



CITY COUNCIL AGENDA

Monday, February 12, 2024

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
 - 1.1 123 Reform Street discussion

CITY COUNCIL MEETING

2. CALL A MEETING OF THE CITY COUNCIL TO ORDER

- 2.1 Oath of Office—Craig Heher

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.)

5. CONSENT AGENDA

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

- 5.1. Approve minutes of January 22, 2024, City Council Meeting
- 5.2. Approve minutes of January 22, 2024, Workshop
- 5.3. Approve Payment of Claims
- 5.4. Road Closure Request—Norwood Baseball Fish Fry
- 5.5. Personnel Committee recommendation—Rod Jaus
- 5.6. Personnel Committee recommendation—Leighton Rose

6. PUBLIC HEARING

- 6.1 Public Hearing on the proposed Tacoma West Industrial Park Phase 2 Improvement Project—Jake Salsbury, Bolton & Menk

7. OLD BUSINESS

8. NEW BUSINESS

- 8.1. Resolution 2024-08 Approving Preliminary and Final Plat of TWIP 5th Addition—Will Harris, Planning Consultant WSB
- 8.2. Resolution 2024-09 Resolution Ordering Improvement and Preparation of Plans Tacoma West Industrial Park Phase 2 Improvement Project—Jake Salsbury, Bolton & Menk
- 8.3. Call for a Public Hearing: SCDP Grant Close-Out—Karen Hallquist, CED Director
- 8.4. Grinding Quotes—Mark Streich, PS Director

9. COUNCIL MEMBER / MAYOR AND 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.

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

March 5 th	Presidential Primary	Polls open—7 AM to 8 PM
March 6 th	Planning Commission Meeting	6:00 PM (Wednesday meeting in March)
March 11 th	City Council Meeting	6:00 PM
March 13 th	Economic Development Commission Meeting	6:00 PM
March 19 th	Park and Rec Commission Meeting	5:30 PM
March 21 st	Sr. Advisory	9:00 AM
March 25 th	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM



CITY COUNCIL MINUTES

January 22, 2024 – 6:00 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

CITY COUNCIL MEETING

Attendance:

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

ABSENT: Alan Krueger

STAFF: Andrea Aukrust, City Administrator, Karen Hallquist, Community and Economic Development Director, Mitchell Thiesfeld, City Clerk/Finance Director, Steve Zumberge, Fire Chief

OTHERS: Laurie Hilgers, The Harbor, Jennifer Ray, Chanhassen, MN, David Ray, Chanhassen, MN

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayor Lagergren called the meeting to order at 6:01 pm with four council member present.

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

4. APPROVE AGENDA

- Additions
 - 9.7 Filling a vacancy

CS/BA motion to approve the agenda. Motion passed 4-0.

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

- Jennifer Ray, Chanhassen, Minnesota
 - Would like NYA to contact Carver County Commissioners regarding elections.
 - She is concerned absentee ballots aren't bipartisan.

6. CONSENT AGENDA

6.1. Approve minutes of January 8, 2024, City Council Meeting

6.2. Approve Payment of Claims

6.3. Ascension Knights of Columbus—Road Closing Request

CS/MM motion to approve the consent agenda. Motion passed 4-0.

7. PUBLIC HEARING

- None

8. OLD BUSINESS

- None

9. NEW BUSINESS

9.1. Resolution 2024-05 Carver County Public Health SHIP Grant Project Application Approval

- NYA Senior Advisory Commission recommended installing an additional eight garden plots.
- Central High School's woods class would be able to construct the eight garden plots.
- SHIP will cover up to \$3,000 of costs.

CS/BA Motion to approve the Carver County Public Health State Improvement Health Program Application for additional garden plots for the NYA Community Garden. Motion passed 4-0.

9.2. Resolution 2024-06 A Resolution Acknowledging the Receipt and Acceptance of Councilmember Alan Krueger's Resignation and Declare the Council Seat Vacant Effective January 8, 2024—Administrator Aukrust

- The Council may appoint someone to fill the vacancy as it desires or leave the seat open until the next election.
 - This is due to the next election being less than a year away.
 - Mayor Lagergren thanked Alan Krueger for his time spent on council.

MM/CS Motion to approve Resolution 2024-06 Acknowledging the Receipt and Acceptance of Council Member Alan Krueger's Resignation and Declare the Council Seat Vacant effective January 8, 2024, authorizing the City Council to fill the vacancy. Motion passed 4-0.

9.3. Resolution 2024-07 A Resolution Appointing Election Judges for the 2024 Elections—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director

- The election days are:
 - Tuesday, March 5, 2024 – Presidential Nomination Primary
 - Tuesday, August 13, 2024 – Primary Election
 - Tuesday, November 5, 2024 – General Election
- Karen Hallquist and Mitchell Thiesfeld will be serving as Head Judges.
- Many of the judges have prior experience.

BS/CS Motion to adopt Resolution 2024-07 Appointing Election Judges for the 2024 Elections. Motion passed 4-0.

9.4. The Harbor 2023 Review and 2024 Budget Review—Laurie Hilgers, Executive Director Cornerstone Mgmt.

- March 31, 2023 Ecumen eliminated The Harbor & Haven.
 - Cornerstone is now the new management company.
- Added new employees for 2024.
- Increased rent by \$100 & services by 10%.
- Still costs the Harbor to feed its residence.

MM/BA Motion to approve The Harbor's 2024 Budget. Motion passed 4-0.

9.5. 2023 Commissions Annual Report & 2024 Goals—Karen Hallquist, CED Director

- Karen Hallquist is staff liaison on all four Boards.
- Planning & Zoning Commission
 - Preparing all aspects for the industrial park expansion
- Economic Development Commission
 - Creating opportunities for businesses and housing development with the Highway 212 expansion.
- Parks & Recreation Commission
 - Continuing to address health and safety issues.
- Senior Advisory Commission
 - Hosting events and educating NYA senior citizens on many resources, activities, and life attributes.

MM/CS Motion to receive the 2023 NYA Commission's Annual Report and adopt the 2024 NYA Commission Goals. Motion passed 4-0.

9.6. 2023 Fire Department Annual Review—Fire Chief Zumberge

- False alarms were higher in 2023 than in previous years. This is due to the construction at Central.

- Council members discussed a possibility of getting more detailed reports for Chief Zumberge in the future.

CS/MM Motion to Accept the Norwood Young America Fire Department's 2023, Fire Report. Motion passed 4-0.

9.7. Filling a Vacancy, Andrea Aukrust, City Administrator

- Craig Heher would love to fill the vacancy, should the Council choose so.
- Council would need to pass amendment to have two council members on the Planning Commission.

CS/MM Motion to Appoint Craig Heher to fill the vacancy on the Norwood Young America City Council. Motion passed 4-0.

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

BA – Ice skating rink has been flooded, there are talks about another Arbor Day, and WCCP staff will be at career day at Central High School.

CS – Township meeting was smooth and went well.

MM – A few recent ribbon cuttings. There will be no EDC meeting on February 14th.

CL – Nothing to add

AA – Mold remediation started today (January 22nd), we can tell there will be more damage than expected.

11. ADDITIONAL INFORMATION

- None

12. ADJOURNMENT

BA/CS Motion to adjourn at 6:53 p.m. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, City Clerk-Finance Director



CITY COUNCIL WORKSHOP MINUTES

January 22, 2024
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

Attendance:

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

ABSENT: Alan Krueger

STAFF: Andrea Aukrust (City Administrator), Karen Hallquist (Community and Economic Development Director), and Mitchell Thiesfeld (Clerk-Finance Director)

OTHERS: None

1. CALL WORKSHOP MEETING OF THE CITY COUNCIL TO ORDER

Mayer Lagergren called the meeting to order at 5:03 pm.

1.1. Discuss Building Permit Fees

- A comparison was done between Norwood Young America and surrounding cities regarding permit prices.
 - The comparison was on a 350k new build home.
 - The comparison showed that Norwood Young America has lower fees relative to the compared cities.
- Council Members asked for another comparison with a higher priced new home build.

2. ADJOURNMENT

MM/CS motion to adjourn at 5:45 p.m. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



more than a place. it's home.

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

To Be Approved: February 12, 2024

Payroll EFT

Check #	508555 - 508572	Payroll 01/18	\$	36,354.63
Check #	-			
Check #	-			
Check #	-			
Check #	-			

Prepays

Check #	35086	USPS	\$	1,008.75
Check #	-			

Claims Pending Payment

Check #	-	Payables	\$	323,470.04
Check #	-	2023 Payables	\$	10,390.00
Check #	-			

Voided Checks

Check #	508554
---------	--------

Grand Total (excluding voided checks) \$ 371,223.42

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 1

Receipts

Current Period: FEBRUARY 2024

Payments Batch 021224PAY		\$323,470.04		
Refer	3956 <i>ADVANTACLEAN OF SOUTHWEST</i>			
Cash Payment	E 101-43100-223	Repair/Maintenance Bld	JOB ID# 33612084 - BASEMENT WEST END THREE OFFICES REMEDIATION	\$4,274.09
	Invoice I21791690			
Cash Payment	E 101-43100-223	Repair/Maintenance Bld	JOB ID# 3165864 - LION'S ROOM REMEDIATION	\$6,589.61
	Invoice I21791680			
Transaction Date	2/8/2024	CHECKING	10100	Total \$10,863.70
Refer	3957 <i>BANYON DATA SYSTEMS INC</i>			
Cash Payment	E 101-41400-437	Maintenance Contract	FIXED ASSETS SUPPORT, REVTRAK MODULE SUPPORT, POS SUPPORT	\$775.00
	Invoice 00164933			
Transaction Date	2/8/2024	CHECKING	10100	Total \$775.00
Refer	3958 <i>BOUNDTREE MEDICAL</i>			
Cash Payment	E 101-42200-210	Operating Supplies	INTELLISENSE LITHIUM BATTERY FOR POWERHEART AED	\$482.99
	Invoice 85218959			
Cash Payment	E 101-42200-210	Operating Supplies	ADULT DEFIB PADS G3 PLUS POWERHEART	\$131.64
	Invoice 85231069			
Transaction Date	2/8/2024	CHECKING	10100	Total \$614.63
Refer	3959 <i>CARQUEST AUTO PARTS</i>			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	CAR WASH CONCENTRATE	\$10.36
	Invoice 5927-284123			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	MULTIPURPOSE CLEANER & SIMPLE GREEN CLEANER	\$10.70
	Invoice 5927-284118			
Cash Payment	E 602-49450-221	Repair/Maintenance Eq	CAR WASH CONCENTRATE	\$38.07
	Invoice 5927-283593			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	LUG CPR 4X3/8	\$5.25
	Invoice 5927-283498			
Cash Payment	E 101-42200-210	Operating Supplies	C BATTERIES & AAA BATTERIES	\$17.39
	Invoice 5927-283453			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	RELAY	\$22.67
	Invoice 5927-283523			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	MINI BULB	\$17.49
	Invoice 5927-283513			
Transaction Date	2/8/2024	CHECKING	10100	Total \$121.93
Refer	3960 <i>CARVER COUNTY</i>			
Cash Payment	E 101-43100-310	Other Professional Servi	2023 4TH QUARTER GIS SHARED POSITION COST AND MLEAGE	\$1,337.21
	Invoice INTINV-461			
Cash Payment	E 101-45200-310	Other Professional Servi	2023 4TH QUARTER GIS SHARED POSITION COST AND MLEAGE	\$802.33
	Invoice INTINV-461			
Cash Payment	E 601-49400-310	Other Professional Servi	2023 4TH QUARTER GIS SHARED POSITION COST AND MLEAGE	\$1,604.66
	Invoice INTINV-461			

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 2

Receipts

Current Period: FEBRUARY 2024

Cash Payment	E 602-49450-310	Other Professional Servi	2023 4TH QUARTER GIS SHARED POSITION COST AND MLEAGE		\$1,604.66
Invoice INTINV-461					
Cash Payment	E 101-41400-430	Miscellaneous	AUDIT END-OF-YEAR VERIFICATION OF TAX DISTRICT		\$175.00
Invoice 3331					
Transaction Date	2/8/2024		CHECKING	10100	Total \$5,523.86
Refer	3961	CARVER COUNTY CDA			
Cash Payment	E 101-41940-223	Repair/Maintenance Bld	CAM ESTIMATE FOR FEBRUARY 2024		\$1,113.00
Invoice 1					
Transaction Date	2/8/2024		CHECKING	10100	Total \$1,113.00
Refer	3962	CARVER CO ENVIRONMENTAL CE			
Cash Payment	E 101-41940-223	Repair/Maintenance Bld	BUSINESS ELECTRONICS, APPLIANCES, BUSINESS BULBS, BROKEN BULBS		\$66.94
Invoice 1381					
Transaction Date	2/8/2024		CHECKING	10100	Total \$66.94
Refer	3963	CARVERLINK-CARVER CO BROAD			
Cash Payment	E 101-41940-321	Telephone	INTERNET - RENTAL BUILDINGS		\$25.00
Invoice 3545					
Cash Payment	E 601-49400-321	Telephone	INTERNET - WATER		\$120.00
Invoice 3545					
Cash Payment	E 602-49450-321	Telephone	INTERNET - SEWER		\$190.00
Invoice 3545					
Cash Payment	E 101-42200-321	Telephone	INTERNET - FIRE		\$80.00
Invoice 3545					
Cash Payment	E 101-43100-321	Telephone	INTERNET - PW - HSR		\$28.00
Invoice 3545					
Cash Payment	E 101-45200-321	Telephone	INTERNET - PW - PARKS		\$12.00
Invoice 3545					
Cash Payment	E 101-41940-321	Telephone	INTERNET - HISTORY / FOOD		\$40.00
Invoice 3545					
Cash Payment	E 101-41300-321	Telephone	INTERNET - EXECUTIVE		\$6.00
Invoice 3545					
Cash Payment	E 101-41320-321	Telephone	INTERNET - COMM DEV		\$6.00
Invoice 3545					
Cash Payment	E 101-41400-321	Telephone	INTERNET - CLERK		\$6.00
Invoice 3545					
Cash Payment	E 101-46500-321	Telephone	INTERNET - EC DEV		\$2.00
Invoice 3545					
Cash Payment	E 101-42100-321	Telephone	INTERNET - POLICE		\$10.00
Invoice 3545					
Cash Payment	E 101-45500-321	Telephone	INTERNET - LIBRARY		\$10.00
Invoice 3545					
Transaction Date	2/8/2024		CHECKING	10100	Total \$535.00
Refer	3964	CENTER POINT			
Cash Payment	E 101-41940-383	Gas Utilities	GAS UTILITIES - BLDGS		\$606.15
Cash Payment	E 101-42200-383	Gas Utilities	GAS UTILITIES - FD		\$202.67

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 3

Receipts

Current Period: FEBRUARY 2024

Cash Payment	E 101-43100-383	Gas Utilities	GAS UTILITIES - PW-STR	\$1,695.60
Cash Payment	E 101-45200-383	Gas Utilities	GAS UTILITIES - PW-PARKS	\$620.30
Cash Payment	E 601-49400-383	Gas Utilities	GAS UTILITIES - WATER	\$525.02
Cash Payment	E 602-49450-383	Gas Utilities	GAS UTILITIES - WWTP	\$1,902.49
Cash Payment	E 101-49860-383	Gas Utilities	GAS UTILITIES - POOL	\$32.13
Transaction Date	2/8/2024	CHECKING	10100	Total \$5,584.36
Refer	3965	MINNESOTA DNR - OMB		
Cash Payment	E 601-49400-310	Other Professional Servi	2023 WATER USE AND SUMMER SURCHARGE	\$765.90
	Invoice 1977-6448			
Transaction Date	2/8/2024	CHECKING	10100	Total \$765.90
Refer	3966	DIERS, DAVID & NOELLE		
Cash Payment	E 601-49400-432	Refund	UB FINAL CALC	\$54.46
Cash Payment	E 602-49450-432	Refund	UB FINAL CALC	\$54.46
Transaction Date	2/8/2024	CHECKING	10100	Total \$108.92
Refer	3967	DROEGE, BRAD		
Cash Payment	E 101-42200-240	Small Tools and Minor E	LIFEVAC CHOKING DEVICES	\$606.84
Transaction Date	2/8/2024	CHECKING	10100	Total \$606.84
Refer	3968	ECM PUBLISHERS INC		
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 363	\$43.75
	Invoice 981552			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 368	\$43.75
	Invoice 981557			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 366	\$48.12
	Invoice 981555			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 370	\$39.37
	Invoice 981559			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 367	\$39.37
	Invoice 981556			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 369	\$39.37
	Invoice 981558			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 365	\$39.37
	Invoice 981554			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 364	\$39.37
	Invoice 981553			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	ORDINANCE 362	\$39.37
	Invoice 981551			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	FEB 12 PH TACOMA PHASE 2	\$105.00
	Invoice 982302			
Cash Payment	E 101-41400-350	Print/Publishing/Postage	FEB 6 PH TACOMA PHASE II	\$48.12
	Invoice 982303			

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 4

Receipts

Current Period: FEBRUARY 2024

Cash Payment	E 101-41400-350	Print/Publishing/Postage	FEB 12 PH 2024 FEE SCHEDULE		\$35.00
Invoice 984150					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$559.96
Refer	3969	EMERGENCY MEDICAL TRAINING			
Cash Payment	E 101-42200-207	Training Instructional	EMTI - EMT REFRESHER - SCHULTZ		\$350.00
Invoice EMTI 100					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$350.00
Refer	3970	FDSAS			
Cash Payment	E 101-42200-210	Operating Supplies	CAIRNS 3 PANEL 6" LEATHER FRONT		\$250.37
Invoice 9512					
Cash Payment	E 101-42200-210	Operating Supplies	CAIRNS 2 & 3 PANEL 6" LEATHER FRONT		\$417.54
Invoice 9513					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$667.91
Refer	3971	GLENCOE FLEET SUPPLY			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	CAM COUPLER, FEMALE ADAPT, REDUCER BUSHING		\$26.37
Invoice 71015					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$26.37
Refer	3972	GRAINGER			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	PREMIUM MINI SWCH PIN PLNGR		\$8.22
Invoice 9974625452					
Cash Payment					\$0.00
Transaction Date	2/8/2024	CHECKING	10100	Total	\$8.22
Refer	3973	HAGEN, MARK			
Cash Payment	E 101-41940-210	Operating Supplies	AA BATTERIES FOR THERMOSTAT - KWIK TRIP		\$9.74
Invoice 9145682					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$9.74
Refer	3974	HOLLYWOOD HEATING AND AIR			
Cash Payment	E 602-49450-221	Repair/Maintenance Eq	SERVICE CALL AND LABOR AT LIONS CLUB BUILDING		\$350.00
Invoice 11849					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$350.00
Refer	3975	HACKBARTH, JESSE			
Cash Payment	E 101-42200-207	Training Instructional	EMS CLASSES, HOTEL, AND MILEAGE		\$985.87
Transaction Date	2/8/2024	CHECKING	10100	Total	\$985.87
Refer	3976	HOME SOLUTIONS			
Cash Payment	E 602-49450-217	Lab Fees	CLEAR PACK TAPE		\$8.54
Invoice A233060					
Cash Payment	E 101-43100-223	Repair/Maintenance Bld	FLUO LAMPS		\$140.29
Invoice A233341					
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	MISC HARDWARE FOR PLOW SIDE-BY-SIDE		\$5.74
Invoice A233349					
Cash Payment	E 101-43100-223	Repair/Maintenance Bld	BROOM & DUST PAN FOR ROY CLAY BLDG		\$12.59
Invoice B245234					

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 5

Receipts

Current Period: FEBRUARY 2024

Cash Payment	E 101-45200-223	Repair/Maintenance Bld	BLK VELCRO TAPE FOR BABY STATION		\$11.69
	Invoice A233422				
Cash Payment	E 602-49450-223	Repair/Maintenance Bld	MISC HARDWARE FOR DOOR AT WWTP		\$1.03
	Invoice A233466				
Cash Payment	E 602-49450-221	Repair/Maintenance Eq	HEX BUSHING		\$30.58
	Invoice A233647				
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	FLEXIBLE COUPLING		\$7.19
	Invoice A233700				
Cash Payment	E 602-49450-210	Operating Supplies	KITCHEN BAGS		\$10.34
	Invoice A233735				
Cash Payment	E 101-43100-210	Operating Supplies	TIDE PODS		\$14.39
	Invoice A234182				
Cash Payment	E 101-43100-223	Repair/Maintenance Bld	LIGHT BULBS FOR CITY HALL ENTRANCE		\$19.79
	Invoice A234188				
Cash Payment	E 101-43100-223	Repair/Maintenance Bld	THERMOSTAT		\$37.79
	Invoice B245493				
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	BRS BARB MENDER		\$4.04
	Invoice A234518				
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	BRS BARB MENDER		\$4.04
	Invoice A234524				
Transaction Date	2/8/2024	CHECKING	10100	Total	\$308.04
Refer	3977 UMB Bank				
Cash Payment	G 101-21718	HSA ACCOUNT	HSA FEBRUARY - ACCT# 9812389523		\$416.67
Transaction Date	2/8/2024	CHECKING	10100	Total	\$416.67
Refer	3978 SECURITY BANK & TRUST				
Cash Payment	G 101-21718	HSA ACCOUNT	HSA FEBRUARY - ACCT# 40020		\$345.84
Cash Payment	G 101-21718	HSA ACCOUNT	HSA FEBRUARY - ACCT# 109049		\$691.67
Transaction Date	2/8/2024	CHECKING	10100	Total	\$1,037.51
Refer	3979 OPTUM BANK				
Cash Payment	G 101-21718	HSA ACCOUNT	HSA FEBRUARY - ACCT# 30200095600		\$328.34
Transaction Date	2/8/2024	CHECKING	10100	Total	\$328.34
Refer	3980 SOUTH POINT FINANCIAL				
Cash Payment	G 101-21718	HSA ACCOUNT	HSA FEBRUARY - ACCT# 1002132627		\$691.67
Transaction Date	2/8/2024	CHECKING	10100	Total	\$691.67
Refer	3981 CITIZENS BANK MN				
Cash Payment	G 101-21718	HSA ACCOUNT	HSA FEBRUARY - ACCT# 68474611		\$566.67
Transaction Date	2/8/2024	CHECKING	10100	Total	\$566.67
Refer	3982 Security Bank & Trust-Cologne				
Cash Payment	G 101-21718	HSA ACCOUNT	HSA FEBRUARY - ACCT# 112483		\$516.67

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 6

Receipts

Current Period: FEBRUARY 2024

Cash Payment	G 101-21718 HSA ACCOUNT	HSA FEBRUARY - ACCT# 00112475		\$416.67
Transaction Date	2/8/2024	CHECKING	10100	Total \$933.34
Refer	3983 BREMER BANK			
Cash Payment	G 101-21718 HSA ACCOUNT	HSA FEBRUARY - ACCT# 912474026		\$248.34
Transaction Date	2/8/2024	CHECKING	10100	Total \$248.34
Refer	3984 HYDRO ENGINEERING INC			
Cash Payment	E 602-49450-500 Capital Outlay	CUSTOM PART & 3000 PSI HOSE FOR PUMP TRAILER		\$16,453.41
Invoice	101140			
Transaction Date	2/8/2024	CHECKING	10100	Total \$16,453.41
Refer	3985 INTERNATIONAL UNION			
Cash Payment	G 101-21712 Union Dues	UNION DUES - FEBRUARY		\$175.00
Transaction Date	2/8/2024	CHECKING	10100	Total \$175.00
Refer	3986 KAEDING ARCHITECTURE LLC			
Cash Payment	E 275-45200-302 Architects Fees	CONSTRUCTION ADMINISTRATION - CONTRACTOR CORRESPONDENCE & CONTRACTOR REVISIONS		\$3,753.98
Invoice	2587			
Cash Payment	E 275-45200-302 Architects Fees	CONSTRUCTION ADMINISTRATION - CONTRACTOR REVISIONS, MEETING, STRUCTURAL COORDINATION, & CONTRACTOR CORRESPONDENCE		\$1,765.00
Invoice	2612			
Transaction Date	2/8/2024	CHECKING	10100	Total \$5,518.98
Refer	3987 KONICA MINOLTA			
Cash Payment	E 101-41400-437 Maintenance Contract	COPIER		\$696.07
Invoice	44068284			
Transaction Date	2/8/2024	CHECKING	10100	Total \$696.07
Refer	3988 KWIK TRIP INC.			
Cash Payment	E 101-43100-212 Motor Fuels	OXY87		\$66.68
Invoice	9120171			
Cash Payment	E 602-49450-212 Motor Fuels	OXY87		\$80.00
Invoice	9120261			
Cash Payment	E 101-43100-212 Motor Fuels	OXY87		\$61.28
Invoice	9122909			
Cash Payment	E 101-43100-212 Motor Fuels	OXY87		\$71.20
Invoice	9138770			
Cash Payment	E 101-43100-212 Motor Fuels	OXY87		\$79.20
Invoice	9140442			
Cash Payment	E 101-43100-212 Motor Fuels	OXY87		\$21.65
Invoice	0093325			
Cash Payment	E 101-43100-212 Motor Fuels	OXY87		\$35.56
Invoice	9141135			
Cash Payment	E 602-49450-212 Motor Fuels	OXY87		\$79.00
Invoice	9160037			

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 7

Receipts

Current Period: FEBRUARY 2024

Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$83.69
Invoice 9167831					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$51.95
Invoice 9169574					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$76.15
Invoice 9172436					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$80.28
Invoice 9176740					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$65.36
Invoice 9184849					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$81.84
Invoice 9187143					
Cash Payment	E 101-43100-212	Motor Fuels	DEF BULK		\$13.45
Invoice 0900-3152					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$60.27
Invoice 9128180					
Cash Payment	E 101-43100-212	Motor Fuels	DEF BULK		\$11.31
Invoice 0013547					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$100.00
Invoice 8907773					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$78.17
Invoice 8701725					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$49.87
Invoice 8669317					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$109.55
Invoice 8665683					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$73.86
Invoice 8665764					
Cash Payment	E 101-43100-212	Motor Fuels	PREM 91		\$30.89
Invoice 8752112					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$105.85
Invoice 8734976					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$58.00
Invoice 8728555					
Cash Payment	E 101-43100-212	Motor Fuels	OXY87		\$75.99
Invoice 8712089					
Transaction Date	2/8/2024		CHECKING	10100	Total \$1,701.05
Refer	3989	LEAGUE OF MN CITIES			
Cash Payment	E 101-41300-331	Travel/Meeting Expense	2024 SAFETY & LOSS CONTROL WORKSHOP		\$20.00
Invoice 399574					
Transaction Date	2/8/2024		CHECKING	10100	Total \$20.00
Refer	3990	LOFFLER BUSINESS SYS LLC			
Cash Payment	E 101-41400-437	Maintenance Contract	PHONE REPAIRS		\$131.25
Invoice 4518468					
Transaction Date	2/8/2024		CHECKING	10100	Total \$131.25
Refer	3991	MARCO TECHNOLOGIES LLC			
Cash Payment	E 101-41400-437	Maintenance Contract	CONTRACT		\$1,847.98
Invoice INV12082167					

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 8

Receipts

Current Period: FEBRUARY 2024

Cash Payment	E 101-41400-437	Maintenance Contract	MICROSOFT 365 BUSINESS STANDARD		\$154.00
Invoice INV12087199					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$2,001.98
Refer	3993	MIDWEST MACHINERY CO			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	INSTALL HYD CHUTE DEFLECTOR		\$883.94
Invoice 9915072					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$883.94
Refer	3994	MINI BIFF			
Cash Payment	E 101-45200-418	Other Rentals (Biffs)	LEGION/POOL PARK - SEASONAL LIBERTY BLUE HC & WINTERIZATION SEASONAL LIBERTY BLUE HC		\$115.83
Invoice A-146738					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$115.83
Refer	3995	MN FIRE SERV CERTIFICATION B			
Cash Payment	E 101-42200-207	Training Instructional	HAS MAT OPERATIONS - SCHULTZ & SUNDBURG		\$357.00
Invoice 12171					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$357.00
Refer	3996	MN DEPT OF EMPLOYMENT & EC			
Cash Payment	E 101-43100-142	Unemployment Benefit	QUARTER 4 2023 UNEMPLOYMENT BENEFITS - VOIGT		\$243.58
Cash Payment	E 602-49450-142	Unemployment Benefit	QUARTER 4 2023 UNEMPLOYMENT BENEFITS - VOIGT		\$243.58
Cash Payment	E 601-49400-142	Unemployment Benefit	QUARTER 4 2023 UNEMPLOYMENT BENEFITS - VOIGT		\$243.58
Transaction Date	2/8/2024	CHECKING	10100	Total	\$730.74
Refer	3997	MN VALLEY ELECTRIC COOPERA			
Cash Payment	E 101-43100-380	Street Lighting	STREET LIGHTS - ACCT# 778260300		\$107.09
Cash Payment	E 602-49450-381	Electric Utilities	LIFT STATION - ACCT# 778260400		\$56.63
Cash Payment	E 601-49400-381	Electric Utilities	640 TACOMA BLVD WTR TWR - ACCT# 779652000		\$912.36
Transaction Date	2/8/2024	CHECKING	10100	Total	\$1,076.08
Refer	3998	MUNICIPAL EMERGENCY SERVIC			
Cash Payment	E 101-42200-221	Repair/Maintenance Eq	CUSTOM FIRE-DEX		\$17.61
Invoice IN1987946					
Transaction Date	2/8/2024	CHECKING	10100	Total	\$17.61
Refer	3999	MVTL			
Cash Payment	E 602-49450-217	Lab Fees	MERCURY, MERCURY DISSOLVED, & SOLIDS		\$511.00
Invoice 1236358					
Cash Payment	E 601-49400-310	Other Professional Servi	COLIFORM, MF - WATER		\$136.00
Invoice 1238340					

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 9

Receipts

Current Period: FEBRUARY 2024

Transaction Date	2/8/2024	CHECKING	10100	Total	\$647.00
Refer	4000 NAPA				
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	FUEL FILTER		\$29.38
	Invoice 366040				
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	AIR FILTER, OIL FILTER, & FUEL FILTERS		\$124.75
	Invoice 365660				
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	WASHER FLUID		\$25.74
	Invoice 365746				
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	HIGH AND LOW BEAM LIGHTS		\$13.32
	Invoice 365351				
Transaction Date	2/8/2024	CHECKING	10100	Total	\$193.19
Refer	4001 POLZIN, DAVID				
Cash Payment	E 601-49400-432	Refund	UB FINAL CALC		\$10.39
Cash Payment	E 602-49450-432	Refund	UB FINAL CALC		\$10.39
Transaction Date	2/8/2024	CHECKING	10100	Total	\$20.78
Refer	4002 RAM GENERAL CONTRACTING				
Cash Payment	E 275-45200-525	Parks-Buildings & Struct	PROGRESS BILLING# 4		\$125,704.00
	Invoice 7935				
Transaction Date	2/8/2024	CHECKING	10100	Total	\$125,704.00
Refer	4003 SCOTT COUNTY TREASURER				
Cash Payment	E 101-42100-311	County Police Contract	SOUTHWEST METRO DRUG TASK FORCE 2024 PARTNER DUES		\$2,100.00
	Invoice IN30529				
Transaction Date	2/9/2024	CHECKING	10100	Total	\$2,100.00
Refer	4004 SMITH OIL CO				
Cash Payment	E 602-49450-212	Motor Fuels	FUEL - 1805		\$70.00
	Invoice 167853				
Cash Payment	E 101-43100-212	Motor Fuels	FUEL - 2303		\$65.06
	Invoice 167776				
Cash Payment	E 602-49450-212	Motor Fuels	FUEL - 1805		\$70.13
	Invoice 167476				
Cash Payment	E 101-49800-212	Motor Fuels	FUEL - BUS		\$122.31
	Invoice 167479				
Cash Payment	E 101-43100-212	Motor Fuels	FUEL - P3		\$70.00
	Invoice 167533				
Cash Payment	E 101-42200-212	Motor Fuels	FUEL - FIRE - INV# 167738, 167766, & 167538		\$72.27
Transaction Date	2/9/2024	CHECKING	10100	Total	\$469.77
Refer	4005 SQUIRES, WALDSPURGER, & MAC				
Cash Payment	E 101-41500-304	Legal Fees	MISCELLANEOUS		\$1,868.54
	Invoice 19169				
Cash Payment	E 101-41500-304	Legal Fees	2023 HANDBOOK REVISIONS		\$1,072.50
	Invoice 19169				
Transaction Date	2/9/2024	CHECKING	10100	Total	\$2,941.04
Refer	4006 STACKEN, PAT				

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 10

Receipts

Current Period: FEBRUARY 2024

Cash Payment	E 101-42200-207	Training Instructional	ARROWHEAD EMS CONFERENCE, HOTEL, FOOD		\$753.99
Transaction Date	2/9/2024		CHECKING	10100	Total \$753.99
Refer	4007	STOECKMAN, MORGAN			
Cash Payment	R 101-45200-34735	Park Rental	REFUND - PAVILION RENTAL NON-		\$900.00
Transaction Date	2/9/2024		CHECKING	10100	Total \$900.00
Refer	4008	UTILITY CONSULTANTS			
Cash Payment	E 602-49450-217	Lab Fees	CHEMICALS		\$895.08
	Invoice 118939				
Transaction Date	2/9/2024		CHECKING	10100	Total \$895.08
Refer	4009	UNIQUE PAVING MATERIALS COR			
Cash Payment	E 101-43100-224	Street Maint Materials	COLD MIX, WINTER, BULK, TONS - TICKET# 21908		\$852.15
	Invoice 78242				
Transaction Date	2/9/2024		CHECKING	10100	Total \$852.15
Refer	4010	UNUM LIFE INSURANCE CO			
Cash Payment	G 101-21715	Life Ins	GROUP LIFE INSURANCE		\$207.64
Transaction Date	2/9/2024		CHECKING	10100	Total \$207.64
Refer	4011	VERIZON WIRELESS			
Cash Payment	E 101-45200-321	Telephone	CELL PHONES - PARKS		\$67.86
	Invoice 9954644384				
Cash Payment	E 101-43100-321	Telephone	CELL PHONES - STREETS		\$158.34
	Invoice 9954644384				
Cash Payment	E 601-49400-321	Telephone	CELL PHONES - WATER		\$66.87
	Invoice 9954644384				
Cash Payment	E 602-49450-321	Telephone	CELL PHONES - SEWER		\$66.87
	Invoice 9954644384				
Cash Payment	E 101-41300-321	Telephone	CELL PHONES -		\$41.24
	Invoice 9954644384				
Cash Payment	E 101-46500-321	Telephone	CELL PHONES -		\$41.24
	Invoice 9954644384				
Cash Payment	E 101-42200-321	Telephone	CELL PHONES - FIRE DEPT & IPADS		\$175.05
	Invoice 9955022399				
Transaction Date	2/9/2024		CHECKING	10100	Total \$617.47
Refer	4012	WSB			
Cash Payment	E 101-41320-305	Other Professional Fees	2023 PLANNING SERVICES - NOVEMBER		\$2,582.00
	Invoice R-021231-00 -11				
Cash Payment	E 101-41320-305	Other Professional Fees	2023 PLANNING SERVICES - DECEMBER		\$2,165.00
	Invoice R-021231-00 -12				
Transaction Date	2/9/2024		CHECKING	10100	Total \$4,747.00
Refer	4013	WM MUELLER & SONS INC			
Cash Payment	E 492-43100-500	Capital Outlay	MERGER STREET PROJECT - PAYMENT# 4		\$95,813.25
	Invoice OC1.128833 - 4				

NORWOOD YOUNG AMERICA

02/09/24 12:32 PM

Page 11

Receipts

Current Period: FEBRUARY 2024

Cash Payment	E 101-43100-224	Street Maint Materials	MERGER STREET PROJECT - PAYMENT# 4	\$567.26
Invoice OC1.128833 - 4				
Transaction Date	2/9/2024	CHECKING	10100	Total \$96,380.51
Refer	4014 XCEL ENERGY			
Cash Payment	E 101-41940-381	Electric Utilities	ELECTRICAL UTILITIES - BLDGS	\$1,870.30
Invoice 861062956				
Cash Payment	E 101-42200-381	Electric Utilities	ELECTRICAL UTILITIES - FD	\$339.08
Invoice 861062956				
Cash Payment	E 101-42500-381	Electric Utilities	ELECTRICAL UTILITIES - CIVIL DEFENSE	\$13.67
Invoice 861062956				
Cash Payment	E 101-43100-380	Street Lighting	ELECTRICAL UTILITIES - STREET LIGHTS	\$6,488.29
Invoice 861062956				
Cash Payment	E 101-43100-381	Electric Utilities	ELECTRICAL UTILITIES - STREETS	\$529.39
Invoice 861062956				
Cash Payment	E 101-45200-381	Electric Utilities	ELECTRICAL UTILITIES - PARK	\$601.99
Invoice 861062956				
Cash Payment	E 101-45500-381	Electric Utilities	ELECTRICAL UTILITIES - LIBRARY	\$945.59
Invoice 861062956				
Cash Payment	E 601-49400-381	Electric Utilities	ELECTRICAL UTILITIES - WATER	\$498.97
Invoice 861062956				
Cash Payment	E 602-49450-381	Electric Utilities	ELECTRICAL UTILITIES - WWTP	\$4,226.35
Invoice 861062956				
Cash Payment	E 101-49860-381	Electric Utilities	ELECTRICAL UTILITIES - POOL	\$426.84
Invoice 861062956				
Transaction Date	2/9/2024	CHECKING	10100	Total \$15,940.47
Refer	4015 PRO AUTO & TRANSMISSION REP			
Cash Payment	E 602-49450-221	Repair/Maintenance Eq	SERVICE - DIAGNOSE ENGINE CONCERN & CAMSHAFT POSITION SENSOR - RED 2019 FORD F-350	\$1,024.28
Invoice 108994				
Transaction Date	2/9/2024	CHECKING	10100	Total \$1,024.28
Refer	4016 WATER CONSERVATION SERVICE			
Cash Payment	E 601-49400-223	Repair/Maintenance Bld	LEAK LOCATE-WKND & MILEAGE	\$628.00
Invoice 13626				
Transaction Date	2/9/2024	CHECKING	10100	Total \$628.00
Refer	4021 PERA			
Cash Payment	E 101-42200-444	Fire Relief	REQUIRED CONTRIBUTION	\$4,400.00
Invoice 168533				
Transaction Date	2/9/2024	CHECKING	10100	Total \$4,400.00

Fund Summary

	10100 CHECKING	
		\$0.00
101 GENERAL FUND		\$62,890.71
275 CAPITAL		\$131,222.98
492 Merger Street Project		\$95,813.25
601 WATER FUND		\$5,566.21
602 SEWER FUND		\$27,976.89
		<u>\$323,470.04</u>



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: February 6, 2024

SUBJECT: Norwood Baseball Street Closure Request

The Norwood Baseball Team is hosting a fish fry at the Willkommen Memorial Pavilion on Friday, March 29, 2024, from 3-8pm. Due to the inability to have a drive-thru in the park because of the Old Town Project, the team is requesting to close 1st Ave SE from 1st Street SE to Main Street to regular traffic to utilize the street as a temporary drive-thru (by the gazebo) for dinner pickups. In addition, the team will post signs along 1st Ave SE from 2nd Ave SE to 1st Ave SE to control the drive-thru staging line.

Attached is a map of the proposed street closure that would be effective from 1pm – 8pm on Friday, March 29th.

Consent Item

Recommended Motion:

Motion to approve the Norwood Baseball street closure request as presented.

Norwood Young America

Norwood Baseball Fish Fry Street Posting and Closure Request

Friday, March 29th
1pm—8pm



Staging Line on east side of 1st Ave SE from 2nd Ave SE to 1st Street SE.

“Norwood Fish Fry Drive Thru Line 1pm-8pm” staked signs to be put out the morning of Friday, March 29th by Norwood Baseball. Signs will be removed at the end of the event that evening.

1st Ave SE Road Closed for PICK UP ONLY traffic from 1st St SE to Main Street from 1pm—8pm.

Norwood Baseball will use orange cones and barricades for directional purposes.



DATE: February 12, 2024
TO: Honorable Mayor Lagergren and Members of the City Council
FROM: Andrea Aukrust, City Administrator
RE: Personnel Committee Hiring Recommendation

The Personnel Committee recommends the promotion of Rodney Jaus to the Public Service Utilities Lead position. Mr. Jaus holds a Class C Water License and a Class C Wastewater License. Mr. Jaus is testing to obtain the needed Class B Wastewater License for this position. Mr. Jaus will be placed at a Grade 9 Step 3 on the 2024 wage schedule. When Mr. Jaus obtains the Class B Wastewater License, he will be moved to Step 4 on the 2024 wage schedule.

Recommended motion:

Consent Agenda Item

Motion to approve the promotion of Rodney Jaus at Grade 9 Step 3 of the 2024 wage grid.

Norwood Young America



DATE: February 12, 2024
TO: Honorable Mayor Lagergren and Members of the City Council
FROM: Andrea Aukrust, City Administrator
RE: Personnel Committee Hiring Recommendation

The Personnel Committee recommends that the Council approve the hiring of Leighton Rose. Mr. Rose brings over five years of experience in local government in the public utilities sector and holds a Class C Water License and a Class C Wastewater License. Mr. Rose will be placed at a Grade 6 Step 6 on the 2024 wage schedule.

Recommended motion:

Consent Agenda Item

Motion to approve the hiring of Leighton Rose at Grade 6 Step 6 of the 2024 wage grid.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: February 12, 2024
RE: Resolution 2024-09 A Resolution Ordering Improvement and Preparation of Plans

The Norwood Young America City Council, at their regular City Council meeting on January 8, 2024, approved Resolution 2024-04, which fixed a date for a public hearing on the proposed Tacoma West Industrial Park Phase 2 Improvement Project. The project includes street, drainage, and utility system improvements to parcel 58.01466201, a 60 acre parcel south of Tacoma Boulevard.

- Proper notice was mailed ten days prior to the public hearing
- Publication of the public hearing for two weeks was given
- The public hearing was held on February 12, 2024, in the NYA City Council Chambers

Recommended Motion:

Motion to approve Resolution 2024-09 Ordering Improvement and Preparation of Plans for the Tacoma West Industrial Park Phase 2.

Norwood Young America



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

*****MEMO*****

DATE: February 5, 2024
TO: Andrea Aukrust, City Administrator
FROM: Josh Eckstein, Bolton & Menk, Inc.
SUBJECT: Tacoma West Industrial Park Phase 2 Improvement Project

Honorable Mayor and City Council Members:

The purpose of this memo is to request ordering of improvements and preparation of plans and contract documents for the Tacoma West Industrial Park Phase 2 improvement project.

If authorized to proceed, plans and contract documents will be prepared and ready for Council review in late February. The Council will consider approving plans and order advertisement for bids at the February 26th meeting.

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

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2024-09**

**RESOLUTION ORDERING IMPROVEMENT
AND PREPARATION OF PLANS
TACOMA WEST INDUSTRIAL PARK PHASE 2 IMPROVEMENT PROJECT**

WHEREAS, the Norwood Young America City Council, at their January 8, 2024, regular City Council meeting, approved Resolution 2024-04, which fixed a date for a public hearing on the proposed Tacoma West Industrial Park Phase 2 Improvement Project. The project includes street, drainage, and utility system improvements to parcel 58.01466201, a 60-acre parcel south of Tacoma Boulevard, and

WHEREAS, ten (10) days' mailed notice and two (2) weeks' published notice of the hearing was given, and the hearing was held in the Council Chambers at Norwood Young America City Hall, 310 Elm St W, on the 12th day of February 2024, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW, THEREFORE BE IT RESOLVED THAT

1. The City Council has been advised by the consulting engineers that said improvement is necessary, cost-effective, and feasible, as detailed in the Feasibility Study.
2. Such improvement is hereby ordered as proposed in the City Council Resolution adopted on the 8th day of January 2024.
3. The engineer, Bolton & Menk, Inc., shall prepare plans and specifications for the making of such improvements.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted by the Council on this 12th day of February 2024.

Approved:

Carol Lagergren, Mayor

Attest:

Mitchell Thiesfeld, City Clerk-Treasurer



PROJECT BACKGROUND INFO

*Tacoma West
Industrial Park Phase 2
Improvement Hearing
February 12, 2024*

The Goal Of This Meeting Is To:

- Introduce the proposed project and the proposed scope of work.
- Remain compliant with the MN State Statute Chapter 429 Assessment Process.
- Answer any other questions and address any other concerns.

Project Area:

The full industrial park and future expansion area:



Items Completed To Date:

- Site evaluation, including topographic survey.
- CCWMO permit coordination.
- Scope of work discussions with city staff.
- Soil borings and geotechnical evaluation.
- Final Feasibility Study with estimated costs and cost apportionment.
- \$900,000 award in TEDI grant money.

Major Scope of Work Items:

- Tacoma Avenue - Full Reconstruction:
 - Remove existing road section.
 - Replace with bituminous asphalt road section with no curb and gutter.
 - Construct sanitary sewer and watermain.
- Tacoma Trail & Tacoma Court – Construction:
 - Construction of roads with curb and gutter.
 - Construct sanitary sewer, watermain, and storm sewer.

Schedule:

- Improvement HearingTonight
- Approve Plans & Authorized bidding..... 2/26/2024
- Open Bids.....Early April
- Award Project..... April
- Construction.....May - September

Total Estimated Project Cost:

Estimated Project Costs	
Proposed Improvements	Total Estimated Project Cost
Tacoma Ave Street Improvements	\$213,000
Tacoma Ave Sanitary Sewer Improvements	\$171,000
Tacoma Ave Watermain Improvements	\$132,000
Tacoma Ave Storm Sewer Improvements	\$173,000
Street A&B Street Improvements	\$2,556,000
Street A&B Sanitary Sewer Improvements	\$573,000
Street A&B Watermain Improvements	\$487,000
Street A&B Storm Sewer Improvements	\$390,000
Street A&B Storm Water Pond	\$305,000
Total Estimated Project Cost	\$5,000,000

Common Questions:

Will the project definitely proceed?

The project has been planned for and preliminary steps have been completed, but the bidding of the project has not been authorized. The City Council will decide whether or not the project will proceed.

When would the construction of the project potentially start?

Due to the time needed to complete final plans, advertising, and bidding the earliest construction could occur is in the early/spring of 2024. However, no project schedule has been finalized at this time.

When can the City start to sell off property within the Industrial Park?

The City can start selling off property once the final plat has been approved. However, completion of the utilities and street within the Industrial Park will not be accessible until fall of 2024 with final paving being complete in 2025.

Will property owners along Tacoma Avenue have access to their property during construction?

Tacoma Avenue will be closed from the end of the pavement portion of Tacoma Avenue to the limits of the construction until all infrastructure on Tacoma Avenue is constructed. Once all infrastructure is constructed and the roadway can be used by motorists Tacoma Avenue will be open to the public. The Tacoma Avenue closure duration will be minimized to allow residents access as soon as construction allows.

Who Can I Contact With Future Questions Or To Get An Update On The project?

Feel free to contact the City Engineer:

Josh Eckstein, P.E.

952-448-8838

josh.eckstein@bolton-menk.com

and/or the Project Manager:

Philip Schrupp, P.E.

952-448-8838

philip.schrupp@bolton-menk.com



TO: Honorable Mayor and City Council Members

FROM: Hannah Rybak, WSB
Will Harris, WSB

DATE: February 7, 2024
City Council Regular Meeting, February 12, 2024

REQUEST: Resolution 2024-08 Approval of Preliminary and Final Plat Approval of Tacoma West Industrial Park 5th Addition

GENERAL INFORMATION

Owner: City of Norwood Young America

Location: Tacoma West Industrial Park Phase II Site (unassigned address)

Existing Land Use / Zoning: Undeveloped property; zoned I-1 Light Industrial

Surrounding Land Use / Zoning: North: Industrial; zoned: I-1 Light Industrial
East: Farmland, Young America Township
South: Farmland; zoned: TA Transition/ Agriculture
West: Farmland, Young America Township

Comprehensive Plan: The 2040 Comprehensive Plan guides this property for Industrial use.

OVERVIEW OF THE REQUEST

The City of Norwood Young America is seeking preliminary and final plat approval for Tacoma West Industrial Park 5th Addition. The site is currently undeveloped and was recently acquired by the City. The proposed plat serves to plat the right-of-way, so that streets can be constructed, and utility mains installed. Outlot A contains 35.165 acres, and Outlot B contains 19.723 acres. Subtracting the ROW and ponding, the City is left with approximately 50 buildable acres to sell. Future lots would be developed for light industrial use, with access off Tacoma Trail or Tacoma Court. The lots will be created through future subdivisions, allowing buyers to customize their individual lot to their desired specifications. When a new lot is proposed, the buyer will go through the preliminary and final platting process, creating future additions to Tacoma West. This report contains the minimum requirements of

the I-1 District, which the future lots must abide by. These standards are provided for informational purposes.

SUBDIVISION DESIGN

The future proposed lots within the subdivision must adhere to the following dimensional standards within the I-1 Light Industrial District:

Minimum Lot and Building Requirements

Standards	I-1 District Requirements
Lot Area	87,120 square feet (2 acres)
Lot Width	200 feet
Lot Depth	No minimum
Building Height	40 feet
Front Yard Setback	30 feet
Side Yard Setback	15 feet
Street Side Yard Setback	30 feet
Rear Yard Setback	50 feet
Maximum Impervious Surface Coverage	80%

Utility Easement Standards

Standard drainage and utility easements shall be provided along all lot lines. For property lines abutting right-of-way, easements shall be 10-feet in width. For interior property lines, easements shall be five feet in width.

Where a subdivision is traversed by a watercourse, drainageway, channel, or stream, a storm water easement or drainage right-of-way shall be provided which conforms substantially with the lines of such watercourse or right-of-way.

Easements will be dedicated as each lot is platted through future Tacoma West Industrial Park additions. Currently the entirety of the land is owned by the City of Norwood Young America; thus no easements are necessary until the buildable lots are created for future sale.

Parkland Dedication

The future proposed lots within the site must adhere to the following parkland standards:
 Section 1140.01 Subd. 3, A – When applied for, the Calculation of Dedication states that for non-residential subdivisions, such as commercial or industrial plats, the city requires a minimum cash park dedication as specified in the Fee Schedule.

Section 1140.01 Subd. 3, C –Cash Fee states that when a cash fee is to be paid in lieu of land dedication, the payment of such fee shall be required for commercial and industrial developments, park dedication fees shall be paid prior to the City releasing the signed final plat for recording. The City Council may grant deferral of a portion of the fees if the subdivider proposes to construct significantly less square footage than the site supports. The remaining fees shall be paid at the time of building permit application for additional square footage to be constructed on the site.

The City Council may waive the park dedication fee under special circumstances, such as economic development projects, where public funding and subsidies are utilized for project feasibility.

The City Council will waive the park dedication fee for Tacoma West Industrial Park 5th Addition.

Right of Way Standards

All right-of-way widths and pavement widths shall conform to the following minimum dimensions:

	Min. ROW Width	Min. Roadway Width	Proposed
Local Streets	50-66'	28'	60'
Cul-de-Sac Radius	55'	45'	80'

The proposed width Tacoma Trail is 60 feet, which exceeds the minimum requirement for a local street. The north cul-de-sac, off Tacoma Court, has a radius of 80 feet; this exceeds minimum cul-de-sac width requirements.

REVIEW OF CRITERIA

Review of Preliminary Plat specifications

- a. *The proposed subdivision conforms to the policies and standards of the Comprehensive Plan. The 2040 Comprehensive Plan guides this property for industrial use.*
Criterion met

- b. *The application is complete, and all information contained within section 1120.05, Subd. 2 is included within the Preliminary and Final Plats.*
Criterion met.

- c. *The design standards outlined in Section 1130 have been met with the materials provided within the application or are not applicable to the plat specifications and therefore have been omitted.*
Criterion met.

Review of Final Plat Criteria

- a. *The final plat is prepared by a land surveyor who is registered in the State of Minnesota and conforms to Minnesota Statutes Section 505.02 and the requirements of this Ordinance.*
Criterion met.

- b. *The application is complete, and all information contained within section 1120.05, Subd. 3 (A), (B), and (C) is included within the application*
Criterion met.

ENGINEERING CONSIDERATIONS

See attached memo from Josh Eckstein, City Engineer.

PLANNING COMMISSION RECOMMENDATION

At their February 8, 2024 regular meeting, the Planning Commission reviewed the application, held the public hearing, and voted unanimously to recommend approval of the preliminary and final plats for Tacoma West Industrial Park 5th Addition. They found that the plats comply with all standards of both the subdivision and zoning ordinances and are consistent with the Comprehensive Plan.

POTENTIAL ACTION

- 1. Approval (with or without conditions) of the Request. In the event of a decision for approval (with or without conditions), the City Council may refer to the resolution included in the packet.

2. Denial of the Request. In the event of a decision for denial, the City Council should direct staff to prepare a resolution for denial, and should clearly state its reasoning.
3. Request Additional Information and Continue the Meeting. Adequate information appears to have been provided for the City Council to approve or deny the request. Should the City Council request additional information to review, the City Council should continue the meeting until a later time.

Attachments:

- City Engineer's Memo
- Location Map
- Draft Resolution of Approval
- Plan Set – Tacoma West Industrial Park 5th Addition

Recommended Motion:

Motion to approve Resolution 2024-08 Approving a Preliminary and Final Plat Approval of Tacoma West Industrial Park 5th Addition.

RESOLUTION NO. 2024-08

A RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT OF TACOMA WEST INDUSTRIAL PARK 5TH ADDITION

WHEREAS, the City of Norwood Young America is requesting preliminary and final plat approval of Tacoma West Industrial Park 5th Addition; and

WHEREAS, the land to be platted is owned by the City of Norwood Young America and is legally described as follows:

That part of the Southeast Quarter of Section 14, Township 115, Range 26, Carver County, Minnesota lying Southerly and Easterly of Line A, Southwesterly of Line B, and Northeasterly of Line C.

Line A is described as follows:

Beginning at the Southwest corner of the Southeast Quarter of said Section 14; thence on an assumed bearing of North 00 degrees 01 minute 24 seconds West, along the West line of said Southeast Quarter, a distance of 1066.65 feet; thence South 89 degrees 53 minutes 35 seconds East, a distance of 301.28 feet; thence North 12 degrees 38 minutes 23 seconds East, parallel with the Easterly right-of-way of the Chicago and Northwestern Railroad, a distance of 1147.07 feet to a line drawn parallel with and 350.00 feet Southerly of the Southerly right-of-way line of the Chicago, Milwaukee, St. Paul, and Pacific Railroad; thence South 82 degrees 10 minutes 32 seconds East, parallel with the Southerly right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad, a distance of 457.02 feet to a line drawn parallel with and 850.00 feet Easterly of the Easterly right-of-way line of the Chicago and Northwestern Railroad; thence North 12 degrees 38 minutes 23 seconds East, parallel with the Easterly right-of-way line of the Chicago and Northwestern Railroad, a distance of 301.06 feet to a line drawn parallel with and 50.00 feet Southerly of the Southerly right-of-way line of the Chicago, Milwaukee, St. Paul, and Pacific Railroad; thence South 82 degrees 10 minutes 32 seconds East, parallel with the Southerly right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad, a distance of 251.29 feet to the East line of the Northwest Quarter of said Southeast Quarter; thence North 00 degrees 03 minutes 01 seconds East, along the East line of the Northwest Quarter of said Southeast Quarter, a distance of 25.23 feet to the Southerly right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railroad and said Line A there terminating.

Line C described as follows:

Commencing at the Southwest corner of the Southeast Quarter of said Section 14; thence on an assumed bearing of North 00 degrees 01 minute 24 seconds West, along the West line of said Southeast Quarter, a distance of 453.36 feet to the point of beginning of Line C to be described; thence North 89 degrees 58 minutes 36 seconds East, a distance of 679.35 feet; thence South 55 degrees 33 minutes 18 seconds East, a distance of 773.88 feet to the Southeast corner of the Southwest Quarter of the Southeast Quarter of said Section 14 and said Line C there terminating.

Line D described as follows:

Commencing at the Southwest corner of the Southeast Quarter of said Section 14; thence on an assumed bearing of North 00 degrees 01 minute 24 seconds West, along the West line of said Southeast Quarter, a distance of 453.36 feet; thence North 89 degrees 58 minutes 36 seconds East, a distance of 679.35 feet; thence South 55 degrees 33 minutes 18 seconds East, a distance of 773.88 feet to the Southwest corner of the Southeast Quarter of said Section 14 and the point of beginning of Line D to be described; thence continuing South 55 degrees 33 minutes 18 seconds East, a distance of 830.54 feet; thence southeasterly, a distance of 442.75 feet along a tangential curve, concave to the north, having a radius of 739.13 feet, and a central angle of 34 degrees 19 minutes 16 seconds; thence South 89 degrees 52 minutes 34 seconds East, tangent to said curve, a distance of 213.35 feet to the east line of the Northeast Quarter of the Northeast Quarter of said Section 23 and said Line D there terminating.

AND

The North 710.60 feet of the Northeast Quarter of the Northeast Quarter of Section 23, Township 115, Range 26, Carver County, Minnesota lying Northeasterly of said Line D.

EXCEPT those parts of the Southeast Quarter of said Southeast Quarter and the Southwest of said Southeast Quarter of Section 14 platted as TACOMA WEST INDUSTRIAL PARK, TACOMA WEST INDUSTRIAL PARK 2ND ADDITION, TACOMA WEST INDUSTRIAL PARK 3RD ADDITION, AND TACOMA WEST INDUSTRIAL PARK 4TH ADDITION, according to the recorded plats thereof, said Carver County.

and;

WHEREAS, the proposed plat would result in two outlots and dedicate right-of-way for Tacoma Trail and Tacoma Court; and

WHEREAS, the Planning Commission reviewed and considered the request based on the related documents at their regular meeting on February 6, 2024, held the public hearing, and

recommended that the City Council approve the preliminary and final plats of Tacoma West Industrial Park 5th Addition; and

WHEREAS, based upon the information presented to the City Council and the recommendation of City staff, the City Council finds that the preliminary and final plats are consistent with the Comprehensive Plan and conform to all applicable requirements of the Zoning Ordinance; and

WHEREAS, the City Council may waive the park dedication fee under special circumstances, such as economic development projects where public funding and subsidies are utilized for project feasibility; and

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota approves the preliminary and final plats for Tacoma West Industrial Park 5th Addition, as described herein.

BE IT FURTHER RESOLVED, that the City Council of Norwood Young America waives the park dedication fee for this project because it is an economic development project.

Passed by the City Council of Norwood Young America, Minnesota this 12th day of February, 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Thiesfeld, City Clerk



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: December 11, 2023

SUBJECT: Calling for a Public Hearing for the City of Norwood Young America, MN Small Cities Development Program (SCDP) Grant Administration

As required by the MN Department of Employment and Economic Development, Carver County Community Development Agency (CDA) has requested the calling for a public hearing on Monday, February 26, 2024, at 6:00 pm at City Hall regarding a Small Cities Development Program Grant that was awarded to the City of NYA in May 2019.

The purpose of the public hearing is to provide information and receive public input and comments on the administration of said grant. Administrator of the grant: Carver County CDA

Recommended Motion:

Motion to call for a public hearing on Monday, February 26, 2024, at 6:00 pm at NYA City Hall regarding the administration of a Small Cities Development Program Grant for the City of Norwood Young America.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Mark Streich, PS Director
DATE: February 12, 2024
RE: Compost Site—Brush Grinding Quotes

Enclosed you will find quotes for brush grinding at the compost site.

SMSC Organics Recycling Facility	\$7,500
Pine Products Inc.	\$17,000 - \$22,000

Suggested Motion:

Motion to approve the quote from SMSC Organics Recycling Facility for brush grinding at the compost site in the amount of \$7,500

Norwood Young America



Service Proposal

DATE: 1/30/2024

COMPANY: Norwood Young America

CONTACT:

PHONE:

EMAIL: Mstreich@cityofnva.com

PROJECT: February Wood Grinding

Thank you for giving me the opportunity for the proposal
Below, you will find the terms of service.

Service	Description		Disposal	Freight
Wood Grinding	Grind and Haul Wood	\$7,500		
Yard Waste Disposal	Haul Yard Waste			

The above quote is to grind and haul away the wood site.

DUSTIN MONTEY ASSISTANT MANAGER

Dustin Montey OFFICE: 952-233-9190 | CELL: 612-430-2490 | DUSTIN.MONTEY@SHAKOPEEDAKOTA.ORG

1905 Mystic Lake Drive S. • Shakopee, MN 55379 • 952.233.9191 • smscorf.com

Mark Streich

From: ben@pineproductsinc.com
Sent: Thursday, February 1, 2024 3:45 PM
To: Mark Streich
Subject: Mobile Grinding

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

Hello,

Pine Products would be able to grind and remove your brush pile and here are some estimated costs.

Minimum \$10,000. (this will be for the first 10 hrs. of grinding)
\$1000/hour for additional hours
Mobilization Fee: \$750

Hauling away of Material: \$450 per full semi load.

I looked it up and in the past when we've ground for you we've hauled away 15-20 Loads.

So a rough estimate of getting it all ground and removed would be \$17,000 - \$22,000.

Please let me know if you have any questions.

Thank you

Ben Dubbe
Pine Products Inc
www.pineproductsinc.com
612-875-4966 - Cell
952-442-5988 - Office
ben@pineproductsinc.com