SF. This will accommodate up to 16 vehicles. The area is 63.5 feet from the front property line at the closest point, and 26.5 feet from the east side property line. The Applicant intends to add additional lighting to the existing light poles to cover the expanded parking area. The proposed gravel parking area is depicted below:



### **INTERIM USE PERMIT REVIEW**

An interim use permit (IUP) is subject to all conditions and approvals required for CUP review as specified in Section 1210.06.

#### **General Criteria for Approval of Conditional Use Permits**

The Planning Commission is required to examine the request under a series of general standards as set for under Section 1210.06 Conditional Use Permits, Subd. 3(A).

1. *The use is consistent with goals, policies, and objectives of the Comprehensive Plan.*  
The 2040 NYA Comprehensive Plans guides the subject area to Industrial use. **Criterion met.**
2. *The use is consistent with the intent of this Ordinance.*  
Employee parking is permissible in the I-1 Industrial District. **Criterion met.**
3. *The use does not have an undue adverse Impact on governmental facilities, utilities, services or existing or proposed improvements.*  
The proposed IUP will have no impact on the above. **Criterion met.**
4. *The use does not have an undue adverse Impact on the public health, safety, or welfare.*  
The proposed IUP will have no impact on the above. **Criterion met.**
5. *The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and Impair property values within the neighborhood.*  
The temporary parking area will not negatively impact neighboring property owners. The use will benefit the area in the long term, as it will allow any expansion at Sackett Waconia to be well planned and high quality. If the City were to require Sackett Waconia to

prematurely pave additional parking at their facility, it may not fit with a future expansion. **Criterion met.**

6. *The use will not Impede the normal and orderly development and Improvement of surrounding property for uses permitted In the district.*

**Criterion met.**

7. *Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.*

The proposed temporary use will be served by existing facilities. **Criterion met.**

8. *Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site.*

The existing access will be utilized. **Criterion met.**

9. *The use meets all the performance criteria requirements as established in Section 1245.01 of this chapter.*

**Not applicable.**

10. *The use shall, in all other respects, conform to the applicable regulations of the district in which it is located.*

The IUP will permit gravel parking on a short-term basis. Future construction of a long-term parking solution will be required to be hard surfaced per Ordinance requirements. **Criterion met.**

#### **PLANNING COMMISSION RECOMMENDATION**

At their September 5, 2023 regular meeting, the Planning Commission held the public hearing and voted unanimously to recommend that the City Council approve an interim use permit request from Sackett Waconia, subject to the following conditions:

1. The interim use permit is effective once recorded with the Carver County Recorder's Office, and shall remain valid for a period of three (3) years from the date of City Council approval.
2. The Applicant must verify if any Carver County Watershed Management organization permits are required.
3. Existing drainage patterns must be maintained with the addition of the gravel parking area.
4. Access to the gravel parking area shall be provided as shown on the site plan. No new access will be permitted.
5. Parking on the gravel area shall be limited to sixteen (16) employee vehicles.
6. Alterations to sight lighting must conform to the requirements of Section 1245.08.
7. The violation of any term or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The operator shall be given written notice of any violation and reasonable time (not less than 30 days) to cure the violation before a revocation of the permit may occur.

#### **POTENTIAL ACTION**

1. Request Additional Information and Continue the Meeting. The Applicant appears to have provided enough information for the City Council to make a decision to approve or deny the request. Should the City Council request additional information from the Applicant, the City Council should continue the meeting until a later time.

2. Approval of the Request. In the event of a decision for approval, the City Council may refer to Resolution 2023-23, included in the packet.
3. Denial of the Request. In the event of a decision for denial, the City Council should direct staff to prepare a resolution for denial, and should clearly state its reasoning.

**Attachments:**

- Application and Plans
- Resolution 2023-23

**Recommended Motion**

**Motion to approve an Interim Use Permit for Sackett Waconia at 680 Tacoma Blvd subject to the seven (7) conditions as presented.**

# RESOLUTION NO. 2023-23

## A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR SACKETT WACONIA, AT 680 TACOMA BLVD.

WHEREAS, the City of Norwood Young America has received application from Daniel Rondeau, on behalf of PVS – Sackett Waconia, for an interim use permit for the property located at 680 Tacoma Blvd., which is legally described as;

LOT 1, BLOCK 1, TACOMA WEST INDUSTRIAL PARK, CARVER COUNTY,  
MINNESOTA

and;

WHEREAS, the interim use permit has been requested to allow temporary use of a gravel parking area for the parking of up to 16 employee vehicles;

WHEREAS, the Applicant stated the reasoning for this request is to allow the business time to plan for an expansion before additional paved permanent parking is required to be installed;

WHEREAS, the Planning Commission reviewed and considered the request based on the related documents shown in the Application at their regular meeting on September 5, 2023; and

WHEREAS, the City Council reviewed and considered the reports, documents, testimony, and other materials presented; and

WHEREAS, the City Council can approve an interim use permit if it finds that the standards for granting an interim use permit as described in Chapter 12, Section 1210.07 of the Norwood Young America City Code have been met.

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota approves the Applicant's request for an interim use permit for temporary use of a gravel parking area.

The requested interim use permit is consistent with all of the standards for granting an interim use permit as described in Chapter 12, Section 1210.07. More specifically, the City Council finds that the requested interim use permit is justified for the following reasons:

1. The use is consistent with goals, policies, and objectives of the Comprehensive Plan.
2. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood.

3. The use will not Impede the normal and orderly development and Improvement of surrounding property for uses permitted In the district.
4. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.

BE IT FURTHER RESOLVED, that the Applicant must meet the following conditions for interim use permit approval:

1. The interim use permit is effective once recorded with the Carver County Recorder's Office, and shall remain valid for a period of three (3) years from the date of City Council approval.
2. The Applicant must verify if any Carver County Watershed Management organization permits are required.
3. Existing drainage patterns must be maintained with the addition of the gravel parking area.
4. Access to the gravel parking area shall be provided as shown on the site plan. No new access will be permitted.
5. Parking on the gravel area shall be limited to sixteen (16) employee vehicles.
6. Alterations to sight lighting must conform to the requirements of Section 1245.08.
7. The violation of any term or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The operator shall be given written notice of any violation and reasonable time (not less than 30 days) to cure the violation before a revocation of the permit may occur.

Passed by the City Council of Norwood Young America, Minnesota this 11<sup>th</sup> day of September, 2023.

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Carol Lagergren, Mayor

ATTEST:

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Angela Brumbaugh, City Clerk



TO: Mayor Lagergren & City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: September 11, 2023

RE: Resolution 2023-24; Approval of Application for MN DEED Transportation Economic Development Infrastructure (TEDI) Grant Program

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MN DEED offers an annual Transportation Economic Development Infrastructure (TEDI) competitive grant program to communities for road and public infrastructure projects that create jobs and support economic development.

Staff attended an informational session on July 10, 2023, and have met with the TEDI administrator and representatives from Bolton & Menk to determine that the Tacoma West Industrial Park Phase 2 expansion infrastructure project is eligible for this program. Projects are based and scored on six categories:

1. Job creation
2. Increase in local tax base
3. Level of private investment
4. Leverage of non-state funds
5. Improvement to the transportation system to service the project area
6. Appropriate geographical balance between the metropolitan area and greater Minnesota

Program application timeline:

- June 15 - September 22, 2023: Applications prepared (DEED and MnDOT offer guidance)
- July 10, 2023: TED/TEDI informational session
- September 22, 2023: Applications due to DEED for TEDI
- December 2023: Projects selected and approved

The TEDI funds available for this round of projects is \$1,962,400 of which half is guided to Greater MSP and half to the seven-county metro.

Staff is working with Bolton & Menk to complete and submit the application by the September 22, 2023, deadline.

#### **Recommended Motion**

**Motion for Resolution 2023-24 Approving the Application for the MN DEED Transportation Economic Development Infrastructure Grant Program.**

**CITY OF NORWOOD YOUNG AMERICA  
RESOLUTION 2023-24  
LOCAL GOVERNMENT RESOLUTION  
TRANSPORTATION ECONOMIC  
DEVELOPMENT INFRASTRUCTURE  
(TEDI) PROGRAM APPLICATION**

Applicants must adopt and submit the following resolution. This resolution must be adopted prior to submission of the forms package.

BE IT RESOLVED that City of Norwood Young America (Applicant) act as the legal sponsor for project(s) contained in the Transportation Economic Development Infrastructure (TEDI) Program Application to be submitted on September 22, 2023, and that Carol Lagergren, Mayor and Andrea Aukrust, City Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of Norwood Young America.

BE IT FURTHER RESOLVED that Norwood Young America has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds, adequate construction, operation, maintenance, and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that Norwood Young America has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, Norwood Young America, may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that, Norwood Young America, has committed \$4,200,000 towards the local match requirement.

BE IT FURTHER RESOLVED that the sources of the Applicant's matching funds shall be the General fund which has adequate funding to cover the commitment.

BE IT FURTHER RESOLVED that, Norwood Young America confirms that all funding necessary for the project is secured and will provide funds to complete the project.

BE IT FURTHER RESOLVED that Norwood Young America will repay the grant if milestones are not realized by the completion date identified in the Application.

Norwood Young America certifies that it will comply with all applicable laws, regulations, and rules of the Application.

BE IT FURTHER RESOLVED that the sources and uses, private investors, equity, and other financing commitments represented in the attached document are accurate.

NOW, THEREFORE BE IT RESOLVED that Mayor and City Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of Norwood Young America on September 11, 2023.

SIGNED:

ATTESTED:

\_\_\_\_\_  
Carol Lagergren, Mayor

\_\_\_\_\_  
Andrea Aukrust, City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer

DATE: September 11, 2023

RE: Preliminary Budget / Levy for 2024

---

Attached is the Revenue and Expenditure Budget Lists for 2024 along with the additional information discussed at the workshop.

***Recommended Motion:***

***7.6 Motion to approve Resolution 2023-25, A Resolution Adopting 2023 Preliminary Property Tax levy for the City of Norwood Young America for Collection in 2024.***

***7.7 Motion to approve Resolution 2023-26, A Resolution Adopting the 2024 Preliminary General Fund Operating Budget for the City of Norwood Young America.***

# RESOLUTION 2023-25

## A Resolution adopting Fiscal Year 2023 Preliminary Property Tax Levy for the City of Norwood Young America for collection in 2024

WHEREAS, the City of Norwood Young America is dependent upon collection of property taxes to fund a portion of its operating budget and to pay bonded debt obligations.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, hereby adopts the following property tax levy for collection in 2024 upon taxable property in the City of Norwood Young America for the following purposes:

General Fund Levy	\$1,940,133
2009 Taxable Public Project Lease Revenue Bonds	\$ 150,334
2016A GO Bonds	\$ 38,246
2020A GO Bonds	\$ 326,841
2021A GO Bonds	\$ 72,276
2022 GO Bonds	\$ 187,667
Abatement – Industrial Park	\$ 65,823
Fund 275 – Capital Replacement	\$ 600,000
Fund 498 – Street Improvement	<u>\$ 300,000</u>
<b>Total Property Tax Levy</b>	<b><u>\$3,681,320</u></b>

Adopted by the Norwood Young America City Council this 11<sup>th</sup> day of September 2023.

---

Carol Lagergren, Mayor

Attest:

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Angela Brumbaugh, Clerk/Finance Director

## RESOLUTION 2023-26

### A RESOLUTION ADOPTING THE 2024 PRELIMINARY GENERAL FUND OPERATING BUDGET FOR THE CITY OF NORWOOD YOUNG AMERICA

WHEREAS, it is the policy of the City of Norwood Young America to prepare and adopt an annual General Fund Operating Budget; and

WHEREAS, the preliminary budget for calendar year 2024 has been reviewed and approved by the City Council.

Now Therefore Be it Resolved, that the Norwood Young America City Council hereby adopts the following 2024 Preliminary General Fund Operating Budget and hereby appropriates the following amounts for said 2024 Budget.

#### **REVENUES:**

	<b><u>2023 Final</u></b>	<b><u>2024 Preliminary</u></b>
Property Taxes	1,866,212	1,940,133
Capital Project/Equipment	458,400	600,000
Licenses & Permits	56,400	63,900
Intergovernmental Revenues <i>(including state aids)</i>	548,501	680,301
Charges for Services	122,600	117,600
Fines & Forfeits	10,000	10,000
Interest on Investments	25,000	61,200
Miscellaneous Revenues	219,750	106,700
Transfers from other Funds	-	-
<b>TOTAL REVENUES:</b>	<b>\$ 3,306,863</b>	<b>\$ 3,579,834</b>

#### **EXPENDITURES:**

	<b><u>2023 Final</u></b>	<b><u>2024 Preliminary</u></b>
<b><i>General Government</i></b>		
Mayor/Council	22,514	23,088
Administration	108,519	62,532
Community Development	191,980	205,361
Boards & Commissions	5,200	5,200
Economic Development	139,075	147,263
City Clerk	200,576	189,726
Elections	-	29,835
Professional Services	117,450	110,698
Government Buildings	147,756	170,409
<b><i>Total General Government</i></b>	<b>933,070</b>	<b>944,112</b>
<b><i>Public Safety</i></b>		
Law Enforcement	240,508	300,887
Fire Protection	241,100	249,060
Other Protective Inspection	49,450	54,670
<b><i>Total Public Safety:</i></b>	<b>531,058</b>	<b>604,617</b>
 <b><i>Total: Highways, Streets, &amp; Roads</i></b>	 <b>871,449</b>	 <b>1,012,325</b>
<b><i>Total: Culture/Parks &amp; Recreation</i></b>	<b>279,587</b>	<b>320,426</b>
<b><i>Total: Capital Project/Equipment</i></b>	<b>851,500</b>	<b>1,173,350</b>
<b><i>Total: Swimming Pool</i></b>	<b>75,207</b>	<b>76,416</b>



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh

DATE: September 7, 2023 **\*\*Additional Information from Workshop\*\***

RE: Preliminary Budget for 2024

Attached are worksheets regarding the preliminary budget for 2024. As part of this budget process, the following numbers are included for the payable 2024 levy:

Fund	2023 Levy	2024 Proposed Levy	Percentage Increase				
General Fund Levy	\$ 1,866,212	\$ 1,940,133	3.96%				
2009 Taxable Public Project Lease Revenue Bonds	\$ 148,549	\$ 150,334					
2016A GO Bonds	\$ 38,246	\$ 38,246					
2020A GO Bonds	\$ 195,842	\$ 326,841					
2021A GO Bonds	\$ 68,496	\$ 72,276					
2022 GO Bonds	\$ 107,314	\$ 187,667					
Abatement – Industrial Park	\$ 65,823	\$ 65,823					
Fund 275 – Capital Replacement	\$ 458,400	\$ 600,000					
Fund 498 – Street Improvement	\$ 426,000	\$ 300,000					
	\$ 3,374,882	\$ 3,681,320					
Increase from 2023 to 2024		\$ 306,438	9.08%				

The EDA Special levy will be \$78,100 for 2024 from \$67,297 in 2023. Based on statute, it is the taxable market value x .0185%

The county updates valuations throughout the year but the latest comparison is:

	EMV	Taxable MV	Ref MV	Net Tax Capacity
2023	439,340,000	422,170,400	433,014,900	4,816,860
2024	450,874,600	433,848,300	443,911,000	4,994,548
Increase for 2024	11,534,600	11,677,900	10,896,100	177,688

The city's adjusted tax capacity after excluding tax increment and fiscal disparities would be \$4,307,147. Our tax rate would be 69% which is an increase from the calculated tax rate in 2023 of 64%. Including the EDA special levy, the rate would be 71%.

In 2022 (while working on the 2023 budget) the median home was valued at \$268,000 with the city taxes at approximately \$1,671. The median price of a home for 2023 is \$295,000. The taxes calculate at \$2,017 which is an increase of \$346 or \$28.85 per month.

Some of the changes for 2024 budget:

- General fund expenditures total is \$2,979,834 an increase of 9% with revenues increasing by 9% also.
  - Workers Comp was increased 8% and other insurance 10% based on LMC recommendation
  - Street Maintenance material was increased \$25,000 for salt, gravel, bituminous, etc. (101-43100-224)
  - Street Maintenance was increased \$25,000 for overlay project, crack filling, sealcoating (101-43100-425)
  - Economic Development Professional services has \$15,000 for an Urban Streetscape Consultant (101-46500-305)
  - Gap Financing for low interest loans was moved to ARPA funds for 2024 (\$20,000)
- ARPA funds are included to expend in 2024 (fund 258)
  - \$20,000 for Gap financing for economic development
  - \$100,000 for pool upgrades
  - \$158,000 towards Park upgrades (Old Town)
- Capital funds (fund 275), there is \$1,173,350 budgeted for expenditures, but we do not have that much included with the levy. Some of it has been levied in the past and we will be using reserves while others will be levied over a period to make up for the expenses. More details on that fund at the end of this memo.
- Storm Sewer fund (fund 603) has an increase of \$86,000 because we budget for principal, and transfers for bonds that include storm sewer. More time has been included for work by staff on storm sewers.
- Water fund was increased for water main breaks, South filter plant removal (\$70,000 under capital outlay 601-49400-500), and staffing. Both water and sewer funds are enterprise funds and although not everyone is considered to be in those departments there is quite a bit of time for those departments. Total increase is \$196,428.
- The Sewer fund was increased \$320,000 with capital outlay projections:
  - Biosolids land application - \$30,000
  - Trilane Lift Station retrofit - \$200,000
  - Slip line installation inflow and infiltration repair \$50,000
  - Trash pump \$15,000
  - Lift station panels - \$15,000
  - Push camera/jet scan - \$18,000
- The Sewer facility plan of \$75,000 was included with 602-49450-303 Engineering Fees

Attached is a summary of what has been included in the levy for capital equipment, what has been expended, and what I included for the levy in 2024 and some explanations. I also included items that are on the capital improvement list. Of course, you can make changes to this, I was just trying to keep it within an amount no greater than \$900,000 with the street improvement.

My amounts do take into consideration that we will be levying to replenish some of the funds for Old Town and the walking track in future years, so we aren't trying to levy the entire amount in one year. Abdo has our lists and we will ask them to make any adjustments you would like so that we can have that information for the next meeting.

Some of the capital improvements do have justification forms included. It is our hope to have information that can help others understand why something may be on our list of replacement/improvement. This is something new and if you don't find it beneficial please let us know.

As you look through some of this paperwork, if you have questions or need additional information before the meeting, please let me know. Thank you.