



CITY COUNCIL AGENDA

October 15, 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 Boiler Discussion
 - 1.2 Staffing Discussion
 - 1.3 Housing Discussion

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 October Manufacturer's Month

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. 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 September 23, 2024, City Council Workshop
- 5.2 Approve minutes of September 23, 2024, City Council Meeting
- 5.3 Approve Payment of Claims
- 5.4 Personnel Committee Job Posting—City Planner
- 5.5 Personnel Committee Job Posting—PST 3
- 5.6 Personnel Committee Job Posting—Seasonal Snowplow Drivers

6. PUBLIC HEARING

- 6.1 The Certification of Unpaid Utility Bills and Invoices—Mitchell Thiesfeld, City Clerk/Finance Director
 - 6.1.1 Motion to Open the Public Hearing
 - 6.1.2 Public Comment
 - 6.1.3 Motion to Close the Public Hearing
 - 6.1.4 City Council Discussion
 - 6.1.5 **Resolution 2024-49 A** Resolution Certifying Unpaid Fees for Collection with Payable 2025 Property Taxes – Mitchell Thiesfeld, City Clerk/Finance Director
- 6.2 PVS Sackett Waconia, Inc. Vacation of Easements—Karen Hallquist, CED Director
 - 6.2.1 Motion to Open the Public Hearing
 - 6.2.2 Public Comment

6.2.3 Motion to Close the Public Hearing

6.2.4 City Council Discussion

6.2.5 **Resolution 2024-50** A Resolution Approving a Vacation of Easement for PVS Sackett Waconia, Inc. – Karen Hallquist, CED Director

7. OLD BUSINESS

8. NEW BUSINESS

8.1 **Resolution 2024-51** Approval of PVS Sackett Waconia, Inc. Site/Grading Plan—Karen Hallquist, CED Director/Josh Eckstein, Bolton & Menk, Inc.

8.2 **Resolution 2024-52** Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment—Josh Eckstein, Bolton & Menk, Inc.

8.3 **Resolution 2024-53** A Resolution Receiving Proposed Assessment and Calling for a Public Hearing on Proposed Assessment—Josh Eckstein, Bolton & Menk, Inc.

8.4 **Resolution 2024-54** MN DEED Small Cities Streetscape Grant Application – Karen Hallquist, CED Director

8.5 Young America Cardinals Fence Project—Karen Hallquist, CED Director

8.6 NYA Façade Improvement Loan Application – Elevate Acupuncture & Wellness – Karen Hallquist, CED Director

8.7 GIS Contract – Mitchell Thiesfeld, City Clerk/Finance 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.

10.1 NYA Manufacturing Today Event – Friday, October 25th

11. ADJOURNMENT

UPCOMING 2024 MEETINGS / EVENTS

October 16 th	Park and Rec Commission Meeting	5:30 PM (Wednesday Meeting)
October 17 th	Sr. Advisory	9:00 AM
October 28 th	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
November 5 th	Election: City of NYA City Hall Council Chambers	7:30 AM to 8:00 PM
November 6 th	Planning and Zoning Commission Meeting	6:00 PM (Wednesday Meeting)
November 6 th	NYA Food Distribution	12:30-1:30 PM
November 11 th	Veteran’s Day—No City Council Meeting	No City Council Meeting
November 12 th	City Council Meeting	6:00 PM (Tuesday Meeting)
November 13 th	Economic Development Commission Meeting	6:00 PM
November 20 th	Park and Recreation Committee Meeting	5:30 PM
November 21 st	Sr. Advisory Meeting	9:00 AM



TO: Mayor Lagergren and City Council
FROM: Mark Streich, Public Service Director
DATE: October 14th, 2024
SUBJECT: WWTP Boiler

Hello Everyone,

I need to give you an update on the Boiler at the WWTP. Back in June we started having issues with the boiler failing to ignite. We had diversifield come out and diagnose the problem and it was determined the burner is starting to rust out. They cleaned it up to try and keep it going till we can find a replacement. So far it is still operating but does trip out about once a week, it will not make another 5 years. I received 2 estimates for a new boiler, and they were both around that \$25,000-\$30,000. Foster Mechanical is currently removing a used boiler that is roughly 20 years old that is much bigger than we need but they feel it would work fine for us. The boiler has been a back-up unit for a larger system and was in service until last week. We could have the used boiler installed for roughly \$5,000. I guess my only other thought was do we buy a new boiler now and then move it to the heritage center once the WWTP is replaced? The size of the boiler would be close to the same size of the current boiler at the heritage center.

We definitely need to do something this fall as this unit is used for heating the main building at the plant and also heats the sludge in the digester.

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com



TO: Mayor Lagergren and NYA City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: October 15, 2024

SUBJECT: 2024 Manufacturing Month Proclamation

The month of October 2024 is recognized as Manufacturing Month in Minnesota. The City is grateful for all manufacturers in NYA and thanks them for their investment and commitment to the community.

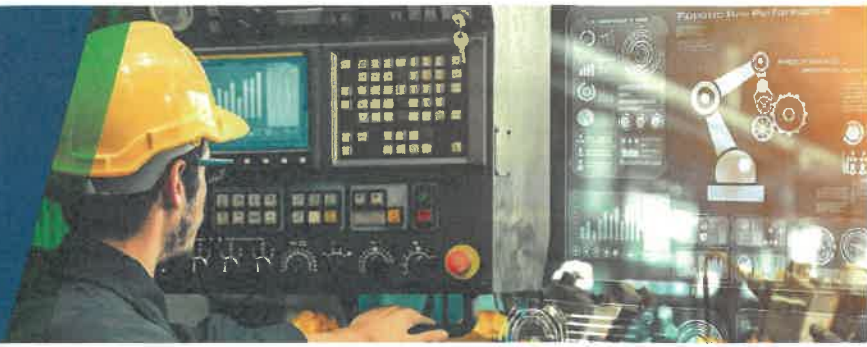
Attached is a Proclamation for the City of Norwood Young America to recognize Manufacturing Month.

Thank you to the following Manufacturers located in Norwood Young America:

- **Acoustical Surface Inc (ASI)** - 717 Faxon Rd, (952)448-5300, www.acousticalsurfaces.com
- **Bean's Greenwood Marina**—410 Tacoma Cir, (952)474-7942, www.greenwoodmarina.com
- **Bongards Creameries**—13200 CR 51, (952)467-3545, www.bongards.com
- **CityWide Wood Flooring**—321 Elm Street W, (952)442-9001, www.citywidewoodfloors.com
- **Hydro Engineering**—301 Industrial Blvd, (952)467-3100, www.hydro-eng.com
- **JIT Companies**—700 Railroad St, (507)326-5240, www.jitcompanies.com
- **Lano Equipment** - Hwy 212, (952)467-2181, www.lanoequipnva.com
- **Lionshead Tire & Wheel**—717 Faxon Rd, (574)533-6169, www.lionsheadtireandwheel.com
- **Modern Design Cabinetry**—710 N Faxon Rd (952)466-4766, www.moderndesigncabinetry.com
- **Principle Manufacturing, Inc.** - 118 W Railroad St, (952)467-4929, www.principlemanufacturing.com
- **Sackett Waconia** - 680 Tacoma Blvd, (952)442-4450, www.sackettwaconia.com
- **Serv-A-Dock**—170 Industrial Blvd, (952)443-2811, www.servadock.com
- **Storms Welding & Mfg.**—300 Industrial Blvd, (952)466-3343, www.stormsweldingmfg.com
- **Tin Roof Powder Coating**—221 W Elm St (952)207-8486, www.tinroofpowdercoating.com
- **Vickerman Co.**—675 Tacoma Blvd, (800)847-8606, www.vickerman.com
- **Visiontech, LLC**—124 Railroad St W, (952)278-0714, www.visiontech-llc.business.site
- **Yeager Machine**—415 Tacoma Cir, (952)467-2800, www.yeagermachine.com

October is

MANUFACTURING MONTH



2024 PROCLAMATION

- WHEREAS:** The manufacturing industry is a critically important part of Minnesota's diverse economy; and
- WHEREAS:** Manufacturing contributed \$57.2 billion to Minnesota's economy in 2023, representing 12% of the state's gross domestic product; and
- WHEREAS:** Manufactured exports brought \$22.5 billion into the Minnesota economy in 2023; and
- WHEREAS:** Workers took home \$25.7 billion in wages from Minnesota manufacturing jobs in 2023, the second-largest total payroll among private sector industries; and
- WHEREAS:** Manufacturing in Minnesota pays an average annual wage of \$79,000, which is 10% higher than the state's overall average private sector wage; and
- WHEREAS:** Manufacturing provides more than 325,800 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality; and
- WHEREAS:** Minnesota added about 2,000 net new manufacturing jobs over the year from 2022 to 2023; and
- WHEREAS:** Minnesota expects more than 93,000 job openings for manufacturing production positions alone through 2032; and
- WHEREAS:** There are roughly 8,625 manufacturing companies in Minnesota, making a wide range of products that improve life, create solutions and bring joy here in Minnesota and around the world.

NOW, THEREFORE, I, Mayor Carol Lagergren _____, do hereby proclaim the month of October 2024 shall be observed as: **MANUFACTURING MONTH** in _____ Norwood Young America _____.

Signed:

Date: October 15, 2024



CITY COUNCIL WORKSHOP MINUTES

September 23, 2024
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

Attendance:

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

ABSENT: None

STAFF: Andrea Aukrust (City Administrator), Karen Hallquist (Community and Economic Development Director), 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 5:00 pm. Four members present.

Council Member McPadden arrived at 5:01 pm. All members now present.

- 1.1. EDC Discussion – Administrator Aukrust and Karen Hallquist, CED
 - Discussion about the differences between the EDC and EDA.
- 1.2. Re-codification Contract – Administrator Aukrust
 - Discussed the software proposal for codification and recodification services from CivicPlus.
- 1.3. Website Contract – Administrative Staff
 - Talked about the proposal for a new website.
 - This website would be ADA compliance, along with being much easier to navigate than the current website.
- 1.4. Bus update – Mitchell Thiesfeld, City Clerk-Treasurer
 - Talked about the new “Loop Program” that Transit Link is doing.
 - Spoke about the future of the current City Bus.

2. ADJOURNMENT

CS/MM motion to adjourn at 5:43 p.m. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



Attendance:

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

ABSENT: None

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

OTHERS: Dan Tienter, Ehlers Inc; Chris Pass, Norwood East LLC; Dan Rondeau, Sackett-Waconia; Deputy Sheriff Lee

CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayor Lagergren called the meeting to order at 6:09 pm with all council members present.

- 3.1. The Pledge of Allegiance was said by all during the EDA meeting.

4. APPROVE AGENDA

- 4.1. Addition 9.11 Masonic Lodge Plaque

CS/CH Motion to approve the agenda with the addition of 9.11. Motion passed 5-0.

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

- 5.1. None

6. CONSENT AGENDA

- 6.1. Approve minutes of September 9, 2024, City Council Workshop

- 6.2. Approve minutes of September 9, 2024, City Council Meeting

- 6.3. Approve Payment of Claims

- 6.4. Approve Personnel Hiring Recommendation—Kimberly Eggers

MM/BA Motion to approve the consent agenda. Motion passed 5-0.

7. PUBLIC HEARING

- 7.1 Public Hearing—Purchase Agreement Approval for Norwood East LLC – Karen Halquist, CED Director

CS/MM Motion to Open the Public Hearing at 6:12 pm. Motion passed 5-0.

- The sale is for Lot 1, Block 1 of the Tacoma West Industrial Park 6th Addition to Norwood East LLC.
- The purchase is for 4.004 acres of land for the full city-invested price of \$2.83/sf for a total of \$493,592.30.
- The proposed plan is to facilitate the construction of a new contractor operations building.

7.1.2 Public Comment

- None

CS/BA Motion to close the Public Hearing at 6:14 pm. Motion passed 5-0.

7.1.4 City Council Discussion

- 7.1.5 **Resolution 2024-42** A Resolution Approving the Purchase Agreement for Norwood East LLC TWIP2 6th Edition—Karen Hallquist, CED Director

CH/MM Motion to approve Resolution 2024-42 Approving the Purchase Agreement between the City of Norwood Young America and Norwood East LLC. Motion passed 5-0.

8. OLD BUSINESS

8.1. None

9. NEW BUSINESS

9.1. **Resolution 2024-43** A Resolution Bonding for Railroad Street— Dan Tienter, Ehlers

- Estimated \$2.6 million construction cost
 - Total bond principal amount is \$2,620,000
- The 2024B bonds will be paid in a 15-year repayment structure.

CH/MM Motion to Approve Resolution No. 2024-43, A Resolution Providing for the Issuance and Sale of General Obligation Improvement and Utility Revenue Bonds, Series 2024B, in the Proposed Aggregate Principal Amount of \$2,620,000; Fixing their Form and Specifications; Directing Their Execution and Delivery; and Providing for their Payment. Motion passed 5-0.

9.2. **Resolution 2024-44** A Resolution Adopting the 2025 Operating Budget— Mitchell Thiesfeld, City Clerk-Treasurer

- The total General Fund revenue & expenses are \$3,227,606, which are an increase of 8.3% from 2024
- The General Fund budget is also balanced, which means revenues equal expenses.

CS/CH Motion to approve Resolution 2024-44, A Resolution Adopting the 2025 Preliminary General Fund Operating Budget for the City of Norwood Young America. Motion passed 5-0.

9.3. **Resolution 2024-45** A Resolution Adopting the 2024 Levy Payable in 2025— Mitchell Thiesfeld, City Clerk-Treasurer

- Levy amount is \$4,030,752, which is an increase of 9.49% from 2024.
 - General fund levy is \$2,106,077
 - Total Capital levy is \$876,329
 - Total Debt levy is \$1,048,346
- The median home value in Norwood Young America for 2024 is \$262,500, which will see an approximate \$94.96 or 5.09% increase on the City's portion of their property tax statement for 2025.
- The final levy can change; however, it cannot increase from the preliminary levy, only decrease.

CS/CH Motion to approve Resolution 2024-45, A Resolution Adopting the 2024 Preliminary Property Tax Levy for the City of Norwood Young America for Collection in 2025. Motion passed 5-0.

9.4. **Resolution 2024-46** A Resolution Approving the Appointment of an Election Judge— Mitchell Thiesfeld, City Clerk-Treasurer

- Kimberly Eggers is listed in the Resolution to be appointed as an Election Judge for the General Election on November 5th.

MM/CS Motion to adopt Resolution 2024-46, A Resolution Appointing an Election Judge for the 2024 General Election. Motion passed 5-0.

9.5. **Resolution 2024-47** Conveyance of Land to EDA – Karen Hallquist, CED Director

- In Minnesota, city-owned land can be conveyed to an Economic Development Authority to further economic development.
- These economic development improvements must financially benefit the community and comply with the Comprehensive Plan.
- Kennedy & Graven recommended conveying Lots 2 & 3, Block 1 of the Tacoma West Industrial Park to the NYA Economic Development Authority.

MM/CH Motion to Approve Resolution 2024-47 Authorizing Conveyance of the City-Owned Property Legally Described as Lots 2 and 3, Block 1, Tacoma West Industrial Park to the Norwood Young America Economic Development Authority. Motion passed 5-0.

9.6. **Resolution 2024-48** Termination of Option Agreement with PVS Sackett Waconia, Inc. – Karen Hallquist, CED Director

- On December 14, 2021, Waconia Manufacturing, Inc. and the City of NYA entered into an agreement for 14.44 acres of land (Lots 2 & 3, Block 1, Tacoma West Industrial Park).
- Waconia Manufacturing, Inc. assigned this Option Agreement to PVS Sackett Waconia, Inc. on March 16, 2022.
- Since PVS Sackett Waconia, Inc. has entered into a Purchase Agreement to purchase said property from the NYA EDA, it will replace and ultimately terminate the Option Agreement.

CS/BA Motion to approve Resolution 2024-48 Approving Termination of Option Agreement. Motion passed 5-0.

9.7. Designate Surplus Equipment to be Sold—Administrator Aukrust

- Due to Transit Link starting their “Loop Program” from older adults in NYA, City staff have identified that the City Bus is no longer needed.
- Staff will advertise the sale on our social media and post locally, and only sealed bids will be accepted.

MM/CH Motion to designate the identified equipment – City Bus, as surplus to be sold. Motion passed 5-0.

9.8. Civic Plus Codification Services—Administrator Aukrust

- The purpose of the Codification Services is to enhance the efficiency and accuracy of managing the City of NYA’s codes and ordinances, as well as have a more accessible place for residents to view City Code and ordinances.
- The initial cost for the Codification Services is \$9,400, which will allow for a team from CivicPlus to sift through City Code.
- The ongoing annual maintenance fee is in the amount of \$2,775.
- The implementation has an estimated transition period of 18 months.
- Recodification has been budgeted in the City’s CIP in prior and future years.

BA/CS Motion to accept the purchasing of CivicPlus Codification Services with a one-time fee of \$9,400 and an annual maintenance cost of \$2,775. Motion passed 5-0.

9.9. Civic Plus Website Contract— Mitchell Thiesfeld, City Clerk-Treasurer

- This purchase of CivicPlus Website Software will help enhance the City’s online presence and improve the functionality and accessibility of digital services.
- Many Cities around Norwood Young America use CivicPlus, making their websites ADA accessible, along with easier to navigate.
- The initial cost for CivicPlus website software is \$850, with an annual maintenance and support fee of \$4,758.
- The implementation will take approximately 14-18 weeks.
- A new City Website has been budgeted in the 2024 budget.

CH/MM Motion to Accept the Purchasing of CivicPlus Website Ultimate Design Software. Motion passed 5-0.

9.10. Call for Public Hearing for 2024 Delinquent Utility Bills and Invoices— Mitchell Thiesfeld, City Clerk-Treasurer

- Every year the council holds a public hearing to receive objections and consider the proposed certification of delinquent utilities and invoices.

- Proper notices will be sent to all affected property owners, along with being published in the local newspaper.

CS/CH Motion to call for a public hearing on assessments for delinquent utilities and invoices on certain properties on Tuesday, October 15th, at 6:00 pm. Motion passed 5-0.

9.11. Masonic Lodge Plaque – Administrator Aukrust

- The NYA Historical Society has requested that the city donate the Masonic Lodge plaque acquired during the razing of the former building to the History Center.
- The plaque will be placed outside the History Center.

MM/CH Motion to donate the Masonic Lodge plaque to the History Center. Motion passed 5-0.

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

BA – Will meet for Parks and Rec on Wednesday, October 16th, due to the City Council meeting being on Tuesday, October 15th.

CS – Norwood Baseball Club has started the scoreboard mounting, along with they planted seven trees.

AA – Went to DC Fly-in with Karen Hallquist; Will be putting together a report of meetings that they attended.

KH – Senior Advisory is hosting a lunch and learn about technology with older adults.

11. ADDITIONAL INFORMATION

11.1 None

12. ADJOURNMENT

BA/MM Motion to adjourn at 6:47 pm. Motion passed 5-0.

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: October 15, 2024

Payroll EFT

Check #	509113 - 509131	Pay Period 21	\$	41,211.70
Check #	509133 - 509149	Pay Period 21	\$	37,878.94
Check #				

Prepays

Check #
Check #

Electronic Payments

Check #	1765 e	MN Healthcare Consortium	\$	10,566.60
Check #	1766 e	Sun Life Assurance	\$	456.35
Check #				
Check #				

Claims Pending Payment

Check #	35906 - 35968		\$	1,168,730.11
Check #				
Check #				

Voided Checks

Check # 509112 , 509132

Grand Total (excluding voided checks) \$ 1,258,843.70

NORWOOD YOUNG AMERICA

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
35906	10/11/24	ANCOMCOMMUNICATIONS, INC.			
E 101-42200-323		Radio Units	\$82.00	124306	APX6000 CARRY HOLSTER-STD
		Total	\$82.00		
35907	10/11/24	Aukrust, Andrea			
E 101-41300-331		Travel/Meeting Expense	\$75.27		DY FLY-IN MEAL REIMBURSEMENT
		Total	\$75.27		
35908	10/03/24	BOLTON & MENK, INC			
E 491-43100-303		Engineering Fees	\$45,562.00	0346045	2024 STREET IMPROVEMENT - PROJECT# 0C1.131686.000
E 490-43100-303		Engineering Fees	\$16,195.50	0346047	2025 STREET IMPROVEMENT - PROJECT# 0C1.134163.000
E 489-43100-303		Engineering Fees	\$1,746.50	0346048	DOWNTOWN STREETSCAPE MAIN ST - PROJECT# 24X.134702.000
E 101-46500-310		Other Professional Servic	\$680.00	0346048	DOWNTOWN STREETSCAPE MAIN ST - PROJECT# 24X.134702.000
E 602-49450-500		Capital Outlay	\$4,656.50	0346049	I&I REDUCTION PROJECT - PROJECT# 24X.135577.000
E 493-46500-303		Engineering Fees	\$61,075.50	0346050	INDUSTRIAL PARK EXPANSION - PROJECT# 0C1.124521.000
G 804-29500		Expenditures	\$236.50	0346051	SACKETT WAGONIA EXPANSION - PROJECT# 24X.136035.000
E 602-49450-303		Engineering Fees	\$664.00	0346052	WWTF UPGRADE - PROJECT# 0C1.130910.000
E 101-41500-303		Engineering Fees	\$1,759.00	0346053	MISC ENGINEERING - PROJECT# C12.035710.000
		Total	\$132,575.50		
35909	10/03/24	BRAD PETERSON CONSULTING			
E 101-41320-310		Other Professional Servic	\$55.00	2184	SETUP NEW ACCT FOR KIM EGGERS
E 101-43100-310		Other Professional Servic	\$220.00	2184	VISIT FINGER RING SITES & TROUBLESHOOT JOEL'S LAPTOP
E 601-49400-310		Other Professional Servic	\$27.50	2184	REINSTALL OFFICE ON MARK'S DESKTOP
E 602-49450-310		Other Professional Servic	\$27.50	2184	REINSTALL OFFICE ON MARK'S DESKTOP
E 101-41320-310		Other Professional Servic	\$55.00	2184	CONVERT GRACE'S MAILBOX TO SHARED MAILBOX & DISABLE LOGIN
E 601-49400-310		Other Professional Servic	\$82.50	2184	OFFICE ROLLBACK FOR BANYON METER READER ISSUE
		Total	\$467.50		
35910	10/08/24	BREMER BANK			
G 101-21718		HSA ACCOUNT	\$248.34		HSA OCTOBER
		Total	\$248.34		
35911	10/11/24	BROM, ZACHERY			
E 601-49400-432		Refund	\$58.49		UB CREDIT REFUND
E 602-49450-432		Refund	\$58.49		UB CREDIT REFUND
		Total	\$116.98		
35912	10/03/24	CARQUEST AUTO PARTS			
E 101-45200-221		Repair/Maintenance Equip	\$33.78	5927-300047	SILVER STYLUS PRO & MINI 58VC CARD
E 101-45200-221		Repair/Maintenance Equip	\$1.27	5927-300056	MINI BULB

NORWOOD YOUNG AMERICA

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-221		Repair/Maintenance Equip	\$40.02	5927-300426	AIR FOR AERATION BLOWERS
E 101-43100-221		Repair/Maintenance Equip	\$64.20	5927-300466	BRAKLEEN SPRAY CHLRN, CYCLO BREAK-AWAY, GEAR OIL, RAGS IN A BOX
E 101-43100-221		Repair/Maintenance Equip	\$46.74	5927-300580	FLEET CHARGE
E 101-43100-221		Repair/Maintenance Equip	\$28.79	5927-300600	7 POLE JUNC BOX & TRAILER CONNECTOR
E 101-43100-221		Repair/Maintenance Equip	\$29.20	5927-300663	CABLE & HS CRIMP RING TERMINAL
		Total	\$244.00		
35913	10/08/24	CARVER COUNTY			
E 493-46500-303		Engineering Fees	\$9,525.90	WP20240005	TACOMA WEST INDUSTRIAL PARK - PROJECT# WP20240005
		Total	\$9,525.90		
35914	10/08/24	CARVER COUNTY ATTORNEYS OFF			
E 101-41500-307		Prosecution Contract	\$2,180.37	2024017	FINES COLLECTED BY CITY - JULY, AUGUST, SEPTEMBER
		Total	\$2,180.37		
35915	10/07/24	CARVERLINK-CARVER CO BROADBAND			
E 101-41940-321		Telephone	\$25.00	3719	INTERNET - RENTAL BUILDINGS
E 601-49400-321		Telephone	\$120.00	3719	INTERNET - WATER
E 602-49450-321		Telephone	\$190.00	3719	INTERNET - SEWER
E 101-42200-321		Telephone	\$80.00	3719	INTERNET - FIRE
E 101-43100-321		Telephone	\$28.00	3719	INTERNET - PW - HSR
E 101-45200-321		Telephone	\$12.00	3719	INTERNET - PW - PARKS
E 101-41940-321		Telephone	\$40.00	3719	INTERNET - HISTORY / FOOD
E 101-41300-321		Telephone	\$6.00	3719	INTERNET - EXECUTIVE
E 101-41320-321		Telephone	\$6.00	3719	INTERNET - COMM DEV
E 101-41400-321		Telephone	\$6.00	3719	INTERNET - CLERK
E 101-46500-321		Telephone	\$2.00	3719	INTERNET - EC DEV
E 101-42100-321		Telephone	\$10.00	3719	INTERNET - POLICE
E 101-45500-321		Telephone	\$10.00	3719	INTERNET - LIBRARY
		Total	\$535.00		
35916	10/07/24	CENTER POINT			
E 101-41940-383		Gas Utilities	\$48.20		GAS UTILITIES - BLDGS
E 101-42200-383		Gas Utilities	\$16.07		GAS UTILITIES - FD
E 101-43100-383		Gas Utilities	\$134.53		GAS UTILITIES - PW-STR
E 101-45200-383		Gas Utilities	\$111.73		GAS UTILITIES - PW-PARKS
E 601-49400-383		Gas Utilities	\$69.55		GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$621.64		GAS UTILITIES - WWTP
E 101-49860-383		Gas Utilities	\$271.19		GAS UTILITIES - POOL
E 101-41940-383		Gas Utilities	\$13.92		GAS UTILITIES - BLDGS
E 601-49400-383		Gas Utilities	\$76.07		GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$53.32		GAS UTILITIES - WWTP
		Total	\$1,416.22		
35917	10/08/24	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$566.67		HSA OCTOBER
		Total	\$566.67		

NORWOOD YOUNG AMERICA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
35918	10/07/24	CIVICPLUS			
E 101-46500-305		Other Professional Fees	\$5,608.00	317997	ULTIMATE WEB OPEN SUBSCRIPTION
E 275-41400-500		Capital Outlay	\$2,350.00	320034	RECODIFICATION & FULL-SERVICE SUPPLEMENTATION SUBSCRIPTION
		Total	\$7,958.00		
35919	10/07/24	CORE AND MAIN			
E 601-49400-229		Water Meters	\$1,073.92	V615244	WATER METERS - SACKETT
E 601-49400-229		Water Meters	\$1,866.40	V689642	WATER METERS - HYDRO & SACKETT
		Total	\$2,940.32		
35920	10/11/24	COREY, DANIEL & KAMI			
E 601-49400-432		Refund	\$70.50		UB CREDIT REFUND
E 602-49450-432		Refund	\$70.51		UB CREDIT REFUND
		Total	\$141.01		
35921	10/11/24	DEOPERE, TARA			
E 601-49400-432		Refund	\$48.29		UB CREDIT REFUND
E 602-49450-432		Refund	\$48.29		UB CREDIT REFUND
		Total	\$96.58		
35922	10/08/24	ECM PUBLISHERS INC			
E 101-41320-350		Print/Publishing/Postage	\$113.74	1018170	OCT 15 PH DRAINAGE/UTILITY
E 101-41400-350		Print/Publishing/Postage	\$30.62	1018171	OCT 15 PH DELINQUENT UTILITIES
		Total	\$144.36		
35923	10/07/24	FLOW MEASUREMENT AND CONTROL C			
E 602-49450-310		Other Professional Serv	\$617.00	Q2400234	CERTIFICATION OF 1ST OPEN CHANNEL FLOW METER
		Total	\$617.00		
35924	10/08/24	FURTHER			
G 101-21718		HSA ACCOUNT	\$345.84		HSA OCTOBER
		Total	\$345.84		
35925	10/07/24	GOPHER STATE ONE-CALL, INC.			
E 601-49400-223		Repair/Maintenance Bldg/	\$55.35	4060647	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$55.35	4060647	LOCATES
		Total	\$110.70		
35926	10/07/24	HOME SOLUTIONS			
E 101-42200-221		Repair/Maintenance Equip	\$31.47		
E 101-43100-223		Repair/Maintenance Bldg/	\$15.29	A249118	MIXER WYE HOSE
E 101-45200-223		Repair/Maintenance Bldg/	\$21.13	A249142	COIN VELCRO
E 101-45200-223		Repair/Maintenance Bldg/	\$2.29	A249144	INDUS STICK TAPE & D PRO BATTERY
E 602-49450-223		Repair/Maintenance Bldg/	\$5.39	A249391	WHT DPLX RECEPTACLE
E 101-45200-223		Repair/Maintenance Bldg/	\$323.73	A249625	LIGHT BULBS
E 101-43100-221		Repair/Maintenance Equip	\$4.31	A249782	BARB INSERT
E 101-43100-223		Repair/Maintenance Bldg/	\$15.73	A249808	BULBS & GAS CYLINDER
E 602-49450-221		Repair/Maintenance Equip	\$38.69	A250078	DRAIN OPENER
E 101-45200-210		Operating Supplies	\$26.09	A250233	BYPASS LOPPER

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-221		Repair/Maintenance Equip	\$9.33	A250277	SS CLAMP & SHRINK TUBING
E 101-43100-221		Repair/Maintenance Equip	\$48.66	A250303	MISC HARDWARE & SCREWS
E 101-45200-221		Repair/Maintenance Equip	\$20.69	A250652	BULBS
E 101-43100-221		Repair/Maintenance Equip	\$1.16	A250898	MISC HARDWARE
E 101-43100-221		Repair/Maintenance Equip	\$17.98	A251059	CLR SILI CAULK
E 601-49400-223		Repair/Maintenance Bldg/	\$61.17	A251136	RED CONNECTOR, TUBING CUTTER, BALL VALV
E 101-43100-221		Repair/Maintenance Equip	\$64.74	B248570	WIRE WHEEL SET, CROSS PEIN HAMMER, BRAKE CLEANER, BRAKLEEN, AERO ENG DEGREASER, NONCHLOR BRAKLEEN
Total			\$707.85		
35927	10/07/24	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$304.78		UNION DUES & WORKING DUES - SEPTEMBER
Total			\$304.78		
35928	10/07/24	JAUS, RODNEY			
E 601-49400-331		Travel/Meeting Expense	\$79.73		ST. CLOUD WASTEWATER TRAINING
E 602-49450-331		Travel/Meeting Expense	\$79.72		ST. CLOUD WASTEWATER TRAINING
Total			\$159.45		
35929	10/07/24	KENNEDY & GRAVEN CHTD			
E 251-46331-304		Legal Fees	\$3,098.00		THE HARBOR EDA
Total			\$3,098.00		
35930	10/07/24	L & E TREE SERVICE			
E 101-45200-310		Other Professional Servic	\$1,500.00		TREE REMOVAL & CLEAN-UP - SOUTH PARK & 218 PARK PLACE
E 101-43100-310		Other Professional Servic	\$3,000.00		TREE REMOVAL & CLEAN-UP - SOUTH PARK & 218 PARK PLACE
Total			\$4,500.00		
35931	10/07/24	LAMAR			
R 101-43100-34303		Other Highway and Street	\$1,000.00	116328526	VINYL
Total			\$1,000.00		
35932	10/07/24	LANO EQUIPMENT			
E 101-43100-221		Repair/Maintenance Equip	\$230.16	01-1107796	WAC - SCRAPER
Total			\$230.16		
35933	10/08/24	LEAGUE OF MN CITIES			
E 101-41400-433		Dues and Subscriptions	\$1,769.00	411055	LMC MEMBERSHIP DUES
Total			\$1,769.00		
35934	10/07/24	LOFFLER BUSINESS SYS LLC			
E 101-41400-437		Maintenance Contract	\$87.50	4819552	CALL WITH CARVER COUNTY IT FOR LIBRARY
E 101-41400-437		Maintenance Contract	\$175.00	4824881	CALL WITH MITCHELL AND CARVER COUNTY IT
Total			\$262.50		
35935	10/11/24	LUCKER, BRAD			
E 601-49400-432		Refund	\$34.60		UB CREDIT REFUND
E 602-49450-432		Refund	\$34.61		UB CREDIT REFUND

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$69.21	
35936	10/07/24	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$154.00	INV12998433	MICROSOFT 365 BUSINESS STANDARD
			Total	\$154.00	
35937	10/11/24	METRONET			
E 101-41940-321		Telephone	\$127.14		PHONE - RENTAL BUILDINGS
E 601-49400-321		Telephone	\$50.86		PHONE - WATER
E 602-49450-321		Telephone	\$50.86		PHONE - SEWER
E 101-42200-321		Telephone	\$50.86		PHONE - FIRE
E 101-43100-321		Telephone	\$56.85		PHONE - PW-HSR
E 101-45200-321		Telephone	\$24.36		PHONE - PW-PARKS
E 101-49860-321		Telephone	\$25.43		PHONE - POOL
E 101-41940-321		Telephone	\$76.28		PHONE - HISTORY/FOOD
E 101-41300-321		Telephone	\$44.24		PHONE - EXECUTIVE
E 101-41320-321		Telephone	\$44.24		PHONE - COMM DEV
E 101-41400-321		Telephone	\$44.24		PHONE - CLERK
E 101-46500-321		Telephone	\$14.75		PHONE - EC DEV
E 101-42100-321		Telephone	\$73.74		PHONE - POLICE
E 101-45500-321		Telephone	\$73.74		PHONE - LIBRARY
			Total	\$757.59	
35938	10/07/24	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-152347	SPORTS COMPLEX - EVENT LIBERTY TAN BIG TANK
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-152357	PRAIRIE DAWN PARK - EVENT LIBERTY TAN SMALL HC
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-152720	LEGION/POOL PARK - EVENT LIBERTY TAN BIG TANK
			Total	\$474.30	
35939	10/11/24	MN DEPT OF LABOR & INDUSTRY			
E 101-41940-223		Repair/Maintenance Bldg/	\$100.00	ALR0166821	ROY CLAY ELEVATOR ANNUAL OPERATION
			Total	\$100.00	
35940	10/08/24	MN FIRE SERV CERTIFICATION BD			
E 101-42200-207		Training Instructional	\$210.00	13181	RECERTIFICATION
			Total	\$210.00	
35941	10/07/24	MN VALLEY ELECTRIC COOPERATIVE			
E 101-43100-380		Street Lighting	\$107.09		STREET LIGHTS - ACCT#
E 602-49450-381		Electric Utilities	\$44.23		LIFT STATION - ACCT#
E 601-49400-381		Electric Utilities	\$55.55		640 TACOMA BLVD WTR TWR - ACCT#
			Total	\$206.87	
35942	10/08/24	MUNICIPAL EMERGENCY SERVICES			
E 101-42200-221		Repair/Maintenance Equip	\$360.00	IN2119258	GEAR REPAIR
			Total	\$360.00	
35943	10/07/24	MVTL			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-217		Lab Fees	\$45.70	1271956	PHOSPHORUS
E 602-49450-217		Lab Fees	\$121.30	1272915	NITROGEN
E 602-49450-217		Lab Fees	\$45.70	1274107	PHOSPHORUS
E 601-49400-310		Other Professional Servic	\$111.00	1274769	COLIFORM, MF - WATER
E 602-49450-217		Lab Fees	\$45.70	1275280	PHOSPHORUS
		Total	\$369.40		
35944	10/07/24	NAPA			
E 101-43100-221		Repair/Maintenance Equip	\$998.99	379623	COMBO KITS
E 101-43100-212		Motor Fuels	\$32.67	380047	OIL
E 101-43100-221		Repair/Maintenance Equip	\$111.78	380068	OIL FILTER & FUEL FILTERS
E 101-43100-221		Repair/Maintenance Equip	\$34.74	380112	FUEL FILTER
		Total	\$1,178.18		
35945	10/08/24	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$328.34		HSA OCTOBER
		Total	\$328.34		
35946	10/07/24	Orr Contracting LLC			
E 101-49015-314		Contracts Payments	\$650.00	INV-24107	LAWN CARE - CEMETERIES
E 230-49015-223		Repair/Maintenance Bldg/	\$650.00	INV-24107	LAWN CARE - CEMETERIES
		Total	\$1,300.00		
35947	10/11/24	PINNACLE PEST CONTROL LLC			
E 101-43100-310		Other Professional Servic	\$75.00	000922	PEST CONTROL - ROY CLAY / SOUTH FIRE STATION
E 101-43100-310		Other Professional Servic	\$50.00	000922	PEST CONTROL - FRIENDSHIP PARK
E 101-43100-310		Other Professional Servic	\$75.00	000922	PEST CONTROL - HISTORY CENTER
E 101-43100-310		Other Professional Servic	\$60.00	000922	PEST CONTROL - LEGION PARK
E 101-42200-223		Repair/Maintenance Bldg/	\$75.00	000922	PEST CONTROL - NORTH FIRE STATION
E 601-49400-310		Other Professional Servic	\$90.00	000922	PEST CONTROL - NORTH WATER TREATMENT PLANT
E 101-43100-310		Other Professional Servic	\$60.00	000922	PEST CONTROL - OAK GROVE GARAGE
E 101-43100-310		Other Professional Servic	\$100.00	000922	PEST CONTROL - PAVILION / PARK
E 101-43100-310		Other Professional Servic	\$25.00	000922	PEST CONTROL - PRAIRIE DAWN PARK
E 101-43100-310		Other Professional Servic	\$75.00	000922	PEST CONTROL - PUBLIC WORKS SHOP
E 101-45200-310		Other Professional Servic	\$75.00	000922	PEST CONTROL - SOUTH SHOP
E 101-45200-310		Other Professional Servic	\$90.00	000922	PEST CONTROL - SOUTH WATER TREATMENT
E 101-43100-310		Other Professional Servic	\$75.00	000922	PEST CONTROL - SPORTS COMPLEX
E 101-43100-310		Other Professional Servic	\$25.00	000922	PEST CONTROL - VETERANS PARK
		Total	\$950.00		
35948	10/08/24	PRO AUTO & TRANSMISSION REPAIR			
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110674	WORK ORDER# 84497 - PLATE MN 927029 / 2007 STER 825
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110675	WORK ORDER# 84619 - PLATE MN 800082 / 2019 FORD F-450 SUPER DUTY
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110676	WORK ORDER# 84620 - PLATE MN 940858 / RED 2013 FORD F-550 SUPER DUTY XL
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110677	WORK ORDER# 84621 - PLATE MN 963018 / RED 2020 FORD F-550 SUPER DUTY

NORWOOD YOUNG AMERICA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110678	WORK ORDER# 84622 - PLATE 800904 / ORANGE 2022 WESTERN STAR
E 101-49800-221		Repair/Maintenance Equip	\$163.33	110703	WORK ORDER# 84612 - PLATE MN BY85667 / WHITE FORD E-450 SUPER DUTY
		Total	\$968.53		
35949	10/08/24	PROSHRED MINNESOTA			
E 101-41400-384		Refuse/Garbage Disposal	\$50.00	1556091	SERVICE 36" EXECUTIVE CONSOLE
		Total	\$50.00		
35950	10/08/24	RECTECH OUTDOOR SOLUTIONS,LLC			
E 101-42200-221		Repair/Maintenance Equip	\$116.32	30646	SERVICE - UNIT DOES NOT RUN
E 101-42200-221		Repair/Maintenance Equip	\$151.16	3624	FUEL, PRE-MIX 50:1
		Total	\$267.48		
35951	10/08/24	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$345.84		HSA OCTOBER
G 101-21718		HSA ACCOUNT	\$691.67		HSA OCTOBER
		Total	\$1,037.51		
35952	10/08/24	Security Bank & Trust-Cologne			
G 101-21718		HSA ACCOUNT	\$516.67		HSA OCTOBER
		Total	\$516.67		
35953	10/07/24	SIR LINES-A-LOT			
E 101-43100-425		Street Maint seal coat	\$4,807.20	H24-1024-00	LINE PAINTING
		Total	\$4,807.20		
35954	10/07/24	SMITH OIL CO			
E 101-42200-212		Motor Fuels	\$44.24	165028	FUEL - COMMAND 1
E 101-45200-212		Motor Fuels	\$88.69	165032	FUEL - UNLEAD
E 101-42200-212		Motor Fuels	\$87.00	165043	FUEL - RESCUE 11
E 101-49800-212		Motor Fuels	\$98.33	165104	FUEL - BUS
E 101-42200-212		Motor Fuels	\$44.20	165148	FUEL - FIRE
E 101-43100-212		Motor Fuels	\$83.00	165227	FUEL - 2303
E 101-43100-212		Motor Fuels	\$77.00	165242	FUEL - UNLEAD
E 101-45200-212		Motor Fuels	\$86.10	165268	FUEL - 2303
E 101-49800-212		Motor Fuels	\$56.33	165393	FUEL - BUS
E 101-42200-212		Motor Fuels	\$58.00	165432	FUEL - COMMAND
		Total	\$722.89		
35955	10/08/24	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$691.67		HSA OCTOBER
		Total	\$691.67		
35956	10/11/24	THIESFELD, MITCHELL			
E 101-41410-331		Travel/Meeting Expense	\$24.12		MILEAGE - CARVER CO GOVT CENTER
E 101-41320-331		Travel/Meeting Expense	\$29.48		MILEAGE - CHAN FEDEX
		Total	\$53.60		
35957	10/11/24	TOP NOTCH TURF			
E 101-43100-437		Maintenance Contract	\$280.00	3396	MOWING - COMMUNITY GARDENS & OPEN LOT

NORWOOD YOUNG AMERICA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$280.00	
35958	10/07/24	ULTIMATE SAFETY CONCEPTS, INC.			
E 101-42200-210		Operating Supplies	\$8,917.95	200024	NON-WIRELESS MONITOR, CONTROLLER, CRADLES, CYANIDE HCN/AIR, FLOW REGULATOR, TUBING
			Total	\$8,917.95	
35959	10/08/24	UMB Bank			
G 101-21718		HSA ACCOUNT	\$416.67		HSA OCTOBER
			Total	\$416.67	
35960	10/07/24	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$195.96		GROUP LIFE INSURANCE
			Total	\$195.96	
35961	10/07/24	USA BLUE BOOK			
E 601-49400-430		Miscellaneous	\$49.24	INV00490378	BLUE MARKING FLAG
			Total	\$49.24	
35962	10/07/24	UTILITY CONSULTANTS			
E 602-49450-217		Lab Fees	\$464.50	121544	CHEMICALS
			Total	\$464.50	
35963	10/08/24	VERIZON WIRELESS			
E 101-45200-321		Telephone	\$80.48	9974281293	CELL PHONES - PARKS
E 101-43100-321		Telephone	\$187.80	9974281293	CELL PHONES - STREETS
E 601-49400-321		Telephone	\$67.07	9974281293	CELL PHONES - WATER
E 602-49450-321		Telephone	\$67.07	9974281293	CELL PHONES - SEWER
E 101-41300-321		Telephone	\$41.38	9974281293	CELL PHONES -
E 101-42200-321		Telephone	\$175.05	9974655253	CELL PHONES - FIRE DEPT & IPADS
			Total	\$618.85	
35964	10/08/24	WM MUELLER & SONS INC			
E 491-43100-500		Capital Outlay	\$795,480.20	OC1.131686	RAILROAD STREET INFRASTRUCTURE IMPROVEMENT PROJECT - PAYMENT# 3
E 101-43100-425		Street Maint seal coat	\$121,745.00	20240241	1" MILL AND OVERLAY
E 101-43100-224		Street Maint Materials	\$560.80	305165	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$557.60	305231	3/8" VIRGIN FINE
E 101-43100-221		Repair/Maintenance Equip	\$554.40	305316	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$563.20	305398	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$240.80	305751	3/8" VIRGIN FINE
E 492-43100-500		Capital Outlay	\$15,297.62	OC1.128833	MERGER STREET PROJECT - PAYMENT# 8-FINAL
			Total	\$934,999.62	
35965	10/08/24	WSB			
E 101-41320-305		Other Professional Fees	\$5,474.50	R-023775-00	2024 PLANNING SERVICES - AUGUST
G 818-29500		Expenditures	\$715.00	R-023775-00	2024 PLANNING SERVICES - AUGUST
G 804-29500		Expenditures	\$112.50	R-023775-00	2024 PLANNING SERVICES - AUGUST
			Total	\$6,302.00	

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
35966	10/11/24	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$3,210.22	896905705	ELECTRICAL UTILITIES - WATER
E 101-41940-381		Electric Utilities	\$368.84	897060733	ELECTRICAL UTILITIES - BLDGS
		Total	\$3,579.06		
35967	10/08/24	XTREME ELECTRICAL			
E 275-45200-525		Parks-Buildings & Structur	\$24,795.00	23-2778	OLD TOWN & PAVILION SERVICE
		Total	\$24,795.00		
35968	10/11/24	ZUMBERGE, STEVE & KATHRYN			
E 601-49400-432		Refund	\$59.26		UB CREDIT REFUND
E 602-49450-432		Refund	\$59.26		UB CREDIT REFUND
		Total	\$118.52		
		10100 CHECKING	\$1,168,730.11		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$176,267.27
230 FOREST HILL CEMETERY	\$650.00
251 HARBOR / HAVEN	\$3,098.00
275 CAPITAL	\$27,145.00
489 YA Downtown Streetscape	\$1,746.50
490 4th Avenue Street Improvement	\$16,195.50
491 RAILROAD ST IMPROVEMENTS	\$841,042.20
492 Merger Street Project	\$15,297.62
493 Industrial Park Land (2nd Add)	\$70,601.40
601 WATER FUND	\$7,417.27
602 SEWER FUND	\$8,205.35
804 Escrow - Sackett Waconia 2021	\$349.00
818 Escrow-Nordic Waste	\$715.00
	\$1,168,730.11



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: October 15, 2024
RE: Public Utilities-PST3 Job Posting

Administration requests approval to post for the open Public Utilities-PST 3 job posting.

- The position will be posted for three weeks or until the desired candidate is selected and the position is filled
- The Personnel Committee recommendation will come before the council for approval

Consent Agenda Item

Motion to approve the posting of the Public Utilities-PST 3 position.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: October 15, 2024
RE: City Planner Position Posting

The Administration requests approval to post for the full-time City Planner position.

- The position will be posted for four weeks, or until the desired candidate is selected and the position is filled.
- The Personnel Committee recommendation will come before the council for approval.

Consent Agenda Item:

Motion to approve the posting of the full-time City Planner position.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Mark Streich, PS Director
DATE: October 15, 2024
RE: Approval to Post for Seasonal On-Call Snow Removal Drivers

Public Services is requesting approval to post for seasonal on-call snow removal drivers.

- Staff will put an ad in the monthly newsletter over the next couple of months and advertise on Facebook and the LMC job board.
- Additional on-call drivers are needed to cover staff vacations and sick leave.
- 2024 Wage Grid: Grade 3

Recommended Motion:

Motion to approve the posting of Seasonal on-call Snow Removal Drivers.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Mitchell Thiesfeld, City Clerk/Finance Director
DATE: October 15, 2024
SUBJECT: Public Hearing for Delinquent Utilities and Other Unpaid Invoices

A public hearing has been scheduled for the purpose of considering the list of properties that have delinquent utilities and other unpaid invoices with the City. Notices were mailed to all effected property owners and invited to the public hearing to be given an opportunity to address the City Council with any objections to the amount unpaid.

Since the letters went out, the City has received total payments in the amount of \$15,188.79 with 51 properties taken off the list. Property owners will have until November 15th, 2024, to satisfy the delinquent amounts. Provided the checks clear the bank, they will be taken off the list to be certified.

Enclosed is Resolution 2024-49, approving the list of properties with delinquent utilities or other unpaid invoices and authorizing them to be certified to Carver County for collection with property taxes in payable 2025.

Recommended Motion:

Motion to approve Resolution 2024-49, a Resolution Certifying unpaid Fees for the City of Norwood Young America to be Certified to Carver County for collection with Payable 2025 Property Taxes

RESOLUTION 2024-49

A RESOLUTION CERTIFYING UNPAID FEES FOR THE CITY OF NORWOOD YOUNG AMERICA TO BE CERTIFIED TO CARVER COUNTY FOR COLLECTION WITH PAYABLE 2025 PROPERTY TAXES

BE IT RESOLVED by the City Council of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, in accordance with Chapter 9, Section 930.07 of the City Code, the City may certify unpaid and delinquent water and sewer charges to Carver County for collection with property taxes; and

WHEREAS, certain property owners are delinquent in payment of their water and sewer and other fees charged by the City of Norwood Young America; and

WHEREAS, all delinquent accounts have been notified by mail that delinquent charges must be paid by November 15, 2024, or said charges will be certified to Carver County to be collected with their property taxes in payable 2025; and

WHEREAS, pursuant to proper notice duly given as required, the City Council held a public hearing on October 15, 2024, to hear all objections to the proposed assessment for delinquent sewer and water and other fee charges.

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

1. Any delinquent charges and fees, as identified on the attached list, that are not paid by November 15, 2024, are to be certified as assessments to Carver County to be collected with payable 2025 property taxes. All checks must clear the bank in order to be taken off the list.
2. The delinquent charges and fees certified to Carver County for collection in payable 2023 shall bear an interest rate of eight percent (8%) per annum commencing from the date of the adoption of this Resolution.
3. Property owners to be assessed unpaid charges may pay at any time prior to 1:30 p.m., November 15, 2024, the delinquent charges to the City Clerk/Treasurer without interest. After November 15, 2024, the unpaid assessment may be paid to the City Clerk/Finance Director, with interest accrued, up until November 22th of the year in which payment is made. The check must clear the bank to be taken off the list.

Adopted by the City Council this 15th day of October 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Thiesfeld, Clerk-Finance Director

2024 Delinquent Utilities and Fees

PID	Certified Amounts	PID	Certified Amounts	PID	Certified Amounts
Unpaid Fees (Invoices)					
58.7350010	\$ 147.06	58.0501010	\$ 270.00	58.0510580	\$ 42,147.75
58.0501080	\$ 143.48	58.6880110	\$ 260.00		
58.7100220	\$ 159.49	58.0501510	\$ 140.00		
Utilities					
58.7100220	\$54.65	58.7260020	\$319.68	58.6500360	\$1,058.98
58.7100040	\$57.00	58.6530240	\$321.28	58.0510650	\$1,080.94
58.0750150	\$70.69	58.3850130	\$363.46	58.1500220	\$1,124.35
58.6500290	\$74.01	58.1860190	\$386.12	58.7660330	\$1,194.99
58.0140450	\$79.64	58.7250210	\$399.89	58.0144150	\$1,204.70
58.0142800	\$88.60	58.6530380	\$448.63	58.5250160	\$1,211.70
58.0140550	\$88.81	58.0501030	\$455.41	58.7650060	\$1,217.52
58.6880271	\$93.43	58.0501380	\$467.91	58.7120030	\$1,218.39
58.0501050	\$98.43	58.0113350	\$494.74	58.0510260	\$1,325.97
58.0142750	\$108.56	58.0500430	\$500.06	58.0140900	\$1,392.17
58.0500770	\$109.44	58.1870160	\$538.65	58.0510960	\$1,409.19
58.0510900	\$112.83	58.0120250	\$544.07	58.0501230	\$1,443.33
58.0750120	\$121.10	58.0141900	\$588.47	58.0510220	\$1,576.51
58.7450110	\$122.72	58.6500500	\$597.64	58.0144400	\$1,601.15
58.7200290	\$123.34	58.0142950	\$625.13	58.0510630	\$1,636.72
58.7200150	\$123.58	58.0501030	\$636.24	58.3850400	\$1,765.23
58.1500030	\$133.95	58.7350030	\$658.23	58.1870130	\$1,774.80
58.1850060	\$135.13	58.1920020	\$717.59	58.6520490	\$1,818.38
58.0500010	\$145.66	58.6880110	\$759.03	58.6520870	\$1,900.61
58.6530150	\$146.13	58.6530050	\$777.25	58.7100010	\$1,912.97
58.7650250	\$159.47	58.0500731	\$811.45	58.0510020	\$2,097.06
58.7450030	\$161.14	58.0500450	\$821.60	58.0510890	\$2,227.76
58.0501090	\$162.42	58.0510580	\$875.96	58.7270010	\$2,288.53
58.7280290	\$176.32	58.6050230	\$880.48	58.0510910	\$2,332.21
58.7100220	\$181.39	58.7150050	\$885.79	58.1870210	\$2,415.73
58.0510460	\$190.13	58.0501610	\$888.53	58.0501100	\$2,463.57
58.7660060	\$190.61	58.2800110	\$919.58	58.0501470	\$2,558.18
58.7120430	\$227.47	58.7350010	\$957.58	58.7100030	\$2,633.15
58.0501240	\$243.61	58.0500130	\$991.19	58.0501840	\$3,186.92
58.1500020	\$261.05	58.0501580	\$1,008.77	58.0145250	\$4,005.97
58.7660070	\$271.20	58.0500280	\$1,024.27	58.7660030	\$4,477.70
58.0142300	\$294.04	58.0501260	\$1,057.20	58.3850170	\$5,409.97
58.6530060	\$313.91	58.0150600	\$1,057.48		
Total Unpaid Invoices		\$ 43,267.78			
Total Delinquent Utilities		\$ 92,665.17			
		<u>\$135,932.95</u>			



TO: Mayor Lagergren and NYA City Council Members

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: October 8, 2024
City Council Regular Meeting October 15, 2024

REQUEST: Public Hearing – Resolution 2024-50 Easement Vacations

Background

The City has received a joint petition from Sackett Waconia Corporation and the City of Norwood Young America to vacate certain drainage and utility easements at the properties addressed as 680 Tacoma Boulevard, 740 Tacoma Boulevard and 211 Tacoma Avenue (highlighted in yellow below, not to scale). Sackett Waconia Corporation is in the process of purchasing properties from the city. Following the sale of the properties, the three lots will be combined into one.



The standard 5-foot interior drainage and utility easements petitioned to be vacated run on both sides of the interior shared property lines between the three lots. Upon combination, the shared property lines will dissolve, and the easements will no longer serve a purpose. The easements located along the front, rear, and external side property lines are not impacted by this request; those easements will remain intact.

Staff recommends approval of this vacation request.

Review

Per Minnesota State Statute 412.851, the City Council must conduct a public hearing regarding the proposed easement vacation after published and posted notice for the vacation. The notice was both published and posted.

Action

The City Council shall hold the public hearing, hear any public comments, close the public hearing and adopt Resolution 2024-50 authorizing the vacation of said easements.

Recommended Motion Language

Motion to adopt Resolution 2024-50, Vacating Certain Existing Drainage and Utility Easements at 680 Tacoma Blvd, 740 Tacoma Blvd, and 211 Tacoma Ave.

Attachments

- Resolution 2024-50
- Vacation Exhibit

RESOLUTION NO. 2024-50

A RESOLUTION VACATING CERTAIN EXISTING DRAINAGE AND UTILITY EASEMENTS AT 680 TACOMA BLVD., 740 TACOMA BLVD., AND 211 TACOMA AVE.

BE IT RESOLVED by the City Council of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, the City of Norwood Young America has received a joint petition from the PVS Sackett Waconia Inc. and the City of Norwood Young America to vacate certain drainage and utility easements at 680 Tacoma Blvd., 740 Tacoma Blvd. and 211 Tacoma Ave. which are legally described as;

*LOTS 1-3, BLOCK 1, TACOMA WEST INDUSTRIAL PARK,
CARVER COUNTY, MINNESOTA*

and;

WHEREAS the certain existing drainage and utility easements petitioned to be vacated on the properties are depicted on Exhibit "A" and legally described as;

All of the 10 foot wide drainage and utility easement along the common lot line between Lots 1 and Lot 2, Block 1, TACOMA WEST INDUSTRIAL PARK, Carver County, Minnesota. The southerly limit of said vacated easement shall be a line 10 feet northeasterly of, and parallel with the northeast line of Tacoma Boulevard, as shown on the plat of TACOMA WEST INDUSTRIAL PARK. The northerly limit of said vacated easement shall be the south line of that certain east-west drainage and utility easement, running across the northerly portions of said Lots 1 and 2, according to the recorded plat thereof.

AND

All of the 10 foot wide drainage and utility easement along the common lot line between lots 2 and 3, Block 1, TACOMA WEST INDUSTRIAL PARK, Carver County, Minnesota. The easterly limit of said vacated easement shall be a line 5 feet westerly of, and parallel with the east line of said lot 2; said east line being the plat boundary. The northerly limit of said vacated easement shall be the south line of that certain east-west drainage and utility easement, running across the northerly portions of said Lots 2 and 3, according to the recorded plat thereof.

WHEREAS, pursuant to Minnesota Statute § 412.851, the City Council of Norwood Young America has conducted a public hearing to consider the vacation of such drainage and utility easements on the 15th day of October, 2024, preceded by published and posted notice to consider

the vacation of such drainage and utility easements by the petitioners and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, it appears that it is in the public interest to vacate certain drainage and utility easements as depicted in Exhibit "A".

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

That such petition for vacation is hereby granted and the drainage and utility easement described as follows is hereby vacated:

All of the 10 foot wide drainage and utility easement along the common lot line between Lots 1 and Lot 2, Block 1, TACOMA WEST INDUSTRIAL PARK, Carver County, Minnesota. The southerly limit of said vacated easement shall be a line 10 feet northeasterly of, and parallel with the northeast line of Tacoma Boulevard, as shown on the plat of TACOMA WEST INDUSTRIAL PARK. The northerly limit of said vacated easement shall be the south line of that certain east-west drainage and utility easement, running across the northerly portions of said Lots 1 and 2, according to the recorded plat thereof.

AND

All of the 10 foot wide drainage and utility easement along the common lot line between lots 2 and 3, Block 1, TACOMA WEST INDUSTRIAL PARK, Carver County, Minnesota. The easterly limit of said vacated easement shall be a line 5 feet westerly of, and parallel with the east line of said lot 2; said east line being the plat boundary. The northerly limit of said vacated easement shall be the south line of that certain east-west drainage and utility easement, running across the northerly portions of said Lots 2 and 3, according to the recorded plat thereof.

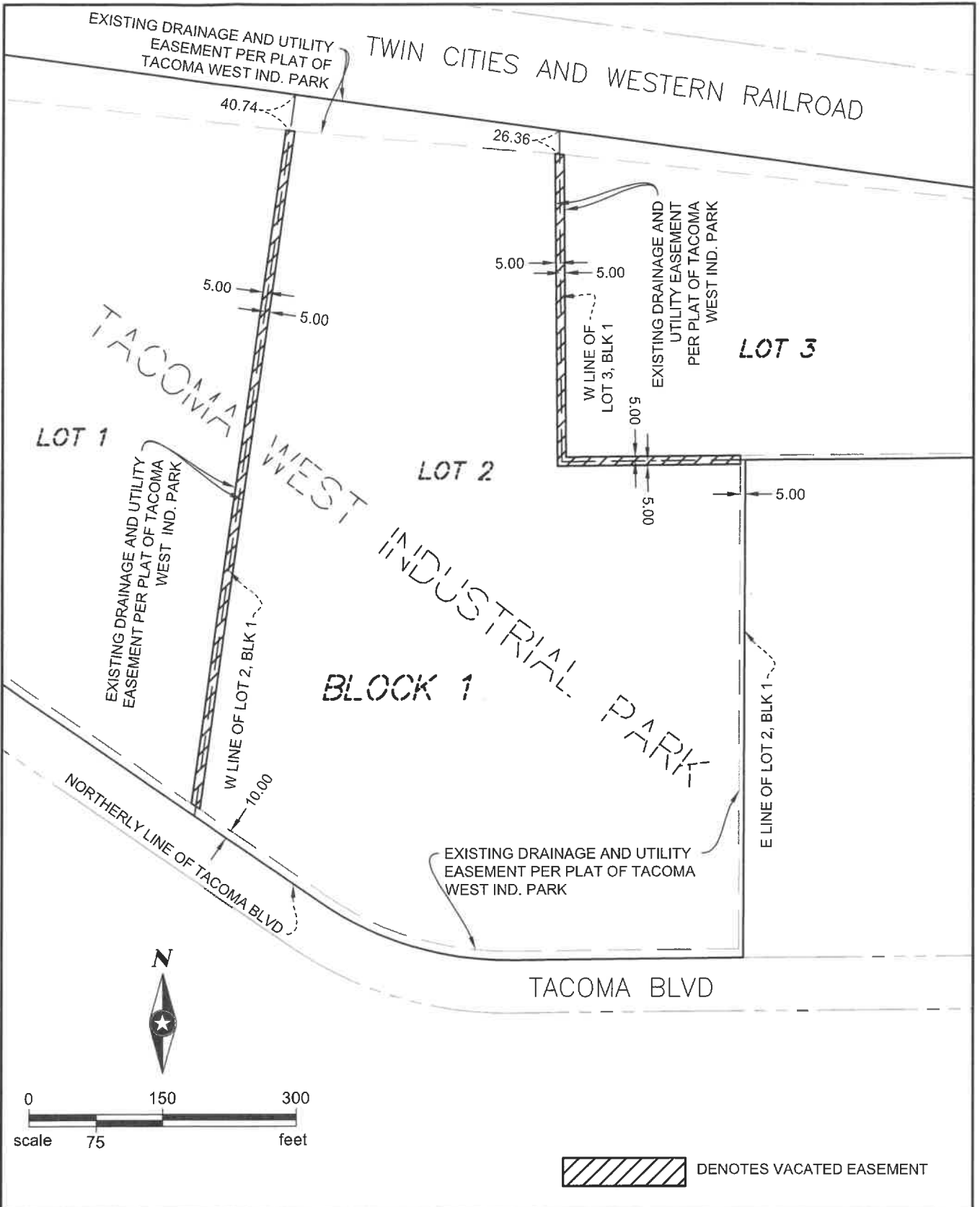
BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution and file notice of the vacation as required by law.

Passed by the City Council of Norwood Young America, Minnesota this 15th day of October, 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Thiesfeld, City Clerk



11/11/2024 1:34 PM 11/11/2024 1:34 PM 11/11/2024 1:34 PM 11/11/2024 1:34 PM 11/11/2024 1:34 PM 11/11/2024 1:34 PM 11/11/2024 1:34 PM 11/11/2024 1:34 PM 11/11/2024 1:34 PM 11/11/2024 1:34 PM

EASEMENT VACATION EXHIBIT FOR: SACKETT WACONIA

LOTS 1,2 & 3 BLOCK 1,
 TACOMA WEST IND. PARK,
 NORWOOD YOUNG AMERICA,
 MINNESOTA
 SEH Project RICEB 180410
 Drawn By SJP
 Surveyed By MSS
 Checked By MJH

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS
 PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I
 AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER
 THE LAWS OF THE STATE OF MINNESOTA.
Mark J. Haselius
 MARK J. HASELIUS, PLS
 DATE 9/11/2024 LICENSE NO. 47034





TO: Mayor Lagergren and NYA City Council

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: October 8, 2024
City Council Regular Meeting October 15, 2024

REQUEST: Resolution 2024-51: Site Plan Approval – Sackett Waconia Expansion Project Phase 1

GENERAL INFORMATION

Owner: PVS Sackett Waconia, Inc. & City of NYA

Applicant: Dan Rondeau, President Sackett Waconia

Location: 680 Tacoma Blvd., 740 Tacoma Blvd., 211 Tacoma Ave.

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

Surrounding Land Use / Zoning: North: Veteran's Park / zoned: I-1 Light Industrial District
East: Agricultural / zoned: TA Transition/Agriculture & Young America Township
South: Industrial / zoned: I-1 Light Industrial District
West: Industrial / zoned: I-1 Light Industrial District

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

Deadline for Agency Action: Application Date: 09-13-24
60 Days: 11-12-24
Extension Letter Mailed: N/A
120 Days: 01-11-25

OVERVIEW OF THE REQUEST

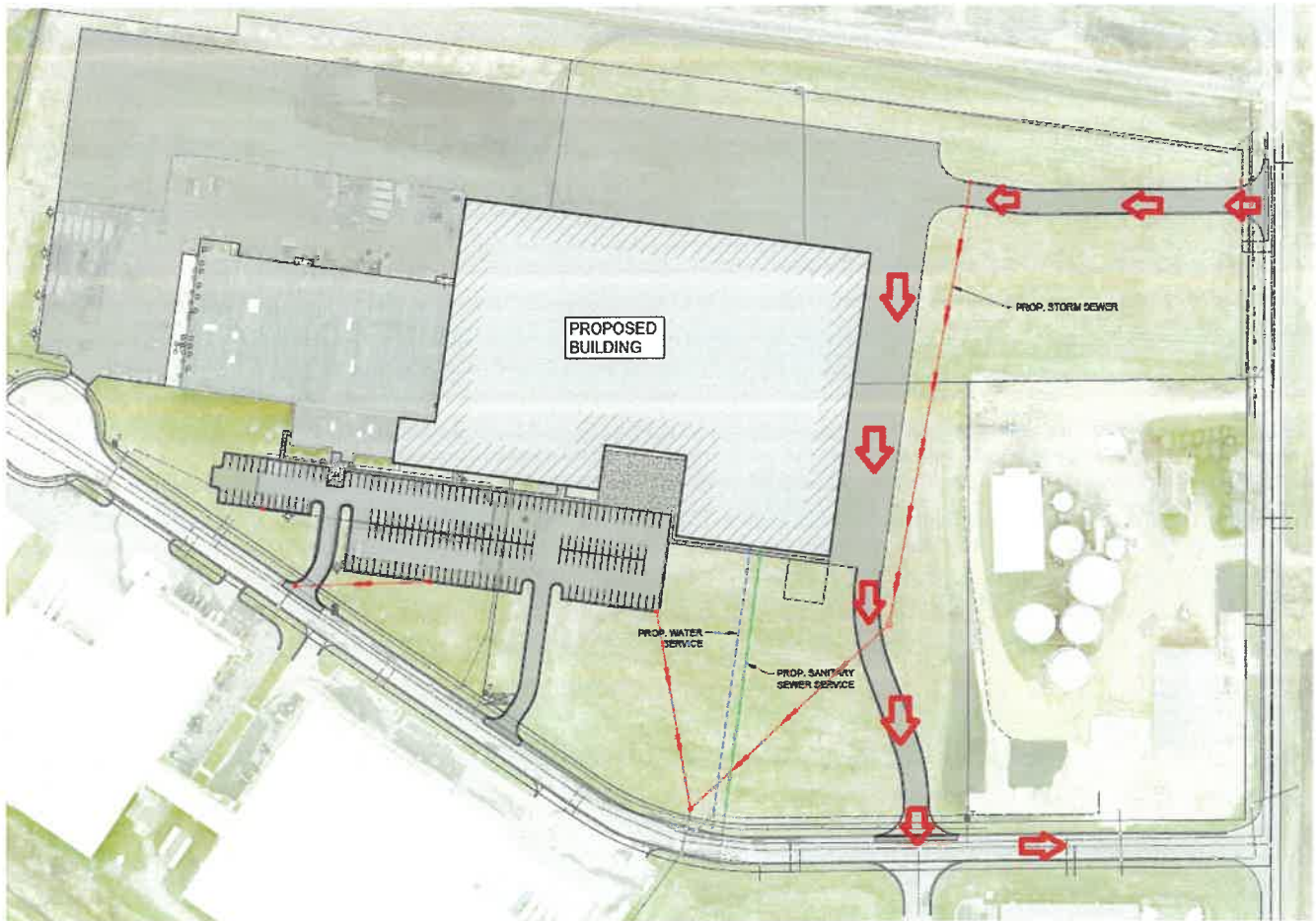
Sackett Waconia is preparing for an expansion project. They are currently in the process of purchasing 740 Tacoma Blvd. and 211 Tacoma Ave. from the City of Norwood Young America. Following purchase, the three lots will be combined into one parcel. The expansion project will include a 35,000 square foot building addition comprised of office and research and development space. There will also be expanded outdoor storage and additional employee parking constructed. The Site Plan Review request before you includes only Phase 1 of the project, which includes access reconfiguration and grading in preparation for Phase 2, the main expansion project. The Applicant intends to submit a Conditional Use Permit request for expanded outdoor storage and an additional Site Plan Review request for construction of the additional employee parking in the near future (Phase 1.1 in the attached project narrative).

SITE PLAN REVIEW*SITE DESIGN AND OVERALL LAYOUT*

The current Sackett Waconia layout includes the principal structure located at the center of the 680 Tacoma Blvd. parcel. There is employee parking in front, and an outdoor storage area in the back. Passenger vehicles enter the property from the first entrance off of Tacoma Blvd. *(Indicated by the yellow rectangle)* Trucks continue past the first entrance and enter the property from the second entrance on the Tacoma Blvd. cul-de-sac. *(Indicated by the red rectangle)*.



This Site Plan Review has been requested to approve a reconfiguration of truck access to the campus. The reconfiguration would allow trucks to enter from a new access off of Tacoma Ave., and exit from a second newly created access on to Tacoma Blvd. This change would eliminate on-street truck parking and staging on shipping days, keeping operations entirely contained on the Sackett Waconia Campus. The existing access from the cul-de-sac will remain and be utilized by some truck traffic. Truck traffic to the campus includes 8-10 receiving trucks per day, and approximately 100 outbound trucks per month (10-20 outbound trucks per shipping day).



RELEVANT ZONING ORDINANCE PROVISIONS

1250.07 Access.

- A. Parking and loading space shall have adequate access from a public right-of-way.
- B. Access drives shall be so located as to minimize traffic and congestion and abnormal traffic hazards. No driveway shall be closer than fifty (50) feet to any right-of-way line of a street intersection.
- C. Access drives shall be located a minimum of five (5) feet from a side property line.
- D. The maximum width for a driveway serving a single-family home shall be twenty-four (24) feet at the property line, and thirty-six (36 feet) within the lot.
- E. Single family properties shall have no more than one (1) driveway per street frontage.
- F. Access drive widths shall not exceed forty (40) feet for multiple family, commercial, or industrial uses. The established width for multiple family, commercial, or industrial uses may be exceeded if the City Engineer finds traffic circulation purposes warrant increased width.
- G. Residential, commercial, and industrial driveways shall be hard-surfaced with materials such as concrete, asphalt, or brick/paver, except that driveways accessed from non-hard-surfaced alleys may be non-hardsurfaced.
- H. Residential parking pads shall be setback a minimum of five (5) feet from side property lines.

The submitted plans demonstrate compliance with all relevant access-related zoning ordinance requirements. Staff has no concerns with the proposed access reconfiguration.

ENGINEERING CONSIDERATIONS

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

RECOMMENDED ACTION

At their October 1, 2024 regular meeting, the Planning Commission voted unanimously to recommend approval of the Site Plan, related to the access configuration and site grading, subject to the following conditions:

1. It has been indicated that the entrance from Tacoma Avenue will be an entrance only. The proposed entrance roadway should be modified to provide one-way access only. Signage, width and channelized entry should be considered for this entry.
2. Plans for the access from Tacoma Avenue must be submitted to the railroad authority for their review and/or comment.
3. Grading is proposed north of the property line on Railroad property. A permit from the railroad will be required for that work.
4. Stormwater and drainage calculations shall be submitted as part of the final design process.
5. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any permits/approvals must be submitted prior to work commencing.
6. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit must be submitted prior to any work commencing.
7. Municipal water demand will need to be submitted for evaluation.
8. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.
9. Any exterior lighting shall be submitted to the City for review and approval prior to installation.
10. Any signage shall be submitted to the City for review and approval prior to installation.

Recommended Motion Language

Motion to adopt Resolution 2024-51, Granting Site Plan Approval for an Access Reconfiguration and Site Grading at 680 Tacoma Blvd, 740 Tacoma Blvd, and 211 Tacoma Ave.

Attachments:

- Resolution 2024-51
- City Engineer's Memo
- Application and Plans

RESOLUTION NO. 2024-51

A RESOLUTION GRANTING SITE PLAN APPROVAL FOR AN ACCESS RECONFIGURATION AND SITE GRADING AT 680 TACOMA BLVD., 740 TACOMA BLVD., AND 211 TACOMA AVE.

WHEREAS, the City of Norwood Young America has received application from Dan Rondeau, of PVS Sackett Waconia Inc., for site plan review of a proposed access reconfiguration and site grading at 680 Tacoma Blvd., 740 Tacoma Blvd., and 211 Tacoma Ave., which are legally described as;

LOTS 1-3, BLOCK 1, TACOMA WEST INDUSTRIAL PARK
CARVER COUNTY, MINNESOTA

and;

WHEREAS, the site plan approval has been requested to allow new accesses from Tacoma Ave. and Tacoma Blvd. to be constructed, and site grading in preparation for an expansion project;

WHEREAS, the subject properties are located in I-1 Light Industrial District, where industrial business is a permitted use;

WHEREAS, the proposed accesses and site grading comply with applicable zoning ordinance requirements;

WHEREAS, the Planning Commission reviewed and considered the request based on the related documents shown in the Application at their regular meeting on October 1, 2024; and

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

WHEREAS, the City Council can approve a site plan if it finds that the standards for approval of a site plan as described in Chapter 12, Section 1210.08 of the Norwood Young America City Code have been met;

BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota approves the Applicant's site plan for an access reconfiguration and site grading.

The requested site plan is consistent with all of the standards for approving a site plan as described in Chapter 12, Section 1210.08. More specifically, the City Council finds that the request is justified for the following reasons:

1. The site plan complies with all relevant requirements of the Zoning Ordinance.

2. The access reconfiguration will allow for more effective traffic flow in the area.

BE IT FURTHER RESOLVED, that the Applicant must meet the following conditions for site plan approval:

1. It has been indicated that the entrance from Tacoma Avenue will be an entrance only. The proposed entrance roadway should be modified to provide one-way access only. Signage, width and channelized entry should be considered for this entry.
2. Plans for the access from Tacoma Avenue must be submitted to the railroad authority for their review and/or comment.
3. Grading is proposed north of the property line on Railroad property. A permit from the railroad will be required for that work.
4. Stormwater and drainage calculations shall be submitted as part of the final design process.
5. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any permits/approvals must be submitted prior to work commencing.
6. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit must be submitted prior to any work commencing.
7. Municipal water demand will need to be submitted for evaluation.
8. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.
9. Any exterior lighting shall be submitted to the City for review and approval prior to installation.
10. Any signage shall be submitted to the City for review and approval prior to installation.

Passed by the City Council of Norwood Young America, Minnesota this 15th day of October, 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Theisfeld, City Clerk



Planning and Zoning Application

City of Norwood Young America
 310 Elm St. W, PO Box 59
 Norwood Young America, MN 55368
 Phone: (952) 467-1800 Fax: (952) 467-1818

Applicant's Name <i>PVS Sackett-Waconia Inc.</i>	Telephone <i>952-442-4450</i>			
Address (Street, City, State, ZIP) <i>680 Tacoma Blvd NYA MN 55368</i>				
Property Owner's Name (If different from above)	Telephone			
Location of Project <i>680 Tacoma Blvd NYA, MN 55368</i>				
Legal Description <i>Tacoma West Ind. Park, Lot 001 Block 001 Subdivision Pd 58150</i>				
Description of Request (Attach separate sheet, if necessary) <i>Site plan review of the access reconfiguration</i>				
<p style="text-align: center;">Proposed Action(s): Check all that apply</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$300.00 (Residential) <input type="checkbox"/> CUP/IUP \$300.00 (Non-Residential) <input type="checkbox"/> Variance \$300.00 (Residential) <input type="checkbox"/> Variance \$300.00 (Non-Residential) <input type="checkbox"/> Lot Split \$200.00 <input type="checkbox"/> Public Hearing Notice \$75.00 </td> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow <input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow </td> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$400.00 <input type="checkbox"/> Street/Alley Vacation \$300.00 <input type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Boundary Line Adjustment \$100.00 <input type="checkbox"/> Other _____ </td> </tr> </table>		<input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$300.00 (Residential) <input type="checkbox"/> CUP/IUP \$300.00 (Non-Residential) <input type="checkbox"/> Variance \$300.00 (Residential) <input type="checkbox"/> Variance \$300.00 (Non-Residential) <input type="checkbox"/> Lot Split \$200.00 <input type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow <input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$400.00 <input type="checkbox"/> Street/Alley Vacation \$300.00 <input type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Boundary Line Adjustment \$100.00 <input type="checkbox"/> Other _____
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<p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$15,000 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p> <p style="text-align: center;">ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p style="text-align: center;">*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p>				
The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.				
Applicant's Signature: 	Date <i>9/13/24</i>			
Fee Owner's Signature: 	Date <i>9/13/24</i>			
For Office Use Only				
Accepted By: 	Amount <i>\$15,000</i>			
	Date <i>9/13/24</i>			

CR-20283



**BOLTON
& MENK**

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2638 Shadow Lane
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Chaska, MN 55318-1172

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September 18, 2024

City of Norwood Young America
Attn: Karen Hallquist
310 Elm Street West
Norwood Young America, MN 55368

RE: Preliminary Site Plan Review
Sackett Waconia Building Expansion
Engineering Review #1

Dear Mrs. Hallquist:

As requested, I have completed an engineering review of the documents submitted for the above-referenced project. Following are my comments for consideration:

1. It has been indicated that the entrance from Tacoma Avenue will be an entrance only. The proposed entrance roadway should be modified to provide one-way access only. Signage, width and channelized entry should be considered for this entry. This access location may also need to be evaluated by the railroad authority.
2. Grading is proposed north of the property line on Railroad property. A permit from the railroad will be required for that work.
3. Stormwater and drainage calculations will need to be submitted as part of the final design process.
4. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any permits/approvals should be submitted conditional to Final Site Plan approval.
5. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit should be submitted conditional to Final Site Plan approval.
6. Municipal water demand will need to be submitted for evaluation.
7. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.

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

Sincerely,

Bolton & Menk, Inc.

Joshua Eckstein, P.E.
Principal Engineer



September 19, 2024

Hannah Rybak
Planner
City of Norwood

RE: Project Narrative for Sackett Waconia Expansion

Hannah:

I am writing to provide an overview of Sackett Waconia's proposed expansion project in Norwood Young America as part of our planning and zoning application. Since establishing our presence in the community in April 2014, Sackett Waconia has grown significantly, currently employing nearly 50 individuals. To accommodate our expansion needs, we intend to purchase the adjacent parcels. Our expansion will occur in three phases:

Phase 1: Scheduled for this fall, this phase will focus on mass grading and site preparation for our larger building expansion. This will be important to prepare for the increased truck traffic that would come with the later expansions. Key elements include:

- Expanding exterior storage to accommodate additional orders and materials
- Adding parking lots for employee use
- Rerouting truck traffic through the property to enhance safety and efficiency, including a dedicated truck entrance off Tacoma Avenue and an exit onto Tacoma Boulevard. This change will also eliminate on-street parking and staging of trucks on shipping days
 - 8-10 trucks per day receiving
 - 100 trucks per month outbound/shipping (10-20 trucks per day on days with outbound shipments)

Phase 2: This phase will introduce a significant office and research & development (R&D) expansion. We plan to add:

- 15,000 square feet of office space
- 20,000 square feet of R&D space

Phase 3: This final phase involves a major manufacturing expansion of 150,000 square feet. This will allow us to:

- Increase production capacity
- Expand our service offerings on the manufacturing floor
- Create additional jobs, contributing to local economic growth



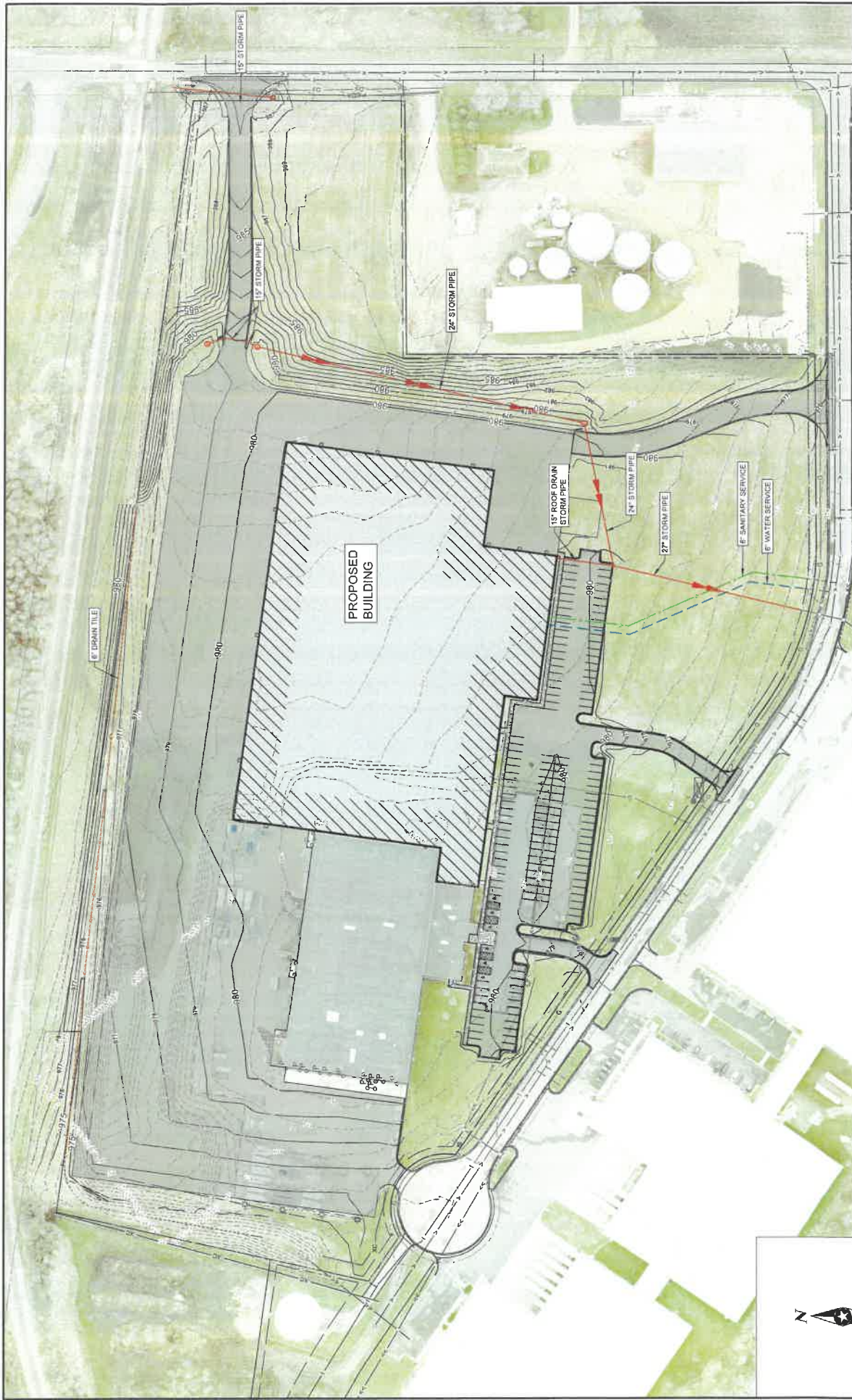
We believe this project will not only support Sackett Waconia's growth but also bring substantial benefits to the NYA community through job creation and enhanced services. We look forward to your support in moving forward with this initiative.

Thank you for considering our application. Please feel free to reach out if you require any further information.

Respectfully submitted,

Michael Donnay
General Manger
Rice Companies

CC:
Dan Rondeau
President
Sackett Waconia



PROJECT NO.
180410

DATE:
9/10/24



PRELIMINARY PROPOSED SITE
PLAN



DATE: October 15, 2024

TO: Honorable Mayor Lagergren and Members of the City Council

FROM: Andrea Aukrust, City Administrator

RE: Resolution 2024-52 A Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment

Enclosed is the Railroad Street Improvement Project Resolution 2024-52, declaring the cost to be assessed and ordering the preparation of the proposed assessment.

Recommendation:

Motion to approve Resolution 2024-52 A Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2024-52**

**Resolution Declaring Cost to be Assessed
and Ordering Preparation of Proposed Assessment**

WHEREAS, a contract has been let for the improvement of Railroad Street from Progress Street to Reform Street and between Morse Street and Faxon Road, and the contract price for such improvement is \$2,209,946.98 and the expenses incurred or to be incurred in the making of such improvement amount to \$473,785.01 so that the total cost of the improvement will be \$2,683,731.99.

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

1. The portion of the total cost of such improvement to be paid by the City is hereby declared to be \$2,416,484.43, and the portion of the cost to be assessed against benefited property owners is declared to be \$267,247.56.
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2026 and shall bear interest at the rate of 4.9 percent per annum from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.
4. Upon the completion of the proposed assessment, the City Clerk shall notify the council.

Adopted by the Council this 15th day of October, 2024.

Approved:

Carol Lagergren, Mayor

Attest:

Mitchell Thiesfeld, City Clerk-Treasurer



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MEMORANDUM

Date: October 9, 2024
To: Andrea Aukrust, City of Norwood Young America
From: Josh Eckstein, Bolton & Menk
Subject: Railroad Street Improvement Project

Honorable Mayor and City Council Members:

The purpose of this memo is to provide you with a brief summary of the final project costs, and a comparison of those costs to the costs presented during the Feasibility Study (FS) phase for the above referenced project. Attached hereto, for your information and reference, is a final cost summary for the project.

The total final project cost is estimated to be \$2,683,731.99 which is \$1,021,959 (27.6%) below the preliminary estimate. The total final assessed amount is \$267,247.56 which is \$850,556.03 (76.1%) below the preliminary estimate. A special benefit analysis was completed as part of the project development and was used to evaluate assessments. Final assessments were assigned by taking the lessor of the assessed amount based on the assessment policy and the special benefit analysis.

Two resolutions are required at the upcoming City Council Meeting in order for the City to remain compliant with the provisions of the assessment process. These resolutions are:

- Declaring the cost to be assessed and ordering the preparation of the final assessment roll.
- Receiving the proposed assessment and calling for a Public Hearing.

Also attached are copies of the final assessment roll that contains the updated costs and the assessment information. I am available to discuss this information with you and answer any questions that you or the City Council may have at your convenience.

**FINAL COST APPORTIONMENT SUMMARY
FOR
RAILROAD STREET INFRASTRUCTURE IMPROVEMENTS
10/08/2024**

	Preliminary Estimated Costs	Final Project Costs	+ / (-) From Estimated Costs	% + / - From Estimated Costs
Total Project Cost	\$3,705,691.00	\$2,683,731.99	(\$1,021,959)	-27.6%
Standard Section Cost	\$1,329,242.00	\$931,331.56	(\$397,910)	-29.9%
Extra Depth Street Cost	\$418,320.00	\$469,049.58	\$50,730	12.1%
Sidewalk Cost	\$155,360.00	N/A		
Storm Sewer Improvements (City Cost)	\$494,018.00	\$566,764.36	\$72,746	14.7%
Sanitary Sewer Improvements	\$470,642.00	\$261,933.47	(\$208,709)	-44.3%
Watermain	\$492,371.00	\$380,201.35	(\$112,170)	-22.8%
Watermain Oversizing Cost	\$345,738.00	\$74,451.67		
Street Assessment Calculations				
Total Standard Section	\$1,329,242.00	\$931,331.56	(\$397,910)	-29.9%
City Contribution (50%)	\$664,621.00	\$465,665.78	(\$198,955)	-29.9%
Assessable Portion	\$664,621.00	\$465,665.78	(\$198,955)	-29.9%
Total Units	44.50	44.50		
Corner Lot Credits	10.00	10.00		
Assessment Basis Units	34.50	34.50		
Assessable Cost Per Unit	\$19,264.38	\$13,497.56	(\$5,766.82)	-29.9%
Total Assessed Amount - Street	\$664,621.00	\$465,665.78	(\$198,955)	-29.9%
Total City Cost	\$664,621.00	\$465,665.78	(\$198,955)	-29.9%
Watermain Assessment Calculations				
Total Watermain Cost	\$492,371.00	\$380,201.35	(\$112,170)	-22.8%
City Contribution	\$246,185.50	\$190,100.67	(\$56,085)	-22.8%
Assessable Portion	\$246,185.50	\$190,100.67	(\$56,085)	-22.8%
Total Units	17.00	17.00		
Cost Per Unit	\$14,481.50	\$11,182.39	(\$3,299)	-22.8%
Non-Assessable Units	1.00	1.00		
Total Non-Assessable Amount	\$14,481.50	\$11,182.39		
Total Assessed Amount - Watermain	\$231,704.00	\$178,918.28	(\$52,786)	-22.8%
Total City Cost	\$260,667.00	\$201,283.07	(\$59,384)	-22.8%
Sanitary Sewer Assessment Calculations				
Total Sewer Cost	\$470,642.00	\$465,665.78	(\$4,976)	-1.1%
City Contribution	\$235,321.00	\$232,832.89	(\$2,488)	-1.1%
Assessable Portion	\$235,321.00	\$232,832.89	(\$2,488)	-1.1%
Total Units	17.00	17.00		
Cost Per Unit	\$13,842.41	\$13,696.05	(\$146)	-1.1%
Non-Assessable Units	1.00	1.00		
Total Non-Assessable Amount	\$13,842.41	\$13,696.05		
Total Assessed Amount - Sanitary Sewer	\$221,478.59	\$219,136.84	(\$2,342)	-1.1%
Total City Cost	\$249,163.41	\$246,528.94	(\$2,634)	-1.1%
Total assessed Amount Based on Policy	\$1,117,803.59	\$863,720.90		
Total Assessed Amount After Appraisal		\$267,247.56	(\$850,556.03)	-76.1%
TOTAL ASSESSED AMOUNT:	\$1,117,804	\$267,248	(\$850,556)	-76.1%
TOTAL CITY COST:	\$2,587,887	\$2,416,484	(\$171,403)	-6.6%
TOTAL PROJECT COST:	\$3,705,691	\$2,683,732	(\$1,021,959)	-27.6%
429 BOND RATE:	5.50%	3.40%	-2.10%	NA



DATE: October 15, 2024
TO: Honorable Mayor Lagergren and Members of the City Council
FROM: Andrea Aukrust, City Administrator
RE: Resolution 2024-53 A Resolution Receiving Proposed Assessment and Calling for a Public Hearing on Proposed Assessment

Enclosed, you will find Resolution 2024-53, A Resolution receiving the proposed assessment and calling for a Public Hearing.

In a resolution passed by the City Council on October 15th, 2024, the City Clerk was directed to prepare a proposed assessment of the cost of making public improvements to the infrastructure of the City of Norwood Young America by the installation of streets, curbs and gutter, storm sewer, watermain and sanitary sewer according to the plans and specifications for such improvements.

A hearing shall be held at 6:00 p.m. on November 12, 2024, in the City Council Chambers of the Norwood Young America City Hall located at 310 Elm Street W, Norwood Young America, Minnesota to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

Recommendation:

Motion to approve Resolution 2024-53 A Resolution Receiving Proposed Assessment and Calling for a Public Hearing on Proposed Assessment.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2024-53**

**A Resolution Receiving Proposed Assessment and
Calling for a Public Hearing on Proposed Assessment**

WHEREAS, by a resolution passed by the City Council on October 15th, 2024, the City Clerk was directed to prepare a proposed assessment of the cost of the making of public improvements to the infrastructure of the City of Norwood Young America by the installation of streets, curb and gutter, storm sewer, watermain and sanitary sewer according to the plans and specifications for such improvements; and

WHEREAS, the location of the said improvements is under and along Railroad Street from Progress Street to Reform Street and between Morse Street and Faxon Road; and

WHEREAS, the clerk has notified the council that such proposed assessment has been completed and filed in his/her office for public inspection,

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

1. A hearing shall be held at 6:00 p.m. on November 12, 2024, in the City Council Chambers of the Norwood Young America City Hall located at 310 Elm Street W, Norwood Young America, Minnesota to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, prepay to the City of Norwood Young America the entire assessment on such property with interest accrued to the date of payment, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment.

4. After certification of the assessment roll to the County Auditor, the owner may at any time prior to November 15th of any year, prepay to the Norwood Young America City Clerk the entire principal balance of the assessment remaining, except that the installment of principal and interest in the process of collection on the current property tax list for the year in which the prepayment is made shall be paid to the Carver County Treasurer as part of the real estate taxes for the property assessed and payable for that year. If prepayment is made after November 15th of any year, interest will be charged to December 31st of the next succeeding year. Partial prepayments are also authorized in accordance with the City's Assessment Policy. No deferment of payments is authorized.

Adopted by the Council this 15th day of October 2024

Approved:

Carol Lagergren, Mayor

Attest:

Mitchell Thiesfeld, City Clerk - Treasurer



TO: Mayor Lagergren & NYA City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: October 15, 2024

SUBJECT: DEED Small Cities Development Program Streetscape Grant

Staff is requesting approval to submit for the MN DEED Small Cities Streetscape Grant for the Main Street Beautification Project. This project is set to be done in conjunction with the Carver County Public Works County Road 34 Mill & Overlay Project that is scheduled for 2026. The pre-application is due on November 27, 2024. NYA was previously selected to submit for the full application; however, the scope of work has increased to include the Carver County project and a water main fix.

The NYA Economic Development Commission unanimously recommended the approval of this application.

Recommended Motion

Motion to approve the submission of an application to the MN DEED Small Cities Development Program Streetscape Grant for the Main Street Beautification Project.

RESOLUTION NO. 2024-54

A RESOLUTION APPROVING THE MINNESOTA DEED SMALL CITIES DEVELOPMENT PROGRAM 2025 STREETScape APPLICATION

BE IT RESOLVED that the City of Norwood Young America, MN, act as the legal sponsor for the project contained in the Application to be submitted on November 27, 2024, and that the City Administrator and Community & Economic Development Director are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Norwood Young America.

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

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

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

NOW, THEREFORE BE IT RESOLVED that the City Administrator and Community & Economic Development Director, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of Norwood Young America on October 15, 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Theisfeld, City Clerk



TO: Mayor Lagergren & NYA City Council Members
FROM: Karen Hallquist, Community & Economic Development Director
DATE: October 15, 2024
RE: Willkommen Memorial Baseball Park Fencing Project

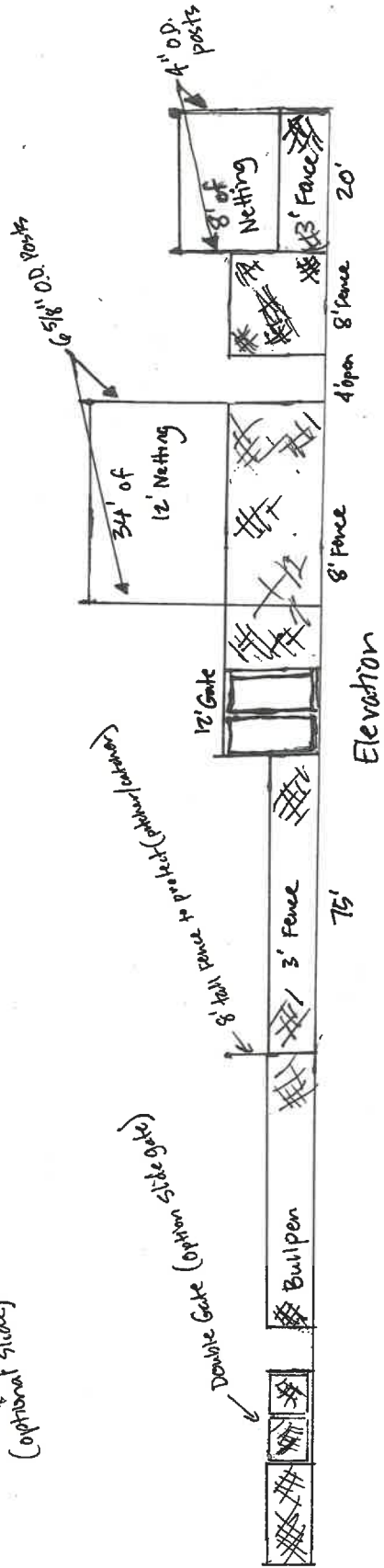
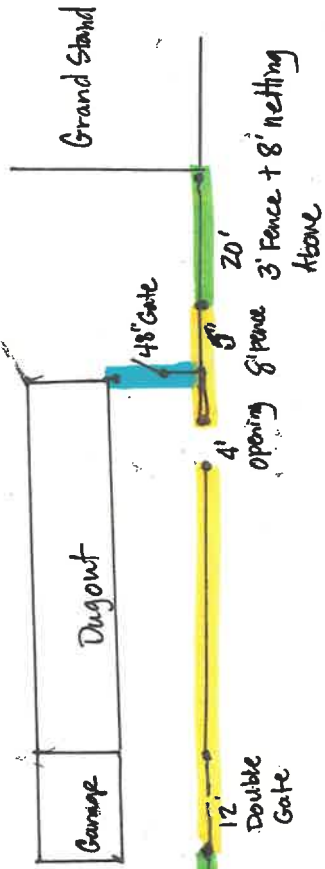
The Young America Cardinals presented their fence project to the Parks & Recreation Commission in September 2023. The project includes adding a home team bullpen and replacing the existing first-baseline fencing with a 3' high fence with 8-12' netting from the right field fence to the grandstand. This new fence design protects spectators alike and the New Old Town building. The project has commenced - now that the majority of the New Old Town Project is completed - with the fencing being removed. The project is 100% funded by the Young America Cardinals at a cost of \$29,000.

Attached is a draft of the project submitted by Brandon Stender of the Young America Cardinals.

Recommended Motion

Motion to approve the fencing project at Willkommen Memorial Park Baseball Field and acknowledge the park improvement donation of \$29,000.

- 8' Tall Fence
- 3' Tall Fence / option 4' tall fence
- 6' Tall Fence





TO: Mayor Lagergren & NYA City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: October 15, 2024

SUBJECT: NYA Façade Improvement Loan Application Approval

Staff received an application for the NYA Façade Improvement Loan Program from owner Alecia Schade of Elevation Acupuncture and Wellness. Schade purchased 514 Morse Street N and renovated the property from a single-family home to a medical/wellness clinic. The zoning for this location is C-2 General Commercial. Schade altered the front entrance of the structure for ADA accessibility and made parking lot improvements to comply with city code. The total cost of the project is \$60,000, with a maximum request amount of \$5,000 for the loan.

The applicant submitted all required documentation and followed all guidelines for the program:

1. *The borrower certifies that he/she is an owner of record of the property where the funds will be used to finance façade improvements; or where not the owner of record of the property, has obtained the owner's written authorization to cause the improvements to be made. The property owner certifies that all property taxes are paid and up to date and will remain so throughout the entire project, until loan funds are disbursed.*
2. *Work performed at the property shall be as stated in the contractor(s) bid(s) obtained by the borrower and as stated in this application.*
3. *Any contractor(s) who performs work at the property must meet City of Norwood Young America licensing, building permit and building code requirements.*
4. *If the borrower is performing any work, the borrower understands that upon completion (1) all work must meet City of Norwood Young America zoning code, building permit and building code requirements, and (2) loan funds can only be used to compensate for materials, not for the purchase or rental of tools and equipment or the labor of the, borrower a relative or someone with financial interest in the business or property receiving the loan funds.*
5. *All improvements must be complete and reimbursement request documents provided to the program administrator within six months of the loan approval date. The borrower is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).*
6. *Loan funds will be disbursed to the borrower by the program administrator based upon the receipt and review of the items below. The borrower must submit the following items to the program administrator upon completion of the work. If more than one contractor is used, the items listed below must be provided for each contractor:*
 - a. *Proof of final inspection by the City of Norwood Young America for work requiring a city permit (send a copy of the permit signed by the building inspector). For work NOT*

requiring a city permit, call the program administrator at 952-467-1810 to notify them work is complete.

b. Final invoice from the contractor(s) showing the total project cost.

Recommended Motion

Motion to recommend approval of the NYA Façade Improvement Loan in the amount of \$5,000 to Alecia Schade, Elevation Acupuncture & Wellness, to be paid back in equal monthly installments of \$277.78 for 18-months starting December 1, 2024.





To: Mayer Lagergren and Council Members
From: Mitchell Thiesfeld, City Clerk-Treasurer
Date: October 15, 2024
Subject: GIS Shared Position Agreement for 2025

Attached is the 2025 agreement with Carver County for the shared GIS Analyst position. This position is in place to help bring uniformity throughout the county with the Geographic Information System (GIS). Different projects are created/worked on based on what we feel our need is. Allison works with Public Service and Administration Staff to update and create information which is used consistently.

The rate has increased by \$8.43 and is now \$72.69/hour. We share in the cost for holidays/sick/vacation/training with our share being based on a percentage of the number of hours we have her compared to the other Cities and the County.

Recommended Motion:

Approve the 2025 Carver County GIS Analyst Shared Position Agreement.

Carver County GIS Analyst Shared Position Agreement

THIS AGREEMENT is entered into by and between the County of Carver, 604 East 4th Street, Chaska, Minnesota 55318, hereinafter referred to as “Carver County” and the City of Norwood Young America, 310 Elm Street West, Norwood Young America, MN 55368, hereinafter referred to as “Participating Agency”.

WHEREAS, Carver County is the employer of the GIS Analyst shared position; and

WHEREAS, Participating Agency will be allocated a percentage of hours per week for the GIS Analyst to work on Participating Agency projects; and

WHEREAS, Carver County and Participating Agency would like to arrange an opportunity to create a stronger GIS relationship, to assure uniformity, accuracy, and standards of GIS data created and used within the county, and to greatly reduce duplication of effort and expense related to GIS projects, including data collection and data maintenance; and

WHEREAS, Carver County and Participating Agency can share GIS data between organizations to help support GIS applications; and

WHEREAS, Carver County and Participating Agency can both benefit from a partnership agreement that serves to share resources and GIS knowledge between organizations in order to provide enhanced GIS services.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. PURPOSE

1.01 Strengthen the delivery county GIS service, which will bring uniformity, heightened, and predictable standards for created GIS data used within Carver County. This will reduce costs, expenses and duplication of efforts in GIS endeavors including data collection and data maintenance. This sharing is authorized Minnesota Statutes, Section 471.59.

2. DEFINITIONS

- 2.01.** Geographic Information System or GIS is a system used to visualize and analyze geographic features and data related to them. This is accomplished using specialized computer software and data. The term GIS has become loosely used to encompass software, data, analysis, and maps related to computerized mapping and geographic analysis.
- 2.02.** GIS Analyst works with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. GIS software has the capacity to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, utilities and transportation networks.
- 2.03.** Participating Agency is any participating entity that has executed a copy of this Agreement.
- 2.04.** Work Week equals 40 Hours
- 2.05.** Work Place will be the Carver County Courthouse, located at 604 East Fourth Street, Chaska, MN.
- 2.06.** Commute Miles are the distance you travel from your home to your usual work place. If you leave from home and travel to a Participating Agency by personal auto, the amount of miles claimed should be the lesser of the distance from your home to the destination or the distance from your usual work place to the destination.

3. FUNDING

- 3.01.** The Participating Agency is responsible for funding 8 hours of work per week of the shared position. The hours funded per week equal 20% of the overall funding of the position per week.
- 3.02.** The cost of the hourly wage will be based upon Carver County's pay scale for a GIS Analyst position at the Grade and Step of the hired employee. The cost will include all benefits offered by Carver County. The cost for this agreement is not to exceed \$72.69 per hour.
- 3.03.** All holidays, sick leave, vacations, and training costs will be divided among Carver County and all Participating Agencies by their percentage of funding of the shared position for a work week stated in 2.01.
- 3.04.** Participating Agency will be invoiced by Carver County on a quarterly basis. March 31st, June 30th, September 30th and December 31st.
- 3.05.** The shared position will attempt to take a County vehicle when applicable and available to travel to and from the work place to a Participating Agency or between Participating Agencies. If a vehicle is not available, the shared position's mileage will be reimbursed when traveling by a personal vehicle to and from the work place to the Participating Agencies or between Participating Agencies, based upon the County approved standard mileage rate. Commute miles are not reimbursed. The mileage reimbursement will be split by all the Participating Agencies and the County equally and included in the quarterly invoice.
- 3.06.** Mileage reimbursement costs while the shared position is on-site doing job related tasks for the Participating Agency is the responsibility of the Participating Agency.
- 3.07.** Printing on the county's plotter is an option for Participating Agencies at a cost of \$2 per square foot.

4. CARVER COUNTY COMMITMENT

- 4.01.** During the term of this agreement Carver County will employ and supervise a GIS Analyst qualified to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf. GIS Analyst will be an employee of Carver County. Unless stated otherwise in this agreement, the County shall be solely responsible for hiring, training, supervising, promoting, discipline, and terminating the GIS Analyst. The County's responsibility will include being responsible for worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, including indemnification for third party personal injury/property damage claims, shall accrue to the County or employees of the County performing services under this Agreement. The GIS Analyst is anticipated to be a member of collective bargaining unit.
- 4.02.** During the term of this agreement Carver County will provide the Participating Agency a summary of hours used, hours remaining, and a detailed summary of hours logged on Participating Agency's projects. The time to maintain these records will be done by the shared position on the Participating Agency's hourly time. These reports will be provided with the quarterly invoice. The report will be kept up-to-date and can be requested by the Participating Agency at anytime.

- 4.03. Carver County GIS Unit under the Information Technology Department within Administrative Services Division will oversee and supervise the shared position. The shared position will apply to all rules and policies of Carver County.
- 4.04. Carver County will provide an email address, phone and computer for the shared position.
- 4.05. Carver County will hire the shared position based upon an agreement from all Participating Agencies.
- 4.06. The Participating Agency Contracts with the County for GIS Services. In this agreement the GIS Analyst will provide the Participating Agency with the following services:
 - 4.06.1.
 - Map production
 - GIS data maintenance and management
 - ArcGIS Online administration
 - GIS solution implementation
 - GIS software support
 - GPS support
 - GIS training

5. PARTICIPATING AGENCY COMMITMENT

5.01. Participating Agency will provide a primary person of contact for the shared position. This person will prioritize the work the shared position will conduct for their agency. This person will also be the recipient of the invoice and hourly summary statistics provided by Carver County.

Participating Agency Contact Information

Name: _____

Title: _____

Phone: _____

Email: _____

- 5.02. Participating Agency will provide a list of potential projects within Attachment A.
- 5.03. Participating Agency will send at least one representative to participate in the hiring process of the shared position.
- 5.04. Participating Agency will provide feedback on the GIS Analyst's yearly performance review process.

6. AGREEMENT TERM

- 6.01. The term of this Agreement shall commence upon January 1, 2025 or upon its execution by Carver County and the Participating Agency, whichever occurs later. This Agreement shall remain effective until December 31, 2025.
- 6.02. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.
- 6.03. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

This Agreement may be cancelled with or without cause by any party upon 120 days written notice. The participating agency shall still be responsible for its financial obligation as described in 3 Funding.

- 6.04.** Nothing in this Agreement shall constitute a waiver by the County of any statute of limitations or exceptions on liability. If the County fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

- 6.05.** Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement. It is understood and agreed that each Party's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.
- 6.06.** All data collected, created, received, maintained, or disseminated, in any form, for any purposes by the activities of the Parties because of this Agreement is governed by the Minnesota Government Data Practices Act (Minn.Stat.Chap.13 and related statutes), as amended, the Minnesota Rules implementing such Act, as amended, as well as Federal Regulations on data privacy.
- 6.07.** Neither Party shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the other Party and subject to such conditions and provisions as it may deem necessary. The subcontracting Party shall be responsible for the performance of all Subcontractors.
- 6.08.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.
- 6.09.** During the performance of this Agreement, the Parties agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable
- 6.10.** The Laws of the State of Minnesota shall apply to this Agreement.
- 6.11.** Default in this Agreement may occur when a Party fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the

Agreement. Unless the Party's default is excused by the non-defaulting Party, the non-defaulting party may, upon written notice to the defaulting party representative listed herein, cancel this Agreement in its entirety as indicated in (6.12) below.

- 6.12.** Each Party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.
- 6.13.** Pursuant to Minn. Stat. §16C.05, subd. 5, the parties agree that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the parties and involve transactions relating to this Agreement. Parties agree to maintain these records for a period of six years from the date of termination of this Agreement.

Neither party shall be held responsible for delays or failure to perform when such delays or failure is due to any of the following uncontrollable circumstances: fire, flood epidemic, strikes, wars, acts of God, unusually severe weather, actions of public authorities, or delays or defaults cause by public carrier(s); providing the defaulting party gives notice as soon as possible to the other party of the inability to perform.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

PARTICIPATING AGENCY

By: _____

Title: _____

Date of Signature: _____

COUNTY OF CARVER

By: _____

Title: _____

Date of Signature: _____