



CITY COUNCIL AGENDA
Monday, May 12, 2025
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 Badge Pinning Ceremony—Fire Chief Blom

4. 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.)

4.1. Approve Minutes of April 29, 2025, City Council Workshop

4.2. Approve Minutes of April 29, 2025, City Council Meeting

4.3. Approve Payment of Claims

4.4. NYA Area Chamber of Commerce Street Closing Request

5. PUBLIC HEARING

6. OLD BUSINESS

7. NEW BUSINESS

7.1. Resolution 2025-20 Accepting Cash and In-Kind Donations and Designating Its Use—Mitchell Thiesfeld, Clerk-Finance Director

7.2. Ordinance 387 - Ordinance Amendment: Chapter 12, Off-Street Parking—Ethan Nelson, City Planner

7.3. Resolution 2025-21 Site Plan, Conditional Use Permit & Variances: 123 Reform Street—Ethan Nelson, City Planner

7.4. Ordinance 388 - Ordinance Amendment: Chapter 12, RC-1 District Lot Requirements—Ethan Nelson, City Planner

7.5. BS&A Software Proposal— Mitchell Thiesfeld, Clerk-Finance Director

7.6. Pavilion Liquor License Agreement— Mitchell Thiesfeld, Clerk-Finance Director

8. STAFF REPORTS

8.1. First Quarter Financial & Investment Review— Mitchell Thiesfeld, Clerk-Finance Director

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 MEETINGS / EVENTS

May 20 th	Park and Recreation Commission Meeting	5:30 PM
May 15 th	Sr. Advisory Commission Meeting	9:00 AM
May 27 th	Economic Development Authority	4:30 PM
May 27 th	City Council Workshop/Meeting	5:00 PM/6:00 PM
May 29 th	Arbor Day Event & Happy “Hund” Park Dedication @Friendship Park	9:00 AM
June 3 rd	Planning Commission Meeting	6:00 PM
June 9 th	Economic Development Authority (EDA)	4:30 PM
June 9 th	City Council Meeting	6:00 PM
June 11 th	NYA Food Distribution	12:00 PM – 1:00 PM
June 13 th	“NEW” Old Town Dedication & Events	Starting@5:00 PM
June 18 th	Park and Recreation Commission Meeting	5:30 PM
June 23 rd	City Council Workshop/Meeting	5:00 PM/6:00 PM



CITY COUNCIL WORKSHOP MINUTES

April 29, 2025
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

Attendance:

ATTENDEES: Connor Smith, Charlie Storms, Andrew Storms, Brooke Allen

ABSENT: Brandon Stender

STAFF: Andrea Aukrust, City Administrator; Karen Hallquist, Community and Economic Development Director; Mitchell Thiesfeld, Clerk/Finance Director; Mark Streich, Public Services Director

OTHERS: Nick Anhut, Ehlers

1. CALL WORKSHOP MEETING OF THE CITY COUNCIL TO ORDER

Mayer Smith called the meeting to order at 5:04 pm. Four members present. B.Stender absent.

1.1. Retreat Recap—Administrator Aukrust

- Spoke about different items including long & short-term strategies from the Staff/Council retreat.

1.2. TIF Discussion— Nick Anhut, Public Advisor, Ehlers

- Gave a presentation on what TIF is and how it can be beneficial to a City.

2. ADJOURNMENT

B.Allen/C.Storms motion to adjourn at 6:03 p.m. Motion passed 4-0.

Respectfully submitted,

Connor Smith, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



CITY COUNCIL MINUTES

April 29, 2025 – 6 p.m.
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

Attendance:

ATTENDEES: Connor Smith, Charlie Storms, Andrew Storms, Brooke Allen

ABSENT: Brandon Stender

STAFF: Andrea Aukrust, City Administrator; Karen Hallquist, Community and Economic Development Director; Mitchell Thiesfeld, Clerk/Finance Director; Ethan Nelson, City Planner; Mark Streich, Public Services Director; Scott Blom, Fire Chief

OTHERS: Mark & Wendy Couch, Beyond the Yellow Ribbon; Renee Panning, Beyond the Yellow Ribbon; Nick Anhut, Ehlers; Phillip Schrupp, Bolton & Menk; Deputy Sheriff Lee

2. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayor Smith called the meeting to order at 6:07 pm with four council members present. B.Stender absent.

2.1. The Pledge of Allegiance was said by all

3. APPROVE AGENDA

3.1. One Removal

- Workshop 1.2 ERP Software Discussion

3.2. Two additions

- 8.10 David Drowns & Associates (DDA): Benchmark Comparable Communities
- 8.11 Phase II Environmental Site Assessment Approval

C.Storms/A.Storms motion to approve the agenda with the removal of 1.2 and the additions of 8.10 & 8.11. Motion passed 4-0.

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

4.1 Proclamation: Yellow Ribbon Month—Renee Panning

- Gave a brief presentation on what Beyond the Yellow Ribbon is involved in.
- Mayor Smith declared May 2025 Beyond the Yellow Ribbon month in Norwood Young America.

5. CONSENT AGENDA

5.1.Approve Minutes of April 14, 2025, City Council Meeting

5.2.Approve Minutes of April 14, 2025, Special Workshop

5.3.Approve Payment of Claims

5.4.Approve Liquor License Renewals

5.5.Approve Liquor License – Young America Baseball Club

5.6.Approve 2025 Lifeguards

5.7.Personnel Committee Recommendation—Rose resignation

5.8.Personnel Committee Recommendation—Job Posting Public Service Technician

5.9.Approve Solicitor Permit—EcoShield

5.10 Approve Transient Merchant Permit—Chick-fil-A Tri-State Food Truck

C.Storms/B.Allen motion to approve the consent agenda. Motion passed 4-0.

6. PUBLIC HEARING

6.1. None

7. OLD BUSINESS

7.1. None

8. NEW BUSINESS

8.1. Resolution 2025-18 A Resolution to Participate in Local Housing Incentives Act Program – Karen Hallquist, CED Director

- The Metropolitan Council Livable Communities Act (LCA) establishes a fund to assist communities to achieve development goals in creating more housing choice, support living wage job creation, and create a more equitable region.
- The LCA offers 9 different grant programs.
- In order to participate in the Local Housing Incentive Programs, the City Council must adopt a resolution in support of lifecycle and affordable housing goals for calendar years 2021-2030.
- The Affordable Housing Goals Range is 148-269 new units for 2021-2030.
- The Life-Cycle Housing Goal is 1,078 new units for 2021-2030.
- The City will be able to apply for LCA funding starting in 2026.

C.Storms/B.Allen Motion to adopt Resolution 2025-18; a Resolution Electing to Participate in the Local Housing Incentives Account Program Under the Metropolitan Livable Communities Act for Calendar Years 2021-2030. Motion passed 4-0.

8.2. Resolution 2025-19 A Resolution Providing for the Issuance and Sale of General Obligation Improvement and Utility Revenue Bonds, Series 2025A, in the Proposed Aggregate Principal Amount of \$5,230,000 – Nick Anhut, Ehlers

- The city will issue and sell General Obligation Improvement and Utility Revenue Bonds in the principal amount of \$5,230,000.
- The purpose of these bonds are to pay for the 2025 street project.
- The bonds will have a 15 year term, with the special assessments for the project having a 10 year term.
- It is estimated that the bond rate will be 4.4% with the City's current AA bond rating from Standard and Poor's.

C.Storms/B.Allen Motion to Approve Resolution 2025-19; A Resolution Providing for the Issuance and Sale of General Obligation Improvement and Utility Revenue Bonds, Series 2025A, in the Proposed Aggregate Principal Amount of \$5,230,000; fixing their form and specifications; directing their execution and delivery and providing for their payment. Motion passed 5-0.

8.3. Non-Encrypted Radio Quote—Scott Blom, Fire Chief

- The Fire Department is in need of purchasing 10 new non-encrypted radios as they are a key component to the Fire Departments safety.
- Currently the Fire Department has 29 portable radios, with 15 radios that were purchased in 2002 are no longer supported by the manufacturer.
- The new radios are APX 6000 non-encrypted radios and will cost \$4,781.88 each.
- There is \$50,000 budgeted in the Capital Improvement Plan for radio replacement in 2025.

C.Storms/A.Storms Motion to approve the purchase of ten portable radios from Motorola for \$47,818.80. Motion passed 4-0.

8.4. Friendship Park Tennis Court Rehabilitation Project—Karen Hallquist, CED Director & Mark Streich, Public Services Director

- City staff met with multiple vendors to determine the best-case scenario for the tennis court rehabilitation project to maximize the design space, strategic timing, and overall pricing.

- After additional research was done on the base of the court, vendors stressed the importance of a quality base to maintain the longevity of the court.
- Two bids were received.
 - Wm Mueller & Sons, Inc. - \$46,494.75
 - ATE Recreation - \$135,743
- WM Muller & Sons was able to give a favorable bid on the complete removal and reinstallation of the court due to the coordination of the Friendship Park trail projecting occurring at the same time.
- Two bids were received for the sport court.
 - The finished design of the project will include sport court surfacing and three-color striping for one full tennis court, four pickleball courts, and two half-court basketball courts, as well as tennis and pickleball nets and two 72" basketball hoops.
 - ATE Recreation - \$40,925.00
 - Millz House Sports & Recreation - \$78,286.21
- Because the entire court will be removed and replaced, the fencing will also need to be removed.
- City staff will be able to remove and dispose of the old fencing.
- The new fence will be 120x120x10' and will include two entrance gates that are ADA accessible.
- Two bids were received for the new fence.
 - Grassland Solutions - \$30,818.40
 - The Shed & Fence Company - \$31,675.00
- The NYA Parks & Recreation Commission voted unanimously to approve the recommendations for both the sport court and the removal/reinstallation of the court. City Staff was unable to obtain fencing quotes prior to the Parks meeting.
- The entire project expense will be \$118,238.15. Staff is scheduled to visit meetings of the NYA Community Foundation, VFW, American Legion, and NYA Lions organizations in the month of May to share the project in detail for their financial support.

B.Allen/C.Storms Motion to hire Wm Mueller & Sons for the Friendship Park Tennis Court removal and reinstallation of the courts in the amount of \$46,494.75. Motion passed 3-0. C.Smith abstained from the vote.

A.Storms/C.Storms Motion to hire ATE Recreation for the Friendship Park Tennis Court Rehabilitation Sport Court and fixture project in the amount of \$40,925.00. Motion passed 4-0.

A.Storms/B.Allen Motion to hire Grassland Solutions for the Friendship Park tennis Court Rehabilitation fencing project in the amount of \$30,818.40. Motion passed 4-0.

8.5. Sealcoat Bids—Mark Streich, Public Services Director

- The street assessment inventory prepared by Bolten & Menk in 2022 and historic data catalogued in the city's GIS system were used to identify the project areas for 2025.
- Two quotes were received for the sealcoating project.
 - Pearson Bros - \$74,756.64
 - Fahrner Asphalt Sealers - \$97,228.00

C.Storms/A.Storms Motion to approve the bid submitted by Pearson Bros for \$74,756.64 to seal coat the identified streets on the Norwood Young America city street map. Motion passed 4-0.

8.6. Crack Fill Bids for Streets—Mark Streich, Public Services Director

- The street assessment inventory prepared by Bolten & Menk in 2022 and historic data catalogued in the city's GIS system were used to identify the project areas for 2025.
- Three quotes were received for the crack sealing project.
 - Gopher State Sealcoat Inc. - \$41,704.00
 - Fahrner Asphalt Sealers - \$44,867.00
 - MP Asphalt Maintenance - \$24,000.00

C.Storms/A.Storms Motion to approve the quote submitted by MP Asphalt Maintenance for \$24,000 to crack seal the identified areas on the Norwood Young America city street maps. Motion passed 4-0.

8.7. Crack Fill/Sealcoat bids for Trail and Sports Complex Grandstand Area—Mark Streich, Public Services Director

- The locations for the crack fill/sealcoat trails are parts of the 212 N trail, 212 tunnel, 212 S trail, Kaher Park trail, and the Emma St. trail.
- The Sports Complex will also be crack filled/seal coated
- Three bids were received.
 - Gopher State Sealcoat Inc. - \$15,056.00
 - Fahrner Asphalt Sealers - \$32,316.00
 - MP Asphalt Maintenance - \$10,500.00

A.Storms/B.Allen Motion to approve the quote by MP Asphalt Maintenance for \$10,500.00 to crack fill the locations identified in the RFQ. Motion passed 4-0.

8.8. 123 Reform Demo bids—Mark Streich, Public Services Director

- A RFQ was sent out to various contractors that included demolition of the 123 Reform St. N building, removal of the concrete slab, foots, and the removal of the cement pad located on the northern edge of the property.
- The contractor will also fill in the area with the dirt that is located on the property.
- Four quotes were received
 - Henning Excavating - \$28,525.00
 - Landwehr Construction Inc. - \$38,828.00
 - Lloyd's Construction Services Inc. - \$32,845.00
 - TSC Contracting Inc. - \$29,480.00
- Staff will also take three furnaces from the building and will repurpose them.

C.Storms/B.Allen Motion to approve the quote submitted from Henning Excavating for \$28,525.00 for the demolition and clean up of the property at 123 Reform St. N in the City of Norwood Young America. Motion passed 4-0.

8.9. Central High School Art Class - Hwy 212 Underpass Design Proposals—Karen Hallquist, CED Director

- The theme of the designs continues to be “Kindness, Community & Current Events”.
- This is the 4th year Central High School will be making artwork for the Highway 212 underpass.
- There will be 22 students in total working on the projects, creating seven new murals.

C.Storms/A.Storms Motion to approve the proposed artwork designs to be added to the Hwy 212 underpass murals. Motion passed 4-0.

8.10 David Drown & Associates (DDA): Benchmark Comparable Communities—Administrator Aukrust

- The comparable communities are used by DDA for the 2025 market analysis, calibration, and implementation of the new wage schedule.
- With the city's growth and development, it is advised that the formerly approved benchmarks be revisited.
- Ten communities were removed from the benchmark, and five new communities were added.

A.Storms/C.Storms Motion to approve the chosen cities for the DDA comparable communities in the market analysis, calibration, and implementation of a new pay plan. Motion passed 4-0.

8.11 Phase II Environmental Site Assessment Approval—Karen Hallquist, CED Director

- The city hired Braun Intertec in 2024 to conduct a Phase I Environmental Assessment of the redevelopment site at 123 Reform St. N.
- The developer of the 43-unit apartment complex had a geotechnical study completed to test soil conditions for the building.

- There is a need for major soil corrections due to the former uses of the property.
- The scope of the services for Phase II are staking and utility clearance, soil borings, test pits, soil screening, soil sampling, analytical testing, groundwater sampling, soil-vapor sampling, sub-slab soil vapor sampling, and reporting.
- Braun Intertec will provide the services on an hourly and unit-cost basis and will complete all MDA and MPCA reporting.

C.Storms/A.Storms Motion to approve Braun Intertec to conduct a Phase II Environmental Site Assessment at the maximum amount of \$35,900 at the 123 Reform Street N Property. Motion passed 4-0.

9. STAFF REPORTS

CED Director – The NYA City-wide cleanup day had a total 137 cars go through, 69 mattresses & 77 couches disposed of.

City Clerk/Finance Director – Seasonal staff has been hired for both the pool and public services, swimming lesson registration opens May 1st, and the pool is expected to open on May 31st.

City Planner – Numerous different ordinance amendments will be coming to the City Council in the coming meetings.

Public Services Director – Zach Heiland, public services technician, recently completed his CDL. All Public Service employees now possess a CDL. This was made possible by Carver County workforce services, as they covered the class and behind the wheel costs.

10. ADDITIONAL INFORMATION

10.1 None

11. ADJOURNMENT

C.Storms/A.Storms motion to adjourn at 7:23 pm. Motion passed 4-0.

Respectfully submitted,

Connor Smith, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



more than a place. it's home.

VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: May 12, 2025

Payroll EFT

Check #	509529 - 509549	Pay Period 10	\$	51,345.89
Check #	509551	Rose PTO Payout	\$	4,470.27
Check #	-			
Check #	-			

Prepays

Check #

Electronic Payments

Check #	1945e - 1962e		\$	78,631.38
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Claims Pending Payment

Check #	36592 - 36642		\$	346,462.28
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Voided Checks

Check # 509528 , 509550 , 36643
36644 , 1758e , 1894e

Grand Total (excluding voided checks) \$ 480,909.82

NORWOOD YOUNG AMERICA

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Batch: March Apr 2025,CP Energy 3.5.25,Xcel 03.24.2025,ELAN 4.03.2025 stmt,051225CLAIMS,sales tax Apr 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
1945 e	04/07/25	REVTRAK			
E 601-49400-419		Rev Trak Billing	\$478.88		CC fees
E 602-49450-419		Rev Trak Billing	\$478.88		CC fees
		Total	\$957.76		
1946 e	04/16/25	OLD NATIONAL BANK			
E 101-41400-335		Service Charge	\$518.11		March Service Fee - Pd in April
		Total	\$518.11		
1947 e	05/05/25	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$586.47	03-05-2025	Gas Utilities - Bldgs
E 101-45500-383		Gas Utilities	\$376.04	03-05-2025	Gas Utilities - Library
E 601-49400-383		Gas Utilities	\$929.35	03-05-2025	Gas Utilities - Water
E 101-41940-383		Gas Utilities	\$79.36	03-05-2025	Gas Utilities - Bldgs
E 601-49400-383		Gas Utilities	\$14.83	03-05-2025	Gas Utilities - Water
E 602-49450-383		Gas Utilities	\$61.67	03-05-2025	Gas Utilities - WWTP
		Total	\$2,047.72		
1952 e	03/21/25	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$1,234.38	918384769	Electrical Utilities - Bldgs
E 101-42200-381		Electric Utilities	\$408.71	918384769	Electrical Utilities - FD
E 101-42500-381		Electric Utilities	\$14.72	918384769	Electrical Utilities - Civil Defense
E 101-43100-380		Street Lighting	\$6,222.03	918384769	Electrical Utilities - Street Lights
E 101-43100-381		Electric Utilities	\$599.40	918384769	Electrical Utilities - Streets
E 101-45200-381		Electric Utilities	\$687.79	918384769	Electrical Utilities - Park
E 101-45500-381		Electric Utilities	\$1,128.61	918384769	Electrical Utilities - Library
E 601-49400-381		Electric Utilities	\$601.90	918384769	Electrical Utilities - Water
E 602-49450-381		Electric Utilities	\$4,653.47	918384769	Electrical Utilities - WWTP
E 101-49860-381		Electric Utilities	\$568.02	918384769	Electrical Utilities - Pool
		Total	\$16,119.03		
1953 e	04/28/25	CARDMEMBER SERVICE			
E 101-41320-331		Travel/Meeting Expense	\$11.95		Mocha Monkey - Meeting with Utterman
E 101-41400-350		Print/Publishing/Postage	\$19.92		USPS - Nuisance Letters
E 101-41320-350		Print/Publishing/Postage	\$524.28		USPS - Newsletter
E 101-41400-350		Print/Publishing/Postage	\$438.00		USPS - Stamps
E 101-43100-331		Travel/Meeting Expense	\$134.11		Quality Inn & Suites - Hotel Room CDL
E 101-45200-331		Travel/Meeting Expense	\$134.12		Quality Inn & Suites - Hotel Room CDL
E 101-41400-331		Travel/Meeting Expense	\$75.00		Charlson Meadows Reservation
E 101-41320-331		Travel/Meeting Expense	\$225.00		Brownfield Redevelopment Conference
E 101-41940-223		Repair/Maintenance Bldg/	\$238.55		Kanopi - Supplies
E 101-41320-433		Dues and Subscriptions	\$2.85		Herald Journal
E 101-41400-433		Dues and Subscriptions	(\$12.48)		Microsoft - Removed Sales Tax from Account
E 602-49450-200		Office Supplies	\$78.96	111-8380081- Amazon -	Drying Racks
E 601-49400-200		Office Supplies	\$126.24	111-9057289- Amazon -	Printer for Water Plant
E 101-41400-200		Office Supplies	\$21.88	112-3094883- Amazon -	Office Supplies Labels
E 101-41400-200		Office Supplies	\$72.84	112-3712210- Amazon -	Office Supplies
E 602-49450-500		Capital Outlay	\$143.44	112-5227903- Amazon -	Helmet & equipment
E 101-45200-221		Repair/Maintenance Equip	\$539.52	112-5457124- Amazon -	4 Radial Tires

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-500		Capital Outlay	\$39.98	112-6153755-	Amazon - Fuel Tank
E 101-41400-200		Office Supplies	\$39.95	113-0288940-	Amazon - Office Supplies - Labels
E 101-41400-200		Office Supplies	(\$39.99)	113-2463114-	Amazon - Monitor Stand Return
E 101-45200-223		Repair/Maintenance Bldg/	\$160.54	113-3450384-	Amazon - Weatherproof Bulletin Board
E 101-41400-200		Office Supplies	\$128.96	113-3610913-	Amazon - Office Supplies - Flash Drives
E 101-41400-200		Office Supplies	(\$23.89)	113-4720555-	Amazon - Return of Office Supplies
E 101-41110-433		Dues and Subscriptions	\$36.00	G079976462	Microsoft - Office 365 Basic Subscription
E 101-41110-433		Dues and Subscriptions	\$2.81	G080979623	Microsoft - Office 365 Basic Subscription
E 101-41400-437		Maintenance Contract	\$162.48	G083661058	Microsoft - Office 365 Subscription
E 101-42200-207		Training Instructional	\$657.98	GQ20251091	Brite Inc - Training Materials
E 101-43100-223		Repair/Maintenance Bldg/	\$48.88	SS37478227	SafetySigns - Two Direction Large Arrow
		Total	\$3,987.88		
1954 e	05/06/25	MN DEPARTMENT OF REVENUE			
G 251-20280		SALES TAX	\$257.00		Harbor Sales Tax
G 601-20280		SALES TAX	\$559.00		Water Sales Tax
		Total	\$816.00		
1955 e	05/09/25	BOLTON & MENK, INC			
E 491-43100-303		Engineering Fees	\$2,185.00	0361636	2024 STREET IMPROVEMENT - PROJECT# OC1.131686.000
E 490-43100-303		Engineering Fees	\$22,436.81	0361637	2025 STREET IMPROVEMENT - PROJECT# OC1.134163.000
E 489-43100-303		Engineering Fees	\$11,432.50	0361639	DOWNTOWN STREETSCAPE MAIN ST - PROJECT# 24X.134702.000
E 602-49450-500		Capital Outlay	\$1,630.00	0361640	I&I REDUCTION PROJECT - PROJECT# 24X.135577.000
E 493-46500-303		Engineering Fees	\$3,810.50	0361641	INDUSTRIAL PARK EXPANSION - PROJECT# OC1.124521.000
E 601-49400-303		Engineering Fees	\$519.00	0361642	WELL NO 4 - PROJECT# 24X.136293.000
E 602-49450-303		Engineering Fees	\$432.50	0361643	WWTF UPGRADE - PROJECT# OC1.130910.000
G 819-29500		Expenditures	\$327.00	0361644	MISC ENGINEERING - PROJECT# C12.035710.000
		Total	\$42,773.31		
1956 e	05/09/25	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$575.21	04-24-2025	GAS UTILITIES - BLDGS
E 101-42200-383		Gas Utilities	\$190.68	04-24-2025	GAS UTILITIES - FD
E 101-43100-383		Gas Utilities	\$1,455.69	04-24-2025	GAS UTILITIES - PW-STR
E 101-45200-383		Gas Utilities	\$530.13	04-24-2025	GAS UTILITIES - PW-PARKS
E 601-49400-383		Gas Utilities	\$450.31	04-24-2025	GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$1,818.69	04-24-2025	GAS UTILITIES - WWTP
E 101-49860-383		Gas Utilities	\$18.32	04-24-2025	GAS UTILITIES - POOL
		Total	\$5,039.03		
1957 e	05/09/25	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$24.87	05-02-2025	GAS UTILITIES - BLDGS
E 601-49400-383		Gas Utilities	\$18.32	05-02-2025	GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$77.87	05-02-2025	GAS UTILITIES - WWTP
		Total	\$121.06		
1958 e	05/09/25	LOFFLER - 131511			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-321		Telephone	\$16.48	5014241	PHONE SERVICE - WATER
E 602-49450-321		Telephone	\$16.48	5014241	PHONE SERVICE - SEWER
E 101-42200-321		Telephone	\$65.90	5014241	PHONE SERVICE - FIRE
E 101-43100-321		Telephone	\$16.48	5014241	PHONE SERVICE - PW - HSR
E 101-45200-321		Telephone	\$16.48	5014241	PHONE SERVICE - PW - PARKS
E 101-41300-321		Telephone	\$197.67	5014241	PHONE SERVICE - EXECUTIVE
E 101-41320-321		Telephone	\$263.55	5014241	PHONE SERVICE - COMM DEV
E 101-41400-321		Telephone	\$197.67	5014241	PHONE SERVICE - CLERK
E 601-49400-321		Telephone	\$72.44	5015842	PHONE SERVICE - WATER
E 602-49450-321		Telephone	\$72.44	5015842	PHONE SERVICE - SEWER
E 101-42200-321		Telephone	\$72.44	5015842	PHONE SERVICE - FIRE
E 101-43100-321		Telephone	\$72.44	5015842	PHONE SERVICE - PW - HSR
E 101-45200-321		Telephone	\$72.45	5015842	PHONE SERVICE - PW - PARKS
E 101-41940-321		Telephone	\$72.45	5015842	PHONE SERVICE - BLDGS
E 101-41300-321		Telephone	\$72.45	5015842	PHONE SERVICE - EXECUTIVE
E 101-41320-321		Telephone	\$72.45	5015842	PHONE SERVICE - COMM DEV
E 101-41400-321		Telephone	\$72.44	5015842	PHONE SERVICE - CLERK
E 601-49400-321		Telephone	\$61.11	5016175	PHONE SERVICE - WATER
E 602-49450-321		Telephone	\$61.11	5016175	PHONE SERVICE - SEWER
E 101-42200-321		Telephone	\$61.11	5016175	PHONE SERVICE - FIRE
E 101-43100-321		Telephone	\$61.11	5016175	PHONE SERVICE - PW - HSR
E 101-45200-321		Telephone	\$61.11	5016175	PHONE SERVICE - PW - PARKS
E 101-41940-321		Telephone	\$61.11	5016175	PHONE SERVICE - BLDGS
E 101-41300-321		Telephone	\$61.11	5016175	PHONE SERVICE - EXECUTIVE
E 101-41320-321		Telephone	\$61.11	5016175	PHONE SERVICE - COMM DEV
E 101-41400-321		Telephone	\$61.12	5016175	PHONE SERVICE - CLERK
Total			\$1,992.71		
<hr/>					
1959 e	05/09/25	MN VALLEY ELECTRIC COOPERATIVE			
E 101-43100-380		Street Lighting	\$250.63	04-28-2025	STREET LIGHTS - ACCT# 778260300
E 602-49450-381		Electric Utilities	\$43.31	04-28-2025	LIFT STATION - ACCT# 778260400
E 601-49400-381		Electric Utilities	\$596.26	04-28-2025	640 TACOMA BLVD WTR TWR - ACCT# 779652000
E 603-49500-381		Electric Utilities	\$176.25	05-07-2025	13150 TACOMA AVE PUMP - ACCT# 337411311
Total			\$1,066.45		
<hr/>					
1960 e	05/09/25	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$2,193.10	926052317	ELECTRICAL UTILITIES - WATER
Total			\$2,193.10		
<hr/>					
1961 e	05/09/25	KWIK TRIP INC.			
E 101-43100-212		Motor Fuels	(\$23.40)		FEDERAL EXCISE UNLEADED 10E
E 101-43100-212		Motor Fuels	(\$4.03)		FUEL VOLUME DISCOUNT
E 101-42200-212		Motor Fuels	\$11.91	0091176	DEFBULK
E 101-43100-212		Motor Fuels	\$15.09	0900-0647	DEFBULK
E 101-43100-212		Motor Fuels	\$74.47	2415646	OXY87
E 101-43100-212		Motor Fuels	\$67.16	806183	OXY87
E 101-45200-212		Motor Fuels	\$84.22	808560	OXY87
E 101-45200-212		Motor Fuels	\$89.87	843097	OXY87
E 101-42200-212		Motor Fuels	\$46.26	861344	OXY87

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-212		Motor Fuels	\$59.62	879120	OXY87
		Total	\$421.17		
1962 e	05/09/25	KONICA MINOLTA			
E 101-41400-437		Maintenance Contract	\$578.05	46969068	COPIER
		Total	\$578.05		
36592	05/12/25	ARNOLDS OF GLENCOE, INC.			
E 275-49015-543		Capital Outlay-Equipment	\$8,700.00	E02647	2025 KUBOTA Z781KWITW-60 60" ZERO TURN COMMERCIAL - CEMETERY
E 230-49015-543		Capital Outlay-Equipment	\$3,100.00	E02647	2025 KUBOTA Z781KWITW-60 60" ZERO TURN COMMERCIAL - CEMETERY
E 275-45200-543		Capital Outlay-Equipment	\$11,300.00	E02711	2025 KUBOTA ZD1211L-3-72 72" DIESEL ZERO TURN
		Total	\$23,100.00		
36593	05/12/25	ATE RECREATION			
E 275-45200-500		Capital Outlay	\$20,112.83	DEPOSIT 14	FRIENDSHIP PARK COURT DEPOSIT
		Total	\$20,112.83		
36594	05/12/25	BRAD PETERSON CONSULTING			
E 601-49400-310		Other Professional Servic	\$467.50	2262	IT SERVICES - 03/11/25-03/29/25
E 602-49450-310		Other Professional Servic	\$947.28	2262	IT SERVICES - 03/11/25-03/29/25
E 101-41400-437		Maintenance Contract	\$165.00	2262	IT SERVICES - 03/11/25-03/29/25
E 101-41400-437		Maintenance Contract	\$990.00	2277	IT SERVICES - 04/02/25-04/30/25
		Total	\$2,569.78		
36595	05/12/25	BREMER BANK			
G 101-21718		HSA ACCOUNT	\$566.67		HSA MAY -
		Total	\$566.67		
36596	05/12/25	CARQUEST AUTO PARTS			
E 101-43100-221		Repair/Maintenance Equip	\$9.25	5927-314010	SWIVEL OIL FILTER WRENCH REG.
E 101-45200-221		Repair/Maintenance Equip	\$19.79	5927-314448	BATT ISOLATOR SWITCH
		Total	\$29.04		
36597	05/12/25	CARVER COUNTY			
E 407-41960-300		Professional Srvs	\$350.00	3588	TIF BILLINGS
E 431-41960-300		Professional Srvs	\$350.00	3599	TIF BILLINGS
E 101-43100-310		Other Professional Servic	\$1,759.73	INTINV-668	2025 1ST QUARTER GIS SHARED POSITION & MILEAGE & PRINTING
E 101-45200-310		Other Professional Servic	\$1,055.83	INTINV-688	2025 1ST QUARTER GIS SHARED POSITION & MILEAGE & PRINTING
E 601-49400-310		Other Professional Servic	\$2,111.66	INTINV-688	2025 1ST QUARTER GIS SHARED POSITION & MILEAGE & PRINTING
E 602-49450-310		Other Professional Servic	\$2,111.66	INTINV-688	2025 1ST QUARTER GIS SHARED POSITION & MILEAGE & PRINTING
E 101-42100-311		County Police Contract	\$860.99	SHERI00390	1ST QUARTER 2025 POLICE CONTRACT OVERTIME
		Total	\$8,599.87		
36598	05/12/25	CARVER COUNTY ATTORNEYS OFF			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-307		Prosecution Contract	\$2,278.51	2025007	FINES COLLECTED BY CITY - JANUARY, FEBRUARY, MARCH 2025
		Total	\$2,278.51		
36599	05/12/25	CARVER COUNTY CDA - OAK GROVE			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,222.00	17	CAM ESTIMATE FOR MAY 2025
		Total	\$1,222.00		
36600	05/12/25	CARVERLINK - CARVER CO BROADBA			
E 101-41940-321		Telephone	\$25.00	3881	INTERNET - RENTAL BUILDINGS
E 601-49400-321		Telephone	\$120.00	3881	INTERNET - WATER
E 602-49450-321		Telephone	\$185.00	3881	INTERNET - SEWER
E 101-42200-321		Telephone	\$80.00	3881	INTERNET - FIRE
E 101-43100-321		Telephone	\$56.00	3881	INTERNET - PW - HSR
E 101-45200-321		Telephone	\$24.00	3881	INTERNET - PW - PARKS
E 101-41940-321		Telephone	\$40.00	3881	INTERNET - HISTORY / FOOD
E 101-41300-321		Telephone	\$6.00	3881	INTERNET - EXECUTIVE
E 101-41320-321		Telephone	\$8.00	3881	INTERNET - COMM DEV
E 101-41400-321		Telephone	\$6.00	3881	INTERNET - CLERK
E 101-42100-321		Telephone	\$10.00	3881	INTERNET - POLICE
E 101-45500-321		Telephone	\$10.00	3881	INTERNET - LIBRARY
		Total	\$570.00		
36601	05/12/25	CHEF CRAIG CATERING			
E 204-45250-470		Donation Expense	\$1,711.92	20250503	SENIOR PROM
		Total	\$1,711.92		
36602	05/12/25	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$712.51		HSA MAY
		Total	\$712.51		
36603	05/12/25	CITIZENS STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$358.34		HSA MAY
G 101-21718		HSA ACCOUNT	\$666.67		HSA MAY
		Total	\$1,025.01		
36604	05/12/25	CIVICPLUS			
E 275-41400-500		Capital Outlay	\$2,350.00	335079	RECODIFICATION & FULL-SERVICE SUPPLEMENTATION SUBSCRIPTION
		Total	\$2,350.00		
36605	05/12/25	CORNERSTONE STATE BANK			
G 101-21718		HSA ACCOUNT	\$668.67		HSA MAY
		Total	\$668.67		
36606	05/12/25	DIAMOND VOGEL PAINTS			
E 101-43100-224		Street Maint Materials	\$2,576.00	257388927	BEADS & WHITE & YELLOW PAINT
		Total	\$2,576.00		
36607	05/12/25	ECM PUBLISHERS, INC			
E 101-41400-350		Print/Publishing/Postage	\$49.50	1045642	MAY 6 PH CHAPTER 12 - ZONING
G 819-29500		Expenditures	\$49.50	1045643	MAY 6 PH 123 REFORM ST. CUP/VA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41400-350		Print/Publishing/Postage	\$49.50	1045644	MAY 6 PH CITY CODE AMENDMENT
E 101-41400-350		Print/Publishing/Postage	\$112.50	1046851	ORDINANCE NO. 386 SUMMARY
E 101-41400-350		Print/Publishing/Postage	\$67.50	1046852	ORDINANCE NO. 385 SUMMARY
		Total	\$328.50		
36608	05/12/25	FIDELITY INVESTMENTS			
G 101-21718		HSA ACCOUNT	\$358.34		HSA MAY
		Total	\$358.34		
36609	05/12/25	FURTHER			
G 101-21718		HSA ACCOUNT	\$179.17		HSA MAY
		Total	\$179.17		
36610	05/12/25	GOPHER STATE ONE-CALL			
E 601-49400-223		Repair/Maintenance Bldg/	\$132.30	5040653	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$132.30	5040653	LOCATES
		Total	\$264.60		
36611	05/12/25	HALLQUIST, KAREN			
E 204-45250-470		Donation Expense	\$250.00		GARY KOCH - CRAZY AIR DJ - SENIOR DANCE
E 101-41320-331		Travel/Meeting Expense	\$6.59		ST. PAUL PARKING - STREETScape GRANT
E 101-41320-331		Travel/Meeting Expense	\$15.00		LUNCH REIMBURSEMENT
E 101-41320-331		Travel/Meeting Expense	\$88.48		MILEAGE - RIVERS EDGE CONF CENTER - BROWNFIELD
		Total	\$360.07		
36612	05/12/25	HAWKINS INC			
E 602-49450-216		Chemicals and Chem Pro	\$2,270.94	7050779	CHLORINE - EPA, CHLORINE CYLINDER, SULFUR DIOXIDE, & SULFUR DIOXIDE CYLINDER
E 101-49860-216		Chemicals and Chem Pro	\$1,187.40	7050780	BLU/BLACK DELDRUMS, CHLORINE - EPA, CHLORINE CYLINDER, PH DOWN LO, & SODIUM HYDROXIDE
E 601-49400-216		Chemicals and Chem Pro	\$535.80	7054368	CHLORINE - EPA & CHLORINE CYLINDER
		Total	\$3,994.14		
36613	05/12/25	HEARTLAND CREDIT UNION			
G 101-21718		HSA ACCOUNT	\$466.67		HSA MAY
		Total	\$466.67		
36614	05/12/25	HOME SOLUTIONS			
E 602-49450-500		Capital Outlay	\$15.43	A261595	MISC HARDWARE & STL ROD
E 601-49400-216		Chemicals and Chem Pro	\$1.79	A261603	DIST WATER
E 101-43100-221		Repair/Maintenance Equip	\$17.09	A261635	FLT BAR
E 602-49450-500		Capital Outlay	\$18.54	A261675	MISC HARDWARE, BRS HOSE BARB TEE, BLK MOUNTING BASE, & BLK PAINT
E 101-45200-223		Repair/Maintenance Bldg/	\$6.74	A262340	FUR FILTER
E 101-45200-210		Operating Supplies	\$16.19	A262348	LTX GLOVES
E 101-45200-223		Repair/Maintenance Bldg/	\$6.19	A262529	MISC HARDWARE
E 101-45200-223		Repair/Maintenance Bldg/	\$19.76	A262550	SGL PLUS BOUNTY & ORG PLEDGE
E 101-43100-212		Motor Fuels	\$28.79	A262844	KEROSENE CAN
E 601-49400-216		Chemicals and Chem Pro	\$1.79	A263123	DIST WATER

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-210		Operating Supplies	\$38.68	A263335	ADJ WRENCHES
E 101-43100-221		Repair/Maintenance Equip	\$26.09	A263377	TANK SPRAYER
E 101-45200-223		Repair/Maintenance Bldg/	\$24.27	A263419	KORKY BLK FLAPPER
E 101-45200-223		Repair/Maintenance Bldg/	\$20.87	A263510	DRILL BIT SET, BLK SHARPIE, & MISC HARDWARE
E 101-43100-221		Repair/Maintenance Equip	\$31.49	B250567	DECK SPRAYER
E 101-45200-223		Repair/Maintenance Bldg/	\$50.83	B250648	MISC HARDWARE
E 101-43100-221		Repair/Maintenance Equip	\$6.29	B250835	SEALANT
		Total	\$330.83		
36615	05/12/25	HOMETOWN BANK			
G 101-21718		HSA ACCOUNT	\$258.34		HSA MAY
		Total	\$258.34		
36616	05/12/25	HYDRO OPERATING LLC			
E 602-49450-221		Repair/Maintenance Equip	\$315.00	104211	FIELD LABOR
		Total	\$315.00		
36617	05/12/25	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$535.50		UNION DUES & WORKING DUES - APRIL & FIRST PP IN MAY
		Total	\$535.50		
36618	05/12/25	JAUS, RODNEY			
E 601-49400-221		Repair/Maintenance Equip	\$1.62		SHIPPING CAMERA FOR REPAIRS
E 602-49450-221		Repair/Maintenance Equip	\$1.62		SHIPPING CAMERA FOR REPAIRS
		Total	\$3.24		
36619	05/12/25	JOHNSON, ERIC/CONNIE			
E 601-49400-432		Refund	\$63.20		UTILITY BILLING FINAL CALC
E 602-49450-432		Refund	\$63.20		UTILITY BILLING FINAL CALC
		Total	\$126.40		
36620	05/12/25	K & D MAINTENANCE			
E 101-49015-310		Other Professional Servic	\$1,050.00	1449	MONUMENT RESTORATION
		Total	\$1,050.00		
36621	05/12/25	MES SERVICE COMPANY			
E 101-42200-544		Turnout Gear	\$13,874.63	IN2245212	CUSTOM FIRE-DEX TURNOUT COATS AND PANTS
		Total	\$13,874.63		
36622	05/12/25	MID-COUNTY CO-OP OIL ASSN			
E 101-45200-223		Repair/Maintenance Bldg/	\$579.75	2511	CORNERSTONE PLUS & STRIKE THREE
E 101-42200-212		Motor Fuels	\$257.44	91425	#2 PREM DSL DYED W/ST TAX GOV
E 101-45200-212		Motor Fuels	\$394.35	91425	#2 PREM DSL DYED W/ST TAX GOV
E 101-43100-212		Motor Fuels	\$394.35	91425	#2 PREM DSL DYED W/ST TAX GOV
E 101-45200-212		Motor Fuels	(\$16.30)	91425	BULK FUEL DISCOUNT
E 101-43100-212		Motor Fuels	(\$16.29)	91425	BULK FUEL DISCOUNT
		Total	\$1,593.30		
36623	05/12/25	MINI BIFF			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-418		Other Rentals (Biffs)	\$173.40	I1973	LEGION/POOL PARK - EVENT LIBERTY TAN BIG TANK
E 101-45200-418		Other Rentals (Biffs)	\$127.50	I2225	COMPOST SITE - SEASONAL TUFWAY BLUE REG
		Total	\$300.90		
36624	05/12/25	MN VALLEY TESTING LABORATORIES INC			
E 601-49400-310		Other Professional Servic	\$116.00	1304424	COLIFORM, MF - WATER
		Total	\$116.00		
36625	05/12/25	NAPA - STAR Group, LLC			
E 101-43100-221		Repair/Maintenance Equip	\$30.06	391664	SUPER DUTY GREASE COU & RAGS IN A BOX
E 101-43100-240		Small Tools and Minor Eq	\$299.00	391694	BLOWER KIT
E 101-45200-221		Repair/Maintenance Equip	\$21.58	391835	AIR FILTER
		Total	\$350.64		
36626	05/12/25	NYA WEST CARVER LIONS			
E 830-41320-470		Donation Expense	\$750.00		REFUND FOR CHAMBER DONATION
		Total	\$750.00		
36627	05/12/25	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$358.34		HSA MAY
		Total	\$358.34		
36628	05/12/25	RIDGEVIEW MEDICAL CENTER			
E 101-42200-210		Operating Supplies	\$264.54	NYAFIRE032	EPINEPHRINE 0.3 MG/0.3 ML SYRINGE
		Total	\$264.54		
36629	05/12/25	SCHNEIDER EXCAVATING & GRADING			
E 603-49500-223		Repair/Maintenance Bldg/	\$11,400.00	SE3389	STORM SEWER REPAIR
E 101-45200-455		Refunds/Reimbursements	\$3,500.00	SE3390	PRAIRIE DAWN PARK RESTORATION
E 603-49500-223		Repair/Maintenance Bldg/	\$3,010.00	SE3395	TREE GRINDING BY SEWER PLANT
		Total	\$17,910.00		
36630	05/12/25	Security Bank & Trust-Cologne			
G 101-21718		HSA ACCOUNT	\$616.67		HSA MAY
		Total	\$616.67		
36631	05/12/25	SECURITY BANK & TRUST-Hamburg			
G 101-21718		HSA ACCOUNT	\$712.51		HSA MAY
G 101-21718		HSA ACCOUNT	\$358.34		HSA MAY
		Total	\$1,070.85		
36632	05/12/25	R.E. SMITH OIL & TIRE CO., INC			
E 602-49450-212		Motor Fuels	\$46.50	171580	FUEL - W1
E 601-49400-212		Motor Fuels	\$46.50	171580	FUEL - W1
E 101-42200-212		Motor Fuels	\$38.04	171586	FUEL - COMMAND 12
E 602-49450-212		Motor Fuels	\$40.50	171596	FUEL - 1805
E 601-49400-212		Motor Fuels	\$40.50	171596	FUEL - 1805
E 101-43100-212		Motor Fuels	\$89.23	171626	FUEL - 2303
E 602-49450-212		Motor Fuels	\$30.00	171671	FUEL - PUMP
E 601-49400-212		Motor Fuels	\$27.00	171694	FUEL - 1805

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E 602-49450-212		Motor Fuels	\$27.00	171694	FUEL - 1805
E 101-42200-212		Motor Fuels	\$48.33	173730	FUEL - FD
E 101-45200-212		Motor Fuels	\$40.56	173739	FUEL - 1805
		Total	\$474.16		
36633	05/12/25	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$712.49		HSA MAY
		Total	\$712.49		
36634	05/12/25	MONROE TOWMASTER LLC			
E 258-43100-500		Capital Outlay	\$162,261.41	476886	INSTL TRUCK
E 275-43100-500		Capital Outlay	\$33,367.59	476886	INSTL TRUCK
		Total	\$195,629.00		
36635	05/12/25	UNITED FARMERS CO-OP			
E 101-45200-383		Gas Utilities	\$110.72	27015	LP GAS-COMMERCIAL
		Total	\$110.72		
36636	05/12/25	ULTIMATE SAFETY CONCEPTS, INC.			
E 101-42200-542		FD Equipment	\$252.39	216753	WATER PRESSURE EXT, FILL ADAPTER, & BRACKET
E 101-42200-210		Operating Supplies	\$110.20	216843	MONITOR SERVICE / CALIBRATION
		Total	\$362.59		
36637	05/12/25	UMB Bank			
G 101-21718		HSA ACCOUNT	\$416.67		HSA MAY
		Total	\$416.67		
36638	05/12/25	US POSTAL SERVICE			
E 101-41400-350		Print/Publishing/Postage	\$120.00		ANNUAL SERVICE FEE - BOX 59
		Total	\$120.00		
36639	05/12/25	UTILITY CONSULTANTS, INC.			
E 602-49450-217		Lab Fees	\$926.04	123787	CHEMICALS
		Total	\$926.04		
36640	05/12/25	WM CORPORATE SERVICES, INC.			
E 101-41320-384		Refuse/Garbage Disposal	\$6,000.00	8082863-159	CLEAN UP DAY
		Total	\$6,000.00		
36641	05/12/25	WM MUELLER & SONS INC			
E 101-45200-455		Refunds/Reimbursements	\$26,586.00	2025-109	BITUMINOUS REPAIRS ON TRAILS AT LAKEWOOD TRAIL & MARTINGALE DRIVE
E 101-43100-224		Street Maint Materials	\$179.87	310362	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$200.76	310689	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$210.50	311041	3/8" VIRGIN FINE
		Total	\$27,177.13		
36642	05/12/25	YOUNG AMERICA TOWNSHIP			
E 101-43100-224		Street Maint Materials	\$664.00		2025 DUST CONTROL
		Total	\$664.00		

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			10100	\$425,093.66	

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$98,362.66
204 Senior Advisory	\$1,961.92
230 FOREST HILL CEMETERY	\$3,100.00
251 HARBOR / HAVEN	\$257.00
258 ARPA (COVID) FUNDS	\$162,261.41
275 CAPITAL	\$75,830.42
407 TAX INCREMENT 1-5 PEACE VILLAG	\$350.00
431 TIF District 3-6	\$350.00
489 YA Downtown Streetscape	\$11,432.50
490 4th Avenue Street Improvement	\$22,436.81
491 RAILROAD ST IMPROVEMENTS	\$2,185.00
493 Industrial Park Land (2nd Add)	\$3,810.50
601 WATER FUND	\$10,302.88
602 SEWER FUND	\$16,739.81
603 STORM WATER UTILITY	\$14,586.25
819 Escrow - Community Asset Devel	\$376.50
830 DONATIONS	\$750.00
	<u>\$425,093.66</u>



TO: Mayor Smith and City Council Members
FROM: Mitchell Thiesfeld, City Clerk/Finance Director
DATE: May 12, 2025
RE: NYA Area Chamber of Commerce Street Closing Request

NYA Area Chamber of Commerce is requesting certain segments of Union Street/Elm Street/Hazel Street/Brush Street/Reform Street S (Saturday, June 14th, 6 am-7 pm) and the Elm Street Municipal Parking Lot (Friday, June 13th, 4 pm – Saturday, June 14th, 9 pm) be closed for the annual Springfest Artisan Fair. The event is to be held on Saturday, June 14th, 2025, from 9 am-3 pm. The map of requested street closures is attached.

Carver County Public Works has been notified about the closing of County Road 31 on Elm Street from Union Street to Reform Street.

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

Recommended Motion:

Motion to approve the NYA Area Chamber of Commerce street closing requests for the annual Springfest Artisan Fair to be held on June 14, 2025, contingent on the approval of County Road 31 closure from Carver County Public Works.

Norwood Young America





TO: Mayor Smith and City Council Members
FROM: Mitchell Thiesfeld, City Clerk/Finance Director
DATE: May 12, 2025
RE: Resolution 2025-20 A Resolution Accepting Cash and In-Kind Donations

The City of Norwood Young America received the following donations:

- Edward Born Post 343 American Legion - \$3,000
 - Old Town Shade Sail
- NYA West Carver Lions - \$1,000
 - Senior Advisory Activities
- JIT & OEM Companies
 - In-Kind Donation of Dog Park Art for the Happy "Hund" Park
 - The estimated value is \$640.24

With the Council's acceptance of the donations, staff will recognize the donations as revenue in the following areas:

- \$3,000 – VFW Donations Fund
- \$1,000 – Senior Advisory Fund

Recommended Action:

A Motion the approve Resolution 2025-20 A Resolution Accepting Cash Donations for the VFW Donation Fund and the Senior Advisory Commission, and an In-Kind Donation from JIT & OEM Companies.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2025-20**

A RESOLUTION ACCEPTING CASH AND IN-KIND DONATIONS

WHEREAS, the City of Norwood Young America is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.211 and 465.03 for the benefit of its citizens; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

Name of Donor	Item	Value
Edward Born Post 343 American Legion	Cash – Old Town Shade Sail	\$ 3,000
NYA West Carver Lions	Cash – Senior Advisory Activities	\$ 1,000
JIT & OEM Companies	In-Kind – Dog Park Art	\$ 640.24

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

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

1. The contributions described above are hereby accepted by the City of Norwood Young America and shall be used as designated and allowed by law.

Adopted by the City Council of the City of Norwood Young America this 12th day of May 2025.

ATTEST:

Connor Smith, Mayor

Mitchell Thiesfeld, City Clerk/Finance Director



TO: Mayor Smith and NYA City Council

FROM: Ethan Nelson, City Planner

DATE: May 12, 2025

SUBJECT: Ordinance 387 - Ordinance Amendment: Chapter 12 – Off-Street Parking and Loading

BACKGROUND

After receiving feedback and reviewing other community standards, staff is proposing an amendment to the off-street parking standards that would reduce the required number of parking stalls for Townhouses/Multi-Family uses. Specifically, the amendment would reduce the existing number of two units per dwelling unit, to one and a half (1.5) spaces per dwelling unit. The Planning Commission discussed this amendment during the public hearing held on May 6, 2025 and recommend approval of the draft language.

In the section below, the existing requirements for the Section 1250 – Off-street Parking are noted, specifically relating to the off-street parking space requirement for Townhouses/Multi-Family.

CHAPTER 12

Section 1250.12 – Required Number of Off-Street Parking Spaces.

Table 2

Type	Required Parking Spaces
Dwellings: Single-Family and Two-Family	Two (2) Parking Spaces
Townhouses/Multi-Family	Two (2) Parking Spaces per Dwelling Unit
Senior Housing	Dependent upon Parking Study

Below is the draft revisions/addition for the City Council to review. Proposed revisions are noted in red.

Table 2

Type	Required Parking Spaces
Dwellings: Single-Family and Two-Family	Two (2) Parking Spaces
Townhouses/Multi-Family	Two (2) One and a half (1.5) Parking Spaces per Dwelling Unit
Senior Housing	Dependent upon Parking Study

Recommended Actions

- Motion to adopt Ordinance 387, amending Chapter 12, Section 1250 – Off-Street Parking and Loading

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 387**

AN ORDINANCE AMENDING CHAPTER 12 SECTION 1250 OF THE CITY CODE RELATING TO OFF-STREET PARKING AND LOADING. THE ~~STRUCK OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1250.12, RELATING TO REQUIRED NUMBER OF OFF-STREET PARKING SPACES SHALL BE AMENDED AS FOLLOWS:**

Table 2

Type	Required Parking Spaces
Dwellings: Single-Family and Two-Family Townhouses/Multi-Family	Two (2) Parking Spaces Two (2) <u>One and a half (1.5)</u> Parking Spaces per Dwelling Unit
Senior Housing	Dependent upon Parking Study

- II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the 12th day of May 2025.

Attest:

Connor Smith, Mayor

Mitchell Thiesfeld, City Clerk

Adopted:

Published:



TO: Mayor Smith and NYA City Council
FROM: Ethan Nelson, City Planner
DATE: May 12, 2025
SUBJECT: Resolution 2025-21 Site Plan, Conditional Use Permit & Variances: 123 Reform Street

GENERAL INFORMATION

Owner: City of NYA
Applicant: Dave Pokorney, Community Asset Development Group
Address: 123 Reform Street
Zoning: C-3, Downtown District
Design District: Residential Neighborhood Commercial and Downtown Districts

Surrounding Land Use / Zoning: North: RC-1 - TC&W Railroad
East: C-3, Downtown District
South: R-3, Medium Density Mixed Residential District
West: R-2, Medium Density Single-Family Residential District

Comprehensive Plan: The 2040 Comprehensive Plan guides this property for Downtown Mixed-Use

Deadline for Agency Action:	Application Date:	04-16-25
	60 Days:	06-15-25
	Extension Letter Mailed:	N/A
	120 Days:	08-14-25

APPLICABLE ORDINANCE PROVISIONS:

Section 1210.03 - Variances
Section 1210.06 - Conditional Use Permits
Section 1230.10 - C-3 Downtown District
Section 1245.02 - Architectural Standards and Guidelines for the Downtown District
Section 1245.08 - Lighting
Section 1250 - Off-Street Parking and Loading
Section 1250.07 - Access
Section 1250.11 - Parking Lot Dimensions

OVERVIEW OF THE REQUEST

The request includes a Site Plan Review, Variance and Conditional Use Permit. Community Asset Development Group, (the "Applicant") has submitted plans for the development of a new 43-unit

apartment building located in the C-3, Downtown District. The applicant is proposing a three (3) story building located in the center of the parcel. The proposed parking lot is located on the north and west portions of the property with a trash enclosure located on the west side of the property adjacent to the parking lot. Parking spaces are also included inside the building on the first level. On the north side of the property there is an area set aside for ponding.

The request includes variances for two items. The first variance is to allow the building to be located 25 ft. from the front yard setback versus the required 35 ft. required. Part of the reason for this request is due to the parking lot being located in the rear portion of the property rather than the front. The second variance is to allow 43 dwelling units on the property with a minimum lot size of 95,376 sq. ft. versus the required 104,060 sq. ft.

The final component of the application includes conditional use permit request. The C-3, Downtown District allows for the property's sole use to be multi-family residential provided the requirements of the conditional use are met.

SITE PLAN REVIEW

SITE DESIGN AND OVERALL LAYOUT

The Applicant has proposed a 43-unit multi-family building situated in the center of the lot. The building will consist of a mixture of one and two bedroom units. A paved off-street parking lot for residents and visitors will be located in front and to the west of the building. The lot will consist of 59 surface parking stalls (this includes 2 ADA stalls), 19 tuck-under stalls within the building and 8 additional stalls noted in a proof of parking area. The property's access from Reform Street is located on the east side of the parking lot. A pond has been noted on the north side of the property for future installation by the City. An easement is necessary over this pond in order to facilitate that future installation and maintenance, therefore, a condition has been attached to require that easement be included for the aforementioned purposes.

ARCHITECTURAL STANDARDS AND GUIDELINES IN THE DOWNTOWN DISTRICT

It is the intent of the City to promote and encourage high standards of creative, traditionally based, architectural design in the Residential Neighborhood Commercial and Downtown Districts. New development within the Districts shall comply with the following design standards and guidelines. The restoration, remodeling and/or expansion of existing buildings shall, to the maximum extent possible, bring exterior facades back to the appearance they had when they were originally constructed, or maintain a similar architectural style to the original construction, or comply to the extent possible with these design standards and guidelines

Staff reviewed the architectural standards required for the downtown district and found that the criteria are generally met by the applicant. The only outstanding item that is conditionally required relates to the 20% maximum allowance for accent material. The applicant has indicated that percentage will be met and noted on the building permit plans. Condition #14 has been included to reflect this requirement.

BUILDING REQUIREMENTS EVALUATION

	C-3 Requirement	Proposed
Building Height Per Floor	9 ft. Minimum 12 ft. Maximum	1 st Floor: 11.156 ft 2 nd Floor: 11.156 ft. 3 rd Floor: 9.09 ft.
Front Yard Setback	35 feet	25 feet
North Side Yard Setback	10 feet	Conforming
South Side Yard Setback	10 feet	62.5 feet
Rear Yard Setback	35 feet	Conforming

PARKING REQUIREMENTS

Multi-Family Housing are required to have two (2) parking spaces for each dwelling unit. A total of 86 spaces are required for the project. The applicant is proposing 86 spaces, 19 of these spaces are tuck-under stalls, for the 43-unit building, meeting code requirements. 8 of the proposed parking spaces are requested to be noted as proof of parking. Staff find this acceptable with the condition that a proof of parking agreement is completed with the City. Parking lots in the C-3 District require a 5 ft. setback from property lines. The proposed layout appears to generally meet this requirement, except for the west side of the property, which appears to potentially encroach slightly within the setback. Staff has placed a condition of approval that the parking lot meets the 5 ft. setback requirement.

LANDSCAPING

City Code requires tree planting of a minimum of one (1) new tree per dwelling unit for Multi-Family Residential Uses. The size standards regulating minimum size of planted trees shall be a minimum of two and one half (2 ½) caliper inches for deciduous trees and six feet in height for coniferous trees.

The applicant is proposing 30 trees and a blend of deciduous and evergreen shrubs. 16 deciduous overstory trees at 2 ½ caliper inches and 4 coniferous trees at 6 ft. in height are conforming. There are 10 ornamental deciduous trees that are proposed at 2 caliper inches that would not meet the minimum planting size requirement. With the 43 multi-family units proposed, the applicant shall revise the landscaping plan to contain 43 trees meeting the minimum planting requirements as noted above.

SIGNAGE

A signage plan was not submitted with this application. Any future signs must meet the standards of Section 1260, Subd. 4, and are subject to sign permit approval.

LIGHTING

The applicant has submitted a lighting plan that meets lighting code requirements. The applicant shall submit cut-off angle details at the time of permit review, proving that all luminaires shall have a cutoff angle equal to or less than 70 degrees.

VARIANCE REVIEW

Two variances have been requested:

1. Variance to allow the principal structure to encroach 10 ft. within the 35 ft. front yard setback.
2. Variance to allow a minimum lot size of 95,376 sq. ft. versus the minimum 104,060 sq. ft. required.

CRITERIA FOR APPROVAL OF VARIANCES

The City is required to examine the request under a series of general standards as set forth under Section 1210.04 Variance, Subd. 1.

A. *Practical Difficulties. Practical difficulties as used in connection with the granting of a variance means that:*

1. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

The proposed site plan and building placement is reasonable. The Applicant has shifted the building over to the east side of the property to mitigate parking areas being located in the front of the property as much as possible. **Criterion met.**

2. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The applicant has proposed a site plan that attempts to utilize the property in a consistent manner to the C-3, Downtown District and the Comprehensive Plan. **Criterion met.**

3. *The variance, if granted, will not alter the essential character of the locality.*

The proposed use and structure placement is in harmony with the purposes and intent of the zoning district and the proposed setbacks are in greater conformance than the existing structure. **Criterion met.**

B. *Economic Considerations. Economic considerations alone shall not constitute a practical difficulty.*

The proposed variances will allow the multi-family building reasonable function and utilization of the property. This is not a solely financial request. **Criterion met.**

C. *The variance is in harmony with the purpose and intent of the Ordinance.*

The variances will allow reasonable use of a lot that is constrained through no fault of the Applicant. **Criterion met.**

D. *The variance is consistent with the comprehensive plan.*

The variances will have no impact on the multi-family use of the property. **Criterion met.**

CONDITIONAL USE PERMIT REVIEW

A conditional use permit has been requested to allow for multiple family dwellings as the sole use of the property.

CRITERIA FOR APPROVAL OF A CONDITIONAL USE PERMIT

The City is required to examine the request for a CUP amendment under the standards provided in Section 1210.06 Conditional Use Permits, Subd. 3(A & B).

1. *The use is consistent with goals, policies, and objectives of the Comprehensive Plan.*

The 2040 NYA Comprehensive Plans guides the subject area future land use to Downtown Mixed-Use. **Criterion met.**

2. *The use is consistent with the intent of this Ordinance.*

Multi-Family Residential is consistent with the intent of the Ordinance. **Criterion met.**

3. *The use does not have an undue adverse Impact on governmental facilities, utilities, services or existing or proposed improvements.*

The proposed CUP will have no negative impact on the above item. **Criterion met.**

4. *The use does not have an undue adverse Impact on the public health, safety, or welfare.*

The proposed CUP will have no negative 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 applicant is proposing to have the building set back more than required from the residential properties to the south. Additionally, landscaping elements such as shrubs and trees are proposed to be located between the existing housing and the proposed building. **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.*

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.*

Criterion met.

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

Criterion met.

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

The plans provided with the application show conformance will all relevant requirements of the Zoning Ordinance. **Criterion met.**

Specific Conditional Use Provisions. In addition to the general standards specified in Subd. 3.A. of this Section, no conditional use permit shall be granted unless the City Council determined that each of the following specific standards have been met for the following uses.

Multiple Family. Multiple family shall conform to the following standards:

- a. Adequate off-street parking and off-street loading is provided.
- b. The development is adequately served by a collector or arterial street or shall be otherwise located so that access can be provided without generating significant traffic on local residential streets.
- c. Development is compatible in design and layout with existing and planned use of the area.
- d. The lot, setback and building requirements are complied with.
- e. The following requirements are established to provide uniform building design and to insure the quality of construction to provide adequate protection to all persons residing within the structure:
 - i. Window glass should be a minimum of 10% of the floor space of the living area in each unit.
 - ii. All below grade units shall have a floor grade not greater than 36 inches below ground.
 - iii. No building of a height greater than three (3) stories shall contain below grade dwelling units.

- iv. Any multiple dwelling over three stories in height shall contain an elevator.
- v. A multiple dwelling building over three stories shall supply building plans including site plans that are certified by an architect registered in the State of Minnesota, stating that the design of the building and the site has been prepared under their direct supervision. Any building of Type I or Type II construction, as provided in the Uniform Building Code, shall have its electrical, mechanical or structural systems designed by engineers registered in the State of Minnesota.
- vi. The minimum floor area of an efficiency dwelling unit shall not be less than four hundred square feet. That of a one bedroom unit shall not be less than six hundred and fifty

Based upon the applicant's site plan submittal, the requirements noted above have been satisfied by meeting the code requirements or addressed via variance request. The Planning Commission reviewed the criteria above and found that the items are in conformance with City Code.

ENGINEERING CONSIDERATIONS

Please see the attached memo from City Engineer, Josh Eckstein.

RECOMMENDED ACTION

The Planning Commission held the required public hearing on May 6, 2025, took all public comment and recommended approval of the Site Plan, Conditional Use and Variances with the conditions attached via a 7-0 vote.

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall work with the City Engineer and Public Services Director to complete the grading, drainage, and utility requirements to the satisfaction of the City prior to any work commencing on site.
4. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner
5. Any future signage shall require a permit and shall conform to City Code and all applicable design standard requirements.
6. A Carver County Watershed Management Organization Permit will be required.
7. The landscaping plan shall be revised to show 43 trees meeting the minimum planting requirements.
8. Off-street parking areas shall be set back at least 5 ft. from property lines.
9. A Lot Combination shall be completed with Carver County prior to permit issuance.
10. A Proof of Parking Agreement shall be required for any parking spaces below the minimum code requirements.
11. The lighting plan shall detail cut-off angle details at the time of permit review, proving that all luminaires shall have a cutoff angle equal to or less than 70 degrees
12. Compliance with the City Engineering Review #2 dated April 30, 2025.
13. An easement agreement with the City shall be completed for the pond area, subject to the satisfaction of the City Engineer.

14. Accent materials shall not consist of more than 20 percent of the building's face. The vertical board and batten would be considered accent material, submittal of the breakdown for building material showing the percentage on each face is required.

15. The applicant shall complete a Developers Agreement with the City prior to permit issuance.

Attachments:

- Application and Plans
- City Engineering Review

RECOMMENDED ACTION/MOTIONS

Motion to Adopt Resolution 2025-21, approving the proposed Site Plan, Conditional Use Permit and Variances for the proposed 43-unit apartment building located at 123 Reform Street with the conditions attached.

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2025-21**

**A RESOLUTION APPROVING A SITE PLAN, CONDITIONAL USE PERMIT AND VARIANCE
APPLICATIONS FOR THE PROPERTY LOCATED AT 123 REFORM STREET**

WHEREAS, Community Development Asset Group (the “**Applicant**”), has submitted a Site Plan, Conditional Use Permit, and Variance applications for the property located at 123 Reform Street pursuant to Section 1210 of City Zoning Code; and

WHEREAS, the City received a Site Plan, Conditional Use Permit and Variance applications to construct a new 43-unit multi-family apartment and site improvements, located at 123 Reform Street; and

WHEREAS, the Applicant is requesting variances to the proposed project to include a 25 ft. front yard setback versus the required 35 ft. front yard setback and to be allowed; and

WHEREAS, the Applicant is also requesting a Conditional Use Permit to allow Multi-Family as the sole use of the property; and

WHEREAS, the City of Norwood Young America Planning Commission held a public hearing on May 6, 2025, to consider the Site Plan, Conditional Use Permit and Variances and recommended approval of the application via a 7-0 vote with conditions attached; and

WHEREAS, the City Council considered the Site Plan, Conditional Use Permit and Variance applications and the Planning Commission recommendation at their meeting on May 12, 2025; and

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, finds that the requested conditional use permit is justified for the following reasons:

1. The use is consistent with goals, policies, and objectives of the Comprehensive Plan and intent of this Ordinance.
2. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements.
3. The use does not have an undue adverse impact on the public health, safety, or welfare, and 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.
4. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
5. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided in addition to applicable safety measures for vehicular and pedestrian safety.

BE IT FURTHER RESOLVED, the City Council of Norwood Young America, Carver County, Minnesota, hereby makes and adopts the following findings of fact:

1. The proposed site plan and building placement is reasonable. The Applicant has shifted the building over to the east side of the property to mitigate parking areas being located in the front of the property as much as possible.

2. The applicant has proposed a site plan that attempts to utilize the property in a consistent manner to the C-3, Downtown District and the Comprehensive Plan.
3. The proposed use and structure placement is in harmony with the purposes and intent of the zoning district and the proposed setbacks are in greater conformance than the existing structure and would not alter the essential character of the locality.
4. The proposed variances will allow the multi-family building reasonable function and utilization of the property. This is not a solely financial request.
5. The variance is consistent with the comprehensive plan and will have no impact on the multi-family use of the property.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a Site Plan, Conditional Use Permit and Variance Application for the proposed 43-unit apartment located at 123 Reform Street, subject to the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall work with the City Engineer and Public Services Director to complete the grading, drainage, and utility requirements to the satisfaction of the City prior to any work commencing on site.
4. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner
5. Any future signage shall require a permit and shall conform to City Code and all applicable design standard requirements.
6. A Carver County Watershed Management Organization Permit will be required.
7. The landscaping plan shall be revised to show 43 trees meeting the minimum planting requirements.
8. Off-street parking areas shall be set back at least 5 ft. from property lines.
9. A Lot Combination shall be completed with Carver County prior to permit issuance.
10. A Proof of Parking Agreement shall be required for any parking spaces below the minimum code requirements.
11. The lighting plan shall detail cut-off angle details at the time of permit review, proving that all luminaires shall have a cutoff angle equal to or less than 70 degrees
12. Compliance with the City Engineering Review #2 dated April 30, 2025.
13. An easement agreement with the City shall be completed for the pond area, subject to the satisfaction of the City Engineer.
14. Accent materials shall not consist of more than 20 percent of the building's face. The vertical board and batten would be considered accent material, submittal of the breakdown for building material showing the percentage on each face is required.
15. The applicant shall complete a Developers Agreement with the City prior to permit issuance.

Adopted by the City Council this 12th day of May 2025.

Connor Smith, Mayor

Attest:

Mitchell Thiesfeld, City Clerk

COMMUNITY ASSET DEVELOPMENT GROUP

1110 Yellow Brick Road
Chaska, Mn 55318
612-703-5709

4/2/25

Ethan Nelson
City Planner
City of Norwood Young America
310 W Elm Street, PO Box 59
Norwood Young America, MN 55368

Dear Mr. Nelson,

Community Asset Development Group is seeking a conditional use permit and site plan approval for a 43 unit apartment to be located on Reform St. Previously, CADG executed a purchase and development agreement to acquire the 2.19 acre parcel from the City. A multifamily building is consistent with both the current zoning and comprehensive plan. In preparing the site plan we have complied with all required setback requirements.

Based on recent market studies we believe there is a significant unmet need for new, higher end rental living opportunities in the Norwood Young America market. Recently, Community Asset Development Group has developed similar buildings in St. Peter, Waconia and Little Falls all of which have filled very quickly.

The 43 unit apartment will be a market rate building consisting of 21 one bedroom and 22 two bedroom units with amenities such as a community room, exercise room, business center, outdoor patio and pet park. The building exterior will consist of glass, stone and Hardi board.

We have met with Carver County Watershed staff and they have indicated support for the propose stormwater plan. Prior to initiating construction we will obtain a permit from the Watershed.

In designing the site plan we have accommodated the City's required two parking spaces per unit or 86 stalls. We are proposing to construct 78 stalls showing proof of parking for an additional eight stalls if required in the future. Recently a number of communities have been revising the minimum parking standards recognizing that two per unit was excessive and with the goal of minimizing paved areas in order to maximize green space. A realistic standard based on actual needs, we believe, is one parking stall per bedroom. For this project that standard would require 65 stalls. Over the past four yeas we have opened five similar building in communities similar to Norwood and found that our garages are 100% utilized and the surface parking is less than 60% occupied during evening hours when you would expect maximum use. Based on our experience on these projects 78 stalls will be more than adequate to meeting the on site parking demand for this building.

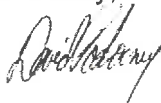
The current schedule is that once we obtain City approvals, we will finalize financing with the goal of beginning construction in June or July of 2025 with an opening targeted for summer of 2026.

As part of our application package, we have included the following:

- Application form and legal description
- Site survey
- Site plan
- Colored rendering of the building
- Building elevation and floor plans
- Utility plan
- Grading plan
- Landscape plan
- Lighting photometric plan

If you need additional information, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "David Pokorney".

David Pokorney
Community Asset Development Group
davepokorney@gmail.com



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

April 30, 2025

City of Norwood Young America
Attn: Ethan Nelson
PO Box 59
Norwood Young America, MN 55368

RE: Preliminary Design Review
Norwood Flats
Engineering Review #2

Dear Mr. Nelson:

As requested, Bolton & Menk has completed an engineering review of the documents submitted for the above referenced project. We offer the following comments and recommendations for your consideration:

1. Work within public right-of-way or connection to public utilities should be coordinated with the Norwood Young America Public Services Department. The Contractor must provide a minimum 48-hour notice prior to any work being performed.
2. The condition of Reform Street should be reviewed by the City and Contractor prior to any work and verified with video or pictures. Any damage to the street after work commences should be deemed to be caused by the Contractor and would be the Applicant's responsibility to repair.
3. Perimeter erosion control measures must be installed by the Contractor and inspected by the City prior to any other work. The Contractor must provide minimum 24-hour notice prior to inspection.
4. Parking lot design should be modified to full hammerheads at the ends of parking stall bays to facilitate backing out of the end stalls.
5. Install sidewalk along south side of the entrance drive and along the west side of Reform Street to Elm Street.
6. All DIP pipe shall be Class 52.
7. Sewer service pipe and fittings shall be SDR 26. All sewer pipe proposed on this project is considered service pipe.
8. Only RC or dual wall HDPE pipe is allowed for storm sewer conveyance under pavement sections.
9. Fall protection is required where retaining wall exceeds 4 feet. Verify 2' clearance from face of curb where 18.5' stall dimensions are proposed.
10. Sidewalk shall extend through driveway to 410 Elm Street W.
11. Add a note to remove sewer service to the existing building.
12. Topsoil shall be spread to a minimum of 6-inch thickness.

Preliminary Design Review
Norwood Flats
Page 2

If you have any questions or comments, please contact me to discuss.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink that reads "Joshua Eckstein". The signature is written in a cursive style with a prominent initial "J" and a long, sweeping underline.

Joshua Eckstein, P.E.
Principal Engineer

CC: Philip Schrupp, Bolton & Menk, Inc.



TO: Mayor Smith and NYA City Council
FROM: Ethan Nelson, City Planner
DATE: May 12, 2025
SUBJECT: Ordinance 388 - Ordinance Amendment: Chapter 12, RC-1 District Lot Requirements

BACKGROUND

As a result of the feedback received internally and from property owners within the RC-1, Residential/Commercial District, staff researched potential amendments to allow Condominium style buildings. The amendments would facilitate a pathway for property owners to re-plat property with interior parcels, while continuing to utilize the setbacks and minimum lot size of the original parcel. All other requirements would be enforced with the general requirements of Subd. 5 of the district requirements.

Staff had proposed amendments specific to the RC-1 District that the Planning Commission reviewed during the public hearing on May 6, 2025. After further discussion, the Planning Commission recommended approval of the amendment via a 7-0 vote.

In the section below, the existing requirements for the RC-1 District are included.

CHAPTER 12

Section 1230.08 – RC-1 Residential/Neighborhood Commercial District

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the RC-1 District, with the exception of “Lot Coverage” and “Building Height” which shall be the maximum amount allowed:

- A. Lot Area: 7,000 square feet
- B. Lot Width: 50 feet
- C. Lot Coverage: 70%
- D. Building Height: 35 feet (principal structure)
(Amended Ord. 376, 08/26/2024)

E. Setbacks*:

Principal Structures:

- Front yard: 10 feet
- Side yard: 5 feet
- Street side yard: 10 feet
- Rear yard: 10 feet

Accessory Structures:

- Front yard: not permitted in front yards
- Side yard: 5 feet
- Street side yard: 10 feet
- Rear yard: 5 feet
- Alley rear yard: 10 feet

*See additional provisions regarding setbacks in Section 1220.02- Permitted Yard Encroachments

- F. Minimum foundation size for detached and attached single family residential units: 900 square feet.

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(Amended by Ord 265, 7-27-15).

Below is the draft revisions/addition for the Planning Commission to review. Proposed revisions are noted in red.

G. Condominium Lots

The following lot requirements are permitted, subject to the requirements of Chapter 11 – Subdivisions. All other lot and use requirements indicated in Section 1230.08, Subd. 5 shall be met.

Lot Area: Interior lots may be approved at reduced sizes, subject to Planning Commission approval.

Front Yard setback: 10 feet minimum from the right-of-way.

Side yard setback: 5 feet minimum from exterior property line. Side yard setbacks may be reduced to zero (0) feet along the common property line when sharing common walls.

Side Street: 10 feet from right-of-way.

Rear Yard: 10 feet from exterior property line.

Recommended Actions

- Motion to adopt Ordinance 388, amending Chapter 12, Section 1230.08, RC-1, Residential/Neighborhood Commercial regarding Condominium Lots

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**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 388**

AN ORDINANCE AMENDING CHAPTER 12 SECTION 1230.08 OF THE CITY CODE RELATING TO RC-1 RESIDENTIAL/NEIGHBORHOOD COMMERCIAL DISTRICT. THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.08, RELATING TO RC-1 LOT REQUIREMENTS AND SETBACKS SHALL BE AMENDED AS FOLLOWS:**

CHAPTER 12

Section 1230.08 – RC-1 Residential/Neighborhood Commercial District

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the RC-1 District, with the exception of “Lot Coverage” and “Building Height” which shall be the maximum amount allowed:

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**D. Building Height: 35 feet (principal structure)
(Amended Ord. 376, 08/26/2024)**

E. Setbacks*:

Principal Structures:

Front yard: 10 feet

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Street side yard: 10 feet

Rear yard: 10 feet

Accessory Structures:

Front yard: not permitted in front yards Side yard: 5 feet

Street side yard: 10 feet Rear yard: 5 feet

Alley rear yard: 10 feet

***See additional provisions regarding setbacks in Section 1220.02- Permitted Yard**

Encroachments

F. Minimum foundation size for detached and attached single family residential units: 900 square feet.

(Amended by Ord 265, 7-27-15).

G. Condominium Lots

The following lot requirements are permitted, subject to the requirements of Chapter 11 – Subdivisions. All other lot and use requirements indicated in Section 1230.08, Subd. 5 shall be met.

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Front Yard setback: 10 feet minimum from the right-of-way.

Side yard setback: 5 feet minimum from exterior property line. Side yard setbacks may be reduced to zero (0) feet along the common property line when sharing common walls.

Side Street: 10 feet from right-of-way.

Rear Yard: 10 feet from exterior property line.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 12th day of May 2025.

Attest:

Connor Smith, Mayor

Mitchell Thiesfeld, City Clerk

Adopted:

Published:



TO: Mayor Smith and City Council Members
FROM: Mitchell Thiesfeld, City Clerk-Treasurer
DATE: May 12th, 2025
RE: BS&A Software Purchase

Staff recently attended a presentation with representatives from BS&A Software. This presentation was prompted by a recommendation from our auditors at Abdo, who encouraged us to explore BS&A for our enterprise resource planning (ERP) software needs. The demo provided a comprehensive overview of BS&A's capabilities, focusing on the modules most relevant to our City's operations: Accounts Payable, Accounts Receivable, General Ledger, Utility Billing, Payroll, Building Permits, and Resident Self-Service.

The City has been using Banyon Data Systems to manage accounting, financial reporting, payroll, and utility billing functions since the early 2000s. Banyon is a legacy, server-based platform. While it has served its purpose, it no longer meets the demands of a growing community like Norwood Young America. In response to the auditors' recommendation, Administration evaluated BS&A Software as a modern replacement.

Below are key highlights from the presentation that illustrate why this is a timely and necessary investment for the City:

Seamless Integration Across Departments

Each module communicates with the others, reducing duplication, minimizing errors, and significantly improving operational efficiency.

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Cloud-Based Access

Unlike our current server-based system (Banyon), BS&A is cloud-based. Staff can access the system securely from anywhere, providing greater flexibility and responsiveness, especially in the field.

Robust Reporting and Modeling Tools

The system offers highly customizable reports and analytical tools, allowing departments to quickly extract, analyze, and act on data.

Reliable and Responsive Customer Support

BS&A is known for excellent customer service, ongoing updates, and proactive maintenance, ensuring that the software continues to evolve with our needs.

As the City continues to grow, so must the tools we use to serve our residents and manage internal operations. We've identified several real-world examples of how BS&A will streamline our operations and directly benefit both staff and residents:

Automated Field Workflows

Blight enforcement letters can be generated and sent directly from a staff member's vehicle using data pulled from Utility Billing, drastically cutting administrative time.

Utility Billing Improvements

The current monthly process for manually reviewing out-of-bounds reports (which takes 1-2 hours) will be replaced with an automated, customizable instant report.

Enhanced Online Access for Residents

Residents can pay utility bills, apply for building permits, and submit over-the-counter permit requests online, eliminating the need to call or visit City Hall.

Improved Payroll Accuracy

Fully digital timecards will streamline the payroll process and improve accuracy.

Automated Invoice Management

Invoices can be generated, sent, and tracked entirely within BS&A, reducing the chance of human error and missed payments.

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No Access Limits

Unlike Banyon, which restricts access to one user at a time for some modules, BS&A allows simultaneous access without conflicts.

Real-Time Data Sharing Across Modules

Updates made in one module (e.g., Utility Billing) are instantly reflected in others (e.g., Building Permits), ensuring all departments work with the most accurate information.

Employee Self-Service Portal

Staff can update their personal information, banking info, and forms on their own time without needing to schedule time with administrative personnel.

The implementation cost for BS&A Software is \$104,040, which includes the initial module purchase, data conversion/database setup, project management and implementation, and training. BS&A has notified staff that they can expedite implementation and training to have the system operational by January 2026. Staff from BS&A will be both remote and on-site during implementation to ensure all modules are functioning correctly before going live. Although this purchase was initially scheduled for 2026 and later deferred to 2028 in the CIP, we have funding available to move forward in 2025.

The total due at the time the contract is executed is \$41,515. The ongoing annual maintenance and support fee is \$21,425. The project cost will be split among the following funds:

- General Fund (40%) – \$41,616
- Water Fund (30%) – \$31,212
- Sewer Fund (30%) – \$31,212

Overall, the transition to BS&A will save staff time, reduce human errors, and “future proof” the City’s financial management software.

Recommendation

Motion to approve the purchase of BS&A Software in the total proposed amount of \$104,040.00 with an annual fee of \$21,425.00.

Norwood Young America



TO: Mayor Smith and City Council Members
FROM: Mitchell Thiesfeld, City Clerk/Finance Director
DATE: May 12, 2025
RE: Pavilion Liquor License Agreement

The current Pavilion Liquor License Agreement will end on June 30, 2025. The current Agreement is with The Pour House Pub. With the expiration of the Agreement, Staff has looked at different avenues for Weddings at the Pavillion.

Under the proposed agreement, Norwood Baseball Club Inc. & Young America Baseball Club Inc. would be the sole vendor authorized to provide, serve, and sell alcohol at wedding events held at the Pavilion. All wedding bookings will be required to use Norwood Baseball Club & Young America Baseball Club for alcoholic beverage service.

Staff have spoken with representatives from both Baseball Clubs about being the alcohol provider for Weddings and Events at the Pavilion. Both Clubs said that between the two of them, they will be able to staff the Pavilion for all weddings and events.

Both Baseball Clubs have or are in the process of obtaining the necessary insurance and licenses to provide and serve alcohol at the Pavilion. The City requires a minimum 1million/1million of dram shop insurance (or its equivalent).

The Pour House Pub will be notified by City Staff about this change. The Pour House does have equipment in the Pavilion, and the City will require it to be removed after their last wedding or June 30th, whichever comes first. The City does plan to purchase the necessary equipment that was previously behind the bar in the Pavilion.

Recommended Motion:

Motion to approve Norwood Baseball Club Inc. & Young America Baseball Club Inc. to be the exclusive liquor provider for Pavilion weddings, contingent upon a signed agreement.

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