



## CITY COUNCIL AGENDA

November 13, 2023

6:00 p.m.

City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

### CITY COUNCIL MEETING

#### 1. CALL A MEETING OF THE CITY COUNCIL TO ORDER

##### 1.1 Pledge of Allegiance

#### 2. APPROVE AGENDA

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

(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name and address and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)

#### 4. 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.)

##### 4.1 Approve minutes of October 23, 2023, City Council Workshop

##### 4.2 Approve minutes of October 23, 2023, City Council Meeting

##### 4.3 Approve Payment of Claims

##### 4.4 Personnel Committee Recommendation—City Clerk-Treasurer/Finance Director

##### 4.5 Personnel Committee Recommendation—Part-time Bus Driver

#### 5. PUBLIC HEARING

##### 5.1 Merger Street Special Assessment Public Hearing

###### 5.1.1 Mayor Lagergren opens the Public Hearing

###### 5.1.2 Public Comment

###### 5.1.3 Motion to Close the Public Hearing

###### 5.1.4 Council Discussion

#### 6. OLD BUSINESS

#### 7. NEW BUSINESS

##### 7.1 Resolution 2023-34 A Resolution Adopting Merger Street Improvement Project Assessment—Josh Eckstein, Bolton & Menk, Inc.

##### 7.2 Resolution 2023-35 A Resolution Receiving Feasibility Report and Calling Hearing on Improvement: Railroad Street—Josh Eckstein, Bolton & Menk, Inc.

##### 7.3 Call for Public Hearing WHPP—Administrator Aukrust and Josh Eckstein, Bolton & Menk, Inc.

##### 7.4 Snow hauling quotes—Mark Streich, PS Director

##### 7.5 Demolition of Hazardous Building Quote—Administrator Aukrust

8. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

9. ADDITIONAL INFORMATION—The following informational items have been included in the Council packet for informational purposes, council review, and discussion. No action is required by the City Council.

10. ADJOURNMENT

**UPCOMING 2023 MEETINGS / EVENTS**

November 16th	Sr. Advisory	No Meeting
November 21 <sup>st</sup>	Park and Recreation Commission Meeting	5:30 PM
November 27th	City Council Workshop/EDA/Council Meeting	5:00 PM/6:00 PM
December 5 <sup>th</sup>	Planning & Zoning	6:00 PM
December 11th	City Council Meeting	6:00 PM (TNT Public Hearing)
December 13 <sup>th</sup>	Economic Development Commission Meeting	6:00 PM
December 19 <sup>th</sup>	Park and Recreation Commission Meeting	No Meeting
December 21st	Sr. Advisory	9:00 AM
December 25th	No City Council meeting	City Hall is Closed December 25 <sup>th</sup> and 26 <sup>th</sup> in observance the Christmas Holiday



## CITY COUNCIL WORKSHOP MINUTES

October 23, 2023  
City Council Chambers  
310 Elm Street W.  
Norwood Young America, MN 55368

### **Attendance:**

**ATTENDEES:** Carol Lagergren, Charlie Storms, Alan Krueger, Brooke Allen, Mike McPadden

**ABSENT:**

**STAFF:** Karen Hallquist (Community and Economic Development Director) and Angela Brumbaugh (Clerk/Finance Director)

**OTHERS:** Josh Eckstein, Bolton & Menk and Nick Anhut, Ehlers

### **1. CALL WORKSHOP MEETING OF THE CITY COUNCIL TO ORDER**

*Mayer Lagergren called the meeting to order at 5:00 pm.*

1.1. Discuss Tacoma West Industrial Park Phase 2 Financing Options/Land Sales – Nick Anhut, Ehlers & Associates

- Feasibility study identified \$5M of site infrastructure improvements which would be paid for with land sales, special assessments, utility revenue, and potential grant opportunities.
- Land sale negotiations and platting process is ongoing.

1.2. Discuss Railroad Street Project Update – Josh Eckstein, Bolton & Menk

- The proposed layout of the Railroad Street Project was discussed.

### **2. ADJOURNMENT**

*CS/BA motion to adjourn at 6:00 p.m. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk/Finance Director



**CITY COUNCIL MINUTES**  
October 23, 2023 – 6:00 p.m.  
City Council Chambers  
310 Elm Street W.  
Norwood Young America, MN 55368

**Attendance:**

ATTENDEES: Alan Krueger, Carol Lagergren, Brooke Allen, Mike McPadden, Charlie Storms  
ABSENT:

STAFF: Karen Hallquist, Community and Economic Development Director, and Angela Brumbaugh, Clerk/Finance Director

OTHERS: Josh Eckstein, Bolton & Menk, Luke Orr (114 Elm St W), Karen Engberg (587,575,583,593 Shoreview Lane)

**3. CALL A MEETING OF THE CITY COUNCIL TO ORDER**

*Mayor Lagergren called the meeting to order at 6:02 pm with all council members present.*

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

**4. APPROVE AGENDA**

- Addition of 5.1 Manufacturers Month Proclamation and 9.4 CUP Request for 114 Elm Street W.

*CS/AK motion to approve the agenda with the additions of 5.1 Manufacturers Month Proclamation and 9.4 CUP Request for 114 Elm Street W. Motion passed 5-0.*

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

**5.1 Manufacturers Month Proclamation**

- Extended invitation for NYA Manufacturer Today event on Wed, October 25<sup>th</sup>.
- Commissioner Fahey and Central Students will talk.
- Mayor Lagergren read the 2023 Manufacturers Month Proclamation.

**6. CONSENT AGENDA**

6.1. Approve minutes of October 10, 2023, City Council Meeting

6.2. Approve Payment of Claims

6.3. Accept Resignation of Angela Brumbaugh, Clerk/Finance Director

6.4. Approve posting the position of Clerk/Finance Director

*CS/BA motion to approve the consent agenda. Motion passed 5-0.*

**7. PUBLIC HEARING**

7.1. Utilities and Outstanding Invoices Public Hearing – Angela Brumbaugh, Clerk/Finance

7.1.1. Mayor Lagergren opened the Public Hearing at 6:08pm

7.1.2. Public Comment

- Two public comments were heard – Karen Engberg (587,575,583,593 Shoreview Lane) and a letter by Mel and Brenda Matzke (218 2<sup>nd</sup> Ave SE)

7.1.3. Motion to Close the Public Hearing

*CS/MM motion to close the public hearing. Motion passed 5-0.*

7.1.4. Council Discussion - none

7.1.5. Approve Resolution 2023-32, Certifying Unpaid Fees to the County for Payable 2024 Property Taxes

*MM/AK motion to approve Resolution 2023-32, Certifying Unpaid Fees to the County for Payable 2024 Property Taxes. Motion passed 5-0.*

## 8. OLD BUSINESS

## 9. NEW BUSINESS

9.1. Approve Railroad Street Project Proposed Layout and Sidewalk – Josh Eckstein, Bolton & Menk

- The proposed layout shows 38' layout from Morse to Franklin and reduced to 32' from Franklin to Faxon. Layout allows for the commercial off-street parking that is being utilized.
- The proposed layout also shows a sidewalk along Railroad Street as an option.
- The proposed layout will allow for a more cross slope of the road for correct water runoff.

*CL/AK motion to approve the Railroad Street layout as presented including an optional sidewalk to connection from Morse Street to Faxon Rd.*

9.2. Approve Resolution 2023-31 Authorizing the Pursuit of LFIP Program Funding for Railroad Street Project – Josh Eckstein, Bolton & Menk

*MM/CS Motion to approve Resolution 2023-31 Authorizing the Pursuit of LFIP Program Funding for Railroad Street Project. Motion passed 5-0.*

9.3. Economic Development Commission 2024 Goals—Karen Hallquist, CED Director

- Develop new businesses and expansions for current business
- Increase outreach and enhance relations with current business
- Increase efforts to attract housing development
- Market Norwood Young America to current and new residents and business
- Enhance partnerships with Carver County and local schools

9.4. Conditional Use Permit Request for 114 Elm Street W

- Luke Orr with Orr Contracting requested CUP for limited manufacturing.
- Limited manufacturing is allowed as a CUP in the C3- Downtown District.
- Building is vacant, Orr has an offer pending the CUP approval.
- All general criteria for a CUP according to City Code has been met.
- Public hearing was held at the Planning Commission on October 11, 2023.
- Planning Commission recommended three conditions with approval:
  1. Limited manufacturing may occur only on the lower level of the building
  2. Hours of operation for the limited manufacturing use shall be 7am-6pm
  3. No outdoor storage shall be permitted on the property

*AK/BA motion to approve the requested conditional use permit at 114 Elm St W, subject to the three conditions outlined above. Motion passed 5-0.*

*CL/AK motion to approve Resolution 2023-33 Conditional Use Permit for Limited Manufacturing at 114 Elm St W. Motion passed 5-0.*

## 10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

BA – Parks did not meet last month.

CS – Conditional Use Permit was discussed at Planning

AK – Senior Advisory

MM - No EDC

11. ADDITIONAL INFORMATION—none

12. ADJOURNMENT

*BA/MM motion to adjourn at 6:43 p.m. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk/Finance Director



**more than a place, it's home.**

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

To Be Approved: November 13, 2023

**Payroll EFT**

Check #	508347 - 508367	\$	26,213.76
Check #	508368 - 508385	\$	24,850.16
Check #	-		

**Prepays**

Check #	34747 - 34749	\$	462,788.41
Check #	34750 - no paperwork as it was auto-generated	\$	125.00
Check #	34797 -	\$	601.96
Check #	-		
Check #	-		
Check #	-		

**Claims Pending Payment**

Check #	34751 - 34796	\$	654,012.73
Check #	34822 - 34830	\$	191,684.17
Check #	34807 - 34808	\$	83,685.26

**Voided Checks**

Check #	34660 - replaced with 34749	\$	(101,792.41)
Check #	33534 - replaced with 34750	\$	125.00
Check #	34798 - 34806		

**Grand Total (excluding voided checks) \$ 1,342,294.04**

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**\*Check Detail Register©**

Batch: 111323PAY,11132023PAY,11132023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>34751</b>	11/13/23	<b>ABDO LLP</b>			
E 101-41500-310		Other Professional Servic	\$580.00	479048	CLIENT TRAINING
		Total	\$580.00		
<b>34752</b>	11/13/23	<b>ALLSTATE PETERBILT OF SOUTH ST. PAU</b>			
E 101-42200-221		Repair/Maintenance Equip	\$162.71	3004607649	MARKER-SIDE, LED AMBER
		Total	\$162.71		
<b>34753</b>	11/13/23	<b>ARNOLDS OF GLENCOE, INC.</b>			
E 101-45200-221		Repair/Maintenance Equip	\$57.65	P70184	CAP, FUEL
		Total	\$57.65		
<b>34754</b>	11/13/23	<b>BLOM, SCOTT</b>			
E 101-42200-207		Training Instructional	\$1,933.35		LIFT BRIDGE LODGE AND MILEAGE
		Total	\$1,933.35		
<b>34755</b>	11/13/23	<b>BOLTON &amp; MENK, INC</b>			
E 101-41500-303		Engineering Fees	\$9,391.50	0321649	PROJECT# 0C1.128833
E 492-43100-303		Engineering Fees	\$4,900.00	0321651	PROJECT# 0C1.131686
E 494-43100-303		Engineering Fees	\$168.00	0321652	PROJECT# 0C1.124992
E 493-46500-303		Engineering Fees	\$4,309.00	0321653	PROJECT# 0C1.124521
E 601-49400-303		Engineering Fees	\$3,660.00	0321656	PROJECT# 0C1.128138
E 601-49400-303		Engineering Fees	\$2,602.00	0321657	PROJECT# 0C1.130910
E 101-41500-303		Engineering Fees	\$60.00	0321663	PROJECT# C12.035710
		Total	\$25,090.50		
<b>34756</b>	11/13/23	<b>CARQUEST AUTO PARTS</b>			
E 101-43100-221		Repair/Maintenance Equip	\$54.48	5927-278385	SEMI-METALLIC BRAKE PADS - 2012 FORD F550 SUPER DUTY
E 101-43100-221		Repair/Maintenance Equip	(\$36.00)	5927-278387	REMFGE HD BRAKE KIT - RETURN
E 101-43100-221		Repair/Maintenance Equip	\$3.14	5927-278426	MINI 58VDC CARD 15A
E 101-45200-223		Repair/Maintenance Bldg/	\$100.80	5927-278645	RV ANTIFREEZE
E 101-45200-223		Repair/Maintenance Bldg/	\$50.40	5927-278788	RV ANTIFREEZE
		Total	\$172.82		
<b>34757</b>	11/13/23	<b>CARVER COUNTY</b>			
E 101-42100-311		County Police Contract	\$117,654.00	SHERI00377	POLICE CONTRACT
		Total	\$117,654.00		
<b>34758</b>	11/13/23	<b>CARVER COUNTY ATTORNEYS OFF</b>			
E 101-41500-307		Prosecution Contract	\$2,291.83	2023027	CITY FINES - JULY, AUGUST, SEPTEMBER
		Total	\$2,291.83		
<b>34759</b>	11/13/23	<b>CARVER COUNTY CDA</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$10,871.75		2023 CAM REIMBURSEMENT PROJECTION - OAK GROVE/CITY HALL
E 101-41940-223		Repair/Maintenance Bldg/	\$17,723.27		2022 CAM REIMBURSEMENT RECONCILIATION - OAK GROVE/CITY HALL
		Total	\$28,595.02		
<b>34760</b>	11/13/23	<b>CARVERLINK - CARVER CO BROADBA</b>			



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Batch: 111323PAY,11132023PAY,11132023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-321		Telephone	\$25.00	3466	INTERNET
E 601-49400-321		Telephone	\$80.00	3466	INTERNET
E 602-49450-321		Telephone	\$65.00	3466	INTERNET
E 101-42200-321		Telephone	\$80.00	3466	INTERNET
E 101-43100-321		Telephone	\$28.00	3466	INTERNET
E 101-45200-321		Telephone	\$12.00	3466	INTERNET
E 101-41940-321		Telephone	\$40.00	3466	INTERNET
E 101-41300-321		Telephone	\$6.00	3466	INTERNET
E 101-41320-321		Telephone	\$6.00	3466	INTERNET
E 101-41400-321		Telephone	\$6.00	3466	INTERNET
E 101-46500-321		Telephone	\$2.00	3466	INTERNET
E 101-42100-321		Telephone	\$10.00	3466	INTERNET
E 101-45500-321		Telephone	\$10.00	3466	INTERNET
		<b>Total</b>	<b>\$370.00</b>		
<b>34761</b>	11/13/23	<b>CENTERPOINT ENERGY</b>			
E 101-41940-383		Gas Utilities	\$42.72		GAS UTILITIES
E 101-42200-383		Gas Utilities	\$13.96		GAS UTILITIES
E 101-43100-383		Gas Utilities	\$134.67		GAS UTILITIES
E 101-45200-383		Gas Utilities	\$243.11		GAS UTILITIES
E 601-49400-383		Gas Utilities	\$59.02		GAS UTILITIES
E 602-49450-383		Gas Utilities	\$603.63		GAS UTILITIES
E 101-49860-383		Gas Utilities	\$27.92		GAS UTILITIES
		<b>Total</b>	<b>\$1,125.03</b>		
<b>34762</b>	11/13/23	<b>CORE &amp; MAIN LP</b>			
E 601-49400-229		Water Meters	\$1,639.61	T720032	PULSE CABLE AND CAST IRON FLANGE KIT
		<b>Total</b>	<b>\$1,639.61</b>		
<b>34763</b>	11/13/23	<b>DROEGE, BRAD</b>			
E 101-42200-207		Training Instructional	\$1,862.15		CHIEFS CONVENTION AND MILEAGE
		<b>Total</b>	<b>\$1,862.15</b>		
<b>34764</b>	11/13/23	<b>ECM PUBLISHERS, INC</b>			
E 101-41400-350		Print/Publishing/Postage	\$147.00	970524	NOV 13 MERGER ST INFRASTRUCTUR
E 101-41320-350		Print/Publishing/Postage	\$68.25	970525	NOV 7 PH ZONING ORDINANCES
		<b>Total</b>	<b>\$215.25</b>		
<b>34765</b>	11/13/23	<b>FIRE CATT, LLC</b>			
E 101-42200-221		Repair/Maintenance Equip	\$2,337.79	12167	FIRE HOSE TESTING - JUL, AUG, SEPT, OCT
		<b>Total</b>	<b>\$2,337.79</b>		
<b>34766</b>	11/13/23	<b>FLEXIBLE PIPE TOOL COMPANY</b>			
E 602-49450-221		Repair/Maintenance Equip	\$97.15	29370	W4-1 4-WIRE NOZZLE EXTENSION, 1"
		<b>Total</b>	<b>\$97.15</b>		
<b>34767</b>	11/13/23	<b>FLOW MEASUREMENT AND CONTROL</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$999.00	2380	WATER TOWER ANTENNA OMNI DIRECTIONAL / 2 MDS RADIOS
E 602-49450-223		Repair/Maintenance Bldg/	\$617.00	2405	CERTIFICATION OF 1ST OPEN CHANNEL FLOW METER

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Batch: 111323PAY,11132023PAY,11132023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,616.00		
<b>34768</b>	11/13/23	<b>HACKBARTH, JESSE</b>			
E 101-42200-207		Training Instructional	\$1,024.59		CHIEFS CONVENTION AND MILEAGE
Total			\$1,024.59		
<b>34769</b>	11/13/23	<b>HOME SOLUTIONS</b>			
E 101-43100-223		Repair/Maintenance Bldg/	\$15.73	A226754	DWV STREET ELBOW AND FLEXIBLE COUPLING
E 101-43100-223		Repair/Maintenance Bldg/	\$6.29	A227143	PLEAT FUR FILTER
E 101-43100-223		Repair/Maintenance Bldg/	\$98.10	A227267	BISSELL CLEANVIEW VAC
E 101-43100-221		Repair/Maintenance Equip	\$1.40	A227301	MISC HARDWARE
E 101-43100-223		Repair/Maintenance Bldg/	\$39.63	A227411	CONCRETE MIX
E 101-43100-223		Repair/Maintenance Bldg/	\$26.99	A227464	6PK 13W A21 BULB
E 101-43100-221		Repair/Maintenance Equip	\$9.89	A227498	CLEANER/DEGREASER
E 101-41940-223		Repair/Maintenance Bldg/	\$5.39	A227925	MP TOIL TANK FLUSH LEVER
E 101-43100-221		Repair/Maintenance Equip	\$9.89	A228184	RETRAC UTIL KNIFE
E 101-43100-210		Operating Supplies	\$14.39	A228186	SPR MEAD TIDE POD
E 101-43100-223		Repair/Maintenance Bldg/	\$21.59	A228196	CRIMP CUP BRUSH
E 101-43100-221		Repair/Maintenance Equip	\$0.77	A228198	MISC HARDWARE
E 101-43100-223		Repair/Maintenance Bldg/	\$21.17	A228329	ENAMEL - PAINT FOR PAVILION
E 101-43100-223		Repair/Maintenance Bldg/	\$16.19	A228330	PAINT BRUSH
E 101-43100-223		Repair/Maintenance Bldg/	\$63.52	A228351	PAINT AND PAINT BRUSH
E 101-43100-223		Repair/Maintenance Bldg/	\$6.74	A228408	PAINT
E 101-43100-223		Repair/Maintenance Bldg/	\$1.16	A228409	PLASTIC TRAY LINER
E 101-43100-210		Operating Supplies	\$8.54	A228442	BLUE GLOVES
E 101-43100-210		Operating Supplies	\$8.54	A228675	LYSOL SPRAY
E 101-43100-223		Repair/Maintenance Bldg/	\$17.99	B243784	GROW LAMP
E 101-43100-223		Repair/Maintenance Bldg/	\$16.19	B244255	GE 3PK 20W STD FLD LAMP
Total			\$410.10		
<b>34770</b>	11/13/23	<b>HUSKY SPRING</b>			
E 101-43100-221		Repair/Maintenance Equip	\$908.98	S4-2294176	PARTS
E 101-43100-221		Repair/Maintenance Equip	\$70.94	S4-2302513	PARTS
Total			\$979.92		
<b>34771</b>	11/13/23	<b>J.P.COOKIE CO</b>			
E 101-42700-210		Operating Supplies	\$76.01	803266	2024 ANIMAL LICENSE TAGS
Total			\$76.01		
<b>34772</b>	11/13/23	<b>KAEDING ARCHITECTURE LLC</b>			
E 275-45200-302		Architects Fees	\$380.00	2552	CONSTRUCTION ADMINISTRATION
Total			\$380.00		
<b>34773</b>	11/13/23	<b>LEAGUE OF MINNESOTA CITIES</b>			
E 101-41400-200		Office Supplies	\$642.64	392451	ADOBE ACROBAT PRO - ANNUAL PAYMENT
E 101-41410-331		Travel/Meeting Expense	\$15.00	392676	ELECTIONS ADMINISTRATION
Total			\$657.64		
<b>34774</b>	11/13/23	<b>LOFFLER - 131511</b>			
E 101-41400-437		Maintenance Contract	\$262.50	4494022	CW TICKET# 3008215

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Batch: 111323PAY,11132023PAY,11132023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$262.50		-
<b>34775</b>	11/13/23	<b>MARCO TECHNOLOGIES LLC</b>			
E 101-41400-437		Maintenance Contract	\$1,847.98	INV11763939	CONTRACT
E 101-41400-437		Maintenance Contract	\$154.00	INV11765015	MICROSOFT O365
Total			\$2,001.98		
<b>34776</b>	11/13/23	<b>MAYER LUMBER CO. INC.</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$34.20		PREVIOUS BALANCE
Total			\$34.20		
<b>34777</b>	11/13/23	<b>CHAD BUESGENS</b>			
E 101-45500-223		Repair/Maintenance Bldg/	\$1,750.00	270	HONEYWELL DAMPER MOTOR REPLACEMENT
E 601-49400-223		Repair/Maintenance Bldg/	\$1,000.00	282	INDUCER MOTOR
Total			\$2,750.00		
<b>34778</b>	11/13/23	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-45200-212		Motor Fuels	\$1,278.00	68008	WINTER DIESEL
Total			\$1,278.00		
<b>34779</b>	11/13/23	<b>MINI BIFF</b>			
E 101-45200-418		Other Rentals (Biffs)	\$145.00	A-145030	RENT-EVENT-LIBERTY-BLUE-BIG-HC
E 101-45200-418		Other Rentals (Biffs)	\$110.00	A-145030	RENT-SEASONAL-TUFWAY-BLUE-REG
E 101-45200-418		Other Rentals (Biffs)	\$5.10	A-145030	ENVIRONMENTAL FEES & FUEL SURCHARGE
E 101-45200-418		Other Rentals (Biffs)	\$2.90	A-145030	ENVIRONMENTAL FEES & FUEL SURCHARGE
E 101-45200-418		Other Rentals (Biffs)	\$145.00	A-145030	RENT-SEASONAL-LIBERTY BLUE-SMALL-HC
E 101-45200-418		Other Rentals (Biffs)	\$2.90	A-145030	ENVIRONMENTAL FEES & FUEL SURCHARGE
E 101-45200-418		Other Rentals (Biffs)	\$145.00	A-145032	RENT-SEASONAL-LIBERTY BLUE-SMALL-HC
Total			\$555.90		
<b>34780</b>	11/13/23	<b>MN STATE FIRE DEPT ASSOCIATION</b>			
E 101-42200-433		Dues and Subscriptions	\$225.00		2024 MSFDA MEMBERSHIP DUES
Total			\$225.00		
<b>34781</b>	11/13/23	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 603-49500-381		Electric Utilities	\$30.85		13150 TACOMA AVE PUMP - ACCT# 337411311
E 101-43100-380		Street Lighting	\$103.87		STREET LIGHTS - ACCT# 778260300
Total			\$134.72		
<b>34782</b>	11/13/23	<b>MN VALLEY TESTING LABORATORIES INC</b>			
E 601-49400-217		Lab Fees	\$105.60	1222306	COLIFORM, MF - WATER
E 602-49450-217		Lab Fees	\$47.30	1222537	PHOSPHORUS
E 602-49450-217		Lab Fees	\$47.30	1223475	PHOSPHORUS
E 602-49450-217		Lab Fees	\$47.30	1224622	PHOSPHORUS
Total			\$247.50		
<b>34783</b>	11/13/23	<b>NAPA - STAR Group, LLC</b>			
E 101-43100-221		Repair/Maintenance Equip	(\$138.44)		OVER PAYMENT
E 101-43100-221		Repair/Maintenance Equip	\$4.52	360297	CONNECTORS
E 602-49450-221		Repair/Maintenance Equip	\$565.10	360460	WASTE WATER
E 101-45200-223		Repair/Maintenance Bldg/	\$35.94	360720	ANTIFREEZE

NORWOOD YOUNG AMERICA

**\*Check Detail Register©**

Batch: 111323PAY,11132023PAY,11132023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$467.12	
<b>34784</b>	11/13/23	<b>OEM SERVICE CO, LLC</b>			
E 101-43100-221		Repair/Maintenance Equip	\$29.03	039120	OXYGEN Q TANK
E 101-43100-221		Repair/Maintenance Equip	\$96.08	039120	ACETYLENE AC4 TANK
			Total	\$125.11	
<b>34785</b>	11/13/23	<b>OFFICE OF THE SEC. OF STATE</b>			
E 101-46500-350		Print/Publishing/Postage	\$120.00		NOTARY COMMISSION
			Total	\$120.00	
<b>34786</b>	11/13/23	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>			
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108031	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108032	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108034	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108035	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108036	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108037	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108046	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108047	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$215.82	108061	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$215.82	108062	INSPECTION
E 101-42200-221		Repair/Maintenance Equip	\$143.23	108126	INSPECTION
			Total	\$1,720.71	
<b>34787</b>	11/13/23	<b>RAETHER, KEVIN</b>			
E 101-42200-207		Training Instructional	\$717.49		CHIEFS CONVENTION AND MILEAGE
			Total	\$717.49	
<b>34788</b>	11/13/23	<b>RAM GENERAL CONTRACTING</b>			
E 275-45200-525		Parks-Buildings & Structur	\$36,525.00	4926	PROGRESS BILLING# 1
			Total	\$36,525.00	
<b>34789</b>	11/13/23	<b>SCHRUPP, ERIN</b>			
E 601-49400-331		Travel/Meeting Expense	\$11.07		MILEAGE
E 602-49450-331		Travel/Meeting Expense	\$11.07		MILEAGE
			Total	\$22.14	
<b>34790</b>	11/13/23	<b>Squires, Waldspurger, &amp; Mace, P.A.</b>			
E 101-41500-304		Legal Fees	\$463.87	18554	MISCELLANEOUS
E 101-41500-304		Legal Fees	\$173.57	18554	MASONIC LODGE HAZARDOUS BUILDING
E 101-41500-304		Legal Fees	\$4,307.45	18554	2023 PUBLIC WORKS NEGOTIATIONS
E 101-41500-304		Legal Fees	\$175.50	18554	522 FAXON ROAD CODE ISSUE
			Total	\$5,120.39	
<b>34791</b>	11/13/23	<b>HD SUPPLY, INC</b>			
E 601-49400-210		Operating Supplies	\$410.21	INV00183424	PH BUFFER PACK, CHLORINE, FLUORIDE REAGENT
			Total	\$410.21	
<b>34792</b>	11/13/23	<b>UTILITY CONSULTANTS, INC.</b>			
E 602-49450-217		Lab Fees	\$952.79	118104	CHEMICALS

NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

Batch: 111323PAY,11132023PAY,11132023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$952.79		
<b>34793</b>	11/13/23	<b>VERIZON WIRELESS</b>			
E 101-45200-321		Telephone	\$67.52	9947268761	CELL PHONE
E 101-43100-321		Telephone	\$157.54	9947268761	CELL PHONE
E 601-49400-321		Telephone	\$66.52	9947268761	CELL PHONE
E 602-49450-321		Telephone	\$66.52	9947268761	CELL PHONE
E 101-41300-321		Telephone	\$41.01	9947268761	CELL PHONE
E 101-46500-321		Telephone	\$41.01	9947268761	CELL PHONE
Total			\$440.12		
<b>34794</b>	11/13/23	<b>VOLUNTEER FIREFIGHTERS'</b>			
E 101-42200-433		Dues and Subscriptions	\$215.00		ANNUAL RENEWAL
Total			\$215.00		
<b>34795</b>	11/13/23	<b>WM MUELLER &amp; SONS INC</b>			
E 101-43100-224		Street Maint Materials	\$172.00	294035	3/8" VIRGIN FINE
E 492-43100-500		Capital Outlay	\$392,398.48	OC1.128833	MERGER STREET PROJECT - PAYMENT# 2
Total			\$392,570.48		
<b>34796</b>	11/13/23	<b>XCEL ENERGY</b>			
E 101-41940-381		Electric Utilities	\$3,184.05		ELECTRICAL UTILITIES
E 101-42200-381		Electric Utilities	\$569.44		ELECTRICAL UTILITIES
E 101-42500-381		Electric Utilities	\$12.95		ELECTRICAL UTILITIES
E 101-43100-380		Street Lighting	\$6,448.02		ELECTRICAL UTILITIES
E 101-43100-381		Electric Utilities	\$331.63		ELECTRICAL UTILITIES
E 101-45200-381		Electric Utilities	\$956.22		ELECTRICAL UTILITIES
E 101-45500-381		Electric Utilities	\$1,876.26		ELECTRICAL UTILITIES
E 601-49400-381		Electric Utilities	\$351.94		ELECTRICAL UTILITIES
E 602-49450-381		Electric Utilities	\$3,889.55		ELECTRICAL UTILITIES
E 101-49860-381		Electric Utilities	\$167.19		ELECTRICAL UTILITIES
Total			\$17,787.25		
<b>34807</b>	11/13/23	<b>BOLTON &amp; MENK, INC</b>			
E 101-41500-303		Engineering Fees	\$28,484.50	0323822	2023 PAVEMENT REHABILITATION - PROJECT# OC1.128833
E 101-41500-303		Engineering Fees	\$9,833.00	0323823	2024 STREET IMPROVEMENT - PROJECT# OC1.131686
E 493-46500-303		Engineering Fees	\$11,549.50	0323824	INDUSTRIAL PARK EXPANSION - PROJECT# OC1.124521
E 602-49450-303		Engineering Fees	\$7,689.00	0323825	WWTF UPGRADE - PROJECT# OC1.130910
Total			\$57,556.00		
<b>34808</b>	11/13/23	<b>CARVER COUNTY</b>			
E 101-41500-306		Assessor Fees	\$26,129.26	48310	2023 ASSESSMENT CONTRACT
Total			\$26,129.26		
<b>34822</b>	11/13/23	<b>CARQUEST AUTO PARTS</b>			
E 101-42200-240		Small Tools and Minor Eq	\$51.00	5927-279599	MASKS
Total			\$51.00		
<b>34823</b>	11/13/23	<b>CORE &amp; MAIN LP</b>			

NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

Batch: 111323PAY,11132023PAY,11132023PAY2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-229		Water Meters	\$913.91	T854973	CURB STOP REPAIRS
		Total	\$913.91		
<b>34824</b>	11/13/23	<b>INTERNATIONAL UNION</b>			
G 101-21712		Union Dues	\$210.00		UNION DUES
		Total	\$210.00		
<b>34825</b>	11/13/23	<b>KWIK TRIP INC.</b>			
E 101-43100-212		Motor Fuels	\$60.76	8869012	Fuel
E 101-43100-212		Motor Fuels	\$43.24	8869190	Fuel
E 101-43100-212		Motor Fuels	\$72.06	8884873	Fuel
E 101-43100-212		Motor Fuels	\$105.89	8885233	Fuel
E 101-43100-212		Motor Fuels	\$100.79	8889107	Fuel
E 101-43100-212		Motor Fuels	\$131.60	8889482	Fuel
E 101-43100-212		Motor Fuels	\$97.00	8909774	Fuel
E 101-43100-212		Motor Fuels	\$91.32	8913454	Fuel
E 101-43100-212		Motor Fuels	\$74.05	8925389	Fuel
E 101-43100-212		Motor Fuels	\$94.68	8946290	Fuel
		Total	\$871.39		
<b>34826</b>	11/13/23	<b>MAC QUEEN EQUIPMENT</b>			
R 101-42200-36231		REIMBURSEMENT FOR	\$182,390.49	W05188	CLAIM# CA272851 - LADDER TRUCK
		Total	\$182,390.49		
<b>34827</b>	11/13/23	<b>MUNICIPAL EMERGENCY SERVICES</b>			
E 275-42200-541		Public Safety Equip	\$6,791.11	IN1956097	CUSTOM FIRE-DEX TURNOUT COAT AND PANT
		Total	\$6,791.11		
<b>34828</b>	11/13/23	<b>NORWOOD ELECTRIC INC</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$257.40	17826	PAVILION BATHROOM LIGHTING - WOMEN'S RESTROOM
		Total	\$257.40		
<b>34829</b>	11/13/23	<b>R.E. SMITH OIL &amp; TIRE CO., INC</b>			
E 601-49400-212		Motor Fuels	\$23.82	68513	FUEL - BUS
		Total	\$23.82		
<b>34830</b>	11/13/23	<b>VERIZON WIRELESS</b>			
E 101-42200-321		Telephone	\$175.05	9947644331	Cell Phone
		Total	\$175.05		
		<b>10100</b>	<b>\$929,382.16</b>		







DATE: November 13, 2023  
TO: Honorable Mayor Lagergren and Members of the City Council  
FROM: Andrea Aukrust, City Administrator  
RE: Personnel Committee Hiring Recommendation

---

The Personnel Committee recommends that the Council approve hiring Mitchell Thiesfeld as the new City Clerk-Treasurer/Finance Director. Mr. Thiesfeld holds a Bachelor of Science in Finance from Minnesota State University, Mankato. He is currently employed by Abdo Financial Solutions, the city's auditing firm, working with non-profit auditing and as a Tax Associate. The Personnel Committee recommends starting Mr. Thiesfeld at a—Grade 13 Step 1 on the 2023 wage schedule.

**Consent Agenda Item:**

Motion to approve the hiring of Mitchell Thiesfeld as the City Clerk-Treasurer/Finance Director at a Grade 13 Step 1 on the 2023 wage schedule.

*Norwood Young America*





DATE: November 13, 2023  
TO: Honorable Mayor Lagergren and Members of the City Council  
FROM: Andrea Aukrust, City Administrator  
RE: Personnel Committee Hiring Recommendation

---

The Personnel Committee recommends that the Council approve hiring Alan Tellers as a new part-time bus driver. Mr. Tellers is a resident of Norwood Young America and is excited to give back to the community in his retirement. The Personnel Committee recommends starting Mr. Tellers at a—Grade 2 Step 6 on the 2023 wage schedule.

**Consent Agenda Item:**

Motion to approve the hiring of Alan Tellers as a part-time bus driver at a Grade 2 Step 6 on the 2023 wage schedule.

*Norwood Young America*



To: Mayor Lagergren and City Council Members  
From: Andrea Aukrust, City Administrator  
Date: November 13, 2023  
Re: Merger Street Improvements Assessment Hearing and Resolution 2023-34

---

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

After taking the benefit analysis into consideration, the amount being assessed is \$139,700.36. Bolton and Menk sent out proper notification to each property owner for them to be informed on the amount of their 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 2023-34: A Resolution adopting the assessment roll for the City of Norwood Young America to be Certified to Carver County for the 2023 Merger Street Improvement Project along Merger Street from Hwy 212 to Hill Street.***

**CITY OF NORWOOD YOUNG AMERICA  
RESOLUTION 2023-34**

**A Resolution Adopting Merger Street Improvement Project 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 Merger 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 Merger Street from Highway 212 to Hill Street.

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 6.5 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, 2024. 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 this 13<sup>th</sup> day of November 2023.

Approved:

\_\_\_\_\_  
Carol Lagergren, Mayor

Attest:

\_\_\_\_\_  
Andrea Aukrust, City Administrator



Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

## MEMORANDUM

**Date:** November 7, 2023  
**To:** Andrea Aukrust, City of Norwood Young America  
**From:** Josh Eckstein, Bolton & Menk  
**Subject:** Merger Street Improvement Project

---

Honorable Mayor and City Council Members:

The final step in the MN Chapter 429 assessment process is the Assessment Hearing. Mailed and published notices have been sent out to all affected property owners. I will provide a brief presentation outlining the completed project components and provide a comparison of the feasibility study costs and the final costs.

One resolution is required to finalize and certify the final assessments.

- Resolution Adopting Final Assessment

Included with this memo are copies of the presentation and final assessment roll. I am available to discuss this information with you and answer any questions that you or the City Council may have at your convenience.

**MERGER STREET INFRASTRUCTURE IMPROVEMENTS**  
**FINAL ASSESSMENT ROLL**  
 10/6/2023

PROP. NO.	OWNER	OWNER ADDRESS	PROPERTY ADDRESS	P.I.D.	UNIT	CORNER		STREET ASSESSMENT		WATERMAIN ASSESSMENT		TOTAL ASSESSMENT	BENEFIT ANALYSIS	FINAL ASSESSMENT	%ANNUAL ASSESSMENT PAYMENT	NOTES
						LOT CREDIT - PRIMARY	UNIT CREDIT - SECONDARY	STREET ASSESSMENT	STREET ASSESSMENT	WATERMAIN ASSESSMENT	WATERMAIN ASSESSMENT					
1	JAMES & LESLIE ROBERTSON	311 MERGER STREET	311 MERGER STREET	58680140	1.00	0.50	0.50	\$7,120.14	\$7,120.14	\$11,637.84	\$11,637.84	\$18,750.00	\$8,750.00	\$8,750.00	\$1,217.17	
2	ONJOY JOY ESSELMAN	17481 95TH LN, HAMBURG, MN 55389	315 MERGER STREET	58680139	1.50	0.75	0.75	\$10,880.22	\$10,880.22	\$11,637.84	\$22,318.06	\$8,650.00	\$8,650.00	\$1,203.26	ASSESSED IN 2008 (SECONDARY UNIT)	
3	ROSS INVESTMENTS LLC	PO BOX 717	222 WILSON STREET	58680070	1.50		0.75	\$10,880.22	\$10,880.22	\$23,275.69	\$33,895.90	\$18,300.00	\$18,300.00	\$2,267.41	ASSESSED IN 2008 (PRIMARY UNIT)	
4	COPPER CANYON BAR AND GRILL INCORPORATED	518 W ELM ST	425 MERGER ST	58680039	2.00		2.00	\$49,480.58	\$49,480.58	\$40,118.42	\$89,598.99	\$19,300.00	\$19,300.00	\$2,684.72		
5	VERNON HOLLIM	4183 STINSON BLVD NE, COLUMBIA HEIGHTS, MN 55421	400 MERGER ST	58680271	3.50		3.50	\$49,841.01	\$49,841.01	\$11,637.84	\$61,478.85	\$37,200.00	\$37,200.00	\$5,174.89		
6	LAZY LOON LANES WA, LLC	4183 STINSON BLVD NE, COLUMBIA HEIGHTS, MN 55421	N/A	58680211	W5		W5	\$35,650.72	\$35,650.72	\$11,637.84	\$47,288.56	\$18,700.00	\$18,700.00	\$2,901.28		
7	J & J ENTITIES LLC	8750 COUNTY ROAD 43, CHAGAKA, MN 55319	305 WILSON ST E	58680139	2.50		2.50	\$7,120.14	\$7,120.14	\$11,637.84	\$18,757.98	\$13,000.00	\$13,000.00	\$1,908.36		
8			320 E HILL ST	58680200	1.00		1.25	\$17,800.36	\$17,800.36	\$11,637.84	\$29,438.20	\$17,800.36	\$17,800.36	\$2,478.11		
9	CITY OF NORWOOD YOUNG AMERICA															
				Total Units		13.00	1.25	1.25	11.75	11.75	8.0	\$260,298.11	\$121,300.00	\$139,700.36	\$2,478.11	
				Primary Corner Lot Credit Unit		1.25										
				Assessment Bases Units		11.75										

Note: Based on latest Rate 1% Above Bonding Cost (0.52% + 1.0% + 0.5%) and Term Equal to Bond Term (10 Years)



# City of Norwood Young America Merger Street Improvements Assessment Hearing



November 13, 2023

## Presentation Format

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



## Project Timeline

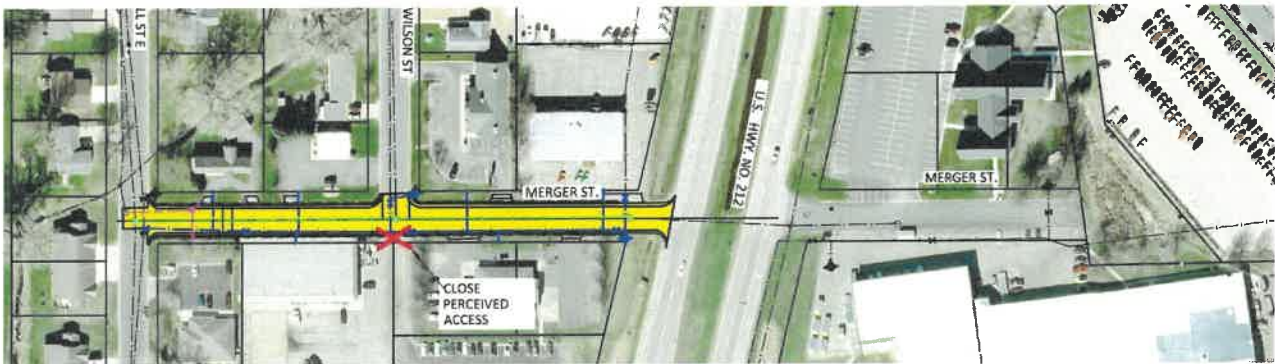
- To Date the Following Items Have Been Completed:
  - ✓ City Council Authorized the Preliminary Project Items
  - ✓ Completed Soil Borings
  - ✓ Completed Feasibility Study
  - ✓ Approved Feasibility Study & Called for a Public Hearing
  - ✓ Conducted Public Hearing
  - ✓ Authorized Final Design & Ordered 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 2024)





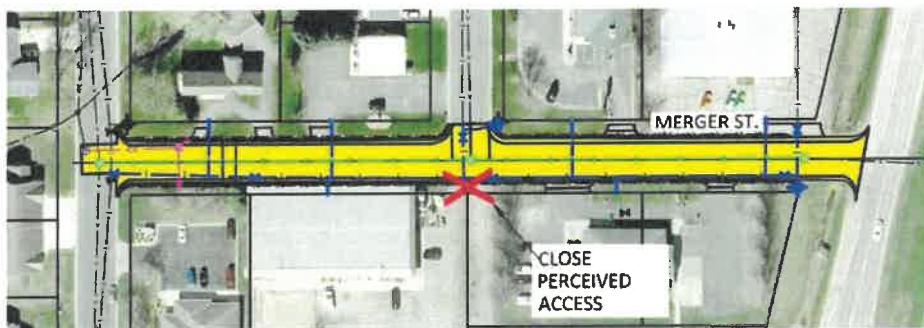
## Completed Improvements – Street / Storm Sewer

- Street Improvements
  - Existing Street Width = 41 Feet
  - Proposed Street Width = 41 Feet
  - No sidewalks
  - Concrete curb and gutter
- Storm Sewer Improvements
  - Replace & Expand Existing Storm Sewer System
  - Add Draintile & Sump Pump Service Connections



## Completed Improvements – Sanitary Sewer/Water

- Sanitary Sewer
  - Replace Manholes
  - Line Sewer Mains
- Water System
  - Replace 6-Inch Cast Iron Main with 8-Inch PVC Main
  - Replace/Add Hydrants & Gate Valves
  - Replace Services from Main to Curb Stop



# Completed Improvements



## Completed Improvements



## 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
  - Storm Sewer Work, Sanitary Sewer Work, Extra Depth/Width of Street Not Assessed
- Assessment Benefit Analysis Completed



## Assessment Area Map

- 8 Properties Located in the Project Area
- Street Reconstruction Cost Per Unit = \$14,240
- Watermain Cost Per Unit = \$11,638
- Assessment Benefit Evaluation Process Completed





## 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 2023
  - In any Year Thereafter, Prior to November 15<sup>th</sup> 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%



## Project Cost Summary

- Total Final Project Cost = \$939,889
  - (6% Below Preliminary Estimate)
- Final Private Assessed Amount Based on Policy = \$242,625
- Final Private Assessed Amount Based on Appraisal = \$139,700
  - (52% Below Preliminary Estimate)
- Total Final City Cost = \$800,189
  - (12.9% Above Preliminary Estimate)
- Final Bond Rate = 5.5% at a 10-Year Term



# Final Project Cost Summary

	Preliminary Estimated Costs	Final Project Costs	+ / (-) From Estimated Costs	% + / - From Estimated Costs
Total Project Cost	\$999,928.19	\$939,889.05	(\$60,039)	-6.0%
Standard Section Cost	\$413,046.43	\$334,646.78	(\$78,400)	-19.0%
Extra Depth Street Cost	\$229,242.34	\$170,957.42	(\$58,285)	-25.4%
Storm Sewer Improvements (City Cost)	\$54,953.94	\$108,261.89	\$51,308	93.4%
Sanitary Sewer Improvements	\$88,930.46	\$141,817.51	\$52,887	59.5%
Watermain	\$213,755.03	\$186,205.45	(\$27,550)	-12.9%
<b>Street Assessment Calculations</b>				
Total Standard Section	\$413,046.43	\$334,646.78	(\$78,400)	-19.0%
City Contribution (50%)	\$206,523.21	\$167,323.39	(\$39,200)	-19.0%
Assessable Portion	\$206,523.21	\$167,323.39	(\$39,200)	-19.0%
Total Units	13.00	13.00		
Corner Lot Credits	1.25	1.25		
Assessment Basis Units	11.75	11.75		
Assessable Cost Per Unit	\$17,576.44	\$14,240.29	(\$3,336.16)	-19.0%
Assessable City Units	1.25	1.25		
Total Assessable City Amount	\$21,970.55	\$17,800.36	(\$4,170)	-19.0%
Total Assessed Amount - Street	\$184,552.66	\$149,523.03	(\$35,030)	-19.0%
Total City Cost	\$228,483.77	\$185,123.75	(\$43,370)	-19.0%
<b>Watermain Assessment Calculations</b>				
Total Watermain Cost	\$213,755.03	\$186,205.45	(\$27,550)	-12.9%
City Contribution	\$106,877.51	\$93,102.72	(\$13,775)	-12.9%
Assessable Portion	\$106,877.51	\$93,102.72	(\$13,775)	-12.9%
Total Units	7.00	7.00		
Cost Per Unit	\$15,268.22	\$13,300.39	(\$1,968)	-12.9%
Total Assessed Amount - Watermain	\$106,877.51	\$93,102.72	(\$13,775)	-12.9%
Total City Cost	\$106,877.51	\$93,102.72	(\$13,775)	-12.9%
Total assessed Amount Based on Policy	\$291,430.17	\$242,625.75		
Total Assessed Amount After Appraisal		\$139,700.36		
<b>TOTAL ASSESSED AMOUNT:</b>	<b>\$291,430</b>	<b>\$139,700</b>	<b>(\$151,730)</b>	<b>-52.1%</b>
<b>TOTAL CITY COST:</b>	<b>\$708,498</b>	<b>\$800,189</b>	<b>\$91,691</b>	<b>12.9%</b>
<b>TOTAL PROJECT COST:</b>	<b>\$999,928</b>	<b>\$939,889</b>	<b>(\$60,039)</b>	<b>-6.0%</b>
<b>429 BOND RATE:</b>	<b>4.00%</b>	<b>5.50%</b>	<b>1.50%</b>	<b>NA</b>



## Next Steps

- City Council Adopts the Final Assessment Roll (Tonight)
- City Staff Certifies Final Assessment Roll with Carver County (Due November 30<sup>th</sup>)
- Complete Construction and Close Out Project (Spring 2024)



## Questions / Comments / Discussion





TO: Honorable Mayor Lagergren and City Council Members  
FROM: Andrea Aukrust, City Administrator  
DATE: November 13, 2023  
RE: Resolution 2023-35 A Resolution Receiving Feasibility Report and Calling for a Public Hearing for the 2024 Railroad Street Infrastructure Improvement Project

---

Enclosed is the Feasibility Report from Bolton & Menk for the 2024 Railroad Street Infrastructure Improvements and Resolution 2023-35, *A Resolution Receiving Feasibility Report and Calling for a Public Hearing on Improvement: Railroad Street*. The Public Hearing will commence on Monday, December 11, 2023, at 6:00 p.m. in the Norwood Young America City Council Chambers. The hearing notice will be published in the City's legal newspaper, and mailed notices will be provided to the impacted property owners proposed to be assessed for the improvements. Josh Eckstein of Bolton & Menk will present the report to the Council.

**Recommended Motion:**

**Motion to approve Resolution 2023-35 Receiving Feasibility Report and Calling for a Hearing on Improvement: Railroad Street.**

*Norwood Young America*

---



Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

**\*\*\*MEMO\*\*\***

DATE: November 7, 2023  
TO: Andrea Aukrust, City Administrator  
FROM: Josh Eckstein, Bolton & Menk, Inc.  
SUBJECT: Railroad Street Infrastructure Improvement Project

---

Honorable Mayor and City Council Members:

The purpose of this memo is to request approval of the Railroad Street Infrastructure Improvement Project feasibility study and to schedule the public improvement hearing.

If authorized to proceed, the Improvement Hearing would be scheduled for December 11, 2023. At that time the Council will consider ordering the improvements and authorizing preparation of plans and specifications.

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

**CITY OF NORWOOD YOUNG AMERICA  
RESOLUTION NO. 2023-35**

**A Resolution Receiving Feasibility Report  
and Calling Hearing on Improvement: Railroad Street**

**WHEREAS**, pursuant to resolution of the council adopted September 9, 2023, a report has been prepared by the City Engineer with reference to the proposed Railroad Street Infrastructure Improvement project, the street, drainage and utility improvement of Railroad Street between Progress Street and Reform Street and between Morse Street and Faxon Road, and this report was received by the council on November 13, 2023, and

**WHEREAS**, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvement of such improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$3,705,695.
2. A public hearing shall be held on such proposed improvements on December 11, 2023, in the council chambers of the city hall at 6:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 13<sup>th</sup> day of November, 2023.

Approved:

\_\_\_\_\_  
Carol Lagergren, Mayor

Attest:

\_\_\_\_\_  
Andrea Aukrust, City Administrator





Real People. Real Solutions.

City of Norwood Young America

# Railroad Street Infrastructure Improvements Feasibility Report

November 13, 2023



more than a place, it's home.

# Certification

Feasibility Report

For

Railroad Street Infrastructure Improvements

City of Norwood Young America

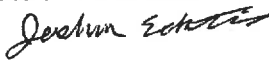
OC1.131686

November 13, 2023

**Submitted by:**

Bolton & Menk, Inc.  
2638 Shadow Ln  
Chaska, MN 55318  
P: 952-448-8838  
F: 952-448-8805

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: 

Joshua Eckstein, P.E.  
License No. 48224

Date: November 13, 2023

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## I. EXECUTIVE SUMMARY

### Background & Introduction

The impetus for this report is a request by the City of Norwood Young America to evaluate the feasibility of improvements to specifically identified City infrastructure components within the Railroad Street area from Progress Street to Faxon Road. The goal of these improvements is to renew and restore failing municipal infrastructure to new condition by means of reconstruction or replacement.

### Proposed Improvements

All improvements addressed within this report are feasible from a technical standpoint. This study addresses issues with aging, substandard, or non-existent infrastructure including street pavement, sanitary sewer, watermain, sidewalks, and storm sewer facilities. The improvements recommended in this report are necessary to provide safe and adequate infrastructure and represent cost effective solutions for doing so.

#### 1. Street Improvements

The proposed Railroad Street improvements consist of full-depth street reconstruction from Reform Street to Progress Street and Morse Street to Faxon Road. Railroad Street from Reform Street to Morse Street is a County Road, CSAH 33, and was reconstructed in 1996 and therefore no improvements to this section will be completed. In general, the proposed street will match the existing street profile, but the width will be altered to provide a more consistent and uniform street. The proposed street section will meet the city standard truck route pavement section and will include curb and gutter matching the existing curb width, profile, and style. The proposed street dimensions are as follows:

- Railroad Street (Progress Street to Reform Street)
  - Curb and Gutter on Both Sides
  - 38.0-Foot Street Width
    - 11.0-Foot Thru Lanes
    - 8.0-Foot Parking on Both Sides
- Railroad Street (Morse Street to Franklin Street)
  - Curb and Gutter on Both Sides
  - 38.0-Foot Street Width
    - 11.0-Foot Thru Lanes
    - 8.0-Foot Parking on Both Sides
- Railroad Street (Franklin Street to Faxon Road)
  - Curb and Gutter on Both Sides
  - 32.0-Foot Street Width
    - 11.0-Foot Thru Lane on the North Side
    - 13.0-Foot Thru Lane on the South Side
    - 8.0-Foot Parking on the North Side

2. Storm Sewer Improvements

All existing storm sewer infrastructure is proposed to be replaced with new materials including manholes, catch basins, pipe and castings. Storm sewer within the roadway will be replaced in its approximate current location. Storm Sewer will be removed under private property and redirected as needed in preparation for future projects. Drain tile, sump pump discharge connection points, and roof drain connection points are also proposed to be included as part of the project improvements. Stormwater treatment facilities will also be constructed as needed to satisfy all Carver County Water Management Organization rules.

3. Watermain Improvements

Proposed watermain improvements include removal of the 4-inch to 6-inch watermain and replacement with a 12-inch trunk watermain from Morse Street to East Street. New watermain will be extended from Reform Street to Progress Street and new watermain will be installed from East Street to Faxon Road for looping purposes. All hydrants, gate valves and service lines are also proposed to be replaced as part of the project.

4. Sanitary Sewer Improvements

Proposed sanitary sewer improvements include replacement of existing gravity sewer and manholes from East Street to Morse Street and the extension of a new sanitary sewer system from Progress Street to Reform Street.

5. Pedestrian Facility Improvements

Optional sidewalk improvements include a 6-foot-wide sidewalk constructed at the back of curb along Railroad Street from Morse Street to Faxon Road.

Estimated Costs

Cost estimates have been prepared for the City infrastructure needs identified within the Railroad Street project area. Detailed cost estimates are provided in Appendix B and summarized below:

**Railroad Street Infrastructure Improvements:**

1) \$ 1,747,563.23	Street Reconstruction Cost
2) \$ 494,018.44	Storm Sewer Cost
3) \$ 838,110.00	Watermain Cost
4) \$ 470,642.81	Sanitary Sewer Cost
5) \$ <u>155,360.63</u>	Pedestrian Facility Cost
<b>\$ 3,705,695.11</b>	<b>Total Estimated Project Cost</b>

## II. INTRODUCTION

The impetus for this report is a request by the City of Norwood Young America to evaluate the feasibility of improvements and replacement of specifically identified City infrastructure components within the Railroad Street area from Progress Street to Faxon Road. The goal of these improvements is to renew and restore municipal infrastructure along Railroad Street with proper and timely repairs and replacements.

This report is based on record drawings, aerial photography, City utility maps, topographical data, and City staff input. This report examines various potential infrastructure components within the Railroad Street area from Progress Street to Faxon Road. More specifically, this report reviews considerations for:

- Pavement Surfacing Needs
- Transportation and Parking Needs
- Stormwater Conveyance System Needs
- Stormwater Quality Needs
- Wastewater System Facility Needs
- Water Supply System Needs
- Pedestrian Mobility Needs

### Background

This Feasibility Study has been completed to identify the municipal infrastructure improvements and appropriate roadway rehabilitations needed within the proposed project area to better define project costs and impacts. The project area was identified and chosen by City staff based on priorities identified within the City's 2020 Street & Utility Reconstruction Projects Scoping Study.

### Overall Feasibility and Cost Effectiveness

All improvements addressed within this report are feasible from a technical standpoint. This study addresses issues with failing or non-existent infrastructure. The improvements are necessary to provide safe and adequate infrastructure and represent cost effective solutions for doing so.

## III. PROPOSED IMPROVEMENTS

### Street Improvements

The existing Railroad Street typical section consists of approximately 22-foot-wide street with no curb and gutter and 4-foot shoulders from Progress Street to Reform Street, 41-foot wide with curb and gutter from Morse Street to East Street, 20-foot-wide street with no curb and gutter and a 4-foot shoulder on the north side from East Street to Faxon Road. The existing concrete curb and gutter is a B618 style curb from Morse Street to East Street. The existing pavement has many transverse and longitudinal cracks, raveling, potholes, and alligator cracking. Based on the existing pavement condition and the scope of the proposed utility work, the recommended repair method is full depth reconstruction. The proposed improvements are shown on Figure 1 & 2 in Appendix A and consist of full-depth reconstruction of the street structural section from Progress Street to Reform Street and Morse Street to Faxon Road. Adjacent driveways and sidewalks will also be reconstructed as necessary to match the reconstructed roadway. The proposed street section will be designed

to accommodate truck traffic including 6.5-inches of bituminous pavement, 8-inches of aggregate base, 12-inches of select granular borrow and geotextile fabric. Additional excavation may be necessary if poor subgrade soils are encountered. The proposed street will also include new B618 concrete curb and gutter. Based on the City's assessment policy only the City standard street section, which includes 4.5-inches of bituminous pavement, 9-inches of aggregate base and is 34-feet wide, shall be assessed. Based on that policy, 2-inches of bituminous pavement, 5-inches of aggregate base, 12-inches of select granular borrow, and 4-feet of width will not be assessed to adjacent properties and will be included as a 100% City cost. Parking lanes are proposed on each side of the street from Progress Street to Reform Street and Morse Street to East Street, a parking lane on the north side will also be added from East Street to Faxon Road. Painted parking lanes will delineate the parking area from the thru lanes and act as a speed reduction measure by visually narrowing the functional roadway. Various private sidewalks exist along the project corridor. These sidewalks will be reconstructed in-kind on an as needed basis to facilitate roadway and utility improvements.

The proposed street dimensions are as follows:

- Railroad Street (Progress Street to Reform Street)
  - Curb and Gutter on Both Sides
  - 38.0-Foot Street Width
    - 11.0-Foot Thru Lanes
    - 8.0-Foot Parking on Both Sides
- Railroad Street (Morse Street to Franklin Street)
  - Curb and Gutter on Both Sides
  - 38.0-Foot Street Width
    - 11.0-Foot Thru Lanes
    - 8.0-Foot Parking on Both Sides
- Railroad Street (Franklin Street to Faxon Road)
  - Curb and Gutter on Both Sides
  - 32.0-Foot Street Width
    - 11.0-Foot Thru Lane on the North Side
    - 13.0-Foot Thru Lane on the South Side
    - 8.0-Foot Parking on the North Side

The total project cost for the proposed street reconstruction is estimated to be \$1,747,563. Itemized cost estimates are included in Appendix B.

#### Storm Sewer Improvements

Existing drainage patterns and discharge locations will be maintained by this project. The existing stormwater conveyance system generally consists of concrete manholes and pipe which are in poor condition due to age. All components, pipe, manholes and castings, are proposed to be replaced in generally similar locations, apart from the existing storm sewer that runs under the trailer park and under the 0 Railroad Street East property. The system under the trailer park will be abandoned, and the storm sewer system will be relocated along the Railroad Street right-of-way where it will discharge into the existing ditch near Faxon Road. An additional structure and stub will be added south of the building at 0 Railroad Street

East where a future project can tie into the existing system. Additional intakes will be evaluated and added if necessary. New castings and manhole chimneys will also be included as part of the project. Drain tile, sump pump discharge connection points, and roof drain connection points will be added where properties with potential sump pumps or roof drains exist. This will give each property owner or business owner the opportunity to connect sump pump discharge lines or roof drains to the underground storm sewer conveyance system in an effort to minimize wet yards, street icing and damage to sump pump lines. An infiltration basin is proposed to be constructed on City right-of-way at 421 Railroad Street to treat all water that drains to the west from Franklin Street. Currently there is no viable on-site location to treat the water that drains to the east from Franklin Street. Treatment for this area is proposed to be included in the Industrial Park Expansion area. To satisfy Carver County Watershed Management Organization rules for linear transportation projects, a stormwater treatment facility is required to be constructed as part of the project.

The total project cost for the stormwater system improvements is estimated to be \$494,018. Itemized cost estimates are included in Appendix B.

#### Water System Improvements

The existing watermain runs along Reform Street to East Street and no watermain exists from Progress Street to Reform Street or East Street to Faxon Road. The existing watermain consists of 4-inch to 6-inch pipe which restricts available fire flow to the area. The exact age of the pipe is unknown but is likely 50 plus years old. It is likely that the existing main is constructed of cast iron. Given the age of the pipe, cast iron, can be brittle and easily broken when ground shifting occurs during winter and spring months. Given the proposed street will have a useful life of 50 plus years this segment of watermain, if left in place, would be a liability to the integrity of the system. Therefore, all existing watermain is proposed to be replaced with a 12-inch diameter PVC pipe. A new 12-inch diameter PVC pipe will be added from Progress Street to Reform Street and from East Street to Faxon Road to improve fire flow and reliability of the system. The new watermain from East Street to Faxon Road will be added for looping purposes and will not be assessed as part of the project. New isolation valves and hydrants will also be included in the design to bring the system up to current City standards and provide adequate fire protection for the adjacent neighborhood. In addition to the mainline pipe, all individual property service lines are recommended to be replaced from the main to the existing curb stop.

The total project cost for the water system improvements is estimated to be \$838,110. Itemized cost estimates are included in Appendix B.

#### Sanitary Sewer Improvements

Existing gravity sanitary sewer mains run along the centerline of the street from Reform Street to East Street and no sanitary sewer exists from Progress Street to Reform Street or East Street to Faxon Road. The sanitary sewer will be extended from Reform Street west to Progress Street. The existing line from Reform Street to Morse Street was replaced in 1996 as part of the CSAH 33 improvements project. The sanitary sewer system from Morse Street to East Street is generally in poor condition and is recommended to be replaced as part of the project. All sanitary sewer manholes which are located within the project area are recommended to be replaced due to age and condition. These manholes are in poor condition with considerable groundwater infiltration.

The total project cost for sanitary sewer system improvements is estimated to be \$470,643. Itemized cost estimates are included in Appendix B.

#### Pedestrian Facility Improvements

A potential sidewalk connection within the project corridor was identified within the



Norwood Young America Comprehensive Plan. Please note that the Comprehensive Plan did not account for the new trail along Highway 212 which provides additional opportunities for pedestrian movement within this area of town. In order to close the gap along Railroad Street a 6-foot sidewalk is proposed as an option. This footprint was selected to minimize impact to adjacent driveways, landscaping and trees. This facility would be constructed along the north side of Railroad Street from Faxon Road to Franklin Street and then cross over to the south side of Railroad Street from Franklin Street to Morse Street. If selected to be constructed, this sidewalk facility would link the existing trail on Railroad Street east of Faxon Road to the existing sidewalk along Morse Street.

The total project cost for sidewalk improvements is estimated to be \$155,361. Itemized cost estimates are included in Appendix B.

## **IV. FINANCING & FUNDING**

### **A. Financing**

Based on the assessment policy methodology, all of the components of the project presented in this report can be financed through the sale of a Chapter 429 Improvement Bond and meet the statutory requirement for a minimum assessable percentage of 20%. However, based on historical appraisal evaluations it is likely that the assessment amounts will be reduced below the 20% threshold and a combined bond approach will be required. The combined bond approach will allow a portion of the non-assessable improvements to be financed under a Chapter 115 Sanitary Sewer Revenue Bond, a Chapter 444 Water and Stormwater Revenue Bond, or another applicable bond ensuring the City is able to meet all statutory requirements. The Chapter 429 Bond is the most common financing method for local street reconstruction projects that contain assessments. The Financing & Funding table located at the end of this section shows that the estimated assessable percentage of the project with all components is 30.2% for the unit method.

It is recommended that the City discuss financing options in more detail with their financial consultant. Combining the financing of this project with other possible planned improvements or planned equipment purchases should also be evaluated and discussed.

### **B. Funding**

This project is proposed to be funded with general City funds and special assessments imposed on benefiting properties. There are several funding sources proposed to be used to service the bond debt including the following:

- Property Tax Revenue
- Sewer Revenues
- Water Revenues
- Stormwater Revenues
- Special Assessments
- Potential Local Roadway Improvement Program (LRIP) Grant

**RAILROAD STREET INFRASTRUCTURE IMPROVEMENTS**

The total project costs for the proposed project are apportioned as follows:

		<u>RECOMMENDED FUNDING SOURCE</u>
Total Project Cost	\$3,705,695.11	
Standard Section Street Cost	\$1,329,242.58	
Street Extra Depth & Width Impr.	\$418,320.66	General Fund
Sidewalk Cost	\$155,360.63	General Fund
Storm Sewer/Storm Sewer Treatment	\$494,018.44	Stormwater Fund
Sanitary Sewer Cost	\$470,642.81	
Watermain Cost	\$492,371.25	
Watermain Oversizing Cost	\$345,738.75	Water Fund
<hr/>		
<i>Street Costs (Unit Method)</i>		
Standard Section Street	\$1,329,242.58	
City Contribution (50%)	\$664,621.29	
Assessable Portion (50%)	\$664,621.29	
Total Units	44.5	
Assessment Basis Units	34.50	
Cost Per Unit	\$19,264.39	
Non-Assessable Units	0.0	
Total Non-Assessable Amount	\$0.00	
Total Assessed Amount	\$664,621.29	Special Assessments
Total City Cost	\$664,621.29	General Fund
<hr/>		
<i>Watermain Costs</i>		
Total Watermain Cost	\$492,371.25	
City Contribution (50%)	\$246,185.63	
Assessable Portion (50%)	\$246,185.63	
Assessment Basis Units	17.0	
Cost Per Unit	\$14,481.51	
Non-Assessable Units	1.0	
Total Non-Assessable Amount	\$14,481.51	
Total Assessed Amount	\$231,704.12	Special Assessments
Total City Cost	\$260,667.13	Water Fund
<hr/>		
<i>Sanitary Sewer Costs</i>		
Total Sewer Cost	\$470,642.81	
City Contribution (50%)	\$235,321.41	
Assessable Portion (50%)	\$235,321.41	
Assessment Basis Units	17.0	
Cost Per Unit	\$13,842.44	
Non-Assessable Units	1.0	
Total Non-Assessable Amount	\$13,842.44	
Total Assessed Amount	\$221,478.97	Special Assessments
Total City Cost	\$249,163.84	Sewer Funds

**DEBT SERVICE & PROPOSED FUNDING SOURCES TABLE**  
**FOR**  
**MERGER STREET INFRASTRUCTURE IMPROVEMENTS**  
11/6/2023

PROPOSED PROJECT COMPONENTS	TOTALS				DEBT SERVICE / FUNDING SOURCE								RECOMMENDED FINANCING OPTION
	TOTAL PROJECT COST	TOTAL ASSESS. AMOUNT	TOTAL CITY COST	TOTAL ASSESS. %	TOTAL DEBT SERVICE	DEBT SVC ASMT REVENUE	DEBT SVC WATER FUND	DEBT SVC SEWER FUND	DEBT SVC STM SEWER FUND	DEBT SVC GENERAL FUND	TOTAL REVENUE		
STREET RECONSTRUCTION	\$1,747,563	\$664,621	\$1,082,942	38.0%	\$215,459	\$81,942				\$133,517	\$215,459	<b>\$3,800,000 BOND</b>	
SIDEWALK	\$155,361	\$0	\$155,361	0.0%	\$19,155				\$19,155	\$19,155			
STORM SEWER/STORM TREATMENT	\$494,018	\$0	\$494,018	0.0%	\$60,908			\$60,908	\$0	\$60,908			
SANITARY SEWER	\$470,643	\$221,479	\$249,164	47.1%	\$58,026	\$27,306		\$30,720	\$0	\$58,026			
WATERMAIN	\$838,110	\$231,704	\$606,406	27.6%	\$103,331	\$28,567	\$74,764		\$0	\$103,331			
<b>TOTALS:</b>	<b>\$3,705,695</b>	<b>\$1,117,804</b>	<b>\$2,587,891</b>	<b>30.2%</b>	<b>\$456,879</b>	<b>\$137,815</b>	<b>\$74,764</b>	<b>\$30,720</b>	<b>\$60,908</b>	<b>\$152,671</b>	<b>\$456,879</b>		

Notes:

- 1.) All Debt Service Projections are Based on a 10-Year Bond At 5.5%. Actual Bond Term TBD by the City Council.
- 2.) Recommended Assessment Revenue Debt Service Will Be Based On Interest Rate 1.0% Above Bonding Cost (=5.5% + 1.0% = 6.5%) at the Selected Bond Term.

## V. ASSESSMENTS

The project is proposed to be assessed to the benefiting properties in accordance with the adopted City Assessment Policy and annexation agreement as follows:

Street Reconstruction:	50% Assessed on a Front Footage Basis
Storm Sewer Reconstruction:	100% City Cost
Watermain:	50% Assessed on a Unit Basis
Sanitary Sewer:	50% Assessed on Unit Basis
Sidewalk:	100% City Cost

Figure 3 of Appendix A indicates the proposed assessment area. The estimated assessments for each property are tabulated on the estimated assessment roll located at the end of this section. A copy of the current City assessment policy is included in Appendix C of this report for reference.

The street reconstruction portion of the project is proposed to be assessed based on the Unit method. Assessments based on the unit method are calculated by assessing each property located within the project limits one unit per residential property and one unit per 75-feet, rounded down to the nearest unit, of frontage for other uses. Vacant lots are assessed one unit per lot. City owned property is also assessed based on the same method. Multiple fronted parcels or corner lots, not located on a County road, are given a 50% credit for each side.

The watermain and sanitary sewer construction portion of the project is proposed to be assessed based on the unit method. The watermain proposed for reconstruction services single family, multi-family residential and non-residential properties. Due to the unique nature of this project area with mixed non-residential uses, street and utility units have been assigned to the City owned property number 17 in compliance with the assessment policy and to compensate for mixed use and non-traditional lot configurations. The result is a reduced assessment amounts. Due to the unique nature of this project area with mixed non-residential uses, non-residential properties are converted to equivalent residential units (ERUs) based on the average annual water usage from the previous two to three years. These properties and the ERU calculations are as follows:

Property Number	Property Owner	Property Address	Annual Water Usage (Gal)	Daily Water Usage (Gal)	Daily Usage Per ERU (Gal)	Assessment Units
5	Adam White	124 Railroad St. W	12,300	92	275	1
7	West Metro NYA Properties LLLP	118 Railroad St. W	18,600	51	275	1
18	Loomis Properties LLC	117 Railroad St. W	130,167	357	275	1
19	Smithtown Investments LLC	111 Railroad Street E	2,600	7	275	1
20	Curfman Properties LLC	125 Railroad St. E	68,000	186	275	1
21	James & Donna Richter	123 Railroad St. E	24,467	67	275	1

22	Diversified Plumbing & Heating Inc.	0 Railroad St. E	33,400	92	275	1
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In addition to calculating assessments based on the adopted assessment policy, we have also contracted with an independent firm to complete an assessment benefit evaluation of select properties within the project area. This evaluation will be used to determine the final assessment amounts levied. Final assessment amounts will not exceed the benefit to each property as determined by this independent evaluation.

**RAILROAD STREET INFRASTRUCTURE IMPROVEMENTS  
PRELIMINARY ASSESSMENT ROLL**  
1/16/2023

PROP. NO.	OWNER	OWNER ADDRESS	PROPERTY ADDRESS	P.L.D.	UNIT	CORNER LOT CREDIT - PRIMARY	CORNER UNIT CREDIT - SECONDARY	STREET ASSESSMENT		WATERMAIN ASSESSMENT		SANITARY SEWER ASSESSMENT		TOTAL ASSESSMENT	ANNUAL ASSESSMENT PAYMENT	NOTES	
								ASST	UNIT	ASST	UNIT	ASST	UNIT				ASST
1	HOMEWARD BUILDERS	P.O. BOX 31, WAYER, MN 55350	429 RAILROAD ST W	560500803	1.00	0.50		0.50	\$9,832.18	1.00	\$14,481.51	1.00	\$13,842.44	\$37,255.14	\$5,278.68	VACANT LOT, NO SERVICES	
2	RICHARD & MARILYN KAMPS	PO BOX 183, NYA, MN 55358	419 RAILROAD ST W	560500804	1.00			1.00	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	EXISTING SERVICES FROM REFORM	
3	XTREME CARWASH LLC	311 RAILROAD ST W	419 RAILROAD ST W	560500821	1.00			1.00	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	EXISTING SERVICES FROM REFORM	
4	METCALF HOLDINGS LLC	7510 MAPLE PONDS TRL, MAPLE PLAIN, MN 55889	211 REFORM ST N	560500800	1.00			1.00	\$26,886.58	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	EXISTING SERVICES FROM REFORM	
5	JAMM WHITE	1131 CHANDLER ST, NYA, MN 55350	123 RAILROAD ST W	560501150	1.00	0.50		0.50	\$13,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	VACANT LOT, HAS SERVICE FROM RR ST	
6	WEST NYA PROPERTIES LLLP	113 RAILROAD ST W	113 RAILROAD ST W	560501150	1.00			1.00	\$13,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	VACANT LOT, HAS SERVICE FROM RR ST	
7	WEST NYA PROPERTIES LLLP	115 RAILROAD ST W	115 RAILROAD ST W	560501160	1.00			1.00	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	VACANT LOT, HAS SERVICE FROM RR ST	
8	ABIGAIL EDLBY KLAUSTERMAYER	115 RAILROAD ST W	115 RAILROAD ST W	560501170	1.00			1.00	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	VACANT LOT, HAS SERVICE FROM RR ST	
9	KEVIN J & KATE A PUGH	114 RAILROAD ST W	114 RAILROAD ST W	560501180	1.00			1.00	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	VACANT LOT, HAS SERVICE FROM RR ST	
10	KEVIN R E HARRIS	110 RAILROAD ST W	110 RAILROAD ST W	560501190	1.00	0.50		0.50	\$9,832.19	1.00	\$14,481.51	1.00	\$13,842.44	\$37,255.14	\$5,278.68	LISTED AS RESIDENTIAL, SERVICES FROM RR ST	
11	MOZ & DURRES ANIM M AKHTAR	787 SHAWROCK TRL, EDEN PRARIE, MN 55347	119 RAILROAD STE	560501200	1.00	0.50		0.50	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	LISTED AS RESIDENTIAL, SERVICES FROM RR ST	
12	FAVER COUNTY CDA	705 WALNUT ST N, CHASKA MN 55318	120 RAILROAD STE	560501210	1.00	0.50		0.50	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	LISTED AS RESIDENTIAL, SERVICES FROM RR ST	
13	DARRIN HORMANN	120 RAILROAD STE	120 RAILROAD STE	560501215	1.00	0.50		0.50	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	LISTED AS RESIDENTIAL, SERVICES FROM RR ST	
14	BERNICE A & DAWN KOLOD	120 RAILROAD STE	120 RAILROAD STE	560501220	1.00	0.50		0.50	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	LISTED AS RESIDENTIAL, SERVICES FROM RR ST	
15	BERNICE A & DAWN KOLOD	215 RAILROAD STE	215 RAILROAD STE	560501230	1.00	0.50		0.50	\$9,832.19	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	LISTED AS RESIDENTIAL, SERVICES FROM RR ST	
16	MICHAEL WELSH & JOHN VOOT	7625 SUN ISLAND DR S, KOPA, SCOTIA PARADISE MN 55370	421 RAILROAD ST W	560501250	7.00	3.50		3.50	\$57,425.35	1.00	\$14,481.51	1.00	\$13,842.44	\$67,425.35	\$9,279.18	WATER SERVICE ON EAST ST SERVICE FROM FAVON	
17	NORWOOD YOUNG AMERICA	PO BOX 59 NYA	117 RAILROAD ST W	560500200	4.50			4.50	\$46,082.73	1.00	\$14,481.51	1.00	\$13,842.44	\$115,013.69	\$15,998.94	WATER SERVICE ON EAST ST SERVICE FROM FAVON	
18	LOOMIS PROPERTIES LLC	1458 WHITE OAK DR, CHASKA MN 55318	117 RAILROAD ST W	560500200	4.50			4.50	\$46,082.73	1.00	\$14,481.51	1.00	\$13,842.44	\$115,013.69	\$15,998.94	WATER SERVICE ON EAST ST SERVICE FROM FAVON	
19	SOUTH TOWN INVESTMENTS LLC	304 SUNNYVALE LN, MINNETONKA, MN 55305	111 RAILROAD STE	560501280	2.00			2.00	\$38,528.17	1.00	\$14,481.51	1.00	\$13,842.44	\$66,932.71	\$9,299.53	WATER SERVICE ON EAST ST SERVICE FROM FAVON	
20	CURE MAN PROPERTIES HOLDINGS LLC	600 RAILROAD STE E, NYA	125 RAILROAD STE	560501290	1.00			1.00	\$19,264.39	1.00	\$14,481.51	1.00	\$13,842.44	\$47,588.33	\$6,819.78	WATER SERVICE ON EAST ST SERVICE FROM FAVON	
21	JAMES F & DONNA RICHTER	PO BOX 706, NYA	123 RAILROAD STE	560504800	3.00			3.00	\$57,793.16	1.00	\$14,481.51	1.00	\$13,842.44	\$86,117.10	\$11,979.29	WATER SERVICE ON EAST ST SERVICE FROM FAVON	
22	DIVERSIFIED PLUMBING & HEATING INC	125 RAILROAD STE	0 RAILROAD STE	5605040751	7.00	3.50		3.50	\$97,493.35	1.00	\$14,481.51	1.00	\$13,842.44	\$81,996.88	\$11,396.83	WATER SERVICE ON EAST ST SERVICE FROM FAVON	
23	CITY OF NORWOOD YOUNG AMERICA	PO BOX 59 NYA	0 RAILROAD STE	5605040751	7.00	3.50		3.50	\$97,493.35	1.00	\$14,481.51	1.00	\$13,842.44	\$81,996.88	\$11,396.83	WATER SERVICE ON EAST ST SERVICE FROM FAVON	
				Total Units		44.50			34.50			17.0			16.0	\$274,763.07	\$1,132,295.85
				Primary Corner Lot Credit Unit		10.00											
				Assessment Base Units		34.50											

Notes:  
\*Based on Interest Rate: 1% Above Bonding Cost (+0.5% + 1.0% + 0.5%) and Term Equal to Bond Term (e.g. 10 Years)

## VI. PROJECT SCHEDULE / NEXT STEPS

The City should be aware of the following steps and requirements necessary to meet the requirements of MN Statute 429 that allows for a portion of the project costs to be assessed:

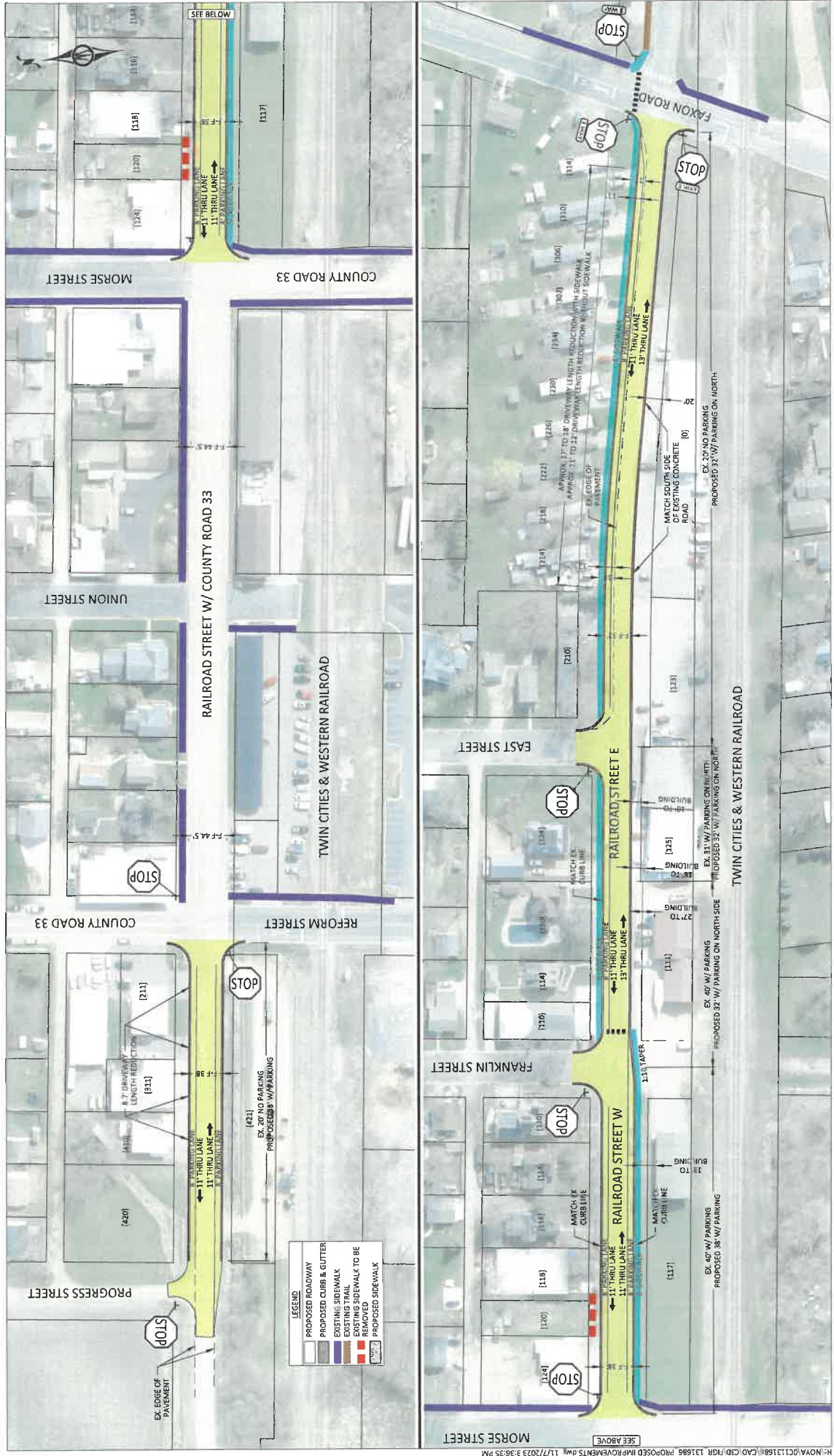
- City Council to approve the Feasibility Study and call for and conduct an Improvements Hearing.
- City Council to order the improvements (by 4/5ths vote) within 6 months of the Improvements Hearing.
- City Engineer to design, advertise and open bids. This step will take 4-6 months to complete.
- City Council to award the project. The construction contract must be signed within 12 months of ordering the improvements.
- Construction to occur (months of May to November only).
- City Council to call for and conduct an Assessment Hearing.

The following project schedule shows the necessary steps along with a tentative date to complete. This schedule assumes LRIP funding.

November 13, 2023	Present Study to the City Council
December 2023	LRIP Funding Application Deadline
December, 2023	Conduct Public Hearing, Order Improvements
December - January 2024	Complete final design and plan reviews/approvals
May 2024	LRIP Funding Results
May – July 2024	Advertise and bid project
July 2024	Award project, construction contracts
August - November 2024	Construct project
October 2024	Conduct Assessment Hearing
Summer 2025	Project closeout

## Appendix A: Figures











## Appendix B: Itemized Cost Schedule

STREET AND UTILITY RECONSTRUCTION  
RAILROAD STREET

ITEM NO.	ITEM DESCRIPTION	NOTES	UNIT	RAW QUANTITY	CONTINGENCY	CONTINGENCY QUANTITY	TOTAL QUANTITY	UNIT COST	TOTAL COST	STREET RECONSTRUCTION			STREET RETENDEERING & WIDTH			SEWER			WATERMAIN				
										QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	MORILLATION		LUMP SUM	1.00	1.00%	1.00	1.00	\$135,000.00	\$135,000.00	0.258	\$44,450.00	0.113	\$15,255.00	0.942	\$17,965.00	0.127	\$17,465.00	0.228	\$26,510.00				
2	TRAFFIC CONTROL		LUMP SUM	1.00	1.00%	1.00	1.00	\$20,000.00	\$20,000.00	0.259	\$7,180.00	0.113	\$8,200.00	0.942	\$2,860.00	0.127	\$2,540.00	0.228	\$2,540.00				
3	CLEAR AND GRUB TREE 4" DIA OR GREATER		TRUNK	6.00	100%	6.00	6.00	\$1,200.00	\$7,200.00	6.00	\$7,200.00												
4	LEAVE IN PLACE 150'S (15")		TRUNK	1.00	100%	1.00	1.00	\$2,000.00	\$2,000.00														
5	LEAVE IN PLACE 2" BOX		EACH	2.00	100%	2.00	2.00	\$500.00	\$1,000.00														
6	REMOVE WATER SERVICE PIPE AND CLEAR STOP		EACH	12.00	15.00%	13.80	13.80	\$700.00	\$10,500.00														
7	REMOVE SANITARY STRUCTURE		EACH	4.00	15.00%	4.60	4.60	\$1,750.00	\$8,050.00														
8	REMOVE EXISTING SANITARY		EACH	1.00	15.00%	1.15	1.15	\$1,800.00	\$2,070.00														
9	REMOVE PIPE FROM		EACH	15.00	15.00%	17.25	17.25	\$100.00	\$1,725.00														
10	REMOVE DRAINAGE STRUCTURE		EACH	4.00	15.00%	4.60	4.60	\$250.00	\$1,150.00														
11	REMOVE WATER SERVICE		LN FT	455.00	15.00%	523.25	523.25	\$2,400.00	\$12,558.00														
12	REMOVE SANITARY SERVICE		LN FT	477.75	15.00%	549.41	549.41	\$2,400.00	\$13,185.84														
13	REMOVE CONCRETE DRIVEWAY AND DRIVEWAY PAVEMENT		50 FT	7,520.00	5.00%	7,916.00	7,916.00	\$1,250.00	\$9,895.00														
14	REMOVE BITUMINOUS PAVEMENT		50 YD	8,210.00	5.00%	8,626.50	8,626.50	\$1,750.00	\$15,096.75														
15	REMOVE BITUMINOUS PAVEMENT		50 YD	7,825.00	5.00%	8,213.75	8,213.75	\$1,750.00	\$14,374.06														
16	REMOVE CONCRETE DRIVEWAY		LN FT	50.00	5.00%	52.50	52.50	\$200.00	\$10,500.00														
17	REMOVE RETAINING WALL TYPE (WOOD)		LN FT	50.00	5.00%	52.50	52.50	\$200.00	\$10,500.00														
18	REMOVE AND DISPOSE SKIN POST		EACH	6.00	5.00%	6.30	6.30	\$45.00	\$283.50														
19	REMOVE AND DISPOSE SKIN POST		EACH	6.00	5.00%	6.30	6.30	\$25.00	\$157.50														
20	REMOVE AND DISPOSE SKIN POST		EACH	6.00	5.00%	6.30	6.30	\$25.00	\$157.50														
21	REMOVE AND DISPOSE SKIN POST		EACH	6.00	5.00%	6.30	6.30	\$25.00	\$157.50														
22	EXCAVATION - COMMON		CU YD	10.00	5.00%	10.50	10.50	\$800.00	\$8,400.00														
23	EXCAVATION - COMMON		CU YD	6,733.00	5.00%	7,069.65	7,069.65	\$1,200.00	\$8,483.58														
24	EXCAVATION - SUBGRADE		CU YD	296.00	5.00%	311.80	311.80	\$1,200.00	\$3,741.60														
25	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
26	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
27	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
28	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
29	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
30	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
31	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
32	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
33	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
34	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
35	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
36	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
37	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
38	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
39	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
40	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
41	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
42	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
43	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
44	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
45	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
46	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
47	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
48	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
49	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
50	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
51	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
52	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
53	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
54	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
55	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
56	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
57	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
58	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
59	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
60	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
61	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
62	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
63	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
64	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
65	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
66	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.50	10.50	\$1,200.00	\$12,600.00														
67	EXCAVATION - SUBGRADE		CU YD	10.00	5.00%	10.																	



## Appendix C: Assessment Policy

# Public Improvement Assessment Allocation Schedule

<u>Improvement</u>	<u>Type of Construction</u>	<u>Method</u>
<b>Curb &amp; Gutter</b>	New Development	100% of the cost assessed to abutting property owner on linear front footage or unit basis.
	Reconstruction (Complete)	50% of the cost assessed to abutting property owner on linear front footage. 50% of the cost to paid by City.
	Reconstruction (Spot Repair)	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
<b>Local Street</b>	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to paid by City.
<b>Collector Street</b>	New Development	100% of the cost of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis. City pays additional cost of construction above city standard local street.
	Reconstruction	50% of the cost of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis. City pays 50% of the cost of the construction of a city standard local street and additional cost of construction above a city standard local street.
<b>Frontage Road</b>	New Development	100% of the cost assessed to benefited area owner on front footage OR per unit basis.
	Reconstruction	100% of the cost assessed to benefited area owner on front footage OR per unit basis.
<b>Intersection</b>	New Development	100% of the cost to be assessed. Shall be included as part of street project.



<u>Improvement</u>	<u>Type of Construction</u>	<u>Method</u>
	Reconstruction	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
<b>Multiple Fronted Parcels</b> - Corner Lot - Double Fronted Lot - Large Parcels - Etc.	Reconstruction	Front footage to be used in assessment methods described herein shall be calculated as follows: - 50% of the front footage on the "primary access" side of the parcel shall be assessed and 50% shall be credited. The credited front footage is rolled into the project and distributed to all property owners. - Plus 50% of the front footage on each of the remaining abutting sides of the parcel.
<b>Alley</b>	New Development	100% of the cost assessed to abutting property owner on linear front footage basis.
	Reconstruction	100% of the cost assessed to abutting property owner on linear front footage basis.
<b>Sanitary Sewer Trunk/Lateral</b>	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of the cost to be paid by City.
<b>Sanitary Sewer Service</b>	New Development	100% of cost assessed to property owner.
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid by the city.
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
<b>Sanitary Sewer Oversizing</b>	New Development	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
	Reconstruction	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
<b>Lift Station</b>	New Development	100% of the cost assessed to benefited area on a per unit basis.
<b>Water Trunk/Lateral</b>	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of cost to be paid by City.
<b>Water Service</b>	New Development	100% of cost assessed to property owner.

<b><u>Improvement</u></b>	<b><u>Type of Construction</u></b>	<b><u>Method</u></b>
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid by the city
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
<b>Water Oversizing</b>	New Development	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
	Reconstruction	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
<b>Storm Sewer Trunk/Lateral</b>	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	100% of the cost to be paid by City.
<b>Storm Water Ponding</b>	New Development	100% assessed to development.
	Maintenance	100% of the cost to be paid by City.
<b>Street Lights</b>	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	100% of the cost to be paid by City.
	Maintenance	100% of maintenance cost to be paid by City.
<b>Street Signs</b>	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	100% of maintenance cost to be paid by City.
<b>Sidewalks</b>	New Development	100% of cost assessed on a unit basis to development.
	Reconstruction	100% of cost to be paid by City.
<b>Boulevard Trees</b>	New Development	100% of cost paid by the Developer.
	Maintenance	100% paid by City.





TO: Mayor Lagergren and Council Members  
FROM: Andrea Aukrust, City Administrator  
DATE: November 13, 2023  
RE: Call for Public Hearing for WHPP

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Call for a Public Hearing on the Wellhead Protection Plan (WHPP) to be held on **Monday, November 27, 2023, at 6:00 p.m.** at the Norwood Young America City Hall at the regularly scheduled City Council meeting. Angie Smith, Bolton & Menk will present information on the WHPP.

**RECOMMENDED MOTION:**

Move to call for a public hearing on the WHPP on Monday, November 27<sup>th</sup>, 2023, at 6:00 p.m.



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Mark Streich, Public Services Director  
DATE: November 13, 2023  
RE: Snow hauling quotes for 2023-2024 snow hauling season

---

Contractors were solicited, and the following quotes were received for snow hauling.

Curfman Trucking and Repair Inc.	\$95 per hour per truck
Schneider Excavating	No bid received

Suggested motion:

Motion to approve hiring Curfman Trucking & Repair Inc. for snow hauling during the 2023-2024 snow season for \$95 per hour per truck.

*Norwood Young America*



## **REQUEST FOR QUOTES**

### **Norwood Young America 2023-2024 Snow Hauling**

City of Norwood Young America  
310 Elm Street W.  
P.O. Box 59  
Norwood Young America, MN 55368

**D. Dump Sites**

- The dump sites are identified on the attached map.
- The City will instruct the drivers of the contractor during each event where the snow will get dumped. Typically snow removed on the North Side of town gets hauled to 321 Main St E, and snow removed on the South side of town gets hauled to 123 Reform St.
- If the dump sites are full or the ground is too soft, the city may designate another area to dump snow.
- The city will plow the dump sites before the contractor is asked to dump snow there.

**E. Truck Requirements**

- 1-3 trucks will be required for each event. City representative will determine how many trucks will be needed for each event.
- Dump box is to be a minimum of 17ft long with a minimum 4' high sidewalls and a hoist to dump the material out under its own power.

**III. Insurance**

The successful Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
Aggregate	\$2,000,000
Automobile Liability	\$1,000,000
Workers Compensation and Employers' Liability	\$500,000

**IV. Project Completion**

The scope of work is to be completed by **June 1<sup>st</sup>, 2022**.

**V. Contractor Warranty**

Contractor shall warrant their workmanship.

**VI. City Responsibilities**

- a. The city will maintain the dump sites and offer assistance if contractors vehicles get stuck in the ice and snow.

## CONTRACTOR'S QUOTE

Company name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Quote per truck/per hour: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CONTRACTOR'S QUOTE

Company name: Curtman Trucking (becqY fi<sup>n</sup>e

Contact Person: Steve Curtman

Title: CEO

Address: P.O. BOX 179 NYA MN 55368

Phone Number: 952-292-5809

Quote per truck/per hour: \$ 95.00

Signature: 

Date: 10/27/23



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Andrea Aukrust, City Administrator  
DATE: November 13, 2023  
RE: Demolition of a Hazardous Building Quote

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On September 21, 2023, the Judge of District Court: File No. 10-CV-23-271 granted the City of Norwood Young America's Motion for Summary Enforcement to raze the building at 10 3<sup>rd</sup> Avenue SE. Contractors were solicited, and the following quotes were received for the demolition of the building, formerly the Masonic Lodge building, deemed hazardous by the building inspector. The cost of razing the building, court, and attorney's fees will be assessed against the property. Minn. Stat. § 463.21.

Henning Excavating	\$24,400.00
Schneider Excavating	No bid received

**Suggested motion:**

Motion to approve the quote received from Henning Excavating for \$24,400.00 for the demolition of 10 3<sup>rd</sup> Avenue SE in the City of Norwood Young America.

*Norwood Young America*

*Henning*

*Excavating*

*Dennis Henning  
David Henning*

*17510 62nd Street  
New Germany MN 55367  
952-353-2119 or 952-353-2180*

*BID  
City of NVA*

*Date: Nov 7 - 2023*

	<i>Demolition of Masonic Lodge building</i>	
	<i>Demolition of building and filling hole with Dirt</i>	
		<i>\$ 24,400.<sup>00</sup></i>
	<i>Dennis's cell phone # 612-719-0736</i>	

*EXCAVATING \* GRADING \* LAND CLEARING  
GRAVEL, DIRT & ROCK HAULING \* FARM DRAINAGE SYSTEMS*

Filed in District Court

STATE OF MINNESOTA  
COUNTY OF CARVER

SEP 21 2023  
State of Minnesota

DISTRICT COURT  
FIRST JUDICIAL DISTRICT

City of Norwood Young America,  
Petitioner,

Court File No. 10-CV-23-731  
Case Type: CIVIL - OTHER

v.

Julie A. Howe,

Respondent.

**FINDINGS OF FACT,  
CONCLUSIONS OF LAW, AND  
ORDER FOR JUDGMENT**

**IN THE MATTER OF THE HAZARDOUS BUILDING WITHIN THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA, LOCATED AT 10 3<sup>RD</sup> AVENUE SOUTHEAST AND LEGALLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF LOT 1 BLOCK 11 RUNNING NORTH ALONG 2<sup>ND</sup> STREET 33 FEET, THENCE RUNNING EAST PARALLEL WITH MILL STREET 70 FEET, THENCE RUNNING SOUTH 33 FEET, THENCE RUNNING WEST 70 FEET TO THE PLACE OF BEGINNING, ALL ACCORDING TO PLAT OF VILLAGE OF YOUNG AMERICA, RECORDED IN REGISTER OF DEEDS, OFFICE IN THE COUNTY OF CARVER, STATE OF MINNESOTA.**

This matter came before the Court on September 14<sup>20</sup>, 2023, upon motion of Petitioner for summary enforcement of the Order of the City of Norwood Young America. Jay T. Squires, Esq. appeared on behalf of Petitioner. No one appeared on behalf of Respondent. and Respondent failed to appear Upon all the files, records and proceedings herein, the Court having heard the argument of counsel and being fully advised in the premises, now makes the following Findings of Fact, Conclusions of Law, and Order for Judgment.

*MNW  
9/21/23*

## FINDINGS OF FACT

1. Respondent owns real property located at 10 3rd Avenue Southeast, City of Norwood Young America, MN 55397 (“the Property”). Respondent purchased the property through a Contract for Deed dated June 15, 1992.

2. Since 2000, the City has been receiving repeated complaints regarding the conditions of the Property.

3. On June 7, 2011, following a complaint received by the City, Metro West Inspection Services, Inc. (“Metro West”) conducted a visual inspection of the Property on behalf of the City.

4. On June 15, 2011, Metro West provided Respondent with a letter containing its findings that the building on the Property appeared to be vacant and that numerous repairs were necessary. Specifically, numerous windows were not secured to prevent access to the building, the roof was in “extreme disrepair,” and the grounds were not being maintained in a reasonable manner. The letter informed Respondent that she had 45 days to make the following repairs: replace the roof to current building code standards; repair or replace any structural members that have been damaged by water infiltration; secure and maintain all windows and doors to prevent unauthorized entry and prevent entry of animals; maintain the exterior of the building and grounds to prevent further deterioration.

5. The City again retained Metro West to conduct a follow-up external inspection, which took place on July 26, 2011. Metro West made the following findings as a result of the follow-up inspection:

1. *The building appears to be unoccupied, yet there is a window air conditioner operating in a front window, which indicates that it may be occupied at some time.*
2. *The grounds have not been maintained in a reasonable manner, with weeds and grasses exceeding eight (8") in height and trees growing along the foundation, possibly causing damage to the foundation. There is also miscellaneous debris visible amongst the grass and weeds.*
3. *Many of the doors and windows appear to be in disrepair with decayed and rotting sashes and missing glass.*
4. *Numerous windows were not secured to prevent unauthorized access to the building.*
5. *The roof appears to have extensive damage, with numerous large holes visible when viewed through the windows. It appears that a large portion of the roof is missing when viewing an aerial photograph.*
6. *There appears to be water staining, mold and damaged plaster when viewed through the windows.*
7. *It appears that birds, animals and rodents have open access to the building. There were cats visible through an upper window.*

6. Based on these findings, Metro West recommend that in order to protect children, adults, and visitors to the City, the building should be considered "hazardous" and a "fire hazard." Metro West further recommended the building immediately be demolished or repaired to avoid possible injury or death.

7. On August 29, 2011, the City notified Respondent that a second inspection of the Property had been conducted and that the City Council would be considering Metro

West's recommendation to declare the Property hazardous during a meeting on September 12, 2011.

8. On September 13, 2011, the City sent Respondent a letter stating the matter would be tabled until the Council's September 26th meeting. The City asked Respondent to schedule a fire inspection of the building to allow an additional opportunity for Respondent to provide access to the building before any order may be issued. Respondent did not provide a response.

9. On September 26, 2011, the City Council considered Metro West's findings and recommendations in connection to the hazardous building and the City Council passed Resolution 2011-20 on September 26, 2011 declaring the building on the property to be hazardous pursuant to Minnesota Statutes section 463.15

10. On March 18, 2013, the City notified Respondent that the City Council would consider a recommendation at its meeting on March 25, 2013, to order the securing of the hazardous building on the Property.

11. During the City Council meeting on March 25, 2013, the City Council determined the hazardous building could be made safe by securing the building, and as such, the City Council passed Resolution 2013-11 ordering Respondent to secure the building.

12. On April 22, 2013, the City provided Respondent with a copy of Resolution 2013-11 and sent Respondent a letter which outlined the steps she would need to take to secure the building. The City informed Respondent that if the building is not secured or an appeal of Resolution 2013-11 to the City Administrator was not made before April 29,

2013, the City would take action to secure the building charge Respondent with the incurred costs to do so.

13. On May 7, 2013, the City's Building Inspector, Dave Nelson, made a site visit and advised Respondent that the building had not been properly secured as requested.

14. On May 16, 2013, the City reiterated Mr. Nelson's findings via letter and provided Respondent with yet another opportunity to take corrective action. The City informed Respondent that she had seven more days to secure the building or the City would take on such action and charge Respondent for costs incurred.

15. Respondent did not secure the building and as such, the City proceeded with securing the building. The City prepared an invoice for the cost to secure the building totaling \$5,388.28 dated June 15, 2013.

16. Since the building was secured in June 2013, the building has continued to deteriorate and Respondent has continued to receive repeated notices of nuisances.

17. On February 10, 2023, the City sent the owner notice that due to a "current complaint or observation," the property would be subject to inspection by the City's Building Inspector. The letter further informed the owner that a structure on the premises represented a hazardous building and that the City Building Inspector could consider having the structure deemed hazardous and unsafe as a result of the inspection.

18. The City retained 101 Development Resources Inc. to inspect the building. The inspection took place on February 24, 2023 and the inspector determined the building is considered "hazardous" under Minnesota Statutes Chapter 463 and should be razed immediately due to the following conditions: Roof system support structure has failed;



exterior walls are eroding; all utility systems are non-functional and in disrepair; interior areas are deteriorated and not salvageable; building is unsecure; water infiltration and fungal growth; and vegetation growing into foundation of the structure.

19. On April 10, 2023, the City Council considered the results of the inspection and again found the structure to be a hazardous building pursuant to Minnesota Statutes Chapter 463. As such, the City Council adopted Resolution 2023-14 ordering (“Order”) the record owner of the property to raze the hazardous building on the premises pursuant to Minnesota statute section 463.16. The Order specifically directs the owner to raze the building within 90 days after service of the order. The Order further notifies the owner that she has 20 days to either take corrective action or provide an answer in response to the order, otherwise a motion for summary enforcement would be made to the Carver County District Court to enforce the Order.

20. The Order was served personally on the owner on April 26, 2023.

21. Respondent did not respond to the April 10, 2023 order to raze the building by serving an Answer within 20 days.

22. Respondent did not raze or remove the building from the Property.

23. A copy of the Order and proof of service of the Order on Respondent were filed with the Court on July 24, 2023.

24. A Notice of Lis Pendens was filed with Carver County Land Records office on July 25, 2023.

25. The City has now moved the Court for a default judgment pursuant to Minnesota Statutes section 463.19 compelling Respondent to raze the hazardous building on her Property through summary enforcement of the Order in Resolution 2023-14.

### **CONCLUSIONS OF LAW**

26. That the building located at 10 3rd Avenue Southeast, Norwood Young America, Minnesota 55397 and legally described as follows: Commencing at the Southwest corner of lot 1 block 11 running North along 2nd Street 33 feet thence running East parallel with Mill Street 70 feet, thence running South 33 feet, thence running West 70 feet to the place of beginning, is hazardous within the terms of Minnesota Statutes sections 463.15 to 463.21.

27. A City Council may order the owner of any hazardous building within the municipality to raze or remove the building. Minn. Stat. § 463.16.

28. The City Council's April 10, 2023, determination that the building on the Property was "hazardous" within the meaning of Minnesota Statute section 463.15, subdivision 3, was proper based on the record before the City Council.

29. The order to raze the hazardous building shall be in writing, provide the grounds therefor and provide a reasonable time for compliance. The order shall further state that a motion for summary enforcement of the order will be made to the district court of the county in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is timely filed. Minn. Stat. § 463.17, subd. 1.

30. The City's April 10, 2023 Order met the statutory requirements for content, service, and filing of a City Council's order. Minn. Stat. § 463.17, subd. 1.

31. Respondent was permitted to file an Answer specifically denying facts in the order and be served in the manner provided for the service of an answer in a civil action within 20 days of service of the Order. Minn. Stat. § 463.18.

32. Here, Respondent failed to file any answer.

33. If no answer is served, the City Council may move the court for the enforcement of the order. Minn. Stat. § 463.19. If such a motion is made the court may affirm or modify the order and enter judgment accordingly, fixing a time after which the City Council may proceed with the enforcement of the order.

34. Because Respondent did not file an answer or any other pleading in response to the April 10, 2023 Order, the City properly moved the Court for the enforcement of the Order, and has presented sufficient evidence supporting its request that the Court affirm and enforce the Order.

35. If a judgment is not complied with in the time prescribed, the governing body may cause the building to be repaired, razed, or removed or the hazardous condition to be removed or corrected as set forth in the judgment. The cost of the repairs, razing, correction, or removal may be: a lien against the real estate on which the building is located or the hazardous condition exists, or recovered by obtaining a judgment against the owner of the real estate on which the building is located or the hazardous condition exists. Minn. Stat. § 463.21.

**ORDER FOR JUDGMENT**

36. Petitioner City of Norwood Young America's Motion for Summary Enforcement of the April 10, 2023 Order is **GRANTED**.

37. Respondent is ordered to raze the hazardous building on the Property located at 10 3rd Avenue Southeast, City of Norwood Young America, MN 55397, at a time no less than thirty (30) days after the entry of this Order.

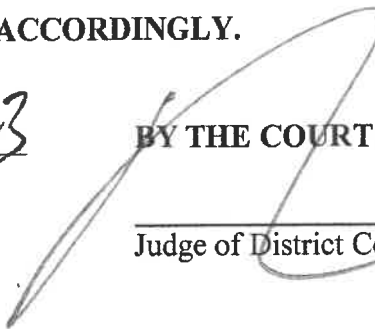
38. If this Order is not complied with within thirty (30) days after the entry of this Order, the City of Norwood Young America may raze the building as set forth in this Order and initiate proceedings for a judgment against Respondent.

39. All enforcement costs may be specially assessed against the Property and collected by the City in accordance with Minnesota Statutes §§ 463.22, 463.161, and 463.21.

**LET JUDGMENT BE ENTERED ACCORDINGLY.**

Dated: 9/21, 2023

**BY THE COURT:**

  
\_\_\_\_\_  
Judge of District Court

I certify the above order constitutes  
the Judgment of the Court.  
Court Administrator  
By Cynthia Mc Ness, Deputy  
Date 9/21/2023