



CITY COUNCIL AGENDA
Monday, June 23, 2025
5:00 p.m. Workshop
6:00 p.m. City Council Meeting
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

WORKSHOP

1. Workshop
 - 1.1 EDA Façade Loan Information Discussion—Karen Hallquist
 - 1.2 Outlot A Discussion—Staff
 - 1.3 Building Discussion—Staff

CITY COUNCIL MEETING

2. CALL A MEETING OF THE CITY COUNCIL TO ORDER

2.1. Pledge of Allegiance

3. APPROVE AGENDA

4. 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.)

- 4.1 Carver County Update Presentation—Commissioner Fahey

5. CONSENT AGENDA

(NOTE TO THE PUBLIC: A single motion will approve all those items listed as part of the Consent Agenda unless a request to discuss one of those items is made prior to that time.)

- 5.1. Approve Minutes of June 9, 2025, City Council Meeting
- 5.2. Approve Solicitor Permit Application – Georg’s Book Business

6. PUBLIC HEARING

7. OLD BUSINESS

8. NEW BUSINESS

- 8.1. **Resolution 2025-29** Amending Resolution 2023-40 401 Shady Lane Vacation of Easement—Mitchell Thiesfeld, City Clerk/Finance Director
- 8.2. **Resolution 2025-30** Accepting Cash Donations—Mitchell Thiesfeld, City Clerk/Finance Director
- 8.3. 2024 Audit Presentation—Bonnie Schwieger, Abdo
- 8.4. Designated Surplus Equipment to be Sold—Scott Blom, Fire Chief
- 8.5. NYA Façade Loan Program Recommendation—Karen Hallquist, CED Director
- 8.6. Council vacancy process update—Administrator Aukrust
- 8.7. Approve Payment of Claims—Mitchell Thiesfeld, City Clerk/Finance Director
- 8.8. **Announcement of Closed Meeting—Mayor Smith**
*****Closed Session pursuant to MN Statute Section 13D.03 to Discuss Labor Negotiations Strategy*****

—John Edison, City Attorney and David Drown and Associates
Motion to Close the Regular Meeting—Council member
Motion to Open the Closed Session—Council member
Motion to Close the Closed Session--Council member
Motion to Reopen the Regular Meeting—Council member

9. STAFF REPORTS

10. 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.)

11. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

July 1 st	Planning Commission Meeting	6:00 PM
July 4 th	Closed in Observance of the July 4 th Holiday	Closed
	Economic Development Authority (EDA)	No Meeting in July
July 9 th	NYA Food Distribution	12:00 PM – 1:00 PM
July 14 th	City Council Meeting	6:00 PM
July 16 th	Park and Recreation Commission Meeting	5:30 PM
July 17 th	Sr. Advisory	9:00 AM
July 28 th	City Council Workshop/Meeting	5:00 PM/6:00 PM



CITY COUNCIL MINUTES

June 9, 2025 – 6 p.m.
City Council Chambers
310 Elm Street W.

Norwood Young America, MN 55368

Attendance:

ATTENDEES: Connor Smith, Charlie Storms, Andrew Storms, Brandon Stender

ABSENT:

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

OTHERS: Josh Eckstein, Bolton & Menk

1. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayor Smith called the meeting to order at 6:00 pm with all council members present.

1.1. The Pledge of Allegiance was said by all.

2. APPROVE AGENDA

2.1. One addition

- 7.6 Lease agreement Southwest Carver County Food Shelf

C.Storms/A.Storms motion to approve the agenda as printed with the addition of 7.6. Motion passed 4-0.

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

3.1. None

4. CONSENT AGENDA

4.1.Approve Minutes of May 27, 2025; City Council Workshop

4.2.Approve Minutes of May 27, 2025, City Council Meeting

4.3.Approve Payment of Claims

4.4.Approve Transient Merchant Permit—Sweet Winks

C.Storms/B.Stender motion to approve the consent agenda. Motion passed 3-0. C.Smith abstained due to conflict of interest.

5. PUBLIC HEARING

5.1. None

6. OLD BUSINESS

6.1. None

7. NEW BUSINESS

7.1.**Resolution 2025-26 Comprehensive Plan Amendment – Chapter 4: Residential Densities—Ethan Nelson, City Planner**

- After staff discussions with the Planning Commission, it has been recommended to amend Chapter 4 of the 2040 Comprehensive Plan.
- The minimum Units/Acre would increase from 1 to 1.2 for Low Density.
- The maximum Units/Acre would increase from 18 to 25 for High Density.

A.Storms/B.Stender motion to adopt Resolution 2025-26, amending Chapter 4 of the 2040 Comprehensive Plan. Motion passed 4-0.

7.2. Resolution 2025-27 A Resolution Accepting Cash Donations—Mitchell Thiesfeld, City Clerk/Finance Director

- One donation was received.
 - \$750 was donated from VFW 1783 for NYA CIP Park Flowers.
- A letter was received from the Edward Born Post 343 American Legion requesting to re-designate their fund balance of previously donated funds.
 - The balance of their funds is \$8,298.24.
 - The funds will be re-allocated for the Friendship Park Tennis Court Rehabilitation Project.

B.Stender/A.Storms motion to approve Resolution 2025-27 A Resolution Accepting a Cash Donation for the NYA Community Improvement Fund and approving the re-designation of funds in the amount of \$8,298.24 from the Edward born Post 343 American Legion, with the funds to be allocated for the Friendship park Tennis Court Rehabilitation Project. Motion passed 4-0.

7.3. Resolution 2025-28 A Resolution Acknowledging the Receipt and Acceptance of Council Member Brooke Allen's Resignation and Declaring the Council Seat Vacant—Administrator Aukrust

- Councilmember Brooke Allen formally resigned from the City of Norwood Young America City Council effective May 31, 2025.
- Administrator Aukrust let the Council know that this was due to a move to a different City.
- Mayor Smith thanked Councilmember Allen for her service on the NYA City Council.

Motion to approve Resolution 2025-28 acknowledging the receipt and acceptance of Council Member Brooke Allen's resignation and declare the Council Seat vacant effective May 31, 2025, authorizing the City Council to fill the vacancy. Motion passed 4-0.

7.4. Discussion on Process to Fill Vacant Council Seat—Administrator Aukrust

- The council discussed different ideas on how to fill the vacant council seat.
- Mayor Smith recommended an application process
- The term for the vacant seat would expire at the end of 2026.

No motion. Discussion item only.

7.5. Approve Temporary Liquor Licenses, Norwood Baseball Club, Inc —Mitchell Thiesfeld, City Clerk/Finance Director

- Norwood Baseball Club, Inc. applied for two temporary on-sale liquor licenses.
- The temporary liquor licenses will be used for events at the Pavilion on July 4th and July 19th.
- Once approved, City staff will submit the applications to Minnesota Alcohol and Gambling Enforcement.

B.Stender/C.Smith motion to approve the temporary on-sale liquor license for Norwood Baseball Inc. for the dates of July 4th, 2025, and July 19th, 2025. Motion passed 2-0. B.Stender and C.Storms abstained from the vote due to a conflict of interest.

**Per City Attorney, Under Roberts Rules of Order, except when a rule require otherwise, the basic requirement for determining approval of an action is a "majority vote". Majority means "more than half of the votes cast be persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting."*

7.6. Lease Agreement Southwest Carver County Food Shelf—Administrator Aukrust

- The lease agreement will be between the City of Norwood Young America and the Southwest Carver County Food Shelf.
 - The Southwest Carver County Food Shelf is currently located at 10 1st Avenue NE
- Under this new lease agreement, the food shelf will begin paying rent in the amount of \$3,000 per month.
 - The rent includes water, sewer, electricity, and gas.

- It was presented that it's common practice for food shelves in the area to contribute towards rent and operational expenses, at similar or higher rates.

C.Storms/A.Storms motion to approve implementing a Lease Agreement between the City of Norwood Young America and the Southwest Carver County Food Shelf, effective September 1, 2025. Motion passed 4-0.

8. STAFF REPORTS

CED Director – June 13th is the Old Town Dedication. The Dedication starts at 5:30 pm. The City has received right around \$110,000 in donations for the New Old Town.

PS Director – Crack fill & seal coating has begun.

- Tennis Court Project is at a standstill due to the curing of the pad.
- The light pole and sandblasting project is completed
- The Fourth Avenue project starts June 23rd, weather dependent.

City Planner – Three new homes have been permitted in 2025.

- \$12 million of construction value in permits so far in 2025.

9. ADDITIONAL INFORMATION

9.1. None

10. ADJOURNMENT

C.Storms/A.Storms motion to adjourn at 6:53 pm. Motion passed 4-0.

Respectfully submitted,

Connor Smith, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



TO: Mayor Smith and Council Members
FROM: Mitchell Thiesfeld, Clerk/Finance Director
DATE: June 23, 2025
RE: Solicitor Permit Application – Georg's Book Business

The City has received a Solicitor permit application from Georg's Book Business.

- Educational books ranging from preschool to ACT/SAT preparation.
- Information regarding the person authorized has been included, with no prior convictions listed
- The fee of \$100 has been received; the City will mail the permit once approved by City Council.

Chapter 3 of the City Code states the following:

Solicitor. The term "solicitor" shall mean a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services, of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. The term solicitor shall mean the same as the term canvasser.

RECOMMENDATION:

A motion to approve the Solicitor Permit for Georg's Book Business as defined in Chapter 3 of City Code.



TO: Mayor Smith and NYA City Council Members

FROM: Mitchell Thiesfeld, City Clerk/Finance Director

DATE: June 23, 2025

SUBJECT: Resolution 2025-29 Amending Resolution 2023-40 Vacation of Easement – 401 Shady Lane

Enclosed you will find Resolution 2025-29 Amending Resolution 2023-40. The purpose for this amendment is to fix a typing mistake in the original Resolution. The following changes have been made:

- Removed 401 Elm Street
- Added 401 Shady Lane

Once approved, City staff will re-record the Resolution with Carver County to show the updated verbiage.

Recommended Motion:

Approve Resolution 2025-29 Amending Resolution 2023-40 Vacating certain Public Easement at 401 Shady Lane.

*Amended Resolution
Changes Highlighted*

RESOLUTION 2025-29

A RESOLUTION AMENDING RESOLUTION 2023-40 VACATING CERTAIN PUBLIC EASEMENT AT 401 SHADY LN.

WHEREAS, the City of Norwood Young America has received request from Alan Rolf, to vacate a public drainage and utility easement at the property located at 401 Shady Lane.

WHEREAS, The easement to be vacated is owned by the City of Norwood Young America and is legally described as follows;

That part of the westerly 7 foot drainage and utility easement lying within that part of Lot 1, Block 2, Shady Lane Addition, according to the plat thereof on file and of record in the office of the County Recorder, Carver County, Minnesota, described as follows:
Beginning at the Southwest corner of said Lot 1; thence on a bearing of North, along the West line of said Lot 1, a distance of 131.26 feet; thence South 48 degrees, 21 minutes, 33 seconds East, a distance of 75.15 feet to the Southeasterly line of said Lot 1; thence Southwesterly along the said Southeasterly line, a distance of 100.65 feet to the point of beginning

(Collectively the “Affected Easement” herein)
and;

WHEREAS, the Affected Easement is 7 feet in width and contains no public infrastructure;

WHEREAS, the City Council held a public hearing to solicit public comment on the proposed vacations at the Council’s December 11, 2023 regular meeting; and

WHEREAS, based upon the information presented to the City Council and the recommendation of City staff, the City Council finds:

The proposed vacation of the Affected Easement is in the interest of the public and the City of Norwood Young America has no need for the easement.

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota approves the vacation of the Affected Easement, as described herein.

Passed by the City Council of Norwood Young America, Minnesota this 23rd day of June, 2025.

Connor Smith, Mayor

ATTEST:

Mitchell Thiesfeld, City Clerk



TO: Mayor Smith and City Council Members
FROM: Mitchell Thiesfeld, City Clerk/Finance Director
DATE: June 23, 2025
RE: Resolution 2025-30 A Resolution Accepting Cash Donations

The City of Norwood Young America received the following donations:

- Waconia Comfort - \$2,500
 - Old Town Project
- Last Call Too - \$1,000
 - Old Town Project

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

- \$3,500 – Capital Improvements - Old Town Donations

Recommended Action:

A Motion the approve Resolution 2025-30 A Resolution Accepting Cash Donations for the Old Town Project.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2025-30**

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
Waconia Comfort	Cash – Old Town Project	\$ 2,500
Last Call Too	Cash – Old Town Project	\$ 1,000

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 23rd day of May 2025.

ATTEST:

Connor Smith, Mayor

Mitchell Thiesfeld, City Clerk/Finance Director



TO: Mayor Smith and City Council Members

FROM: Mitchell Thiesfeld, City Clerk/Treasurer

DATE: June 23, 2025

RE: 2024 Financial Statement Audit Presentation

Attached is the 2024 Audit presentation from Abdo. Bonnie Schwieger will be attending the meeting to present this to the Council.

Recommended Motion:

Accept the 2024 Financial Statement Audit by Abdo Solutions.



TO: Mayor Smith and Council Members

FROM: Scott Blom, Fire Chief

DATE: June 23, 2025

RE: Designated surplus equipment to be sold

The Fire Department Chief has identified the following equipment as surplus- Tanker 11. Fire Chief will use Kelly's Blue Book and other online sources to set a minimum reserve. The chief will post it on Mn Govdeals.com or at the local auction site.

- 1995 Ford F-800
- Equipped with a PTO driven pump
- All Emergency lights will stay on truck
- Miles- 10172 as of June 2025

This 1995 Tanker will be replaced with a 2025 Freightliner from Midwest Fire in December of 2025.

Recommended Motion:

Motion to designate the identified equipment—Tanker 11, as surplus to be sold.

Norwood Young America



TO: Mayor Smith and NYA City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: June 23, 2025

SUBJECT: NYA Façade Improvement Program Recommendation

Overview

At its regularly scheduled meeting on June 13, 2025, the Norwood Young America Economic Development Authority (EDA) conducted a comprehensive review of the NYA Façade Improvement Loan Program, initially established in September 2023. The program was created as a financial tool to encourage reinvestment in commercial building façades throughout key business districts in the City, with the broader goal of fostering aesthetic enhancements, economic vitality, and sustained commercial activity.

The EDA remains committed to supporting local businesses and property owners in maintaining attractive and vibrant storefronts, contributing to a strong commercial environment and positive community identity. In alignment with this mission, the following program adjustments are recommended to increase program utilization and better reflect current market conditions.

Program Background

Prior to the Façade Improvement Loan Program, the City offered the NYA Market Enrichment Grant Program (from 2020-21), a targeted funding opportunity to assist properties in visible need of reinvestment due to age or physical deterioration. That program aimed to improve the overall impression of commercial properties, enhance building values, and support community revitalization. The program provided grants of \$2,000 to \$10,000 structured as a 0% interest, five-year deferred loan with an 80/20% matching requirement. The loan was fully forgiven if the applicant maintained ownership and improvements for the full five-year term. Otherwise, funds had to be repaid on a prorated basis. This prior program laid the groundwork for current efforts by demonstrating the community and economic value of strategic property reinvestment.

Eight (8) property owners participated in this program for a total grant award of \$78,531 (EDC CIP funds), with almost \$250,000 in total equity investment.

1. Tin Roof Powder Coating – new windows/electrical
2. Central Auto Repair – façade
3. Floral Defined – roof replacement
4. Home Solutions – pavement replacement
5. Modern Cabinetry Design – added garage/service doors to front façade
6. Smith Oil – pavement replacement

7. Pro Auto – new addition
8. Xtreme Electric – roof/siding/door replacement

The current Façade Improvement Loan Program provides financial assistance in the form of a 0% interest loan ranging from \$2,000 to \$5,000, matched dollar-for-dollar by the applicant with cash (sweat equity is not permitted). Eligible participants include owners of commercial or mixed-use properties located in the C-2 General Commercial, C-3 Downtown, and RC-1 Residential/Neighborhood Commercial zoning districts.

To date, one loan has been issued—\$5,000 to Elevate Acupuncture & Wellness—with an 18-month repayment schedule at \$277.78 per month.

Recognizing limited participation and increasing construction costs, the EDA reviewed key program components of the Façade Program, including eligible improvements, zoning districts, loan terms, and funding structure, and offers the following proposed revisions.

Key Program Components of the Façade Program

1. Clarification and Expansion of Eligible Uses

The EDA recommends that the definition of “façade” be formally included in program materials to provide clarity: *the face of a building, especially the principal front that looks onto a street or open space.*

Further, the following revisions to eligible uses are proposed to modernize the program and ensure that improvements support overall curb appeal and business district character:

- Exterior painting
- Surface treatments, such as siding, brick, or stucco replacement and/or repair
- Masonry work, including tuckpointing
- Exterior steps and entrances
- Installation of decorative awnings or canopies
- Window and/or door replacements, including modifications for ADA compliance
- Exterior signage installation and replacement or repair
- ~~Publicly visible landscaping improvements~~
- ~~Parking lot or parking area improvements~~

The EDA acknowledged the significant visual impact of landscaping and parking surfaces; however, are not façade elements. The EDA also felt a change in signage should be new, not repaired.

2. Zoning District Refinement

Given the program’s primary focus on front-facing commercial façades, the EDA recommends narrowing the eligible zoning districts to those where façade improvements would have the greatest economic and visual return:

- **C-3 Downtown District** (Main Street and Elm Street)
- **C-2 General Commercial District** (U.S. Highway 212 Corridor and Faxon Road)

Properties located in the RC-1 district, which tend to support light industrial or contractor-related uses, typically do not adhere to the same architectural or design standards and would no longer be eligible under the revised criteria.

3. Revised Loan Structure and Incentives

To increase participation and respond to inflationary construction costs, the EDA proposes the following two-tiered approach for loan repayment, allowing for broader flexibility and incorporating a modest forgiveness incentive to reward early repayment:

Option A:

- Loan range: \$2,000–\$10,000
- 1-to-1 match (cash only)
- 0% interest
- 24-month repayment term
- One-time loan per eligible property

Option B:

- Loan range: \$2,000–\$10,000
- 1-to-1 match (cash only)
- 0% interest
- 18-month repayment term
- One-time loan per eligible property
- **Forgiveness incentive:** If repaid within the 18-month term, 25% of the original loan amount (up to \$2,500) is eligible for forgiveness

4. Funding Source and Economic Development Impact

Program funding will be drawn from the EDA Fund, which is sustained through proceeds from EDA land sales and the annual EDA levy. These resources are explicitly designated for advancing economic development initiatives, including support for local businesses, stimulation of private investment, and enhancing public infrastructure that contributes to the community's overall economic health.

By leveraging these funds in support of façade enhancements, the EDA invests directly in the visibility, appeal, and sustainability of the City's business corridors—an approach that aligns with the City's broader strategic priorities for economic growth and downtown revitalization.

The EDA's proposed refinements to the program are intended to increase accessibility, reflect current economic conditions, and position the program as a more attractive and effective tool for encouraging private reinvestment in our commercial districts.

Recommended Motion

Motion to recommend the approval of the proposed amendments to the NYA Façade Improvement Loan Program as outlined above, with one of the following program guidelines:

1. Review participation in January 2026
2. Cap number of participating loans at _____
3. Cap dollar amount of total loans at _\$_____
4. Introduce a cap depending on demand.

Purpose

The purpose of the NYA Façade Improvement Loan Program is to offer a no-interest loan opportunity to NYA businesses for building improvements. The purpose of this program is to provide financial assistance to property and business owners to stimulate investment in the NYA business districts. The goal of this program is to provide an incentive to businesses and property owners to enhance the aesthetics of their buildings in hopes of strengthening the vitality of all NYA business districts, which will have a lasting impact on the entire NYA business community.

Program Eligibility

The intent of the NYA Façade Improvement Loan Program is to focus on those buildings and properties that need improvement due to age, a desire to improve the overall impression of the property and increase the value of buildings. Commercial structures and mixed-use commercial/rental dwellings in the C-2 General Commercial, C-3 Downtown District, ~~and RC-1 Residential/Neighborhood Commercial are eligible for the Program.~~

All improvements must result in building improvements that add to the goals above. Due to the limited amount of funds, all applications are subject to a competitive selection process which will be based on project goals, impact, and readiness of the project. All applications and plans are subject to the review and approval of the City. Submitting the application and improvement plan does not guarantee approval.

Required Match

All applicants must provide matching funds on a minimum 1-to-1 ratio for loans up to ~~\$10,000~~ \$5,000. Matching funds must be in cash. "Sweat equity" labor provided by the applicant, owner, or other non-skilled laborer is not considered matching funds.

Eligible Applicants

- The applicant must be the property owner or a tenant with written permission from the property owner to make improvements to commercial or retail buildings.
- The property owner is ultimately responsible for the loan.
- There must be no delinquent bills, charges, or taxes due to the City.
- Projects must be located in the designated zoning area of eligibility.
- All projects must result in permanent building improvements.
- Property must have a conforming use or legal non-conforming use.
- Property owners or tenants are only allowed one matching loan. ~~per calendar year. If loan funds remain after the first year, additional loans may be applied for on a case-by-case basis.~~
- All improvements must follow the principles and guidelines of the Norwood Young America Downtown Redevelopment Plan, City Code, and NYA Façade Improvement Loan Plan.

Eligible Uses

Matching loan dollars may be used for improvements to the front façade exterior of buildings including:

- Exterior painting
- Surface treatment (i.e. siding, brick, stucco replacement/repair)
- Masonry repairs and tuckpointing
- Exterior steps/entrances
- Decorative awnings or canopy installation
- Window and/or door replacements or entrance modifications for ADA compliance
- Installation and replacement or repair of exterior signage
- ~~Publicly visible & use landscaping~~
- ~~Parking area improvements~~

Project Commencement

Projects utilizing the matching loan program may not begin prior to approval of the Design review, approval of the matching loan or issuance of a building permit.

Project Completion

Work must be completed in full within six months of the loan approval.

Loan Terms

The NYA Façade Improvement Program provides a one-time loan for eligible **expenses** property. Loans range from \$2,000 to \$10,000 **\$5,000** with a 1-to-1 match, 0% interest, and a **repayment timeline of the following two options:**

Option A:

- Loan range: \$2,000–\$10,000
- 1-to-1 match (cash only)
- 0% interest
- 24-month repayment term

Option B:

- Loan range: \$2,000–\$10,000
- 1-to-1 match (cash only)
- 0% interest
- 18-month repayment term
- **Forgiveness incentive:** If repaid within the 18-month term, 25% of the original loan amount (up to \$2,500) is eligible for forgiveness

Borrowers shall submit the contractor's invoice(s) for the related improvements to the City. All work proposed as part of the project shall be completed prior to a request for loan funds. It is recommended (not required) to the borrower to ask for a lien waiver from the contractor upon payment in full. Loan will be disbursed to the borrower upon submitting a paid in full invoice from the contractor. **Under no circumstances will the borrower be directly paid for work done, nor will work completed prior to approval of the application be allowed to qualify for funds.**

Security

Upon completion of the project, borrower is to execute a loan agreement and promissory note. Sample agreement and note are attached.

Repayment

Loan will be paid on a monthly basis in **twenty-four (24) ~~eighteen (18)~~** equal monthly installments beginning on the 1st day of the month after loan consummates. Default of payment will result in the balance assessed to the property taxes.

Conflict of Interest

Agreement governed by laws of Minnesota. In the event any provision or clause of this agreement shall conflict with applicable law, such conflict shall not affect the other provisions of this agreement.

For More Information

Public data may be disclosed to any person or entity in accordance with MN Government Data Practices Act and Rules.



TO: Mayor Smith and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 23, 2025

RE: City Council Vacancy Application Review and Discussion

Council Discussion:

- Application and questionnaire; enclosed for your review
- Timeline
- Interview process and date

Recommendation

Motion to approve the "City Council Vacancy Application" to fill an open City Council seat.

Norwood Young America

City of Norwood Young America

Application for City Council Appointment

The Norwood Young America City Council is accepting applications to fill one (1) open Council seat by appointment. This is a unique opportunity to help shape the future of our City and serve your fellow residents with commitment, creativity, and integrity. This is a four-year term that commenced on January 1, 2023. This appointment will run through December 31, 2026.

Please complete the following application and return it to City Hall by **Thursday, July 17, 2025, at 3:00 p.m.**

APPLICANT INFORMATION

Name: _____

Street Address: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

Briefly describe your interest in serving on the City Council:

QUESTIONNAIRE

Please respond to the following questions clearly and thoughtfully in Word format or as a PDF and attach to this application.

1. **What personal, professional, or volunteer experience has prepared you to contribute effectively as a member of the City Council?**
2. **What are the top three priorities the City of Norwood Young America should focus on in the next five years?**
3. **How would you describe the role of a City Council member in relation to residents, City staff, and other Council members?**
4. **With the city experiencing growth and increased development interest, what are your ideas for preparing the city to manage growth responsibly while maintaining its unique community character?**

5. **Describe a time you worked through a difficult decision or disagreement in a group setting. What was your approach, and what was the outcome?**
 6. **If appointed, what do you hope to accomplish during your time on the Council, and how will you measure your success?**
-

Important Dates:

- **Application Deadline:** Thursday, July 17, 2025, at 3:00 p.m.
- **Candidate Interviews:** Monday, July 21, 2025, at 5:00 p.m. (Held at City Hall)
- **Council Appointment:** Monday, July 28, 2025 (City Council Meeting)

Applications may be submitted in a sealed envelope to:

City of Norwood Young America

Attention: City Administrator

310 Elm Street West/PO Box 59

Norwood Young America, MN 55368

Or by email to: **cityadmin@cityofnya.com**

For questions, contact City Administrator Andrea Aukrust at (952) 467-1805.



VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: June 23, 2025

Payroll EFT

Check #	509603 - 509641	Pay Period 13	\$	64,036.79
Check #				
Check #	-			
Check #	-			

Prepays

Check #

Electronic Payments

Check #	2006e - 2015e	\$	4,651.60
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Claims Pending Payment

Check #	366727 - 36758	\$	592,922.68
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Voided Checks

Check # 509576 ,

Grand Total (excluding voided checks)	\$	<u>661,611.07</u>
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NORWOOD YOUNG AMERICA

06/18/25 4:16 PM

Page 1

*Check Detail Register©

Batch: 062325CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
2006 e	06/18/25	DELTA DENTAL			
G 101-21714		Dental Insurance	\$807.28	RIS00064561	DENTAL INSURANCE
G 101-21714		Dental Insurance	\$548.20	RIS00064561	DENTAL INSURANCE
		Total	\$1,355.48		
2007 e	06/18/25	BOLTON & MENK, INC			
E 101-41500-303		Engineering Fees	\$107.00	0363962	CENTRAL PUBLIC SCHOOL IMPROVE - PROJECT# 0C1.126248.000
		Total	\$107.00		
2008 e	06/18/25	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$62.95	06-04-2025	GAS UTILITIES - BLDGS
E 101-45500-383		Gas Utilities	\$16.91	06-04-2025	GAS UTILITIES - LIBRARY
E 601-49400-383		Gas Utilities	\$236.94	06-04-2025	GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$98.79	06-04-2025	GAS UTILITIES - WWTP
		Total	\$415.59		
2009 e	06/18/25	HILLYARD /HUTCHINSON			
E 101-45200-223		Repair/Maintenance Bldg/	\$78.00	605831943	DISPENSER HAND ROLL TOWEL TF BATTERY BLK
		Total	\$78.00		
2010 e	06/18/25	LOFFLER - 131511			
E 601-49400-321		Telephone	\$10.37	5040465	PHONE SERVICE - WATER
E 602-49450-321		Telephone	\$10.37	5040465	PHONE SERVICE - SEWER
E 101-42200-321		Telephone	\$41.49	5040465	PHONE SERVICE - FIRE
E 101-43100-321		Telephone	\$10.37	5040465	PHONE SERVICE - PW - HSR
E 101-45200-321		Telephone	\$10.37	5040465	PHONE SERVICE - PW - PARKS
E 101-41940-321		Telephone	\$91.86	5040465	PHONE SERVICE - FOOD SHELF
E 101-41300-321		Telephone	\$147.53	5040465	PHONE SERVICE - EXECUTIVE
E 101-41320-321		Telephone	\$196.71	5040465	PHONE SERVICE - COMM DEV
E 101-41400-321		Telephone	\$147.53	5040465	PHONE SERVICE - CLERK
		Total	\$666.60		
2011 e	06/18/25	MN VALLEY ELECTRIC COOPERATIVE			
E 603-49500-381		Electric Utilities	\$297.20	06-09-2025	13150 TACOMA AVE PUMP - ACCT# 337411311
		Total	\$297.20		
2012 e	06/18/25	SUN LIFE ASSURANCE COMPANY			
G 101-21707		Disability Insurance	\$792.42	06-14-2025	STD/LTC INSURANCE
		Total	\$792.42		
2013 e	06/18/25	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$244.55	07-01-2025	GROUP LIFE INSURANCE
		Total	\$244.55		
2014 e	06/18/25	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$240.63	930183415	ELECTRICAL UTILITIES - BLDGS
		Total	\$240.63		
2015 e	06/18/25	WEX BANK			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-212		Motor Fuels		(\$7.02)	Circle K Rebate - S42
E 101-45200-212		Motor Fuels	\$88.62	684883	FUEL.
E 101-43100-212		Motor Fuels	\$81.97	685408	FUEL.
E 101-43100-212		Motor Fuels	\$85.39	692544	FUEL.
E 101-43100-212		Motor Fuels	\$90.17	702980	FUEL.
E 602-49450-212		Motor Fuels	\$57.50	704946	FUEL.
E 601-49400-212		Motor Fuels	\$57.50	704946	FUEL.
		Total	\$454.13		
36727	06/23/25	ASPEN MILLS, INC.			
E 101-42200-417		Uniform	\$104.55	355281	NAMETAGS
		Total	\$104.55		
36728	06/23/25	A-Z RESTAURANT EQUIPMENT COMPANY			
E 101-41940-223		Repair/Maintenance Bldg/	\$2,225.78	128326	PAVILION BAR EQUIPMENT
		Total	\$2,225.78		
36729	06/23/25	BOND TRUST SERVICES CORP.			
E 517-49330-611		Bond Interest	\$12,362.50	96899	GO Capital Improvement Plan Bonds, Series 2013A
E 601-49400-611		Bond Interest	\$7,637.50	96900	GO Refunding Bonds, Series 2016A
E 521-49330-611		Bond Interest	\$18,212.50	96900	GO Refunding Bonds, Series 2016A
E 522-49330-611		Bond Interest	\$24,172.27	96901	GO Bonds, Series 2020A
E 601-49400-611		Bond Interest	\$871.80	96901	GO Bonds, Series 2020A
E 602-49450-611		Bond Interest	\$305.93	96901	GO Bonds, Series 2020A
E 523-49330-611		Bond Interest	\$4,420.00	96902	GO Bonds, Series 2021A
E 602-49450-611		Bond Interest	\$4,760.00	96902	GO Bonds, Series 2021A
E 524-49330-611		Bond Interest	\$20,238.75	96903	GO Improvement & Utility Bonds, Series 2022A
E 601-49400-611		Bond Interest	\$7,248.75	96903	GO Improvement & Utility Bonds, Series 2022A
E 602-49450-611		Bond Interest	\$3,097.50	96903	GO Improvement & Utility Bonds, Series 2022A
E 603-49500-611		Bond Interest	\$2,943.75	96903	GO Improvement & Utility Bonds, Series 2022A
E 525-49330-611		Bond Interest	\$52,492.50	96904	Taxable GO Tax Abatement Bonds, Series 2023A
E 526-49330-611		Bond Interest	\$71,140.63	96905	GO Temporary Improvement Bonds, Series 2024A
E 527-49330-611		Bond Interest	\$40,381.94	96906	GO Improvement and Utility Bonds, Series 2024B
E 601-49400-611		Bond Interest	\$13,576.39	96906	GO Improvement and Utility Bonds, Series 2024B
E 602-49450-611		Bond Interest	\$7,777.78	96906	GO Improvement and Utility Bonds, Series 2024B
E 603-49500-611		Bond Interest	\$16,979.17	96906	GO Improvement and Utility Bonds, Series 2024B
E 523-49330-604		Bond Service Charge	\$475.00	97652	Bond Service Charge, Series 2021A
E 527-49330-604		Bond Service Charge	\$475.00	97653	Bond Service Charge, Series 2024B
		Total	\$309,569.66		
36730	06/23/25	BOUNDTREE MEDICAL			
E 101-41940-221		Repair/Maintenance Equip	\$98.65	85794666	ADULT DEFIB PADS G3 PLUS POWERHEART
		Total	\$98.65		
36731	06/23/25	CARQUEST AUTO PARTS			
E 101-43100-221		Repair/Maintenance Equip	\$160.21	5927-317360	BATTERIES
E 101-43100-210		Operating Supplies	\$30.98	5927-317367	RAGS IN A BOX
E 101-43100-221		Repair/Maintenance Equip	\$9.58	5927-317752	SPARK PLUGS
		Total	\$200.77		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
36732	06/23/25	CARVER COUNTY			
E 101-42100-311		County Police Contract	\$159,118.00	SHERI00392	2025 POLICE CONTRACT - 1ST HALF
		Total	\$159,118.00		
36733	06/23/25	DOOR POWER INC			
E 602-49450-223		Repair/Maintenance Bldg/	\$1,545.00	29803	COMMERCIAL SERVICE CALL - 123 REFORM ST N
		Total	\$1,545.00		
36734	06/23/25	GLENCOE FLEET SUPPLY, INC			
E 101-45200-223		Repair/Maintenance Bldg/	\$15.99	79756	WATER HEATER ELEMENT
		Total	\$15.99		
36735	06/23/25	HAWKINS INC			
E 101-49860-216		Chemicals and Chem Pro	\$355.26	7095266	PM KIT & CAL-HYPO TABLETS
E 601-49400-216		Chemicals and Chem Pro	\$20.00	7099472	CHLORINE CYLINDER
E 601-49400-216		Chemicals and Chem Pro	\$20.00	7099881	CHLORINE CYLINDER
E 602-49450-216		Chemicals and Chem Pro	\$20.00	7099933	CHLORINE CYLINDER & SULFUR DIOXIDE CYLINDER
		Total	\$415.26		
36736	06/23/25	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$306.00		UNION DUES & WORKING DUES - JUNE
		Total	\$306.00		
36737	06/23/25	KAEDING ARCHITECTURE LLC			
E 275-45200-302		Architects Fees	\$2,557.50	2999	PRINTING, PROJECT COORDINATION, & COMPUTER DESIGN
		Total	\$2,557.50		
36738	06/23/25	LAKEVIEW CLINIC LTD			
E 101-42200-208		Medical-Physicals	\$608.00		FIRE DEPARTMENT PHYSICAL
		Total	\$608.00		
36739	06/23/25	LANO EQUIPMENT OF NORWOOD, INC			
E 101-43100-223		Repair/Maintenance Bldg/	\$200.00	8291	RENTAL - 36" AUGER
		Total	\$200.00		
36740	06/23/25	LEES REFRIGERATION			
E 101-45200-223		Repair/Maintenance Bldg/	\$288.75	4537	I.M. NOT OPERABLE
		Total	\$288.75		
36741	06/23/25	LUECK, AVERY			
E 101-49860-207		Training Instructional	\$210.00	1010025.001	LIFEGUARD CLASS
E 101-49860-207		Training Instructional	\$275.00	1010026.001	WATER SAFETY INSTRUCTOR CLASS
		Total	\$485.00		
36742	06/23/25	M CARLSON PAINTING			
E 275-45200-525		Parks-Buildings & Structur	\$21,624.50	39482-3	SPORTS COMPLEX
		Total	\$21,624.50		
36743	06/23/25	MENARDS - HUTCHINSON			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 493-49330-605		Cost of Issuance	\$22.55	7758	CONCRETE FORMING
		Total	\$22.55		
36744	06/23/25	MIDWEST GROUNDCOVER			
E 101-45200-455		Refunds/Reimbursements	\$12,600.00	25035	PRAIRIE DAWN PARK TEAR OUT - FEMA
		Total	\$12,600.00		
36745	06/23/25	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$173.40	I2903	SPORTS COMPLEX - EVENT LIBERTY TAN BIG TANK
E 101-45200-418		Other Rentals (Biffs)	\$173.40	I2941	PRAIRIE DAWN PARK - EVENT LIBERTY TAN SMALL HC
E 101-45200-418		Other Rentals (Biffs)	\$173.40	I3001	FRIENDSHIP PARK - EVENT LIBERTY TAN BIG TANK
		Total	\$520.20		
36746	06/23/25	MOTOROLA SOLUTIONS, INC.			
E 275-42200-500		Capital Outlay	\$45,518.40	QU3098529	10 PORTABLE RADIOS
E 275-42200-500		Capital Outlay	\$2,300.40	QU3098529	10 CHARGERS
		Total	\$47,818.80		
36747	06/23/25	MP ASPHALT MAINTENANCE			
E 101-43100-425		Street Maint seal coat	\$24,000.00	25057	CRACK SEALING ROADS
		Total	\$24,000.00		
36748	06/23/25	MN VALLEY TESTING LABORATORIES INC			
E 602-49450-217		Lab Fees	\$116.00	1309613	COLIFORM, MF - WATER
E 602-49450-217		Lab Fees	\$46.60	1309810	PHOSPHORUS
E 602-49450-217		Lab Fees	\$46.60	1310790	PHOSPHORUS
		Total	\$209.20		
36749	06/23/25	NAPA - STAR Group, LLC			
E 101-43100-221		Repair/Maintenance Equip	\$14.52	394082	VAL 2CYCL MP LUBE QT
E 101-43100-221		Repair/Maintenance Equip	\$5.45	394243	ENGINE OIL FILTER
E 602-49450-221		Repair/Maintenance Equip	\$37.43	394340	ENGINE OIL FILTER & NAPA 5W20 5 QUART
E 101-45200-212		Motor Fuels	\$6.78	394655	NAPA QUART 5W30
		Total	\$64.18		
36750	06/23/25	NORTH AMERICAN SAFETY INC			
E 601-49400-417		Uniform	\$128.73	INV99311	CARHARTT T-SHIRTS
E 602-49450-417		Uniform	\$128.72	INV99311	CARHARTT T-SHIRTS
E 601-49400-417		Uniform	\$87.99	INV99312	CARHARTT REFLECTIVE LINED WINTER JACKETS, & HEAVY DUTY SWEATSHIRTS
E 602-49450-417		Uniform	\$87.99	INV99312	CARHARTT REFLECTIVE LINED WINTER JACKETS, & HEAVY DUTY SWEATSHIRTS
		Total	\$433.43		
36751	06/23/25	NORTH CENTRAL INTERNATIONAL			
E 602-49450-221		Repair/Maintenance Equip	\$4.63	FC20120250	JETTER
E 602-49450-221		Repair/Maintenance Equip	\$308.86	R216000420	JETTER
		Total	\$313.49		
36752	06/23/25	PRO AUTO & TRANSMISSION REPAIR			

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E 101-42200-221		Repair/Maintenance Equip	\$175.37	112101	SERVICE - MN FIRE 2002 FORD F-550 SUPER DUTY LARIAT
		Total	\$175.37		
36753	06/23/25	CALEMART			
E 101-43100-221		Repair/Maintenance Equip	\$50.00	103082	23X10/25X12R12 TR6 TUBE
		Total	\$50.00		
36754	06/23/25	R.E. SMITH OIL & TIRE CO., INC			
E 101-45200-212		Motor Fuels	\$19.15	173581	FUEL - MOWER
E 101-42200-212		Motor Fuels	\$47.83	173586	FUEL - COMMAND 12
E 101-45200-212		Motor Fuels	\$28.00	173600	FUEL - MOWER
E 101-42200-212		Motor Fuels	\$59.37	173608	FUEL - RESCUE 11
E 101-45200-212		Motor Fuels	\$29.70	173616	FUEL - MOWER
E 602-49450-212		Motor Fuels	\$48.00	173627	FUEL - W1
E 601-49400-212		Motor Fuels	\$48.00	173627	FUEL - WI
E 101-45200-212		Motor Fuels	\$24.60	173638	FUEL - MOWER
E 601-49400-212		Motor Fuels	\$40.85	173649	FUEL - 1805
E 602-49450-212		Motor Fuels	\$40.85	173649	FUEL - 1805
E 101-42200-212		Motor Fuels	\$14.62	173791	FUEL - RESCUE 11
E 101-49015-314		Contracts Payments	\$5.18	173799	FUEL - MOWER
E 230-49015-223		Repair/Maintenance Bldg/	\$5.17	173799	FUEL - MOWER
E 101-49015-314		Contracts Payments	\$7.93	173803	FUEL - MOWER
E 230-49015-223		Repair/Maintenance Bldg/	\$7.92	173803	FUEL - MOWER
E 602-49450-212		Motor Fuels	\$34.50	173816	FUEL - 1805
E 601-49400-212		Motor Fuels	\$34.50	173816	FUEL - 1805
E 101-42200-212		Motor Fuels	\$82.00	173817	FUEL - RESCUE 11
E 101-43100-212		Motor Fuels	\$89.22	173826	FUEL - 2303
E 101-42200-212		Motor Fuels	\$12.58	173829	FUEL - RESCUE 11
E 101-42200-212		Motor Fuels	\$40.85	173844	FUEL - COMMAND 12
E 101-42200-212		Motor Fuels	\$53.01	173865	FUEL - TANKER 21
E 101-49015-314		Contracts Payments	\$7.28	173876	FUEL - MOWER
E 230-49015-223		Repair/Maintenance Bldg/	\$7.27	173876	FUEL - MOWER
E 101-45200-212		Motor Fuels	\$13.90	173906	FUEL - MOWER
E 101-49015-314		Contracts Payments	\$26.38	173909	FUEL - 2303
E 230-49015-223		Repair/Maintenance Bldg/	\$26.37	173909	FUEL - 2303
E 101-45200-212		Motor Fuels	\$22.00	173910	FUEL - MOWER
E 601-49400-212		Motor Fuels	\$40.50	173931	FUEL - 1805
E 602-49450-212		Motor Fuels	\$40.50	173931	FUEL - 1805
E 101-45200-212		Motor Fuels	\$26.00	173933	FUEL - NEW MOWER
		Total	\$984.03		
36755	06/23/25	Squires, Waldspurger, & Mace, P.A.			
E 101-41500-304		Legal Fees	\$1,900.00	24622	PROFESSIONAL SERVICES THROUGH 04/30/2025
		Total	\$1,900.00		
36756	06/23/25	ULINE			
E 201-45200-500		Capital Outlay	\$3,301.43	34410177	METAL PICNIC TABLES
		Total	\$3,301.43		

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36757	06/23/25	WM CORPORATE SERVICES, INC.			
E 101-41320-384		Refuse/Garbage Disposal	\$612.44	8095491-159	CLEAN UP DAY
		Total	\$612.44		
36758	06/23/25	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$273.44	312273	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$280.71	312496	3/8" VIRGIN FINE
		Total	\$554.15		
		10100	\$597,574.28		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$208,938.19
201 PARK DEDICATION FUND	\$3,301.43
230 FOREST HILL CEMETERY	\$46.73
275 CAPITAL	\$72,000.80
493 Industrial Park Land (2nd Add)	\$22.55
517 Oak Grove Debt Service	\$12,362.50
521 2016A GO	\$18,212.50
522 2020 GO Bond	\$24,172.27
523 2021 GO Bond	\$4,895.00
524 2022a GO Bonds	\$20,238.75
525 2023 GO Bond	\$52,492.50
526 2024A GO Bond	\$71,140.63
527 2024B GO Bond	\$40,856.94
601 WATER FUND	\$30,059.82
602 SEWER FUND	\$18,613.55
603 STORM WATER UTILITY	\$20,220.12
	\$597,574.28