



CITY COUNCIL AGENDA

November 12, 2024

5:00 p.m.

Workshop

6:00 p.m.

City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

WORKSHOP

1. Workshop
 - 1.1 Sanitary Sewer Repair—Mark Streich, PS Director and Josh Eckstein, Bolton & Menk
 - 1.2 Cannabis Discussion—Hannah Rybak, City Planner and Jay Squires, City Attorney
 - 1.3 Land Discussion—Administrator Aukrust and Karen Hallquist, CED Director

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.)

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 October 28, 2024, City Council Workshop
- 5.2 Approve minutes of October 28, 2024, City Council Meeting
- 5.3 Approve Payment of Claims
- 5.4 Personnel Committee Hiring Recommendation—Taia Good

6. PUBLIC HEARING

- 6.1 Railroad Street Special Assessment Hearing—Josh Eckstein, Bolton & Menk, Inc.
 - 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 2024-56 A Resolution Adopting Assessment**

7. OLD BUSINESS

8. NEW BUSINESS

- 8.1 2026 Historic Downtown Young America Beautification Project Feasibility Study, Topo Survey and Geotechnical Evaluation Authorization—Josh Eckstein, Bolton & Menk

- 8.2 **Resolution 2024-57 PVS Sackett Waconia, Inc. Variance, CUP, and Site Plan**—Hannah Rybak, City Planner
- 8.3 WWTP Boiler Quotes—Mark Streich, PS Director
- 8.4 Call for Public Hearing November 25, 2024—Notice of Hearing on Improvement: WWTP—Administrator Aukrust
- 8.5 Call for Public Hearing December 9, 2024—Fee Schedule—Mitchell Thiesfeld, Clerk/Finance Director
- 8.6 Call for Public Hearing December 9, 2024—Truth In Taxation (TNT)—Mitchell Thiesfeld, Clerk/Finance Director
- 8.7 Call for Public Hearing December 9, 2024—TWIP2 Amended Special Assessments—Karen Hallquist, CED 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.

11. ADJOURNMENT

UPCOMING 2024 MEETINGS / EVENTS

November 13 th	Economic Development Commission Meeting	6:00 PM
November 19 th	Park and Recreation Committee Meeting	5:30 PM
November 21 st	Sr. Advisory Meeting	9:00 AM
November 25 th	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
December 3 rd	Planning and Zoning Committee Meeting	6:00 PM
December 9 th	City Council Meeting/TNT Public Hearing	6:00 PM
December 11 th	NYA Food Distribution	12:30 PM – 1:30 PM
December 19 th	Sr. Advisory Meeting	9:00 AM
December 23 rd	No City Council Meeting	
December 24 th &25	City Hall Closed in Observance of the Christmas Holiday	



CITY COUNCIL WORKSHOP MINUTES

October 28, 2024
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

Attendance:

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

ABSENT: Mike McPadden

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

OTHERS: Josh Eckstein, Bolton & Menk; Seth Peterson, Bolton & Menk; Kaija Ornes-Ward, Bolton & Menk

1. CALL WORKSHOP MEETING OF THE CITY COUNCIL TO ORDER

Mayer Lagergren called the meeting to order at 5:01 pm. All members present.

1.1. Facility Plan Discussion – Seth Peterson, Bolton & Menk

- Seth spoke about the current wastewater treatment facility, along with ideas to think about for the future facility plan.

2. ADJOURNMENT

CS/MM motion to adjourn at 5:58 p.m. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



CITY COUNCIL MINUTES

October 28, 2024 – 6 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

Attendance:

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

ABSENT: Mike McPadden

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

OTHERS: Nick Anhut, Ehlers; Kim Lohse, Southern Valley Alliance; Deputy Sheriff Lee

CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayor Lagergren called the meeting to order at 6:04 pm with four council members present.

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

4. APPROVE AGENDA

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

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

5.1. Proclamation by Mayor Lagergren: Domestic Violence Awareness Month – Kim Lohse, Southern Valley Alliance

6. CONSENT AGENDA

6.1. Approve minutes of October 15, 2024, City Council Workshop

6.2. Approve minutes of October 15, 2024, City Council Meeting

6.3. Approve Payment of Claims

6.4. Approve Solicitors Permit – Bayerl Painting LLC

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

7. PUBLIC HEARING

7.1. None

8. OLD BUSINESS

8.1. None

9. NEW BUSINESS

9.1. Presentation and Resolution 2024-55 A Resolution Awarding the Sale of GO Improvement and Utility Bonds, Series 2024B, in the Original Aggregate Principal Amount of \$2,415,000, Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment—Nick Anhut, Ehlers

- The City received an overall “AA” credit rating from Standard & Poor’s, which reaffirmed the City is in good financial position.
- Five bids were received. The low bid came from Baird (Syndicate) at 3.5599%, and the high bid from Bernardi Securities, Inc. at 3.7772%.
- The total bond amount is \$2,415,000 with a final true interest cost of 3.5732%.
 - \$96,593 is the average annual debt service levy.

- The bonds are scheduled to close on November 21, 2024.

CH/CS Motion to adopt Resolution 2024-55 awarding the sale of General Obligation Improvement and Utility Revenue Bonds, Series 2024B, in the original aggregate principal amount of \$2,415,000; fixing their form and specifications; directing their execution and delivery; and providing for their payment. Motion passed 4-0.

9.2.Special Meeting Notice: Election Canvas—Mitchell Thiesfeld, Clerk-Treasurer/Finance Director

- Based on MN Statute 205.185 sub. 3, the City must canvass the election results between the third and tenth day after the election.

CH/CS Motion to approve a special meeting on Wednesday, November 13th, 2024, at 5:00 pm to canvass the election results. Motion passed 4-0.

9.3.Approve the Sale of the City Bus – Mitchell Thiesfeld, Clerk-Treasurer/Finance Director

- The City Bus was advertised from October 10th until October 24th inside City Hall, on the City's website, and emailed to SmartLink representative, Alan Hermann.
 - The minimum bid was set at \$25,000.
 - The only bid came from St. John's Lutheran Church in the amount of \$33,000.
 - The TransitLink Circulator route started on October 1, 2024 & will continue to run every Friday.
 - St. John's Lutheran Church will be able to take possession of the bus on Friday, November 1, 2024.

CS/BA Motion to approve the bid of \$33,000 from St. John's Lutheran Church for the Purchase of the City Bus. Motion passed 4-0.

9.4.Approve Snow Hauling Quotes – Mark Streich, PS Director

- One bid was received from Curfman Trucking and Repair Inc.
 - \$95 per hour per truck – 3-hour minimum per callout

CH/BA Motion to approve hiring Curfman Trucking and Repair Inc. for snow hauling during the 2024-2025 snow season for \$95 per hour per truck with a 3-hour minimum per callout. Motion passed 4-0.

9.5.Shouldering of Railroad Street – Mark Streich, PS Director

- As Railroad St. will be used as a detour for the Highway 212 road construction, this would help widen the road for the extra truck traffic.
- The quote received from WM. Muller & Sons is for \$11,510 and includes material, grading, compacting, and watering as needed.
- The City would pre-pay for this work, and it would be completed in spring/summer 2025.

CS/BA Motion to approve the quote from WM. Muller & Sons for shouldering Railroad St. in 2025 for \$11,510.00. Motion passed 4-0.

9.6.Public Services Update—Mark Streich, PS Director

- Mark gave an update on previous projects that have been approved and where they stand currently.
 - Sanitary Sewer repairs have been completed.
 - Trilane Lift Station Upgrade will be completed before the end of the year.
 - Inflow and Infiltration is done for the year. Received good data from the testing that was completed.
 - The new plow truck will be built in November and will be delivered to the City early next year.
 - The water tower inspection was completed.
 - Ditch cleaning is expected to happen in the next month.
 - Street work & trails are done for the year.
 - The recycling center will be opening back up on November 6th.

Informational only, no motion.

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

10.1. None

11. ADDITIONAL INFORMATION

11.1. None

12. ADJOURNMENT

CS/BA Motion to adjourn at 6:44 pm. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



more than a place, it's home.

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

To Be Approved: November 12, 2024

Payroll EFT

Check #	509197 - 509211	Pay Period 23	\$	38,799.28
Check #				
Check #				

Prepays

Check #	36006	Carver County Recorder	\$	46.00
Check #				

Electronic Payments

Check #
Check #
Check #
Check #

Claims Pending Payment

Check #	36007 - 36057		\$	706,317.94
Check #				
Check #				

Voided Checks

Check # 509196 ,

Grand Total (excluding voided checks) \$ 745,163.22

NORWOOD YOUNG AMERICA

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
36007	11/08/24	101 DEVELOPMENT RESOURCES INC			
E 101-42400-312		Building Inspection Fee	\$15,350.00	652	RENTAL INSPECTIONS THROUGH 9/28/24
		Total	\$15,350.00		
36008	11/05/24	BOLTON & MENK, INC			
E 492-43100-303		Engineering Fees	\$525.00	0348927	2023 PAVEMENT REHABILITATION - PROJECT# 0C1.128833.000
E 491-43100-303		Engineering Fees	\$46,039.80	0348928	2024 STREET IMPROVEMENT - PROJECT# 0C1.131686.000
E 490-43100-303		Engineering Fees	\$10,473.00	0348929	2025 STREET IMPROVEMENT - PROJECT# 0C1.134163.000
E 489-43100-303		Engineering Fees	\$406.50	0348931	DOWNTOWN STREETScape MAIN ST - PROJECT# 24X.134702.000
E 602-49450-500		Capital Outlay	\$2,343.00	0348934	I&I REDUCTION PROJECT - PROJECT# 24X.135577.000
E 493-46500-303		Engineering Fees	\$60,216.50	0348936	INDUSTRIAL PARK EXPANSION - PROJECT# 0C1.124521.000
G 818-29500		Expenditures	\$626.00	0348937	NORDIC WASTE - PROJECT# 24X.134703.000
G 804-29500		Expenditures	\$934.50	0348938	SACKETT WACONIA EXPANSION - PROJECT# 24X.136035.000
E 602-49450-303		Engineering Fees	\$2,488.50	0348940	WWTF UPGRADE - PROJECT# 0C1.130910.000
E 101-41500-303		Engineering Fees	\$566.50	0348941	MISC ENGINEERING - PROJECT# C12.035710.000
		Total	\$124,619.30		
36009	11/05/24	BRAD PETERSON CONSULTING			
E 101-41320-310		Other Professional Serv	\$385.00	2201	SET UP NEW ACCOUNTS FOR KIM AND JOEL & SET UP JOEL'S LAPTOP
		Total	\$385.00		
36010	11/08/24	BREMER BANK			
G 101-21718		HSA ACCOUNT	\$248.34		HSA NOVEMBER
		Total	\$248.34		
36011	11/05/24	CARQUEST AUTO PARTS			
E 101-43100-221		Repair/Maintenance Equip	\$9.50	5927-301882	RV ANTIFREEZE
E 101-42200-210		Operating Supplies	\$80.95	5927-301901	QC DIATOM OIL ABSORB
E 101-42200-210		Operating Supplies	\$1.50	5927-302006	MINI BULB
E 101-42200-210		Operating Supplies	\$38.19	5927-302125	CAR WASH CONCENTRATE
E 602-49450-221		Repair/Maintenance Equip	\$29.25	5927-302348	BATTERY CAR ALARM, HITCH CLIP, & HS EDT + WINTER DEF
E 101-45200-223		Repair/Maintenance Bldg/	\$37.76	5927-302414	DEXRON ATF
E 101-45200-223		Repair/Maintenance Bldg/	\$85.50	5927-302453	RV ANTIFREEZE
		Total	\$282.65		
36012	11/07/24	CARVER CO WATER MGMT ORGANIZAT			
E 603-49500-223		Repair/Maintenance Bldg/	\$250.00		PERMIT# WP20230011 - SCHOOL DITCH PROJECT
		Total	\$250.00		
36013	11/06/24	CARVER COUNTY			
E 101-43100-310		Other Professional Serv	\$1,403.96	INTINV-588	2024 3RD QUARTER GIS SHARED POSITION & MILEAGE

NORWOOD YOUNG AMERICA

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-310		Other Professional Servic	\$842.37	INTINV-588	2024 3RD QUARTER GIS SHARED POSITION & MILEAGE
E 601-49400-310		Other Professional Servic	\$1,684.75	INTINV-588	2024 3RD QUARTER GIS SHARED POSITION & MILEAGE
E 602-49450-310		Other Professional Servic	\$1,684.75	INTINV-588	2024 3RD QUARTER GIS SHARED POSITION & MILEAGE
		Total	\$5,615.83		
36014	11/05/24	CARVER COUNTY CDA			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,113.00	11	CAM ESTIMATE FOR NOVEMBER 2024
		Total	\$1,113.00		
36015	11/05/24	CARVERLINK-CARVER CO BROADBAND			
E 101-41940-321		Telephone	\$25.00	3740	INTERNET - RENTAL BUILDINGS
E 601-49400-321		Telephone	\$120.00	3740	INTERNET - WATER
E 602-49450-321		Telephone	\$190.00	3740	INTERNET - SEWER
E 101-42200-321		Telephone	\$80.00	3740	INTERNET - FIRE
E 101-43100-321		Telephone	\$28.00	3740	INTERNET - PW - HSR
E 101-45200-321		Telephone	\$12.00	3740	INTERNET - PW - PARKS
E 101-41940-321		Telephone	\$40.00	3740	INTERNET - HISTORY / FOOD
E 101-41300-321		Telephone	\$6.00	3740	INTERNET - EXECUTIVE
E 101-41320-321		Telephone	\$6.00	3740	INTERNET - COMM DEV
E 101-41400-321		Telephone	\$6.00	3740	INTERNET - CLERK
E 101-46500-321		Telephone	\$2.00	3740	INTERNET - EC DEV
E 101-42100-321		Telephone	\$10.00	3740	INTERNET - POLICE
E 101-45500-321		Telephone	\$10.00	3740	INTERNET - LIBRARY
		Total	\$535.00		
36016	11/05/24	CENTER POINT			
E 101-41940-383		Gas Utilities	\$53.74		GAS UTILITIES - BLDGS
E 101-42200-383		Gas Utilities	\$16.07		GAS UTILITIES - FD
E 101-43100-383		Gas Utilities	\$132.86		GAS UTILITIES - PW-STR
E 101-45200-383		Gas Utilities	\$109.63		GAS UTILITIES - PW-PARKS
E 601-49400-383		Gas Utilities	\$65.65		GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$610.57		GAS UTILITIES - WWTP
E 101-49860-383		Gas Utilities	\$18.54		GAS UTILITIES - POOL
		Total	\$1,007.06		
36017	11/06/24	CENTRAL FIRE PROTECTION, INC			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,627.63	1958	ANNUAL FIRE EXTINGUISHERS CERTIFICATION
		Total	\$1,627.63		
36018	11/07/24	CENTRAL HYDRAULICS			
E 101-43100-221		Repair/Maintenance Equip	\$631.57	00631952	MISC SHOP SUPPLIES
		Total	\$631.57		
36019	11/08/24	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$566.67		HSA NOVEMBER
		Total	\$566.67		
36020	11/08/24	CITIZENS STATE BANK OF NORWOOD			

NORWOOD YOUNG AMERICA

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21718		HSA ACCOUNT	\$312.51		HSA NOVEMBER
		Total	\$312.51		
36021	11/05/24	DIVERSIFIED PLUMBING & HEATING			
E 602-49450-223		Repair/Maintenance Bldg/	\$1,732.50	40876	RPZ TEST - 1 VALVE & LABOR
E 601-49400-223		Repair/Maintenance Bldg/	\$770.50	40876	RPZ TEST - 1 VALVE & LABOR
E 101-45200-223		Repair/Maintenance Bldg/	\$1,039.50	40876	RPZ TEST - 1 VALVE & LABOR
		Total	\$3,542.50		
36022	11/05/24	ECM PUBLISHERS INC			
E 101-41400-350		Print/Publishing/Postage	\$87.50	1021310	GENERAL MUNICIPAL ELECTION
E 491-43100-350		Print/Publishing/Postage	\$122.50	1021311	NOV 12 PH RAILROAD ST INFRASTR
E 101-41400-350		Print/Publishing/Postage	\$48.12	1021312	NOV 6 PH OUTDOOR STORAGE CUP
		Total	\$258.12		
36023	11/05/24	EMERGENCY APPARATUS MAINTENANC			
E 101-42200-221		Repair/Maintenance Equip	\$589.00	134115	ENGINE 11 SERVICE
		Total	\$589.00		
36024	11/08/24	FURTHER			
G 101-21718		HSA ACCOUNT	\$345.84		HSA NOVEMBER
		Total	\$345.84		
36025	11/05/24	GOPHER STATE ONE-CALL, INC.			
E 601-49400-223		Repair/Maintenance Bldg/	\$34.42	4100650	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$34.43	4100650	LOCATES
		Total	\$68.85		
36026	11/05/24	HACKBARTH, JESSE			
E 101-42200-210		Operating Supplies	\$522.00		SOFTENER SALT FOR STATION 1 - CENTRAL BOYS BASKETBALL FUNDRAISER
E 101-42200-331		Travel/Meeting Expense	\$709.48		CHIEFS CONFERENCE & MILEAGE
		Total	\$1,231.48		
36027	11/05/24	HAFEMANN, SUSAN			
E 101-49800-330		Transportation Expense	\$73.00		REFUND FOR UNUSED BUS PASSES
		Total	\$73.00		
36028	11/06/24	HOME SOLUTIONS			
E 101-43100-221		Repair/Maintenance Equip	\$26.07	A251257	BLACK & WHITE PAINT MARKERS & PLIERS
E 101-45200-212		Motor Fuels	\$14.36	A251339	ENGINE OIL
E 101-45200-223		Repair/Maintenance Bldg/	\$18.89	A251557	DL BULB
E 101-45200-223		Repair/Maintenance Bldg/	\$14.39	A251822	MOP HEAD
E 101-43100-221		Repair/Maintenance Equip	\$46.78	A252018	BLADES
E 101-43100-221		Repair/Maintenance Equip	\$8.52	A252081	EAR PLUGS & MIXING CONTAINER
E 101-43100-224		Street Maint Materials	\$18.43	A252181	CONCRETE MIX & PRO MAS BRUSH
E 602-49450-500		Capital Outlay	\$27.00	A252499	YELLOW TIST ROPE
E 101-43100-223		Repair/Maintenance Bldg/	\$13.12	A252736	FLAT GRAY PRIMER
E 101-43100-223		Repair/Maintenance Bldg/	\$25.18	A252997	DAWN SOAP & BULBS
E 101-45200-221		Repair/Maintenance Equip	\$14.84	A253007	MISC HARDWARE & TIDE PODS
E 101-43100-221		Repair/Maintenance Equip	\$15.29	A253084	FLAT BAR

NORWOOD YOUNG AMERICA

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-223		Repair/Maintenance Bldg/	\$6.74	A253095	GLS BLK ENAMEL
E 101-45200-210		Operating Supplies	\$12.59	A253169	SWIFFER DUSTER REFILLS
E 101-45200-212		Motor Fuels	\$15.72	A253214	FUEL OIL & ENGINE OIL
E 101-45200-223		Repair/Maintenance Bldg/	\$19.79	B248977	HE DETERGENT
E 101-45200-223		Repair/Maintenance Bldg/	\$98.10	B249123	BISSELL CLEANVIEW VACUUM
		Total	\$395.81		
36029	11/06/24	HUSKY SPRING			
E 601-49400-221		Repair/Maintenance Equip	\$514.44	SA-2535892	PO#: RANDY 13 F550 13 LEAFS CRANE SIDE, 10 LEAF NO CRANE
E 602-49450-221		Repair/Maintenance Equip	\$514.45	SA-2535892	PO#: RANDY 13 F550 13 LEAFS CRANE SIDE, 10 LEAF NO CRANE
		Total	\$1,028.89		
36030	11/06/24	KENNEDY & GRAVEN CHTD			
G 804-29500		Expenditures	\$1,901.25	184022	SACKET-WACONIA LAND SALE
E 251-46331-304		Legal Fees	\$253.00	184313	GENERAL
		Total	\$2,154.25		
36031	11/06/24	KONICA MINOLTA			
E 101-41400-437		Maintenance Contract	\$420.00	45840730	COPIER
		Total	\$420.00		
36032	11/06/24	KWIK TRIP INC.			
E 101-45200-212		Motor Fuels	\$15.41	0900-1491	DEFBULK
E 101-43100-212		Motor Fuels	(\$30.49)	10FT01	FEDERAL EXCISE UNLEADED 10E
E 101-45200-212		Motor Fuels	\$78.01	269768	OXY87
E 101-43100-212		Motor Fuels	\$117.03	290385	OXY87
E 101-42200-212		Motor Fuels	\$10.14	310739	NL PREM
E 101-43100-212		Motor Fuels	(\$152.32)	35884	CREDIT DPT ARC CASH RECEIPTS CREDIT
E 101-43100-212		Motor Fuels	\$94.24	381252	OXY87
E 101-45200-212		Motor Fuels	\$20.57	384429	D2 BIO
E 101-43100-212		Motor Fuels	\$62.35	390373	OXY87
E 101-43100-212		Motor Fuels	\$91.02	404763	OXY87
E 101-43100-212		Motor Fuels	\$89.18	407819	OXY87
E 101-43100-212		Motor Fuels	(\$1.45)	DFET01	FEDERAL EXCISE TAX DIESEL
E 101-43100-212		Motor Fuels	\$5.91	FINCHG	FINANCE CHARGE
E 101-43100-212		Motor Fuels	(\$0.44)	UFET01	FEDERAL EXCISE TAX UNLEADED
		Total	\$399.16		
36033	11/06/24	MAYER LUMBER CO.			
E 101-43100-223		Repair/Maintenance Bldg/	\$74.64	251197	SPRUCE 2 X 6 = 10
		Total	\$74.64		
36034	11/06/24	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$1,145.53	90235	#2 PREM DSL DYED W/ST TAX GOV
E 101-42200-212		Motor Fuels	\$117.39	90235	#2 PREM DSL DYED W/ST TAX GOV
E 101-42200-212		Motor Fuels	\$254.68	90641	WINTER DIESEL DYED W/ST
E 101-43100-212		Motor Fuels	\$306.10	90641	WINTER DIESEL DYED W/ST
E 101-45200-212		Motor Fuels	\$306.10	90641	WINTER DIESEL DYED W/ST
E 101-43100-212		Motor Fuels	(\$12.90)	90641	BULK FUEL DISCOUNT

NORWOOD YOUNG AMERICA

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-212		Motor Fuels	(\$12.90)	90641	BULK FUEL DISCOUNT
E 101-43100-212		Motor Fuels	\$1.00	936	FUEL TANK ANNUAL RENT
		Total	\$2,105.00		
36035	11/06/24	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-153413	FRIENDSHIP PARK - EVENT LIBERTY TAN BIG TANK
		Total	\$158.10		
36036	11/06/24	MINNESOTA VALLEY PUMPING SERV			
E 602-49450-500		Capital Outlay	\$11,411.00		407,563 GALLONS/22.5 ACRES
		Total	\$11,411.00		
36037	11/08/24	MN SECRETARY OF STATE			
E 101-41400-430		Miscellaneous	\$120.00		NOTARY - EGGERS
		Total	\$120.00		
36038	11/06/24	MN VALLEY ELECTRIC COOPERATIVE			
E 101-43100-380		Street Lighting	\$107.09		STREET LIGHTS
E 602-49450-381		Electric Utilities	\$43.31		LIFT STATION
E 601-49400-381		Electric Utilities	\$52.01		640 TACOMA BLVD WTR TWR 779652000
		Total	\$202.41		
36039	11/06/24	MVTL			
E 601-49400-217		Lab Fees	\$335.00	1277860	TCLP METALS & EXTRACTION
E 602-49450-217		Lab Fees	\$45.70	1278780	PHOSPHORUS
E 602-49450-217		Lab Fees	\$45.70	1279928	PHOSPHORUS
		Total	\$426.40		
36040	11/06/24	OEM SERVICE CO, LLC			
E 101-43100-210		Operating Supplies	\$48.64	041916	NOZZLE
		Total	\$48.64		
36041	11/08/24	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$328.34		HSA NOVEMBER
		Total	\$328.34		
36042	11/06/24	PROSHRED MINNESOTA			
E 101-41400-384		Refuse/Garbage Disposal	\$50.00	1582623	SERVICE 36" EXECUTIVE CONSOLE
		Total	\$50.00		
36043	11/06/24	RIVERS EDGE CONCRETE LLC			
E 101-43100-224		Street Maint Materials	\$932.75	7631852	214 NORTHEAST 1ST STREET
		Total	\$932.75		
36044	11/06/24	SCHNEIDER EXCAVATING & GRADING			
E 601-49400-500		Capital Outlay	\$11,308.00	SE3255	HYDRANT REPLACEMENT
		Total	\$11,308.00		
36045	11/08/24	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$345.84		HSA NOVEMBER

NORWOOD YOUNG AMERICA

11/08/24 11:43 AM

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21718		HSA ACCOUNT	\$691.67		HSA NOVEMBER
		Total	\$1,037.51		
36046	11/08/24	Security Bank & Trust-Cologne			
G 101-21718		HSA ACCOUNT	\$516.67		HSA NOVEMBER
		Total	\$516.67		
36047	11/06/24	SMITH OIL CO			
E 101-43100-212		Motor Fuels	\$83.71	165279	FUEL - 2002
E 601-49400-212		Motor Fuels	\$39.50	165314	FUEL - 1805
E 602-49450-212		Motor Fuels	\$39.50	165314	FUEL - 1805
E 101-42200-212		Motor Fuels	\$45.00	165358	FUEL - COMMAND
E 101-42200-212		Motor Fuels	\$58.82	165360	FUEL - Rescue 11
E 601-49400-212		Motor Fuels	\$53.70	165452	FUEL - W1
E 602-49450-212		Motor Fuels	\$53.70	165452	FUEL - W1
E 601-49400-212		Motor Fuels	\$35.00	165489	FUEL - 1805
E 602-49450-212		Motor Fuels	\$35.00	165489	FUEL - 1805
E 101-42200-212		Motor Fuels	\$48.62	165505	FUEL - TANKER 21
E 101-42200-212		Motor Fuels	\$42.20	165512	FUEL - COMMAND 12
E 101-42200-212		Motor Fuels	\$55.50	165541	FUEL - RESCUE 11
E 602-49450-212		Motor Fuels	\$37.00	165549	FUEL - 1805
E 101-49800-212		Motor Fuels	\$106.17	165551	FUEL - BUS
E 101-42200-212		Motor Fuels	\$50.20	165602	FUEL - Command
		Total	\$783.62		
36048	11/08/24	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$691.67		HSA NOVEMBER
		Total	\$691.67		
36049	11/06/24	TOENGES, JEAN			
E 601-49400-432		Refund	\$61.38		UTILITY BILLING CREDIT REFUND
E 602-49450-432		Refund	\$61.38		UTILITY BILLING CREDIT REFUND
		Total	\$122.76		
36050	11/08/24	UMB Bank			
G 101-21718		HSA ACCOUNT	\$416.67		HSA NOVEMBER
		Total	\$416.67		
36051	11/06/24	UTILITY CONSULTANTS			
E 602-49450-217		Lab Fees	\$2,531.13	121877	CHEMICALS
		Total	\$2,531.13		
36052	11/06/24	VERIZON WIRELESS			
E 101-45200-321		Telephone	\$80.50	9976714832	CELL PHONES - PARKS
E 101-43100-321		Telephone	\$187.83	9976714832	CELL PHONES - STREETS
E 601-49400-321		Telephone	\$67.09	9976714832	CELL PHONES - WATER
E 602-49450-321		Telephone	\$67.09	9976714832	CELL PHONES - SEWER
E 101-41300-321		Telephone	\$41.39	9976714832	CELL PHONES -
		Total	\$443.90		
36053	11/07/24	WASTE MANAGEMENT			

NORWOOD YOUNG AMERICA

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-223		Repair/Maintenance Bldg/ Total	\$200.00 \$200.00	0023579-170	WWTP - TICKET# 626001
36054	11/08/24	WEX BANK			
E 101-43100-212		Motor Fuels	(\$3.84)		Circle K Rebate - S42
E 101-43100-212		Motor Fuels	(\$4.41)		Circle K Rebate - S42
E 101-43100-212		Motor Fuels	(\$4.17)		Circle K Rebate - S42
E 101-45200-212		Motor Fuels	\$82.39	470309	FUEL
E 101-43100-212		Motor Fuels	\$91.44	471641	FUEL
E 101-45200-212		Motor Fuels	\$17.20	473609	FUEL
E 601-49400-212		Motor Fuels	\$35.51	482398	FUEL
E 602-49450-212		Motor Fuels	\$35.51	482398	FUEL
E 601-49400-212		Motor Fuels	\$50.35	495793	FUEL
E 602-49450-212		Motor Fuels	\$50.35	495793	FUEL
E 101-43100-212		Motor Fuels	\$70.24	495794	FUEL
E 101-43100-212		Motor Fuels	\$66.14	495794	FUEL
E 101-45200-212		Motor Fuels	\$39.04	505596	FUEL
E 101-43100-212		Motor Fuels	\$94.97	527292	FUEL
E 101-45200-212		Motor Fuels	\$90.24	533015	FUEL
E 101-45200-212		Motor Fuels	\$86.02	539990	FUEL
		Total	\$796.98		
36055	11/06/24	WM MUELLER & SONS INC			
E 101-43100-425		Street Maint seal coat	\$11,510.00		SHOULDER RAILROAD STREET FAXON TO TACOMA
E 491-43100-500		Capital Outlay	\$490,171.92	0C1.131686	RAILROAD STREET INFRASTRUCTURE IMPROVEMENT PROJECT - PAYMENT# 4
E 101-43100-224		Street Maint Materials	\$166.40	306752	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$318.40	306884	3/8" VIRGIN FINE
		Total	\$502,166.72		
36056	11/06/24	WSB			
E 101-41940-310		Other Professional Servic	\$2,504.50	R-023775-00	2024 PLANNING SERVICES - SEPTEMBER
G 804-29500		Expenditures	\$1,060.50	R-023775-00	2024 PLANNING SERVICES - SEPTEMBER
		Total	\$3,565.00		
36057	11/06/24	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$2,828.57	901075335	ELECTRICAL UTILITIES - WATER
		Total	\$2,828.57		
		10100 CHECKING	\$706,317.94		

NORWOOD YOUNG AMERICA

***Check Detail Register©**
10100 Unposted

Check # Check Date Vendor Name Amount Invoice Comment

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$51,170.78
251 HARBOR / HAVEN	\$253.00
489 YA Downtown Streetscape	\$406.50
490 4th Avenue Street Improvement	\$10,473.00
491 RAILROAD ST IMPROVEMENTS	\$536,334.22
492 Merger Street Project	\$525.00
493 Industrial Park Land (2nd Add)	\$60,216.50
601 WATER FUND	\$18,055.87
602 SEWER FUND	\$24,110.82
603 STORM WATER UTILITY	\$250.00
804 Escrow - Sackett Waconia 2021	\$3,896.25
818 Escrow-Nordic Waste	\$626.00
	<hr/>
	\$706,317.94



TO: Honorable Mayor Lagergren and City Council

FROM: Andrea Aukrust, City Administrator

DATE: November 12, 2024

SUBJECT: Personnel Committee Recommendation: Hiring of Taia Good for the Community Development Assistant position

The Personnel Committee recommends the hiring of Taia Good for the Community Development Assistant position.

- Previous administrative experience.
- Previous social media & marketing experience.
- Degree in Mass Communications & Marketing.

The Personnel Committee recommends a Grade 4 Step 1 on the 2024 wage schedule.

Recommended Motion:

Consent Agenda item

Motion to approve the hiring of Taia Good for the position of Community Development Assistant at a Grade 4, Step 1 on the 2024 wage schedule.

Norwood Young America



To: Mayor Lagergren and City Council Members
From: Andrea Aukrust, City Administrator
Date: November 12, 2024
Re: Railroad Street Improvements Assessment Hearing and Resolution 2024-56

Attached is information regarding the assessments for the Railroad Street Improvements Assessment Hearing, along with the presentation Bolton and Menk will present for the Public Hearing.

In the following MN Statute, Bolton and Menk sent out proper notification to each property owner impacted in the project area and advertised for the public hearing following all the statutory requirements of the 429 processes. Per city policy, a benefit analysis was conducted by a third party. Property owners were informed of the amount of their special assessment and when the public hearing would be held.

After closing the public hearing, you will need to vote on the enclosed resolution.

Recommended Motion:

Approve Resolution 2024-56: A Resolution adopting the assessment roll for the City of Norwood Young America to be Certified to Carver County for the 2024 Railroad Street Improvement Project area along Railroad Street from Progress Street to Reform Street and from Morse Street to Faxon Road.

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2024-56**

Resolution Adopting Assessment

WHEREAS, pursuant to proper notice duly given as required by law, the Norwood Young America City Council has met and heard and passed upon all objections to the proposed assessment for the Railroad Street Improvement Project. The nature of the improvement includes public improvements to the infrastructure of the City of Norwood Young America by the installation of streets, storm sewer, watermain and sanitary sewer according to the plans and specifications for such improvements. The location of these improvements are along Railroad Street from Progress Street to Reform Street and from Morse Street to Faxon Road.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years and shall bear interest at the rate of 4.9 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Norwood Young America, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the Carver County Auditor-Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year.
4. The Norwood Young America City Clerk-Treasurer shall forthwith transmit a certified duplicate of this assessment to the Carver County Auditor-Treasurer to be extended on the property tax lists of Carver County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Norwood Young America City Council on this 12th day of November 2024.

Approved:

Carol Lagergren, Mayor

Attest:

Mitchell Thiesfeld, City Clerk-Treasurer



City of Norwood Young America Railroad Street Improvements Assessment Hearing



November 12, 2024



1

Presentation Format

- Project Timeline
- Completed Improvements
- Financing & Funding
- Assessments
- Final Project Cost Summary
- Next Steps
- Questions / Comments / Discussion

2

Project Timeline

- To Date the Following Items Have Been Completed:
 - ✓ City Council Authorized the Preliminary Project Items
 - ✓ Completed Soil Borings
 - ✓ Completed Feasibility Study
 - ✓ Approved Feasibility Study & Called for a Public Hearing
 - ✓ Conducted Public Hearing
 - ✓ Authorized Final Design & Ordered Improvements
 - ✓ Completed Topographic Survey Work
 - ✓ Completed Property Appraisals
 - ✓ Received Plans and Specs / Authorized Advertising for Bids
 - ✓ Opened Bids and Awarded Contract
 - ✓ Constructed Improvements
- Items Remaining in Process:
 - Hold Final Assessment Hearing (Tonight)
 - Final Construction & Project Close-Out (Spring 2025)

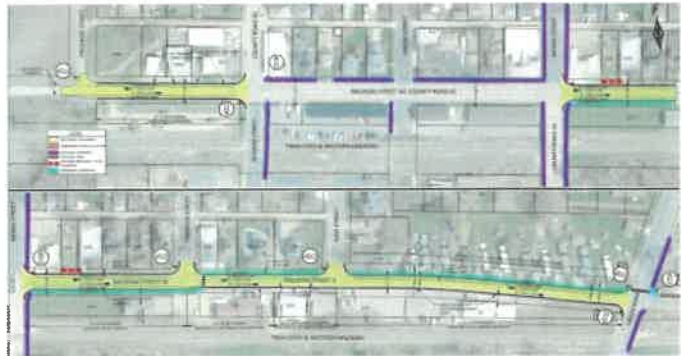
Bolton-Menk.com 

3

Completed Improvements - Street

Street Improvements – Truck Route

- Street Width = 38 Feet Progress To Reform
- Street Width = 38 Feet Morse To Franklin
- Street Width = 32 Feet Franklin To Faxon
- Concrete curb and gutter
- Existing On And Off-Street Parking Maintained
- No Sidewalk

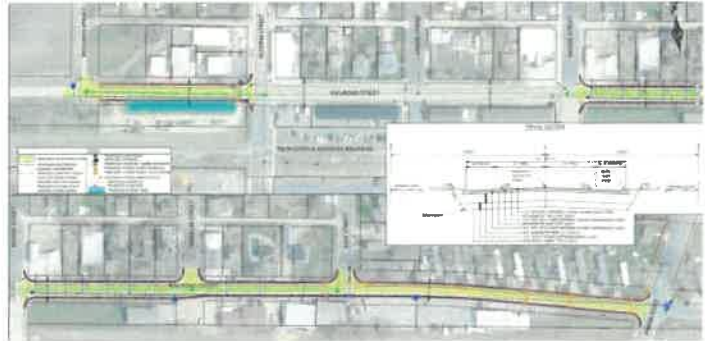


4

Completed Improvements – Storm Sewer

Storm Sewer Improvements

- Replace & Expand Existing Storm Sewer System
- Added Inlets and Inlet Capacity
- Eliminated Pipe Bisecting A Lot
- Add Drantile & Sump Pump Service Connections
- Stormwater Quality Improvements

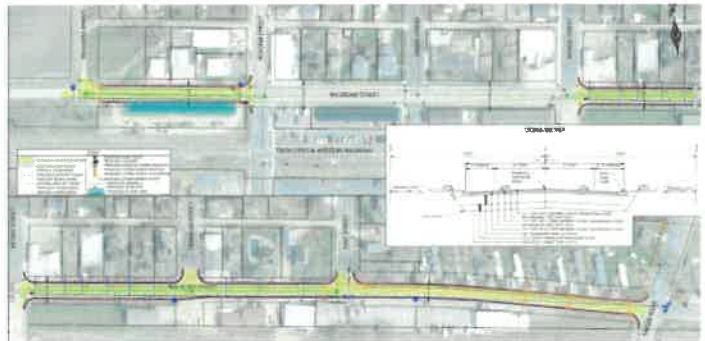


5

Completed Improvements - Watermain

Water System Improvements

- Replace Existing Pipe with 12-Inch Trunk Main – Morse To Faxon
- Installed 8-Inch Watermain From Reform To Progress
- Replace/Add Hydrants & Gate Valves
- Replace Services from Main to Curb Stop

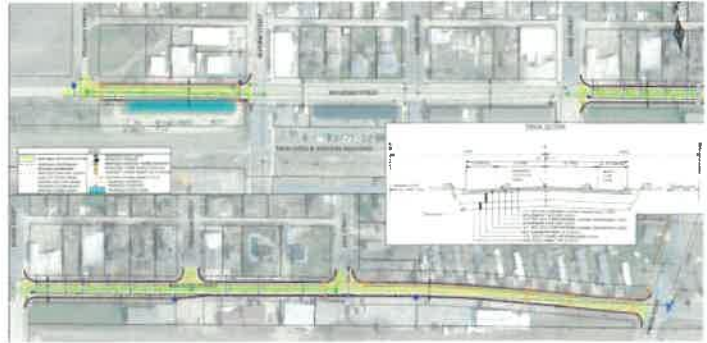


6

Completed Improvements – Sanitary Sewer/Water

Sanitary Sewer Improvements

- Replaced Main & MHs – East St To Morse
- Lined Main South of East Street
- Added Main From Reform to Progress
- Replaced Services



7

Completed Improvements



8

Completed Improvements



9

Completed Improvements



10

Completed Improvements



11

Completed Improvements



12

Completed Improvements



Project Financing & Funding

- Method of Financing for the Project is Through the Sale of General Obligation Bond for Street, Storm Sewer, and Utility Items
- The City's Assessment Policy Provides a Uniform and Equitable Policy for All Property Owners
- Proposed Project Funding Sources
 - Special Assessments
 - Sewer Fund
 - Water Fund
 - Stormwater Fund
 - Property Tax Revenue



Assessment Policy Review

- Method of Financing for the Project is Through the Sale of General Obligation Bond, Chapter 429 which requires a portion of the project costs to be Assessed
- The City's Assessment Policy Provides a Uniform and Equitable Policy for All Property Owners
- Assessments for the Project were Calculated per City Policy:
 - 50% of Project Costs Assessed for Standard Residential Street Improvements on a Unit Basis
 - Watermain Assessed on a Unit Basis
 - Sanitary Sewer Assessed on a Unit Basis
 - Storm Sewer Work and Extra Depth/Width of Street Not Assessed
- Assessment Benefit Analysis Completed

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Assessment Area Map

- 22 Properties Located in the Project Area
- Street Reconstruction Cost Per Unit = \$14,497
- Watermain Cost Per Unit = \$11,182
- Sanitary Sewer Cost Per Unit = \$7,704



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Assessment Payments

Payment Options Include:

- Pre-Pay without Interest for 30-Days after the Hearing
- Assessment will be Installment Payments with Taxes Collected Beginning in 2025
- In any Year Thereafter, Prior to November 15th of that Year, the Remaining Balance may be Paid with Only Interest Due for the Payment Year
- Assessments Not Paid in Full will be Paid Through Tax Statements at Bond Term (10 Years) and Bond Interest Rate = 6.50%

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Project Cost Summary

- Total Final Project Cost = \$2,683,731.99
 - (27% Below Preliminary Estimate)
- Final Private Assessed Amount Based on Policy = \$863,720
- Final Private Assessed Amount Based on Appraisal = \$267,247
 - (76% Below Preliminary Estimate)
- Total Final City Cost = \$2,416,484
 - (6.6% Below Preliminary Estimate)
- Final Bond Rate = 4.9% at a 10-Year Term

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Final Project Cost Summary

	Previous Estimated Costs	Final Project Costs	+ (-) Post-Construction Costs	+ (-) From Previous Costs
Final Project Cost	\$3,738,883.34	\$2,883,775.88	\$855,107.46	-37%
Standard Menck Cost	\$1,329,542.00	\$891,331.00	(\$438,211.00)	-29%
Extra Depth Street Cost	\$418,570.00	\$498,089.00	\$80,519.00	19%
Edinburgh Cost	\$755,380.00	\$0.00	(\$755,380.00)	-100%
Sanitary Sewer Improvements (City Cost)	\$493,018.00	\$888,768.00	\$395,750.00	80%
Sanitary Sewer Improvements	\$470,642.00	\$281,923.47	(\$188,718.53)	-40%
Watermain	\$492,371.00	\$240,201.75	(\$252,169.25)	-51%
Watermain Overriding Cost	\$365,738.00	\$74,461.25	(\$291,276.75)	-79%
Street Assessment Calculations				
Total Standard Section	\$1,329,542.00	\$931,131.00	(\$398,411.00)	-29%
City Contribution (50%)	\$664,771.00	\$465,565.50	(\$199,205.50)	-29%
Assessable Portion	\$664,771.00	\$465,565.50	(\$199,205.50)	-29%
Total Units	44	44	0	0%
Corner Lot Credits	10	10	0	0%
Assessment Base Units	34	34	0	0%
Assessment Cost Per Unit	\$39,102.09	\$13,987.38	(\$25,114.71)	-64%
Total Assessed Amount - Street	\$664,771.00	\$465,565.50	(\$199,205.50)	-29%
Total City Cost	\$664,771.00	\$465,565.50	(\$199,205.50)	-29%
Watermain Assessment Calculations				
Total Watermain Cost	\$492,371.00	\$240,201.75	(\$252,169.25)	-51%
City Contribution	\$246,185.50	\$120,100.88	(\$126,084.62)	-51%
Assessable Portion	\$246,185.50	\$120,100.88	(\$126,084.62)	-51%
Total Units	17	17	0	0%
Cost Per Unit	\$29,028.53	\$14,182.93	(\$14,845.60)	-51%
Non-Assessable Units	1	1	0	0%
Total Non-Assessable Amount	\$14,845.60	\$14,182.93	(\$662.67)	-4%
Total Assessed Amount - Watermain	\$246,185.50	\$120,100.88	(\$126,084.62)	-51%
Total City Cost	\$246,185.50	\$120,100.88	(\$126,084.62)	-51%
Sanitary Sewer Assessment Calculations				
Total Sewer Cost	\$470,642.00	\$281,923.47	(\$188,718.53)	-40%
City Contribution	\$235,321.00	\$140,961.74	(\$94,359.26)	-40%
Assessable Portion	\$235,321.00	\$140,961.74	(\$94,359.26)	-40%
Total Units	17	17	0	0%
Cost Per Unit	\$28,548.35	\$8,292.46	(\$20,255.89)	-71%
Non-Assessable Units	1	1	0	0%
Total Non-Assessable Amount	\$13,987.38	\$8,292.46	(\$5,694.92)	-41%
Total Assessed Amount - Sanitary Sewer	\$235,321.00	\$140,961.74	(\$94,359.26)	-40%
Total City Cost	\$235,321.00	\$140,961.74	(\$94,359.26)	-40%
Total Assessed Amount Based on Policy	\$1,177,883.34	\$883,775.88	(\$294,107.46)	-25%
Total Assessed Amount After Adjustments	\$1,177,883.34	\$883,775.88	(\$294,107.46)	-25%
POTENTIAL ADJUSTMENTS	\$1,177,883.34	\$883,775.88	(\$294,107.46)	-25%
TOTAL CITY COST	\$4,916,766.66	\$2,883,775.88	(\$2,032,990.78)	-41%
TOTAL PROJECT COST	\$4,916,766.66	\$2,883,775.88	(\$2,032,990.78)	-41%




Next Steps

- City Council Adopts the Final Assessment Roll (Tonight)
- City Staff Certifies Final Assessment Roll with Carver County
- Complete Construction and Close Out Project (Spring 2025)



Questions/Comments/Discussion

Bolton-Menk.com 



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: November 12, 2024
RE: **2026 Historic Downtown Young America Beautification Project-Feasibility Study, Including Topographical Survey and Geotechnical Analysis**

In a continued effort to maintain a safe, reliable and functional local transportation and infrastructure system and continue with timely repairs, a 2026 street improvement project has been identified as a priority for the City.

The Main Street improvement project includes the reconstruction of Main Street from 1st Ave SE to 3rd Avenue SE and a partial block of 3rd Avenue from Main Street to 1st Street SE. A mill and overlay are also planned from Central Avenue to 1st Avenue SE. Those two areas combined will be the extent of the planned City project. Carver County plans to mill and overlay County Road 34 from Trunk Highway 212 to County Road 33 in conjunction with this work. Carver County plans to complete this work in 2026, which is another reason to complete the City improvements at that time. It is anticipated that both projects will be completed in conjunction with each other and that the City will serve as the lead agency.

The Council has previously authorized staff to submit an MN Department of Employment and Economic Development small cities streetscape grant application. If successful, those grant dollars will provide funds for sidewalk, lighting and other streetscape improvements within the proposed project.

Recommended Motion:

Motion to authorize City Engineer Eckstein and City Administrator Aukrust to develop a Joint Powers Agreement with Carver County and the 2026 Historic Downtown Young America Beautification Project feasibility study, which includes a topographical survey and geotechnical analysis.

Norwood Young America



**BOLTON
& MENK**
Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

November 7, 2024

City of Norwood Young America
Attn: Andrea Aukrust
310 W. Elm St.
P.O. Box 59
Norwood Young America, MN 55368

RE: 2026 Historic Downtown Young America Beautification Project

Dear Mrs. Aukrust:

Background:

In a continued effort to maintain a safe, reliable and functional local transportation and infrastructure system, and continue with timely repairs, a 2026 infrastructure improvement project has been identified as a priority for the City. In 2019, a Street and Utility Reconstruction Scoping Study was completed to better define the most pressing infrastructure needs within the city. Since that document was approved, four projects have been completed and infrastructure repairs made. Those projects include Oak Lane and 2nd Avenue Phase 1, 2nd Avenue Phase 2, Merger Street and Railroad Street.

The Main Street improvement project includes reconstruction of Main Street from 1st Ave SE to 3rd Avenue SE and a partial block of 3rd Avenue from Main Street to 1st Street SE. A mill and overlay is also planned from Central Avenue to 1st Avenue SE. Those two areas combined will be the extent of the planned City project. In conjunction with this work, Carver County plans to mill and overlay County Road 34 from Trunk Highway 212 to County Road 33. Carver County plans to complete this work in 2026 which is another reason to complete the City improvements at that time. It is anticipated that both projects will be completed in conjunction with each other and that the City will serve as the lead agency.

Main Street has shown a high level of deterioration of the pavement, sidewalk, curb and gutter and utilities due to age. Main Street is in need of significant sanitary sewer, storm sewer and watermain improvements in order to provide reliable utility service to the residents within the area. Many watermain breaks and sewer main issues have occurred in this project area. Additionally, sidewalk, lighting, and pedestrian improvements are included in the project scope. Figure 1 attached to this memo graphically shows the planned improvements within the project area.

The Council has previously authorized staff to submit a MN Department of Employment and Economic Development small cities streetscape grant application. If successful, those grant dollars will provide funds for sidewalk, lighting and other streetscape improvements within the proposed project.

The following schedule outlines next steps required for 2026 construction.

- Council Authorize Feasibility Study.....November 2024
 - Topo Survey & Geotechnical Evaluation
- Complete a Joint Powers Agreement with Carver County.....January 2025
- Receive Feasibility Study.....June 2025
- Conduct Improvement Hearing.....July 2025

Name: 2025 Street Improvement Project
Date: March 19, 2024

- Council Approve Feasibility Study.....July 2025
- Project Design.....September – December 2025
- Bid.....January 2026
- Construction.....Spring 2026
- Assessment Hearing.....October 2026

Recommendations:

Based on current needs and deteriorating conditions, we recommend authorizing development of a Joint Powers Agreement with Carver County and the 2025 Street Improvement Project feasibility study, which includes topographical survey and Geotechnical analysis.

Sincerely,
Bolton & Menk, Inc.



Joshua Eckstein, P.E.

cc: Jake Saulsbury, Bolton & Menk



TO: Honorable Mayor and City Council Members

FROM: Hannah Rybak, Planning Consultant - WSB

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

REQUEST: Resolution 2024-57: Conditional use permit to allow expanded outdoor storage, a variance from the requirement that outdoor storage areas be fully fenced, and site plan approval for Sackett Waconia at 680 Tacoma Blvd.

GENERAL INFORMATION

Applicant/Owner: Dan Rondeau, PVS Sackett Waconia, Inc.

Location: 680 Tacoma Blvd.

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 Transitional Agricultural & 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:	10-10-24
60 Days:	12-09-24
Extension Letter Mailed:	N/A
120 Days:	02-07-25

OVERVIEW OF THE REQUEST

The Applicant has submitted plans for site alterations at the Sackett Waconia campus. This request is part of the ongoing facility expansion project. The approvals that have already occurred include:

- Interim use permit for temporary gravel employee parking
- Site plan approval for an access reconfiguration allowing a new truck access to be constructed off of Tacoma Ave.
- Approval of site grading related to the access reconfiguration and in preparation for the eventual building expansion

- Combination of Lots 1, 2 and 3 in the original Tacoma West Industrial Park plat

The Site Plan Review request before you includes the proposed expansion of the outdoor storage area and additional paved outdoor parking.

The application also includes a request for a conditional use permit. Outdoor storage in the I-1 District is a conditional use. A CUP is required to allow an expansion of the outdoor storage area. The current outdoor storage area is used for loading and staging of manufactured steel product. There will be no change to this through the amended conditional use permit, it will simply expand the capacity of this area. Without the ability to store more product outdoors, the expansion of business operations is unfeasible.

There final request within this application is for a variance from the requirement that the outdoor storage area be enclosed by a screening fence. The Applicant has requested the variance due to the unique conditions on the site. The outdoor storage area is bounded by the railroad tracks and a row of mature trees to the north, a city utility parcel to the west, and the Sackett Waconia building to the south. These features offer existing buffering and a barrier. Due to this, the Applicant has asserted that a screening fence is unnecessary. There is an existing fence running along the front of the outdoor storage area parallel with the building. The Applicant has also proposed two gates on the newly created Tacoma Ave. access, to ensure that motorists understand that the access is not an entrance into the industrial park. Finally, the Applicant has proposed to create three berms along the outdoor storage area, to provide natural screening. The berms will be approximately eight feet tall.

SITE PLAN REVIEW

SITE DESIGN AND OVERALL LAYOUT

The site plan shows an expansion of the paved off-street parking lot for visitors and employees. The expansion will be located to the south and east of the existing parking lot; over and to the east of where the temporary gravel lot is located. This parking lot expansion will replace the temporary gravel lot. Currently there are 67 parking stalls with 4 ADA-accessible parking stalls. The Applicant is proposing 65 additional parking stalls with 1 ADA-accessible parking stall, overall, there will be 132 total spots. A new parking lot access will be constructed off of Tacoma Blvd. and the existing parking lot access will remain as well. The total impervious area will increase from 187,370 sq ft to 649,044 sq ft, resulting in an impervious surface coverage of 60.8%.

The existing outdoor storage area is located to the west and north of the existing building. The site plan shows the expansion of this area to the north (rear of existing and future building) and to the east of the future building. The outdoor storage area will be used for expanded material/product storage and truck maneuvering. Upon expansion, it will be gravel-surfaced. The Applicant intends to pave the area in 2025.

The Applicant has proposed to construct several berms to serve the purpose of screening along the east and south ends of the outdoor storage area. They have stated that the berms and existing site barriers (city property and railroad) serve the purpose that a fence would, therefore a fence is not necessary.

VARIANCE REVIEW

A variance from the requirement that an outdoor storage area be fully fenced has been requested.

CRITERIA FOR APPROVAL OF VARIANCES

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

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

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

Staff finds the request to utilize existing barriers and berming rather than fencing to be reasonable in the context of this property. **Criterion met.**

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

This property is located in a unique area. The railroad directly abuts the property to the north, and a city utility parcel is located to the west. These are the property lines that primarily abut the outdoor storage area. The proposed berms will be placed to the south and east of the outdoor storage area. **Criterion met.**

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

The proposed outdoor storage area is adequately screened by existing adjacent uses, trees and the proposed berms. The variance will not have a negative impact on the character of the area. **Criterion met.**

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

Economic considerations are not the sole reason for making the variance request. **Criterion met.**

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

The intent of the requirement for a screening fence is served by the existing features and the proposed berms. **Criterion met.**

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

The variances will have no impact on the industrial use of the property. **Criterion met.**

CONDITIONAL USE PERMIT REVIEW

A conditional use permit has been requested to allow the expansion of the existing outdoor storage area.

CRITERIA FOR APPROVAL OF A CONDITIONAL USE PERMIT

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

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

Criterion met.

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

Outdoor storage is permissible as an accessory use in the I-1 Light Industrial District, with conditional use permit approval. The proposal does not cause the property to exceed allowable coverage, and a variance has been requested to exempt full screening. **Criterion met.**

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

The proposed outdoor storage area will not negatively impact any of the above. The expansion of an existing business is an asset to the City. **Criterion met.**

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

The proposed CUP will have no impact on the public health, safety or welfare. **Criterion met.**

5. *The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and Impair property values within the neighborhood.*

The other properties in the immediate vicinity are also industrial and agricultural use and contain similar outdoor storage areas. The outdoor storage area is screened by trees and elevation from Hwy 212 and the commercial uses to the north. Staff does not anticipate any negative impacts to neighboring property owners. **Criterion met.**

6. *The use will not Impede the normal and orderly development and Improvement of surrounding property for uses permitted in the district.*

Criterion met.

7. *Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.*

Criterion met.

8. *Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site.*

Criterion met.

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

Outdoor Storage. Outdoor storage shall conform to the following standards:

- a. All outdoor storage yards shall be completely screened from roads or developed areas with a solid fence or wall 6 feet or more in height, maintained in good condition, and screened with suitable planting. A chain link fence with plastic or vinyl screening slats shall be considered a solid fence. **Variance requested.**
 - b. Outdoor storage shall not be located in front of the principal structure or within the front yard as required by the applicable zoning district, whichever is more restrictive. **Criterion met.**
10. *The use shall, in all other respects, conform to the applicable regulations of the district in which it is located.*

The plans provided with the application show conformance will all relevant requirements of the Zoning Ordinance, except for the fencing, for which the variance has been requested. **Criterion met.**

ENGINEERING CONSIDERATIONS

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

PLANNING COMMISSION RECOMMENDATION

At their November 6, 2024 regular meeting, the Planning Commission voted unanimously to recommend that the City Council approve the application, subject to the following conditions:

1. Site development must adhere to the plans submitted with this application.
2. The CUP shall be subject to annual review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by the City for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged

to contact the City as early on as possible in the timeline for any change in ownership, operator or operations.

3. A lighting plan shall be provided, demonstrating compliance with Section 1245.08.
4. It has been indicated that the driveway on Tacoma Avenue will be an entrance only. The proposed entrance intersection should be modified to provide one-way access only. A channelized intersection should be designed for this entry point.
5. Grading is proposed north of the property line on Railroad property. A permit from the Twin Cities & Western Railroad will be required prior to work commencing.
6. SWPPP designer certification required on SWPPP sheets.
7. Where parking stalls are back-to-back, provide 20-foot stall depth.
8. Work shall not encroach on private property. Consider installing silt fence to define project boundary and property limits where adjacent to private property.
9. All proposed storm sewer will be private facilities except structure 301 to Ex-10. That pipe will need to be changed to RCP and an easement will need to be provided over that pipe.
10. Provide a profile sheet for the proposed 6-inch sewer service. Service cleanouts should be provided at 100-foot intervals.
11. Plans do not include a proposed water service. It is assumed that the existing water service is sufficient.
12. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. This permit will need to include the additional proposed storage. A copy of any permits/approvals should be submitted conditional to Final Site Plan approval. Conditions related to regional storm ponds will be reviewed and addressed by City staff.
13. 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.
14. Remove boulders from Tacoma Avenue ROW.
15. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.

RECOMMENDED MOTION LANGUAGE

Motion to adopt Resolution 2024-57, approving PVS Sackett Waconia, Inc.'s request for a conditional use permit, variance and site plan review at 680 Tacoma Blvd., subject to the recommended conditions.

Attachments:

- City Engineer's Memo
- Application and Plans
- Resolution 2024-57

RESOLUTION NO. 2024-57

A RESOLUTION APPROVING A SITE PLAN, A CONDITIONAL USE PERMIT AND A VARIANCE FOR EXPANDED OUTDOOR STORAGE AND OFF-STREET PARKING AT SACKETT WACONIA

WHEREAS, the City of Norwood Young America has received application from Dan Rondeau, of PVS Sackett Waconia Inc., for site plan review, a conditional use permit for expanded outdoor storage, a variance related to fencing the outdoor storage area and site plan review of expanded outdoor storage and off-street parking for Sackett Waconia, at 680 Tacoma Blvd., which is legally described as;

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

and;

WHEREAS, the Applicant has requested site plan approval for site modifications, including the expanded outdoor storage area, and an expansion of the existing off-street parking area;

WHEREAS, the conditional use permit has been requested to allow the outdoor storage area of the subject property to be expanded to accommodate the additional outdoor storage needs generated by the facility expansion project;

WHEREAS, the subject property is located in I-1 Light Industrial District, where outdoor storage of materials and vehicles is a conditional use;

WHEREAS, the variance has been requested to waive the requirement that an outdoor storage area be fully fenced;

WHEREAS, the proposed outdoor storage area complies with all 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 November 6, 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 conditional use permit if it finds that the standards for granting a conditional use permit as described in Chapter 12, Section 1210.06 of the Norwood Young America City Code have been met;

WHEREAS, the City Council can approve a variance if it finds that the standards for granting a variance as described in Chapter 12, Section 1210.04 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 request for a conditional use permit to allow the proposed expanded outdoor storage area, a variance waive the screening fence requirement for the outdoor storage area and grants site plan approval.

The requested conditional use permit is consistent with all of the standards for granting a conditional use permit as described in Chapter 12, Section 1210.06, and a variance as described in Chapter 12, Section 1210.04. More specifically, the City Council finds that the requests justified for the following reasons:

1. The proposed development requires additional outdoor space for storage and operations.
2. The property is adequately buffered and screened by neighboring uses, the railroad, existing trees, an elevation change, and the proposed berms.
3. The proposed outdoor storage area is not located in front of the principal structure, and is fully screened as required.
4. The site plan complies with all other requirements of the Zoning Ordinance.

BE IT FURTHER RESOLVED, that the Applicant must meet the following conditions for conditional use permit, variance and site plan approval:

1. Site development must adhere to the plans submitted with this application.
2. The CUP shall be subject to annual review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by the City for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact the City as early on as possible in the timeline for any change in ownership, operator or operations.
3. A lighting plan shall be provided, demonstrating compliance with Section 1245.08.
4. It has been indicated that the driveway on Tacoma Avenue will be an entrance only. The proposed entrance intersection should be modified to provide one-way access only. A channelized intersection should be designed for this entry point.
5. Grading is proposed north of the property line on Railroad property. A permit from the Twin Cities & Western Railroad will be required prior to work commencing.
6. SWPPP designer certification required on SWPPP sheets.
7. Where parking stalls are back-to-back, provide 20-foot stall depth.
8. Work shall not encroach on private property. Consider installing silt fence to define project boundary and property limits where adjacent to private property.

9. All proposed storm sewer will be private facilities except structure 301 to Ex-10. That pipe will need to be changed to RCP and an easement will need to be provided over that pipe.
10. Provide a profile sheet for the proposed 6-inch sewer service. Service cleanouts should be provided at 100-foot intervals.
11. Plans do not include a proposed water service. It is assumed that the existing water service is sufficient.
12. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. This permit will need to include the additional proposed storage. A copy of any permits/approvals should be submitted conditional to Final Site Plan approval. Conditions related to regional storm ponds will be reviewed and addressed by City staff.
13. 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.
14. Remove boulders from Tacoma Avenue ROW.
15. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.

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

Carol Lagergren, Mayor

ATTEST:

Mitchell Theisfeld, City Clerk



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

October 29, 2024

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

RE: Plan Review
Sackett Waconia Building Expansion
Engineering Review #2

Dear Mrs. Hallquist:

As requested, I have completed an engineering review of the plans dated 10/14/2024 and drainage documents submitted for the above-referenced project. Following are my comments for consideration:

1. It has been indicated that the driveway on Tacoma Avenue will be an entrance only. The proposed entrance intersection should be modified to provide one-way access only. A channelized intersection should be designed for this entry point.
2. Grading is proposed north of the property line on Railroad property. A permit from the Twin Cities & Western Railroad will be required prior to work commencing.
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10. 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.
11. Remove boulders from Tacoma Avenue ROW.
 12. Submit lighting plan.
 13. 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



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 PVS Sackett Waconia	Telephone 952-4424450																														
Address (Street, City, State, ZIP) 680 Tacoma Blvd Norwood Young America 55368																															
Property Owner's Name (If different from above)	Telephone																														
Location of Project																															
Legal Description																															
Description of Request (Attach separate sheet, if necessary) Site plan approval for added storage space, parking lot, and fence variance. See attached plans & project narrative.																															
<p style="text-align: center;">Proposed Action(s): Check all that apply</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none;"><input type="checkbox"/> Annexation \$300.00</td> <td style="width:33%; border: none;"><input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow</td> <td style="width:33%; border: none;"><input type="checkbox"/> Storm Water Plan \$250.00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Application for Appeal \$150.00</td> <td style="border: none;"><input type="checkbox"/> Sketch Plat \$200.00 + Escrow</td> <td style="border: none;"><input type="checkbox"/> Rezoning \$400.00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> City Code Amendment \$250.00</td> <td style="border: none;"><input checked="" type="checkbox"/> Site Plan \$300.00 + Escrow</td> <td style="border: none;"><input type="checkbox"/> Street/Alley Vacation \$300.00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Parking Reduction \$100.00</td> <td style="border: none;"><input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow</td> <td style="border: none;"><input type="checkbox"/> Recording Fee \$46.00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> CUP/IUP \$300.00 (Residential)</td> <td style="border: none;"><input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow</td> <td style="border: none;"><input type="checkbox"/> Boundary Line Adjustment \$100.00</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non-Residential)</td> <td style="border: none;"><input type="checkbox"/> PUD Final Plan \$300.00 + Escrow</td> <td style="border: none;"><input type="checkbox"/> Other _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Variance \$300.00 (Residential)</td> <td style="border: none;"><input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow</td> <td></td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Variance \$300.00 (Non-Residential)</td> <td style="border: none;"><input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Lot Split \$200.00</td> <td style="border: none;"><input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Public Hearing Notice \$75.00</td> <td style="border: none;"><input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow</td> <td></td> </tr> </table>		<input type="checkbox"/> Annexation \$300.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00	<input type="checkbox"/> Application for Appeal \$150.00	<input type="checkbox"/> Sketch Plat \$200.00 + Escrow	<input type="checkbox"/> Rezoning \$400.00	<input type="checkbox"/> City Code Amendment \$250.00	<input checked="" type="checkbox"/> Site Plan \$300.00 + Escrow	<input type="checkbox"/> Street/Alley Vacation \$300.00	<input type="checkbox"/> Parking Reduction \$100.00	<input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow	<input type="checkbox"/> Recording Fee \$46.00	<input type="checkbox"/> CUP/IUP \$300.00 (Residential)	<input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow	<input type="checkbox"/> Boundary Line Adjustment \$100.00	<input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non-Residential)	<input type="checkbox"/> PUD Final Plan \$300.00 + Escrow	<input type="checkbox"/> Other _____	<input type="checkbox"/> Variance \$300.00 (Residential)	<input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow		<input checked="" type="checkbox"/> Variance \$300.00 (Non-Residential)	<input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow		<input type="checkbox"/> Lot Split \$200.00	<input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow		<input type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	
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<p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK Escrow Deposit \$2,000.00 Escrow Deposit - Site Plan Review: \$15,000 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews) 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 10/13/24																														
Fee Owner's Signature:	Date																														
For Office Use Only																															
Accepted By: 	Date 10/14/2024																														
Amount Escrow																															



October 14, 2024

**Planning Commission/City Council
City of Norwood Young America
RE: Project Narrative for Sackett Waconia Expansion**

To Whom It May Concern:

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 and currently employs nearly 50 individuals. To accommodate our expansion needs, we intend to purchase the adjacent parcels.

To facilitate this progress, we will require a Conditional Use Permit (CUP) and a variance for fencing requirements.

Our project will include site grading for construction of a new entrance off Tacoma Avenue, grading for additional storage space, and added parking. This new access will form one truck entry point, allowing all truck traffic to enter off Tacoma Avenue instead of Tacoma Boulevard. It will also allow truck staging on Sackett Waconia property in lieu of staging on the street. We anticipate 8-10 trucks per day for receivables and approximately 100 trucks of export per month (10-20 trucks per day on export days). The mass grading will also enable us to increase outside storage capacity by extending our lot. A CUP for outside storage is critical, as delays in customer delivery dates have led to longer holding times for completed manufactured steel products. We aren't planning to change any of the existing yard functions just increase the quantity. It would continue to be used for loading and staging manufactured steel product. Without the ability to store more product outdoors, further operational expansion will be unfeasible.

We also plan to increase parking to accommodate future building expansions and our current staffing needs, adding a total of 65 additional stalls for visitors and employees.

We are requesting a variance on the fencing requirements. Due to the volume of fill required to grade the site, we propose to leave the fill on-site and construct natural grass berms at a 4:1 grade. These berms, approximately 8 feet tall, will provide a natural barrier that obscures most on-site operations from view. Please refer to the attached plans for the locations of the berms. Our property lines are also alongside railroad tracks to the north, and a small ditch to the west which also restricts public traffic from accessing the property. We are hoping to avoid any unnecessary costs that could delay the project.

Our intent is to construct the exterior with Class IV gravel this fall, with plans to pave next summer due to weather and time constraints.

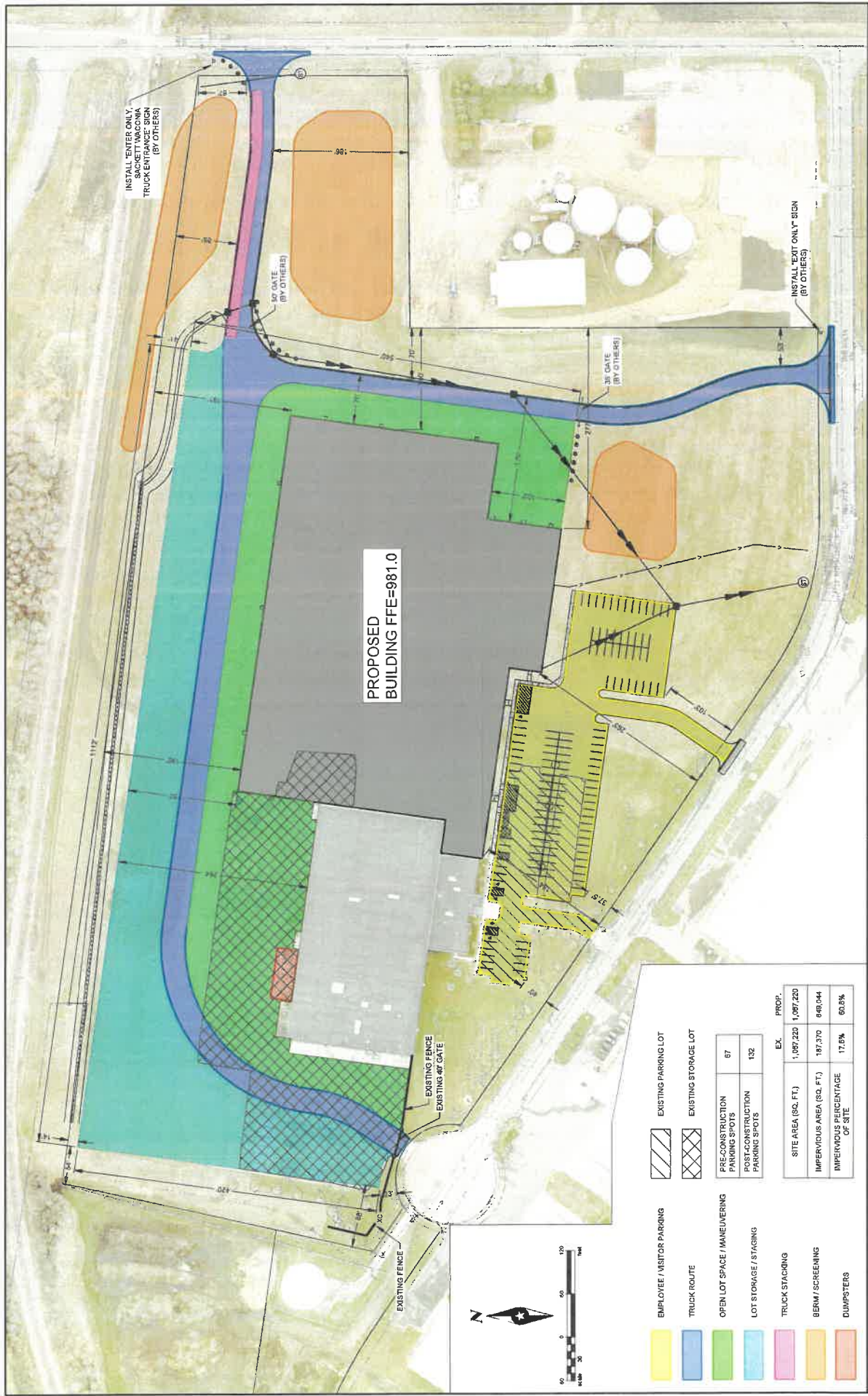


We believe this project will not only support Sackett Waconia's growth but also bring substantial benefits to the NYA community through job creation and enhanced services. We look forward to your support in moving forward with this initiative. Thank you for considering our application.

Respectfully submitted,

Michael Donnay
General Manager
Rice Companies

CC:
Dan Rondeau
President
Sackett Waconia

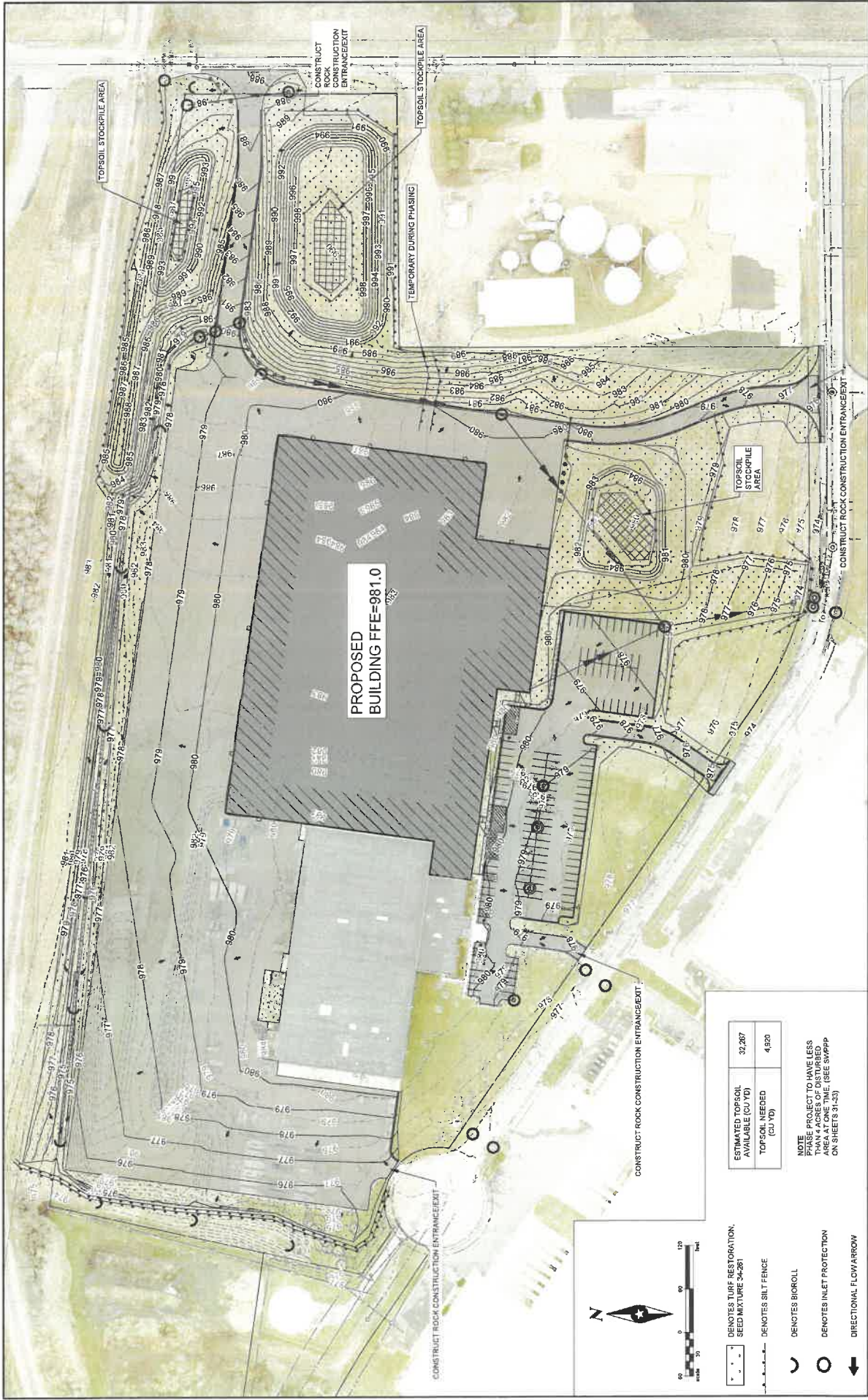


PROPOSED BUILDING FFE=981.0

PROF.	EX.
SITE AREA (SQ. FT.)	1,097,220
IMPERVIOUS AREA (SQ. FT.)	187,370
IMPERVIOUS PERCENTAGE OF SITE	17.0%

Revision	Rev.#	Date	Description
1	1		ISSUED FOR PERMITTING

Category	Value
PRE-CONSTRUCTION PARKING SPOTS	67
POST-CONSTRUCTION PARKING SPOTS	132

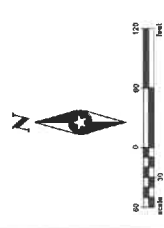


PROPOSED
BUILDING FFE-981.0

ESTIMATED TOPSOIL AVAILABLE (CU YD)	32,287
TOPSOIL NEEDED (CU YD)	4,920

NOTE
THIS PROJECT TO HAVE LESS THAN PROPOSED TO USE SAME AREA AT ONE TIME (SEE SWPPP ON SHEETS 91-93)

- DENOTES TURF RESTORATION, SEED MIXTURE 24-261
- DENOTES SILT FENCE
- DENOTES BIOROLL
- DENOTES INLET PROTECTION
- DIRECTIONAL FLOW ARROW



SEI: Project	BC 17646	Rev #		Revision Name		Date		Rev #		Revision Description	
Drawn By	DAK	Checked By	BEJ	Prepared By	DAK	Checked By	BEJ	Drawn By	DAK	Checked By	BEJ

SEH

SACKETT WACONIA BUILDING
EXPANSION PAVEMENT IMPROVEMENTS

GRADING & EROSION CONTROL
OVERALL

NORWOOD YOUNG AMERICA, MINNESOTA

19
of 33



TO: Mayor Lagergren and City Council
FROM: Mark Streich, Public Service Director
DATE: November 11th, 2024
SUBJECT: WWTP Boiler Update with quotes

Our plan to utilize the used boiler at the WWTP isn't an option anymore. The contractor removed the boiler and found that it was not in as good of shape as they thought. The bottom is very rusty and they don't feel comfortable having us pay that much money to install it and it doesn't work any better than what we have.

Attached you will find 3 quotes from 3 different contractors that came out and looked at our system. I talked with each of them about us wanting to repurpose the boiler at the Heritage Center when the boiler wouldn't be needed anymore at the existing WWTP. All three agreed it would be nice to be able to repurpose it once the plant is gone if it's only 5 years old.

DIVERSIFIED PLUMBING & HEATING \$30,472.10

**FOSTER MECHANICAL - VIESMANN BOILER \$24,006.00
LOCHINVAR BOILER \$25,633.00
TRIANGLE TUBE BOILER \$22,988.00**

**MODERN HEATING & AIR - L.E.S. BOILER \$39,990.00
NEW ALDRICH BOILER \$43,720.00**

LEAD TIMES FOR ALL ARE ON THE QUOTES

RECOMMENDATION:

Motion to approve the quote from Foster Mechanical for the Viessmann boiler for \$24,006.00. The reason for choosing this boiler is the lead time and also it will be the cheapest and easiest boiler to be moved to the Heritage Center.

Norwood Young America

Diversified Plumbing & Heating, Inc.

125 E. Railroad St.
Norwood Young America, MN 55368
952-448-0756
www.DiversifiedPH.com



RECIPIENT:

City of NYA

310 Elm Street W
PO Box 59
Norwood Young America, MN 55368

SERVICE ADDRESS:

510 E Elm St, Norwood Young America, MN, USA
Norwood Young America, Minnesota 55368

Estimate #9404

Sent on 08/27/2024

Job name: SEWAGE PLANT BOILER

Created by: Collin King

Total \$30,472.19

Product/Service	Description
SCOPE OF WORK	Remove existing boiler Install 3 new Navien fire tub boilers on rack system Re-connect to existing piping system Re-fill and purge air from system
BOILER COMPONENTS	NNFB175H 175K MBH COND BLR x 3 N30014367B COMMON VENT COLL KIT x 3 NGXXX001769 UNIV TEMP SNSR x 2 NGFFMKDIZUS005 BLR RACK BSE x 1 NGFFMKDIZUS006 BLR RACK BSE ADD ON x 2 NGXXX001324 JM-10 CNDST NEUT x 1 T0015E32F4 1/8HP CI 115V CIRC PUMP W/ 4W FLG x 3 WH81406HV *NP 1-1/2 PXFLG ISO W/ ROT FLG x 3 WH81416HV *NP 1-1/2 PXFLG W/ MF DRN & ROT FLG x 3 ZZM20 2 NPT X MAG PRO MAG FLTR *X 1 SP-F62561 F1 PROTECTOR 2.6 US GL x 1 SP-F62562 CLEANER F3 2.6 GALLONS x 1 T49200T2 2 4900 SER AIR SEPAR x 1
Materials	Parts/materials required to complete job
Labor	Labor hours required to complete job
NOT INCLUDED	All wiring must be completed and contracted by third parties and is not included in this quotation. Any additional work necessitated by unforeseen circumstances will be invoiced on a time and material basis.
CC Processing Fee	If paying with credit card a 3% fee will be added to final invoice. Additional: \$914.16



Phone: 320-587-4003 Fax: 320-587-4450
945 5th Ave. S.E. #12 Hutchinson, MN 55350

Foster Mechanical is a Minnesota Corporation

Proposal
11/7/2024

Project: Waste Water Plant Boiler Replacement
Location: City of Norwood Young America
Submitted to: Mark Streich

We will furnish all material and labor to replace the boiler that serves the digester heat exchanger and the west office/garage building.

Included in the price:

- Viessmann 399,000 BTU condensing boiler
- Venting through existing chimney to outdoors
- Hydronic piping
- Gas piping
- Condensate neutralizer
- Dirt magnet separator
- Pipe insulation
- Demo and disposal of old boiler
- Permit
- Labor

The cost for this is: **\$24,006.00**
Lead time: ~~5 weeks~~ **7-10 Days**

The cost for equivalent **Lochinvar** boiler is: **\$25,633.00**
Lead time: 4-5 weeks

The cost for equivalent **TriangleTube** boiler is: **\$22,988.00**
Lead time: 7-10 business days

Exclusions – the following is not included with this proposal:

- Electrical work
- Asbestos abatement



SUBMITTED TO:
City of Norwood Young America
310 Elm Street W, PO Box 59
Norwood Young America, MN 55368

ATTENTION:
Mark Streich

JOB NAME: **WWTP Boiler Replacement**

JOB LOCATION:
510 E Elm Street, Norwood Young America, MN

PHONE:
952-777-0782

DATE: **11/8/2024**

Modern is pleased to provide this proposal to replace the one existing L.E.S. 420,000 BTU/H output boiler with a new equivalent replacement boiler. The new boiler will connect to the existing piping, vent, electrical and control system. The natural gas burner will be on/off configuration. The following items are included:

- Demolition and removal of the existing boiler
- Furnish/install the new equivalent replacement boiler of 420,000 BTU/H output.
- Hot water supply and return boiler piping connection to the existing piping arrangement with threaded steel pipe or copper pipe.
- Exhaust vent connection to the existing vent damper, damper actuator and vent piping
- Gas piping connection of the new gas train to the existing natural gas service at the boiler
- Interlock the new boiler to the existing sidewall combustion air damper
- Insulation of new piping as necessary
- City and State permits and inspections as necessary; Rigging/hauling/freight; Jobsite clean up
- System startup: 1-year parts and labor warranty, and extended manufacturers parts only warranties.

Option-1: New L.E.S VW-60 Boiler Price \$39,990.00

- **12-week factory lead time at time of this proposal**

Option-2: New Aldrich AVW-60 Boiler Price \$43,720.00

- **6-week factory lead time at time of this proposal**

Pricing is valid for 30-days. Pricing and lead times to be confirmed at time of project approval.

Exclusions:

- Electrician for electrical power and control disconnect and reconnect (provided by City)
- Control upgrades – proposal assumes new boiler connection to existing building system controls
- Repair or replacement of boiler system items not included in above scope or additional items if requested by owner, City, or others.
- Building piping system flushing, building system air removal, water treatment or glycol.
- Hazardous material testing or abatement if necessary
- Additional cost for winter work such as but not limited to snow and ice removal
- Providing temporary heat
- Overtime labor

PAYMENT TO BE MADE AS FOLLOWS: All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

AUTHORIZED SIGNATURE: *Chad Smith*

Chad Smith – Project Manager

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE

DATE OF ACCEPTANCE:



TO: Mayor Lagergren and Council Members

FROM: Andrea Aukrust, City Administrator

DATE: November 12, 2024

RE: Notice of Hearing On Improvement

Notice of Hearing On Improvement will be in the City Hall Council Chambers at 6:00 PM on Monday, November 25, 2024, to consider the making of the Wastewater Treatment Plant Improvement Project, a replacement of the existing municipal wastewater treatment plant.

RECOMMENDED MOTION:

Motion to call for a public hearing on improvement to consider the making of the wastewater treatment plant improvement project on Monday, November 25, 2024, at 6:00 p.m.



TO: Mayor Lagergren and City Council Members
FROM: Mitchell Thiesfeld, City Clerk/Treasurer
DATE: November 12, 2024
RE: Call for Public Hearing regarding the Fee Schedule

In order to make changes to the Fee Schedule "Schedule A" in Chapter 20 of our City Code the city needs to hold a public hearing.

Staff is proposing to have the public hearing on December 9th, 2024.

Recommended Motion:

Make a motion calling for a public hearing regarding the Fee Schedule in Chapter 20 of our City Code for 6 p.m. Monday, December 9th.

**CITY OF NORWOOD YOUNG AMERICA
NOTICE OF PUBLIC HEARING
ORDINANCE AMENDMENT 2024 FEE SCHEDULE**

Notice is hereby given that the Norwood Young America City Council will hold a public hearing on Monday, December 9, 2024, at 6:00 p.m. during the regular City Council meeting. The purpose of the hearing is to consider an amendment to Chapter 20 regarding the 2024 Fee Schedule.

If you wish to comment, all submissions must be received by City Hall in writing no later than 4:00 p.m. on Monday, December 9, 2024. Please drop off or mail all *signed and dated* comments to the City of Norwood Young America, 310 Elm Street West, PO Box 59, NYA, MN 55368.

Submitted by:
Mitchell Thiesfeld
City Clerk/Finance Director

(Published November 21 & November 27, 2024)



TO: Mayor Lagergren and City Council Members
FROM: Mitchell Thiesfeld, Clerk-Finance Director
DATE: November 12, 2024
RE: 2025 Truth in Taxation Public Hearing

Each year, the city must hold a public hearing for Truth in Taxation & the property tax levy & budget prior to submitting the final levy to the county for certification. This public hearing is historically held at the first meeting in December.

Recommended Motion:

Motion to call for a Public Hearing regarding the 2025 Property Tax Levy & Budget and Truth in Taxation Presentation on Monday, December 9th, 2024 at 6:00 p.m.



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: November 12, 2024

SUBJECT: Calling for a Public Hearing for an amendment to Resolution 2024-36

Staff is requesting that the Council approve holding a public hearing to present an amendment to Resolution 2024-36: A Resolution Adopting Assessment for the Tacoma West Industrial Park Phase 2 Project.

The amendments include adjusting the assessment amount and timeline of the assessment process.

Recommended Motion:

Motion to call for a public hearing on Monday, December 9, 2024, at 6:00 pm at NYA City Hall regarding the amendment of Resolution 2024-36.

Norwood Young America