



CITY COUNCIL AGENDA

September 25, 2023

5:00 p.m.

Workshop

6:00 p.m.

City Council EDA Meeting & City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

WORKSHOP

1. No Workshop

EDA

2. CALL A MEETING OF THE EDA TO ORDER

- 2.1. Pledge of Allegiance
- 2.2. Approve Agenda
- 2.3. Approve the minutes of August 28, 2023
- 2.4. Approve the 2024 EDA Levy
- 2.5. Adjournment

CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

4. APPROVE AGENDA

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

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

- 5.1 Domestic Violence Awareness Month Proclamation—Katie Schaumann, Community Engagement Coordinator
Southern Valley Alliance

6. CONSENT AGENDA

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

- 6.1. Approve minutes of September 11, 2023, City Council Meeting
- 6.2. Approve minutes of September 7, 2023, Budget Workshop
- 6.3. Approve Payment of Claims

7. PUBLIC HEARING

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1. Resolution 2023-27 A Resolution Approving a Lawful Gambling Premise Permit for Norwood Young America Lions—Angela Brumbaugh, Clerk/Finance Director
- 9.2. Call for a Public Hearing: 2023 Delinquent Accounts—Angela Brumbaugh, Clerk/Finance Director
- 9.3. Park and Recreation Commission 2024 Goals—Karen Hallquist, CED Director
- 9.4. Willkommen Memorial Park Baseball Field Fence Project – Karen Hallquist, CED Director
- 9.5. NYA Sports Complex Zellmann Field Light Pole Project – Karen Hallquist, CED Director
- 9.6. Casper Circle Park Decommission Discussion – Karen Hallquist, CED Director

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. ADDITIONAL INFORMATION—The following informational items have been included in the Council packet for informational purposes, council review, and discussion. No action is required by the City Council.

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

October 4	NYA Food Distribution	12:30 PM-1:30 PM
October 10	City Council Meeting	6:00 PM (Tuesday night meeting)
October 11	Planning Commission Meeting	6:00 PM
October 11	Economic Development Commission Meeting	6:00 PM (Cancelled)
October 17	Park and Recreation Commission Meeting	5:15 PM
October 19	Sr. Advisory	9:00 AM
October 23	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
October 23-27	NYA Manufacturers Week	



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

August 28, 2023 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

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

ABSENT:

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

OTHERS:

2. Call EDA Meeting to Order

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

2.1 Pledge of Allegiance

The Pledge of Allegiance was said by all present

2.2 Approve Agenda

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

2.3 Approve minutes of July 24, 2023 meeting

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

2.4 Adjournment

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

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, Clerk/Finance Director



TO: Mayor Lagergren and City Council Members, acting as the Economic Development Authority

FROM: Angela Brumbaugh, City Clerk/Finance Director

DATE: September 25, 2023

SUBJECT: Resolution 2301, Special Benefit Levy

=====

Attached is Resolution 2301, approving a special benefit levy to be collected in 2024 for the purpose of paying toward the 2024 debt service obligation for the Tacoma West Industrial Park (Fund 522).

The proposed amount is based off Minnesota Statutes, Sections 469.033, Subdivision 6 of the HRA Act whereas the levy amount cannot exceed 0.0185 percent of the taxable market value in the city. (\$422,170,400*0.0185%)

Recommended Motion:

Motion to approve Resolution 2301, Authorizing the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and approval of the Budget for Fiscal Year 2024.

**NORWOOD YOUNG AMERICA
ECONOMIC DEVELOPMENT AUTHORITY**

RESOLUTION NO. 2301

**AUTHORIZING THE LEVY OF
A SPECIAL BENEFIT LEVY PURSUANT TO MINNESOTA STATUTES,
SECTION 469.033, SUBDIVISION 6 AND APPROVAL
OF A BUDGET FOR FISCAL YEAR 2024**

WHEREAS, pursuant to Resolution No. 1997-03, adopted by the City Council of the City of Norwood Young America, Minnesota (the "City") and Minnesota Statutes, Sections 469.090 through 469.1082, the City created the Norwood Young America Economic Development Authority (the "Authority"); and

WHEREAS, pursuant to Resolution No. 2006-46 adopted by the City Council of the City on May 8, 2006, the Authority has the ability to exercise all powers and duties of a housing and redevelopment authority under the provisions of Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act"); and

WHEREAS, Section 469.033, Subdivision 6, of the HRA Act permits the Authority to levy and collect a special benefit tax of up to 0.0185 percent of taxable market value in the City, levied upon all taxable real property within the City; and

WHEREAS, the Authority desires to levy a special benefit tax in the amount of 0.0185 percent of taxable market value in the City; and

WHEREAS, the Authority has entered into an interfund loan in the amount of \$1,519,330 to finance the development of an industrial park project and certain related marketing costs under the HRA Act (the "Interfund Loan"), all pursuant to Resolution No. 0602 adopted by the Authority on June 12, 2006 approving the Interfund Loan (the "Interfund Loan Resolution"); and

WHEREAS, under the Interfund Loan Resolution, the Authority pledged to levy its special benefits tax for the payment of principal and interest on the Interfund Loan; and

WHEREAS, the Authority has determined to adopt a budget for fiscal year 2024 that provides for levy of the special benefits tax in amount of 0.0185 percent of taxable market value to be used for the payment of principal and interest on the Interfund Loan; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioners ("Board") of the Norwood Young America Economic Development Authority as follows:

1. The Board hereby approves a budget of \$78,100 in proceeds of special benefits tax to be collected in 2024, for the payment of principal and interest on the Interfund Loan.
2. Staff of the Authority is hereby authorized and directed to file the budget with the City

in accordance with Minnesota Statutes, Section 469.033, Subdivision 6.

3. There is hereby levied a special benefit tax pursuant to Minnesota Statutes, Section 469.033, Subdivision 6, in the amount equal to the lesser of a levy at a rate of 0.0185 percent of taxable market value in City, or \$78,100, with respect to taxes payable in calendar year 2023.
4. Staff of the Authority is hereby authorized and directed to take such other actions as are necessary to levy and certify such levy.

Approved by the Board of Commissioners of the Economic Development Authority of Norwood Young America, Minnesota this 25th day of September 2023.

Carol Lagergren, President

Attest:

Angela Brumbaugh, City Clerk/Finance Director

CITY OF NORWOOD YOUNG AMERICA
DOMESTIC VIOLENCE AWARENESS MONTH

In the City of Norwood Young America, in recognition of the critical work being done by domestic violence advocates in service of the survivors and victims they serve, I encourage all citizens to actively engage in the work and events sponsored by Southern Valley Alliance and other organizations working toward the elimination of domestic violence.

WHEREAS, more than 10 million adults experience domestic violence, and over 1.5 million high school students are physically abused by dating partners, annually in the United States;

WHEREAS, more than 23,000 calls are placed to domestic violence hotlines nationwide every day;

WHEREAS, calls to our local domestic abuse crisis line, Southern Valley Alliance, have more than doubled in the last two years;

WHEREAS, the impact of domestic violence is felt not only by individuals and families, but communities and the nation as a whole;

WHEREAS, Norwood Young America joins with others across the state of Minnesota, and nationwide, in supporting domestic violence victims and survivors, the advocates and organizations who serve them, and holding offenders accountable in Norwood Young America;

NOW, THEREFORE, I, Carol Lagergren, Mayor of Norwood Young America, hereby do Proclaim October 2023 as Domestic Violence Awareness Month.



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 7th at 5:00 p.m. and Sept 14th 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,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk/Finance Director



CITY COUNCIL WORKSHOP MINUTES

September 07, 2023 – 5:00 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

Attendance:

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

ABSENT:

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

OTHERS:

1. CALL A WORKSHOP MEETING OF THE CITY COUNCIL TO ORDER

Mayer Lagergren called the meeting to order at 5:00 pm with all council members present.

2. NEW BUSINESS

2.1. 2024 Proposed Budget Review – Angela Brumbaugh, Clerk-Finance Director and Administrator Aukrust

- General Fund Levy increased – \$73,921 or 3.96%
- Total increase to the levy - \$306,438 or 9.08%
- Capital Fund (275) has \$600,000 in the levy
- Added additional amount to levy for Old Town along with ARPA funds; and some may need to be included in 2025
- Walking track will be paid back over a few years
- Water fund has the South filter plant removal added
- Water fund increase is \$196,428
- Sewer fund has biosolids land application, Trilane Lift Station retrofit, Trash pump, Lift station panels, push camera/jet scan, and Sewer facility plan
- Sewer fund increase is \$320,000
- Council agreed to leave everything as presented and include on the September 11, 2023 agenda along with the levy
- Cancel the September 14, 2023 meeting

3. ADJOURNMENT

MM/CS motion to adjourn at 6:11 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: September 25, 2023

Payroll EFT

Check #	508196 - 508227	\$	21,798.58
Check #	508228 - 508248	\$	26,486.33
Check #	508249 - 508270	\$	26,704.34

Prepays

Check #	34588	F450 check to Surplus	\$	15,745.00
Check #	34589	Northstar Truck Sales	\$	71,090.00
Check #	34590 -	US Postal Svc	\$	390.00

Claims Pending Payment

Check #	34591 - 34631	\$	62,212.40
	-		

Voided Checks

Check #	34558 -	Replaced with 34588 for F450	\$	(15,745.00)
	-			

Grand Total (excluding voided checks) \$ 208,681.65

NORWOOD YOUNG AMERICA

09/22/23 1:35 PM

Page 1

Vendor Check Recon

Current Period: SEPTEMBER 2023

Check Nbr	Check Date	Check Amt	Act Year Per	Cash Act Source	Ck Status	Cancel Date
Vendor Name Anoka County						
34558	9/11/2023	\$0.00	2023 09	10100 091123Pay	Cleared	1:45:28 AM
34588	9/12/2023	\$15,745.00	2023 09	10100 091123Pay	Outstanding	
Vendor Name Anoka Count		\$15,745.00				
		\$15,745.00				

VOIDED
34558
REPLACED WITH
34588
Changed vendor name.

NORWOOD YOUNG AMERICA

09/22/23 1:31 PM

Page 1

*Check Detail Register©

Checks 34588

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34588	09/12/23	Surplus Services			
E 275-43100-553		Streets-Vehicles	\$15,745.00	65979	2015 GMC sierra 1500 through Minnbid.org LOT 47621
		Total	\$15,745.00		
		10100	\$15,745.00		

Fund Summary

10100 CHECKING	
275 CAPITAL	\$15,745.00
	\$15,745.00

NORWOOD YOUNG AMERICA

09/22/23 1:22 PM

Page 1

*Check Detail Register©

Batch: F450Pymt

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34589	09/12/23	Northstar Truck Sales Inc			
E 275-43100-553		Streets-Vehicles	\$71,090.00	4472	2019 Ford F-450 Vin 1FDTF4HY0KDA27512
		Total	\$71,090.00		
		10100	\$71,090.00		

Fund Summary

10100 CHECKING	
275 CAPITAL	\$71,090.00
	\$71,090.00

NORWOOD YOUNG AMERICA

09/22/23 1:25 PM

Page 1

*Check Detail Register©

Batch: USPostal

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34590	09/14/23	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$195.00		Postage
E 602-49450-350		Print/Publishing/Postage	\$195.00		Postage
		Total	\$390.00		
		10100	\$390.00		

Fund Summary

10100 CHECKING	
601 WATER FUND	\$195.00
602 SEWER FUND	\$195.00
	\$390.00

NORWOOD YOUNG AMERICA

09/21/23 4:19 PM

Page 1

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34591	09/21/23	ABDO			
E 101-41500-301		Auditing and Acctg Servc	\$7,000.00	473774	Final payment on 2022 audit
E 431-41960-300		Professional Srvs	\$600.00	474331	OSA TIF Report
E 407-41960-300		Professional Srvs	\$600.00	474331	OSA TIF Report
E 425-41960-300		Professional Srvs	\$600.00	474331	OSA TIF Report
E 424-41960-300		Professional Srvs	\$600.00	474331	OSA TIF Report
E 423-41960-300		Professional Srvs	\$600.00	474331	OSA TIF Report
E 101-41500-301		Auditing and Acctg Servc	\$850.00	476270	OSA Financial Report
		Total	\$10,850.00		
34592	09/21/23	ADC SERVICES INC			
E 601-49400-208		Medical-Physicals	\$15.00	988723	2023 Lab, MRO, other fees
E 602-49450-208		Medical-Physicals	\$15.00	988723	2023 Lab, MRO, other fees
		Total	\$30.00		
34593	09/21/23	ASPEN MILLS, INC.			
E 101-42200-417		Uniform	\$515.60	319070	Fire Dept Clothing
		Total	\$515.60		
34594	09/21/23	BANK OF THE WEST/BMO			
G 101-21718		HSA ACCOUNT	\$375.00		HSA Deposit
		Total	\$375.00		
34595	09/21/23	BMO/LIVELY			
G 101-21718		HSA ACCOUNT	\$375.00		HSA Deposit
		Total	\$375.00		
34596	09/21/23	BOUSKA, NICHOLAS/TAMMY			
E 601-49400-432		Refund	\$196.50	09212023UB	Refund UB overpayment
E 602-49450-432		Refund	\$196.49	09212023UB	Refund UB overpayment
		Total	\$392.99		
34597	09/21/23	BREMER BANK			
G 101-21718		HSA ACCOUNT	\$191.68		HSA Deposit
		Total	\$191.68		
34598	09/21/23	CARQUEST AUTO PARTS			
E 101-43100-221		Repair/Maintenance Equip	\$19.72	5927-271805	Streets - Fram Def 2.5 Gal
E 601-49400-221		Repair/Maintenance Equip	\$97.79	5927-272021	2019 F350 & 2012 F550 Oil Change
E 602-49450-221		Repair/Maintenance Equip	\$97.79	5927-272021	2019 F350 & 2012 F550 Oil Change
E 101-49860-221		Repair/Maintenance Equip	\$3.95	5927-272274	Pool - Plastic Funnel
E 101-42200-240		Small Tools and Minor Eq	\$158.88	5927-272352	Hitch Pin, Coupler Safety Latch Pin, Original Covert a Ball
E 101-42200-221		Repair/Maintenance Equip	\$100.00	5927-275745	Batteries
E 101-43100-221		Repair/Maintenance Equip	\$73.46	5927-276073	Lube and Fuel
E 101-43100-221		Repair/Maintenance Equip	\$38.45	5927-276081	Fuel Filter
E 101-43100-221		Repair/Maintenance Equip	\$26.63	5927-276125	AG Coupling
E 101-43100-221		Repair/Maintenance Equip	\$8.00	5927-276148	1/4 Cob. Bit
E 101-43100-221		Repair/Maintenance Equip	\$144.84	5927-276283	Bobcat repairs

NORWOOD YOUNG AMERICA

09/21/23 4:19 PM

Page 2

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$769.51		
34599	09/21/23	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$375.00		HSA Deposit
Total			\$375.00		
34600	09/21/23	CITIZENS STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$525.00		HSA Deposit
Total			\$525.00		
34601	09/21/23	CORE AND MAIN			
E 601-49400-437		Maintenance Contract	\$2,620.00	T541205	Maintenance Contract
Total			\$2,620.00		
34602	09/21/23	DELTA DENTAL			
G 101-21714		Dental Insurance	\$1,776.52	CNS0001353	Dental Insurance
Total			\$1,776.52		
34603	09/21/23	EMERGENCY APPARATUS MAINTENANC			
E 101-42200-221		Repair/Maintenance Equip	\$4,403.28	128950	Engine 11
Total			\$4,403.28		
34604	09/21/23	HAWKINS WATER TREATMENT GROUP			
E 602-49450-216		Chemicals and Chem Pro	\$1,230.55	6518278	Chlorine Cylinder
E 601-49400-216		Chemicals and Chem Pro	\$615.75	6519265	Chlorine Cylinder
E 101-49860-216		Chemicals and Chem Pro	\$1,175.40	6522917	Chlorine Cylinder
E 601-49400-216		Chemicals and Chem Pro	\$30.00	6525505	Chlorine Cylinder
E 602-49450-216		Chemicals and Chem Pro	\$40.00	6525552	Chlorine Cylinder
E 101-49860-216		Chemicals and Chem Pro	\$30.00	6578831	Chlorine Cylinder
E 601-49400-216		Chemicals and Chem Pro	\$40.00	6579275	Chlorine Cylinder
E 602-49450-216		Chemicals and Chem Pro	\$90.00	6579322	Chlorine Cylinder
Total			\$3,251.70		
34605	09/21/23	HILLYARD FLOOR CARE SUPPLY			
E 101-41940-223		Repair/Maintenance Bldg/	\$757.35	3000867550	Stiftungsfest
Total			\$757.35		
34606	09/21/23	HOLTON ELECTRIC CONTRACTORS			
E 602-49450-223		Repair/Maintenance Bldg/	\$234.00	6000	Electric Services for Waste Water Plant
Total			\$234.00		
34607	09/21/23	HOME SOLUTIONS			
E 101-42200-430		Miscellaneous	\$62.59	A224499	Propane Stiftungsfest Sports Complex
E 101-45200-223		Repair/Maintenance Bldg/	\$8.43	A225213	Pavilion - Sprinkler Line Repair
E 101-43100-221		Repair/Maintenance Equip	\$26.67	A225503	Misc Hardware
E 101-43100-223		Repair/Maintenance Bldg/	\$23.81	A225741	Cleaning Supplies
E 101-45200-221		Repair/Maintenance Equip	\$20.69	A225763	Trimmer Line
E 101-43100-221		Repair/Maintenance Equip	\$16.19	A225981	Shop Rags
E 101-43100-223		Repair/Maintenance Bldg/	\$23.39	A226194	Screwdriver Set
E 101-43100-223		Repair/Maintenance Bldg/	\$7.90	A226220	Pavilion Coat Rack
E 101-43100-223		Repair/Maintenance Bldg/	\$17.08	B243491	Pavilion - Compound and Qwik Cap

NORWOOD YOUNG AMERICA

09/21/23 4:19 PM

Page 3

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-223		Repair/Maintenance Bldg/	\$22.03	B243498	Swiffer Dusters and Gloves
E 101-43100-210		Operating Supplies	\$4.80	B243508	Tide Pod
E 601-49400-210		Operating Supplies	\$4.80	B243508	Tide Pod
E 602-49450-210		Operating Supplies	\$4.79	B243508	Tide Pod
		Total	\$243.17		
34608	09/21/23	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$405.00	092123UB	August Union Dues
		Total	\$405.00		
34609	09/21/23	KAEDING ARCHITECTURE LLC			
E 275-45200-302		Architects Fees	\$181.25	2480	Old Town Concessions - Construction administration - contractor correspondence
		Total	\$181.25		
34610	09/21/23	KWIK TRIP INC.			
E 101-43100-212		Motor Fuels	\$21.48	0096451	Fuel - Def for Skid
E 101-42200-212		Motor Fuels	\$7.63	8672804	Utility Gas Can
E 101-43100-212		Motor Fuels	\$110.25	8775747	Fuel - Bucket Truck
E 101-43100-212		Motor Fuels	\$121.19	8791372	Fuel
E 101-42200-212		Motor Fuels	\$53.94	8797262	Fuel - Tanker 21
E 101-42200-212		Motor Fuels	\$87.50	8797264	Fuel - Command Vehicle
E 101-43100-212		Motor Fuels	\$121.82	8804371	Fuel - Bucket Truck
E 101-43100-212		Motor Fuels	\$33.02	8805394	Fuel - GMC Truck
E 601-49400-212		Motor Fuels	\$33.02	8805394	Fuel - GMC Truck
E 602-49450-212		Motor Fuels	\$33.02	8805394	Fuel - GMC Truck
		Total	\$622.87		
34611	09/21/23	LANO EQUIPMENT			
E 101-43100-221		Repair/Maintenance Equip	\$560.00	89995	PTO
E 101-43100-221		Repair/Maintenance Equip	\$4.00	90096	Cotter Pin
		Total	\$564.00		
34612	09/21/23	MAYER LUMBER CO.			
E 101-45200-223		Repair/Maintenance Bldg/	\$208.00	235517	Plywood
		Total	\$208.00		
34613	09/21/23	METRONET			
E 101-41940-321		Telephone	\$79.26	16742300923	Fiber IPTV & Phone - History / Food
E 101-41300-321		Telephone	\$45.97	16742300923	Fiber IPTV & Phone - Executive
E 101-41320-321		Telephone	\$45.97	16742300923	Fiber IPTV & Phone - Comm Dev
E 101-41400-321		Telephone	\$45.97	16742300923	Fiber IPTV & Phone - Clerk
E 101-46500-321		Telephone	\$15.32	16742300923	Fiber IPTV & Phone - Ec Dev
E 101-42100-321		Telephone	\$76.62	16742300923	Fiber IPTV & Phone - Police
E 101-45500-321		Telephone	\$76.62	16742300923	Fiber IPTV & Phone - Library
E 101-41940-321		Telephone	\$130.51	16742300923	+
E 601-49400-321		Telephone	\$52.84	16742300923	Fiber IPTV & Phone - Water
E 602-49450-321		Telephone	\$52.84	16742300923	Fiber IPTV & Phone - Sewer
E 101-42200-321		Telephone	\$52.84	16742300923	Fiber IPTV & Phone - Fire
E 101-43100-321		Telephone	\$36.99	16742300923	Fiber IPTV & Phone - PW - HSR
E 101-45200-321		Telephone	\$15.85	16742300923	Fiber IPTV & Phone - PW - Parks

NORWOOD YOUNG AMERICA

09/21/23 4:19 PM

Page 4

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49860-321		Telephone	\$26.42	16742300923	Fiber IPTV & Phone - Pool
		Total	\$754.02		
34614	09/21/23	MUNICIPAL EMERGENCY SERVICES			
E 101-42200-542		FD Equipment	\$2,174.76	IN1933437	Nitrex
		Total	\$2,174.76		
34615	09/21/23	MVTL			
E 602-49450-217		Lab Fees	\$47.30	1204790	Phosphorus
E 602-49450-217		Lab Fees	\$118.58	1217716	Nitrogen & Phosphorus
E 601-49400-217		Lab Fees	\$105.60	1217818	Coliform
		Total	\$271.48		
34616	09/21/23	NAPA			
E 101-45200-221		Repair/Maintenance Equip	\$177.02	353662	2012 Ford F550 Starter, Filter, and Oil
E 101-43100-221		Repair/Maintenance Equip	\$76.50	353787	2012 Ford F550 U-Joint
E 101-43100-221		Repair/Maintenance Equip	\$62.61	353801	U-Joint
E 101-43100-221		Repair/Maintenance Equip	\$30.30	353834	Oil Filter
E 101-43100-221		Repair/Maintenance Equip	\$40.35	358053	Air Filters & Fluid Filters
E 101-42200-210		Operating Supplies	\$8.55	358335	Blister Pack Capsules
		Total	\$395.33		
34617	09/21/23	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$289.34		HSA Deposit
		Total	\$289.34		
34618	09/21/23	PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221		Repair/Maintenance Equip	\$605.66	107709	1996 Chev Kodiak - MN FIRE T-21 - Annual Inspection, Body Service, Exhaust Service, Suspension Service, and Tire Rotation
E 101-42200-221		Repair/Maintenance Equip	\$476.14	107717	2002 Peterbilt 330 - MN FIRE U-21 - Heavy Rescue Inspection, Power Steering Hose, Back Up Light Bulb, Body Mount
E 101-42200-221		Repair/Maintenance Equip	\$258.66	107718	2012 Ford F550 - MN FIRE E-21 - Fire Station Truck Inspection, Corroded Wire Repair, Hydraulic Cylinder Repair
E 101-42200-221		Repair/Maintenance Equip	\$153.33	107720	2002 Ford F550 - MN FIRE R-21 - Annual Inspection
		Total	\$1,493.79		
34619	09/21/23	RIDGEVIEW MEDICAL CENTER			
E 101-42200-210		Operating Supplies	\$290.14	NYAFIRE820	EPI Pens
		Total	\$290.14		
34620	09/21/23	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$319.68		HSA Deposit
G 101-21718		HSA ACCOUNT	\$575.00		HSA Deposit
		Total	\$894.68		
34621	09/21/23	SMITH OIL CO			
E 101-42200-212		Motor Fuels	\$83.98	161167	Gas - Tanker 21
E 101-42200-212		Motor Fuels	\$61.00	161962	Gas - Command I
E 101-42200-212		Motor Fuels	\$63.74	162104	Gas - Command I

NORWOOD YOUNG AMERICA

09/21/23 4:19 PM

Page 5

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-212		Motor Fuels	\$86.00	162175	Gas - Command I
E 101-42200-212		Motor Fuels	\$31.59	162297	Gas - Command I
E 101-42200-212		Motor Fuels	\$78.20	162313	Gas - Rescue 11
E 101-42200-212		Motor Fuels	\$45.78	168647	Gas - Tahoe - Command Vehicle
E 601-49400-212		Motor Fuels	\$65.51	168764	Gas
E 602-49450-212		Motor Fuels	\$65.50	168764	Gas
E 601-49400-212		Motor Fuels	\$38.00	168810	Gas
E 602-49450-212		Motor Fuels	\$38.01	168810	Gas
E 101-42200-212		Motor Fuels	\$56.50	168854	Gas - Command I
E 101-42200-212		Motor Fuels	\$50.26	168918	Gas - Command Vehicle
Total			\$764.07		
34622	09/21/23	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$375.00		HSA Deposit
Total			\$375.00		
34623	09/21/23	SQUIRES, WALDSPURGER, & MACE,			
E 101-41500-304		Legal Fees	\$232.00	18061	Legal Fees - Masonic Bldg
E 101-41500-304		Legal Fees	\$1,384.50	18061	Legal Fees - Peace Villa - The Harbor
E 101-41500-304		Legal Fees	\$1,755.00	18061	Legal Fees - Misc
E 101-41500-304		Legal Fees	\$253.50	18378	Legal Fees - Public Works Negotiations
E 101-41500-304		Legal Fees	\$195.00	18378	Legal Fees - Old Town
E 101-41500-304		Legal Fees	\$1,054.10	18378	Legal Fees - Misc
E 101-41500-304		Legal Fees	\$7,815.50	18378	Legal Fees - Masonic Lodge Hazardous Building
E 101-41500-304		Legal Fees	\$234.00	18378	Legal Fees - Peace Villa Agreement Questions
Total			\$12,923.60		
34624	09/21/23	STREICH, MARK			
E 101-43100-212		Motor Fuels	\$40.11	252941	Gas for F450 Truck - Holiday - Reimbursement
Total			\$40.11		
34625	09/21/23	ULTIMATE SAFETY CONCEPTS, INC.			
E 101-42200-210		Operating Supplies	\$514.44	207285	NFPA Compliant Battery
Total			\$514.44		
34626	09/21/23	UMB Bank			
G 101-21718		HSA ACCOUNT	\$375.00		HSA Deposit
Total			\$375.00		
34627	09/21/23	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$197.68	092123UB	Insurance Premium
Total			\$197.68		
34628	09/21/23	USA BLUE BOOK			
E 602-49450-217		Lab Fees	\$222.30	INV00133135	Chlorine
Total			\$222.30		
34629	09/21/23	UTILITY CONSULTANTS			
E 602-49450-217		Lab Fees	\$801.74	117380	CBOD/TSS TESTING
Total			\$801.74		

NORWOOD YOUNG AMERICA

09/21/23 4:19 PM

Page 6

*Check Detail Register©

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
34630	09/21/23	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$560.00	292306	3/8" Virgin Fine Mix - Ticket# 12514
E 101-43100-224		Street Maint Materials	\$331.20	292306	3/8" Virgin Fine Mix - Ticket# 12520
E 101-43100-224		Street Maint Materials	\$160.80	292306	3/8" Virgin Fine Mix - Ticket# 12521
E 101-43100-224		Street Maint Materials	\$634.40	292624	3/8" Virgin Fine Mix - Ticket# 12856
E 101-43100-224		Street Maint Materials	\$631.20	292841	3/8" Virgin Fine Mix - Ticket# 12962
E 101-43100-224		Street Maint Materials	\$630.40	292841	3/8" Virgin Fine Mix - Ticket# 12974
		Total	\$2,948.00		
34631	09/21/23	WSB			
E 101-46500-305		Other Professional Fees	\$6,820.00		R-022796-00- Housing Study
		Total	\$6,820.00		
		10100 CHECKING	\$62,212.40		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$51,828.43
275 CAPITAL	\$181.25
407 TAX INCREMENT 1-5 PEACE VILLAG	\$600.00
423 TAX INCREMENT DISTRICT 3-3 V#2	\$600.00
424 TAX INCREMENT DISTRICT 3-4 WMI	\$600.00
425 TAX INCREMENT DISTRICT 3-5 V#3	\$600.00
431 TIF District 3-6	\$600.00
601 WATER FUND	\$3,914.81
602 SEWER FUND	\$3,287.91
	\$62,212.40



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: September 25, 2023

RE: Resolution 2023-27, On-site Lawful Gambling Permit – Norwood Young America Lions

Norwood Young America Lions is requesting approval for an on-site lawful gambling premise permit at Lazy Loon Bowling and Event Center, 305 E Wilson St. For them to be able to get the license; the council must pass a resolution giving their approval.

RECOMMENDED MOTION:

A Motion to Approve Resolution 2023--27 A Resolution approving a Lawful Gambling Premise Permit for Norwood Young America Lions.

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2023-27**

**A RESOLUTION APPROVING A LAWFUL GAMBLING PREMISE PERMIT FOR
NORWOOD YOUNG AMERICA LIONS**

WHEREAS, Norwood Young America Lions conducts lawful gambling at an establishment within the city; and

WHEREAS, according to state statute, the governing body of a municipality must approve the premise permit for such lawful gambling organizations; and

WHEREAS, the Gambling Control Division will not issue or renew a premise permit if the city has not passed a resolution; and

WHEREAS, the city may not arbitrarily or capriciously deny the renewal request of a licensee.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, hereby approves the following premise permit for the following gambling organization at the following establishment:

Norwood Young America Lions
Lazy Loon Bowling and Event Center
305 E Wilson St
Norwood Young America MN 55368

Approved by the City Council of Norwood Young America this 25th day of September 2023.

NORWOOD YOUNG AMERICA, MINNESOTA

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, Clerk/Finance Director



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: September 25, 2023

RE: Call for Public Hearing for Delinquent Utilities and Invoices

We need to hold a public hearing in order to move forward with delinquent utilities and invoices. We will send out notices to anyone with a delinquent utility or any other delinquent invoice along with publish the notice in the newspaper.

Delinquent invoices and utilities are assessed to the property owner's real estate taxes if they are not paid 30 days after the public hearing.

RECOMMENDED MOTION:

Move to call for a public hearing on assessments for delinquent utilities and special assessments on Monday, October 23rd, at 6:00 p.m.



TO: Mayor Lagergren & NYA City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: September 25, 2023

RE: NYA Parks & Recreation Commission 2024 Goals

The NYA Parks & Recreation Commission has set their 2024 Goals to, once again, concentrate on “quality over quantity” with all the community parks. The two main categories for goals include:

- Create opportunities for new park amenities; and,
- Assess current park amenities and develop a plan to maintain the safety of equipment and surroundings.

The detailed goals attached align with the staff recommendations for CIP budgetary scheduling of P&R major projects.

Information Only



Norwood Young America Parks & Recreation Commission 2024 Goals

The NYA Parks & Recreation Commission has proposed the following goals for 2024:

1. Create opportunities for new park amenities

- a. Research/develop a plan for Outlot A including dog park
 - i. Work with Bolton & Menk to develop a formal design/layout plan
 - ii. Work with DNR on grant opportunities
- b. Complete the “new” Old Town Project
 - i. Organize a ribbon cutting to celebrate the project
- c. Research/install disc golf to add to Prairie Dawn Park
- d. Research additions to Willkommen Memorial Park Mural
- e. Host an Arbor Day event

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

- a. Continue All-Park Assessment
 - i. Organize a commissioner tour of the parks
 - ii. Assess potential removal of Casper, Kehrer, and South Park playgrounds
- b. Improve on health and safety issues at West Carver Community Pool per MN Dept of Health (ARPA Funds)
 - i. Replace entrance/exit doors
 - ii. Replace flooring
 - iii. Increase size of equipment room

P&R Long-term goals submitted in CIP include:

- Outlot A completion
- Tennis Courts at Friendship Park
- 2027 new playground at Willkommen Park
- Concrete South Park hockey rink – with pickle ball striping for off season use
- New signage at NYA Sports Complex
- Signage at South Park
- Concrete replacement for basketball courts



TO: Mayor Lagergren & NYA City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: September 25, 2023

RE: Willkommen Memorial Baseball Park Fencing Project

Brandon Stender, representative from the Young America Cardinals, presented information on a fencing project at the baseball field at Willkommen Memorial Park at the Parks & Recreation Commission meeting on Tuesday, September 19, 2023. The following are details of the project:

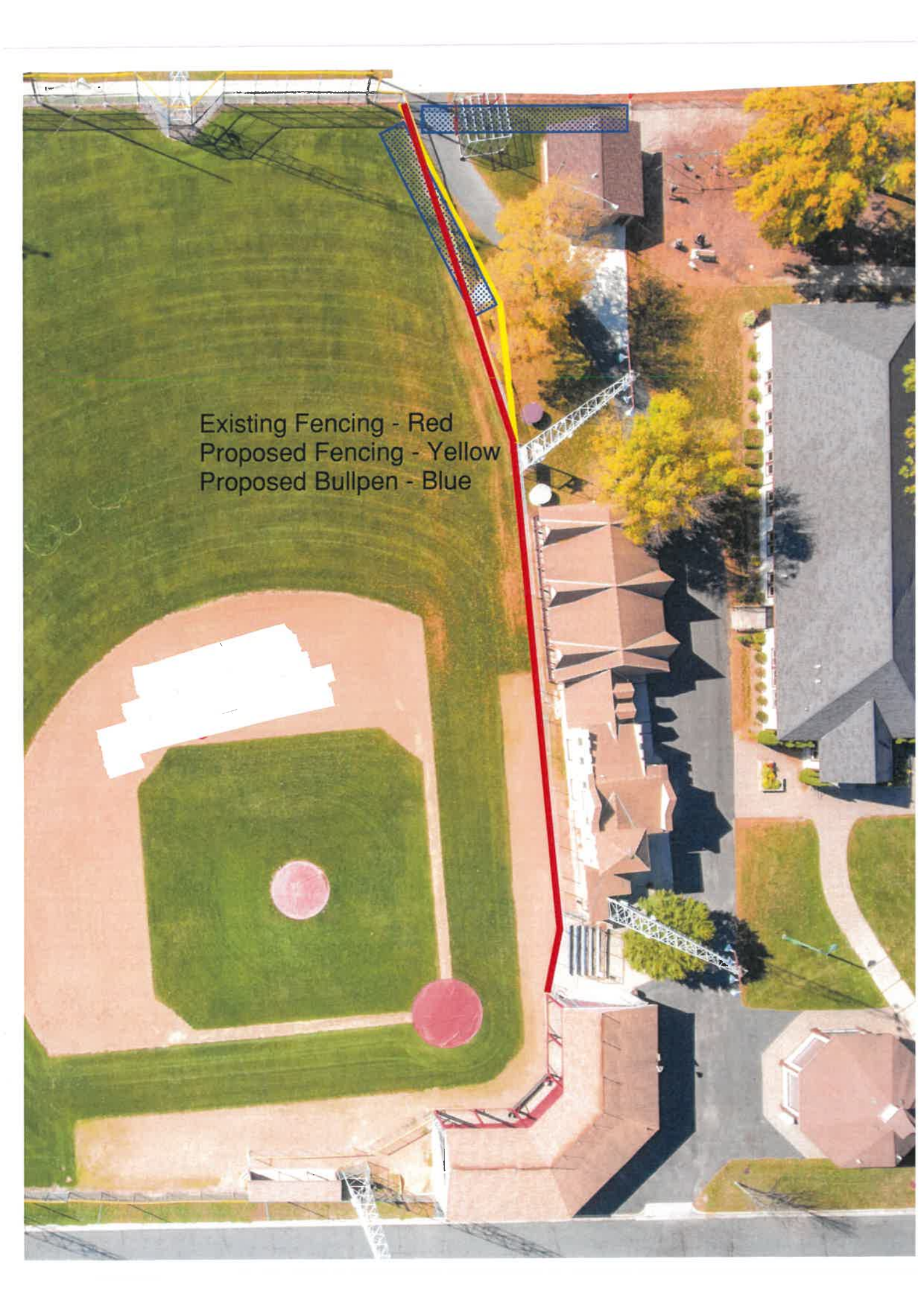
- The project would include the replacement of all fencing from the grandstand to Central Ave down the first base/ right field line. There would also be a fenced-in bullpen added along the right field line and an open bullpen (no additional fencing needed) behind the bathrooms toward the field.
- The Central Ave fence is currently closed during games. This behind the bathroom bullpen is simply adding a pitching plate behind the bathrooms and a removable home plate when needed.
- The current fencing is 6' tall with some occasional 8' tall within in the line. The project includes 3' fencing along the entire line with five (5) tall poles to hold safety netting in front of the bleachers, dug out, and Old Town. The goal would be to have netting approximately 12' tall in front of all of Old Town for protection and also not to have to fence in windows over the crow's nest. Stender shared that fencing projects at other baseball fields are changing to lower fencing, yet higher netting. This method increases visibility and safety.
- Given the trajectory of a foul ball, the taller netting at Old Town should deter any foul ball from reaching the beer garden area.
- The actual fence posts do not need to be cemented in, rather they are driven into the ground.
- The timeline for the proposed fence project is Fall of 2024. This will allow the existing fencing to be used as part of the "construction zone" during the completion of Old Town. This also takes into consideration to not interfering with school ball or the Stiftungsfest tournament.
- The Young America Cardinals will be funding the fencing and bullpen project 100%.

The Parks & Recreation Commission added \$60,000 to the CIP several years ago for a fencing project; however, has been pushed out for a future project due to needed funds for the Old Town Project.

The Parks & Recreation Commission thanked Stender and the Young America Cardinals for investing in the park and their support of Old Town. Stender is researching costs for the project and will be coming back to the Parks & Recreation Commission at a later date with exact project dimensions/details and their investment costs. This information can be used for discussion of additional future fencing replacement at the ballpark as well.

The City Council will be provided with more information and asked for approval at a later date.

Information Only



Existing Fencing - Red
Proposed Fencing - Yellow
Proposed Bullpen - Blue

This is an aerial photograph of a baseball field. The field is oriented vertically, with home plate at the top. The infield is a reddish-brown color, and the outfield is green grass. A white rectangular area is visible in the center of the infield. The outfield fence is marked with a red line, indicating existing fencing. A yellow line follows the red line for most of its length but branches off to the right near the top right corner, indicating proposed fencing. A blue rectangular area is located at the top right corner of the field, indicating a proposed bullpen. The field is surrounded by trees with yellow autumn foliage and several buildings, including a large one with a grey roof on the right and several smaller ones with red roofs at the bottom. A parking lot is visible at the bottom right.





TO: Mayor Lagergren and City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: September 25, 2023

RE: NYA Sports Complex Zellmann Field - Light Pole Project

Administrative staff was provided two bids from Council Member Charlie Storms in August 2023 for the sandblasting and painting of eight (8) light poles located at the NYA Sports Complex Zellmann Field. The NYA City Council added this project to the Capital Improvement Fund project list in August 2023 as a future project to be funded in 2025.

Council Member Storms and Norwood Indian Baseball President Kelly Lueck presented the below information to the Parks & Recreation Commission meeting on Tuesday, September 19, 2023, about the proposed project as he is requesting the project be moved up to 2024.

Bids are attached as follows:

Bid #1
Hanson's Painting & Repairs \$88,000

Bid #2
M. Carlson Painting \$43,239
Clean N Seal Inc. \$29,440
\$72,689

The following discussion was had about the project at the Parks & Recreation Commission Meeting:

- The last time the poles were painted were in 2005 and 2015. There was no sandblasting done at that time. The painting was done by city staff and the paint was not UV paint.
- Hanson's Painting and Repairs bid had too many uncertainties and did not guarantee the price.
- There is no guarantee of the longevity of the painting project due to many factors, specifically the weather conditions, however; with correct sandblasting and two-part epoxy paint, the project would not need to be done again for 15-20 years.
- This particular sandblasting is a charcoal type that is environmentally friendly.
- The timeframe of the project would be based on weather, but the goal would be to start June 2024.
- The CIP was discussed and how it is a fluid document. Large projects and major purchase timelines are scheduled out based on recommendations of staff for budgetary reasons. The Council holds the ultimate decision on a project or purchase that trumps an already scheduled one.
- Commissioners did visit the park to see the condition of the light poles (picture included with memo).
- The bid would increase 10% if the project is delayed for another year, however, this is true for any projects/purchases.

- The Norwood Indians would not be financially contributing to the project as they have already put in approximately \$10,000 to the park this year with fixing of the storage shed, upgrading the irrigation system, purchasing fertilizer, and purchasing a new lawn mower.

The Parks & Recreation Commission is recommending to the City Council to approve the bid total of \$72,689, which is a combined bid from both M. Carlson Painting for \$43,239 and Clean N Seal, Inc. for \$29,440, to complete the NYA Sports Complex Zellmann Field Light Pole Project.

Recommended Motion

Motion to approve M. Carlson Painting and Clean N Seal, Inc. to complete the NYA Sports Complex Zellmann Field Light Pole Project with the total not to exceed \$72,689.





TO: Mayor Lagergren & NYA City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: September 25, 2023

RE: Casper Circle Park Decommissioning

Staff met with a Loss Control Representative from the League of MN Cities in May 2023 to tour all of the city parks and assess the equipment and current playground standards. The NYA Parks & Recreation Commission has also been discussing the fate of Casper Circle Park with their All-Park Assessment reviews. Given the inaccessibility, lack of public use, age of equipment, expense of fixing or replacing equipment, and “quality over quantity” goal of the Commission for the parks, is recommended to staff to research the process to decommissioning Casper Circle Park.

The P&R Commissioned discussed the following details about park standards and particularly Casper Circle Park:

The “use zone” is defined as *“the surface under and around the equipment onto which a child accidentally falling from or exiting from the equipment would be expected to land.”* The following standards were suggested to the City of NYA by the League of MN Cities (Parks and Recreation Loss Control Guide and Public Playground Safety Handbook) to calculate the playground use zones at Casper Park:

- Use zones should extend at least 6 ft in all directions from the edge of stationary equipment.
- Use zones should have soft landing material and be free from other obstacles or equipment.
- The use zone for a swing should extend two times the height of the pivot or swing hanger in front of and behind the swing seats.

Casper Park Use Zone

- Swing Use Zone requires 40 ft front to back, 44 ft side to side = 1760 sf
 - There is only 12.5 ft from the swing swivel point to the property line, leaving 7.5 ft short of the required 20 ft behind the swings for the safe use zone.
 - Slide Use Zone requires 24 ft front to back and 14 ft wide = 336 sf
 - Twirly Toy Use Zone requires approx. 220 sf around the toy = 220 sf
 - Two Spring Toys have been removed due to “pinch-points”
 - Total square footage of use zone for Casper Park = approx. 2,300 sf
- (use zones shown as approximates on map)

Based on the use zone results, there is not an acceptable amount of city-owned space to accommodate the use zone requirements as it impedes private property. The LMC representative also commented on the rusted hinges on the swing set and the large spaces between rails, platforms, and limited rails.

According to the Public Playground Safety Handbook, pea gravel is an acceptable surface impact material, however, the LMC representative suggested reevaluating the material used when correcting the use zones. Staff researched the cost of complete replacement of the surface impact material (2,300 sf) to playground certified mulch and border.

- Playground certified mulch (12” base) \$2,300
- Plastic border \$1,300

- Plus cost of disposal current material

Taking into consideration the size of the park and the cost of replacing equipment and upgrading use zone, it could take \$30,000 or more to upgrade to standards.

The NYA Parks & Recreation Commission unanimously agreed to recommend to the City Council to approve proceeding with the decommissioning process of Casper Circle Park. If approved, staff will reach out to the city attorney for the formal process which would include holding a public hearing at the P&R and giving the Council options available for the land.

Recommended Motion

Motion to approve proceeding with the decommissioning process of Casper Circle Park.

