



## CITY COUNCIL AGENDA

December 9, 2024

5:00 p.m.

Workshop

6:00 p.m.

City Council Meeting  
City Council Chambers

### WORKSHOP

1. Workshop
  - 1.1 Workhorse Land Development—13620 CR 33 Concept Plan
  - 1.2 Fee Schedule Discussion—City Administrative Staff

### EDA

2. CALL A MEETING OF THE EDA TO ORDER
  - 2.1. **Pledge of Allegiance**
  - 2.2. Approve Agenda
  - 2.3. Approve the minutes of November 25, 2024
  - 2.4. Resolution 2024-05 A Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and Approval of Budget for Fiscal Year 2025
  - 2.5. Adjournment

### CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

- 3.1 **Pledge of Allegiance**

4. APPROVE AGENDA

5. 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.)

6. 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.)

- 6.1 Approve minutes of November 25, 2024, City Council Workshop
  - 6.2 Approve minutes of November 25, 2024, City Council Meeting
  - 6.3 Approve Payment of Claims
  - 6.4 Personnel Committee Hiring Recommendation—Ethan Nelson
  - 6.5 Personnel Committee Hiring Recommendation—Terrance Fahey
  - 6.6 Planning & Zoning Commissioner Resignation—Bill Grundahl

7. PUBLIC HEARING

- 7.1 Truth In Taxation (TNT) Public Hearing—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director
    - 7.1.1 Motion to Open the Public Hearing
    - 7.1.2 Public Comment— (State your name and address)
    - 7.1.3 Motion to Close the Public Hearing
    - 7.1.4 City Council Discussion

- 7.2 Ordinance 380—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director
  - 7.2.1 Motion to Open the Public Hearing
  - 7.2.2 Public Comment
  - 7.2.3 Motion to Close the Public Hearing
  - 7.2.4 City Council Discussion
  - 7.2.5 Ordinance 380; An Ordinance Amending the Fee Schedule “Schedule A” Chapter 20, Section 2000.02 of the Norwood Young America City Code—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director
- 7.3 TWIP2 Amended Special Assessments—Josh Eckstein, Bolton & Menk, Inc.
  - 7.3.2 Public Comment
  - 7.3.3 Motion to Close the Public Hearing
  - 7.3.4 City Council Discussion
  - 7.3.5 **Resolution 2024-62** Amending Special Assessments for Tacoma West Industrial Park Phase 2—Josh Eckstein, Bolton & Menk, Inc.

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1 **Resolution 2024-63 Adopting the 2025 City of Norwood Young America General Fund Operating Budget—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director**
- 9.2 **Resolution 2024-64 Adopting the City of Norwood Young America 2024 Property Tax Levy Collectable in 2025—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director**
- 9.3 Ordinance 381—EDC Ordinance Amendment—Administrator Aukrust
- 9.4 Ordinance 382—EDA Ordinance—Karen Hallquist, CED Director
- 9.5 Ordinance 383—Regulation of Cannabis Businesses – Jay Squires, City Attorney
- 9.6 Ordinance 384 – Zoning Ordinance Amendments – Cannabis Businesses—Hannah Rybak, WSB
- 9.7 New Well #4—Josh Eckstein, Bolton & Menk, Inc.
- 9.8 I&I Plan—Josh Eckstein, Bolton & Menk, Inc.
- 9.9 LMC Renewal Premium Summary—David Flavin, Citizens Insurance
- 9.10 2025 Prosecution Contract—Administrator Aukrust
- 9.11 Refuse Hauler Renewal (2025-2027)—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director
- 9.12 Old Town Beer Garden Shingling Quotes—Mark Streich, PS Director
- 9.13 Cemetery Lawnmower Quotes—Mark Streich, PS Director
- 9.14 Yard Waste Site Quotes—Mark Streich, PS Director

9. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

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

10. ADJOURNMENT

**UPCOMING 2024 MEETINGS / EVENTS**

December 11 <sup>th</sup>	NYA Food Distribution	12:30 PM – 1:30 PM
December 19 <sup>th</sup>	Sr. Advisory Meeting	9:00 AM
December 23 <sup>rd</sup>	No City Council Meeting	

December 24 <sup>th</sup> &25 <sup>th</sup>	City Hall will be closed in observance of the Christmas Holiday	
January 1 <sup>st</sup>	City Hall will be closed in observance of the New Year's Day Holiday	
January 7 <sup>th</sup>	Planning and Zoning Commission Meeting	6:00 PM
January 8 <sup>th</sup>	NYA Food Distribution	12:00 PM – 1:00 PM (new time)
January 13 <sup>th</sup>	City Council Meeting	6:00 PM
January 15 <sup>th</sup>	Park and Recreation Commission Meeting	5:30 PM
January 16 <sup>th</sup>	Senior Advisory Commission Meeting	9:00 AM
January 27 <sup>th</sup>	Workshop/City Council Meeting	5:00 PM/6:00 PM



TO: Honorable Mayor and City Council Members  
FROM: Hannah Rybak, Planning Consultant - WSB  
DATE: December 6, 2024  
City Council Work Session December 9, 2024  
TOPIC: Workhorse Development Concept Review – PID 11.0230920

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### **Existing Conditions**

Lot Area: 57.5 acres  
Net Lot Area: 41.8 acres (acreage excluding wetlands)  
Current Use: Agriculture  
Current Zoning: Agricultural District & Transition Overlay District (Carver County Zoning) & Shoreland Overlay District  
Future Land Use: Low Density Residential (NYA Comprehensive Plan)

### **Proposed Use**

The Developer is proposing a mixed residential development, containing the following:

- 6 twin homes – 12 units
- 10 triplexes – 30 units
- Three-story senior apartment – 80 units
- Three-story apartment – 80 units
- *Total Units: 202*

### **Preliminary Zoning Comments**

- Due to the property's location within the Shoreland Overlay boundary of Brand Lake, the development will need to be facilitated through a Shoreland PUD
- The Shoreland PUD allows a development with additional density over what would normally be allowed in the Shoreland Overlay District. This is accommodated by creating tiers, where development is more highly concentrated in the tiers that are located further from the ordinary high water level of the lake. A tier plan for this development is attached to this report.
- The Shoreland PUD process also requires that 50% of the development be maintained as open space. The tier plan shows that 29.3 of the 56.3 total project acres will be maintained as open space, which exceeds the 50% requirement.
- The proposed development conforms to the 2040 Comprehensive Plan guidance of Low Density Residential. The LDR classification allows for residential development at a density of 1-8 units per acre. The overall density proposed is 3.5 units per acre, and the net density is 4.8 units per acre. Both overall and net density fall within the LDR classification. No comprehensive plan amendment will be necessary for this project.

## Development Process

1. **Concept Plan Review** – *December 9, 2024* – The Developer will present the project to the City Council. The Council may provide insight on initial impressions and
2. **Annexation** – *December 2024-January 2025* - the parcel is currently not located within the City of NYA. We anticipate a completed application for annexation will be submitted very soon. The annexation process will occur under the existing Orderly Annexation Agreement with Young America Township.
3. **Land Use Approvals** – *processed upon receipt of completed application* – It is anticipated that the Developer will need to submit the following applications:
  - Preliminary & final plat\*
  - Preliminary & final PUD\*
  - Site Plan Review
  - Rezoning to an appropriate underlying zoning district

*\*Preliminary & final plat and preliminary & final PUD may be processed concurrently or separately – City staff and the Developer will determine which is appropriate upon receipt of completed plans.*

## Preliminary Engineering Comments

### Sewer & Water

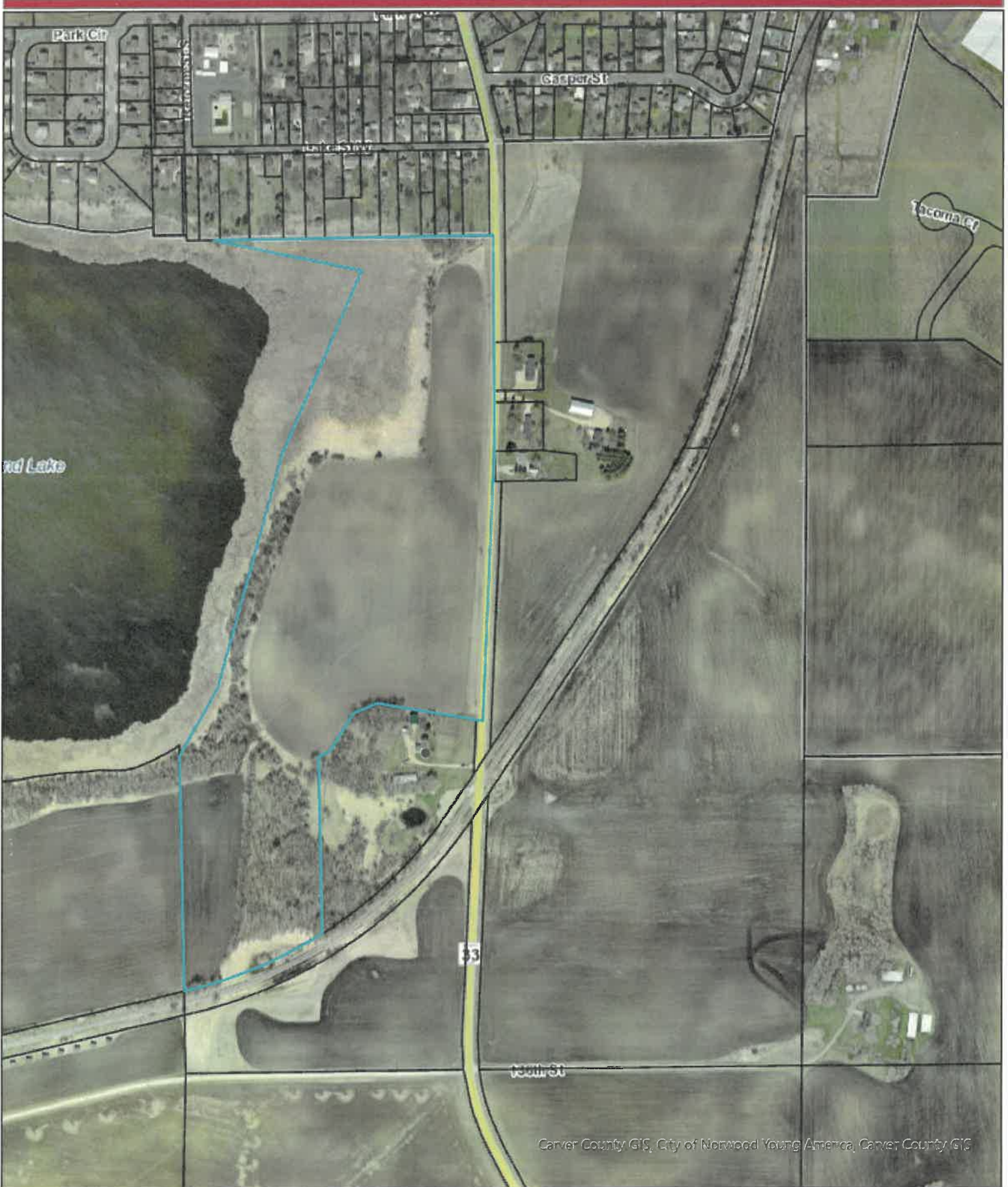
- The City currently has sewer and water infrastructure located at the intersection of Lake Street West and Oak Street / County Road 33.
- Both utilities will need to be extended approximately 400 feet south to the 13620 CR 33 property line. This work will require a permit from the Carver County Highway Department.

### Other Agency Permits:

- Permits Will be required:
  - Carver County Watershed Management Organization
  - County Highway Access Permit
  - MDH Watermain Permit
  - MPCA Sewer Extension Permit
  - MPCA Construction Stormwater Permit

### Attachments:

- Location Map
- Concept Plan
- Tier Plan
- Existing Conditions Survey





# Concept Plan

## Residential Development

Date: 10/11/2024  
 City: Norwood Young America, MN  
 PID: 110230920

Project By: Workhorse Land Development  
 651 100th St  
 Roberts, WI 54023

### Concept Information

Unit Type(s): Twinhomes, Triplexes, Multi-Family Residential, Senior Living  
 Lot Count: 6 Twinhomes, 10 Triplexes, 1 Multi-Family, 1 Senior Living

Unit Count: Total: 202  
 Twinhomes: 12  
 Triplexes: 30  
 Senior Living: 80  
 Multi-Family: 80

Roadway L.F.: 1,490

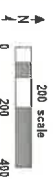
Parcel Area: 57.5 acres  
 Net Area: 41.8 acres  
 ROW Dedication: 1.2 acres (for CR-33)  
 Project Area: 56.3 acres  
 Gross Density: 3.60 units / acre  
 Net Density: 4.83 units / acre

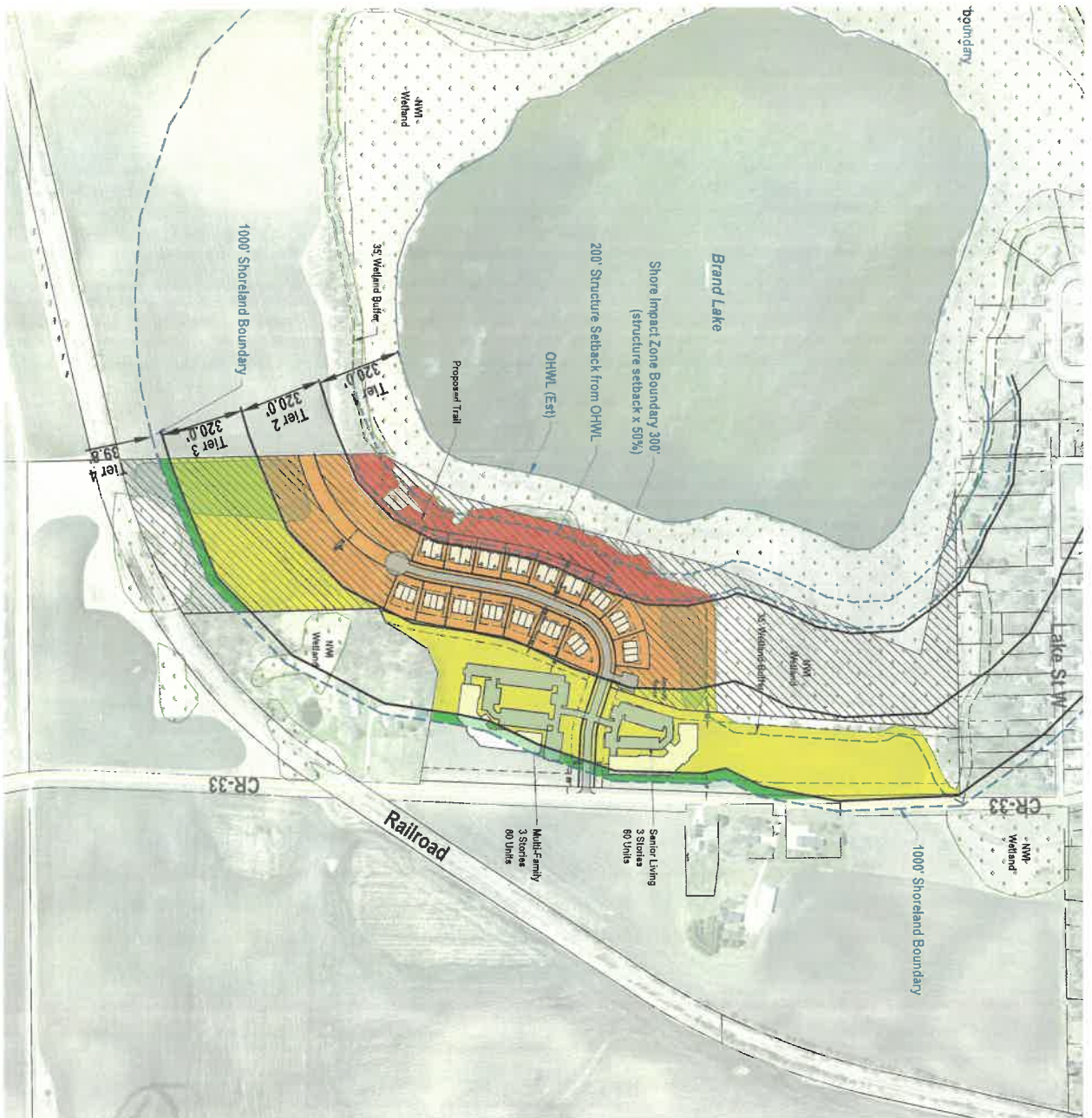
Existing Zoning: R-1 Low Density Residential  
 Proposed Zoning: PUD

### Zoning Requirements

	Required	Provided
Setback from OHWL:	200'	300'
Shoreland Impact Zone:	300'	300'

	Twinhomes	Triplexes	Multi-Family	Senior Living
Min. Lot Area:	15,400 sf	16,700 sf	333,185 sf	409,110 sf
Min. Lot Width:	110'	110'	384'	457'
Front Setback:	30'	30'	30'	30'
Rear Setback:	35'	35'	45'	45'
Side Setback:	15'	15'	35'	35'
CR-33 Setback:	n/a	n/a	50'	50'
Parking Stalls:	2 / unit	2 / unit	2 / unit	~45





## Shoreland PUD

### Residential Development

Date: 09/30/2024  
 City: Norwood Young America, MN  
 PID: 110230920

Project By: Workhorse Land  
 Development  
 651 100th St  
 Roberts, WI 54023

### Shoreland PUD

Lake Designation: Natural Environment  
 Project Area: 56.3 acres

50% Open Space: Required 28.15 ac  
 Provided 29.3 ac

### Shoreland Tiers and Density Bonuses

Tier	Net Area sf	Lot Size sf	# Lots Allowed (Net Area/Lot Size)	Density Increase	Units Allowed	Total Units Allowed
Tier 1	196,864	20,000	9	50%	4	13
Tier 2	597,248	20,000	29	100%	29	58
Tier 3	809,669	20,000	40	200%	80	120
Tier 4	65,951	20,000	4	200%	8	12
<b>Total</b>			<b>82</b>		<b>121</b>	<b>203</b>

### Legend

- Shoreland Tier 1
- Shoreland Tier 2
- Shoreland Tier 3
- Shoreland Tier 4
- Open Space









## ECONOMIC DEVELOPMENT AUTHORITY MINUTES

November 25, 2024  
City Council Chambers  
310 Elm Street West  
Norwood Young America MN 55368

### Attendance:

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

ABSENT:

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

OTHERS: Nick Anhut, Ehlers; Seth Peterson, Bolton & Menk; Kaija Ornes-Ward, Bolton & Menk; Phillip Schrupp, Bolton & Menk; JP Fahey, Carver County; Mark Metz, Carver County; Andy Storms, 10 Main St. E; Brandon Stender, 910 Meadows Blvd; Deputy Sheriff Lee

## 2. Call EDA Meeting to Order

*Mayor Lagergren called the EDA meeting to order at 6:00 PM with all members present.*

### 2.1. Pledge of Allegiance

*The Pledge of Allegiance was said by all.*

### 2.2. Approve Agenda

*Motion: CS/CH to approve the agenda as submitted. Motion passed 4-0*

### 2.3. Approve minutes of September 23, 2024, meeting.

*Motion: CH/CS to approve the minutes as submitted. Motion passed 4-0.*

### 2.4. Resolution 2024-04 Approving a Predevelopment Application for 123 Reform Street Development – Nick Anhut, Ehlers

- The predevelopment application is between the City of NYA, the NYA EDA, & Community Asset Development Group (CADG)
- This replaces a previous predevelopment agreement from July 8, 2024.
- The predevelopment agreement states that CADG would build a 41-unit multifamily rental building.
  - The land is currently owned by the EDA.
  - The EDA will apply for grants for excess funding.
    - If the grants are not obtained, the EDA would offer a deferred loan to CADG.

*CH/MM Motion to approve Resolution 2024-04 Approving a Predevelopment Agreement with Community Asset Development Group for the proposed Norwood Flats housing development at 123 Reform Street N (PIDs 58.0500700 and 58.0144550). Motion passed 5-0.*

### 2.5. Adjournment

*Motion: CS/BA Motion to adjourn at 6:08 pm. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Mitchell Thiesfeld, Clerk/Finance Director



TO: Mayor Lagergren and City Council Members, acting as the Economic Development Authority

FROM: Mitchell Thiesfeld, City Clerk/Finance Director

DATE: December 9, 2024

SUBJECT: Resolution 2024-05, Special Benefit Levy

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Attached is Resolution 2024-05, approving a special benefit levy to be collected in 2025 for the purpose of paying toward the 2025 debt service obligation for the Tacoma West Industrial Park (Fund 522).

The proposed amount is based off Minnesota Statutes, Sections 469.033, Subdivision 6 of the HRA Act whereas the levy amount cannot exceed 0.0185 percent of the taxable market value in the city. (\$433,679,000\*0.0185%)

***Recommended Motion:***

***Motion to approve Resolution 2024-05, Authorizing the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and approval of the Budget for Fiscal Year 2025.***

**NORWOOD YOUNG AMERICA  
ECONOMIC DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2024-05**

**AUTHORIZING THE LEVY OF  
A SPECIAL BENEFIT LEVY PURSUANT TO MINNESOTA STATUTES,  
SECTION 469.033, SUBDIVISION 6 AND APPROVAL  
OF A BUDGET FOR FISCAL YEAR 2025**

WHEREAS, pursuant to Resolution No. 1997-03, adopted by the City Council of the City of Norwood Young America, Minnesota (the "City") and Minnesota Statutes, Sections 469.090 through 469.1082, the City created the Norwood Young America Economic Development Authority (the "Authority"); and

WHEREAS, pursuant to Resolution No. 2006-46 adopted by the City Council of the City on May 8, 2006, the Authority has the ability to exercise all powers and duties of a housing and redevelopment authority under the provisions of Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act"); and

WHEREAS, Section 469.033, Subdivision 6, of the HRA Act permits the Authority to levy and collect a special benefit tax of up to 0.0185 percent of taxable market value in the City, levied upon all taxable real property within the City; and

WHEREAS, the Authority desires to levy a special benefit tax in the amount of 0.0185 percent of taxable market value in the City; and

WHEREAS, the Authority has entered into an interfund loan in the amount of \$1,519,330 to finance the development of an industrial park project and certain related marketing costs under the HRA Act (the "Interfund Loan"), all pursuant to Resolution No. 0602 adopted by the Authority on June 12, 2006 approving the Interfund Loan (the "Interfund Loan Resolution"); and

WHEREAS, under the Interfund Loan Resolution, the Authority pledged to levy its special benefits tax for the payment of principal and interest on the Interfund Loan; and

WHEREAS, the Authority has determined to adopt a budget for fiscal year 2025 that provides for levy of the special benefits tax in amount of 0.0185 percent of taxable market value to be used for the payment of principal and interest on the Interfund Loan; and

NOW, THEREFORE, Be It Resolved by the Board of Commissioners ("Board") of the Norwood Young America Economic Development Authority as follows:

1. The Board hereby approves a budget of \$80,230 in proceeds of special benefits tax to be collected in 2025, for the payment of principal and interest on the Interfund Loan.

2. Staff of the Authority is hereby authorized and directed to file the budget with the City in accordance with Minnesota Statutes, Section 469.033, Subdivision 6.
3. There is hereby levied a special benefit tax pursuant to Minnesota Statutes, Section 469.033, Subdivision 6, in the amount equal to the lesser of a levy at a rate of 0.0185 percent of taxable market value in City, or \$80,230, with respect to taxes payable in calendar year 2025.
4. Staff of the Authority is hereby authorized and directed to take such other actions as are necessary to levy and certify such levy.

Approved by the Board of Commissioners of the Economic Development Authority of Norwood Young America, Minnesota, on this 9<sup>th</sup> day of December, 2024.

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Carol Lagergren, President

Attest:

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Mitchell Thiesfeld, Clerk/Finance Director



## CITY COUNCIL WORKSHOP MINUTES

November 25, 2024  
City Council Chambers  
310 Elm Street W.  
Norwood Young America, MN 55368

### Attendance:

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

ABSENT:

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

OTHERS: Nick Anhut, Ehlers; Andy Storms, 10 Main St. E; Brandon Stender, 910 Meadows Blvd

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

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

- 1.1. 123 Reform Street Redevelopment Agreement – Nick Anhut, Ehlers
  - Spoke about the future land use at 123 Reform Street North.

### 2. ADJOURNMENT

*CS/MM motion to adjourn at 5:37 p.m. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Mitchell Thiesfeld, Clerk-Finance Director



## CITY COUNCIL MINUTES

November 25, 2024 – 6 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

### Attendance:

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

ABSENT:

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

OTHERS: Nick Anhut, Ehlers; Seth Peterson, Bolton & Menk; Kaija Ornes-Ward, Bolton & Menk; Phillip Schrupp, Bolton & Menk; JP Fahey, Carver County; Mark Metz, Carver County; Andy Storms, 10 Main St. E; Brandon Stender, 910 Meadows Blvd; Deputy Sheriff Lee

### CITY COUNCIL MEETING

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

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

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

#### 4. APPROVE AGENDA

*CS/BA Motion to approve the agenda as printed. Motion passed 5-0.*

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

5.1. Presentation – Mark Metz, County Attorney

- Spoke about the Prosecution Contract with the City & Carver County, along with the Attorney's Office.

#### 6. CONSENT AGENDA

6.1. Approve minutes of November 12, 2024, City Council Workshop

6.2. Approve minutes of November 12, 2024, City Council Meeting

6.3. Approve minutes of November 13, 2024, Special City Council Meeting

6.4. Approve Payment of Claims

6.5. DDA Ongoing Compensation Plan Management Agreement

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

#### 7. PUBLIC HEARING

7.1 WWTP Facility Plan Presentation—Seth Peterson, Bolton & Menk, Inc.

*MM/CH Motion to open the public hearing at 6:24 pm. Motion passed 5-0.*

- A Facility Plan Report is required by the MPCA.
- The current Wastewater facility is a Class B facility.
  - It was originally built in 1965 with the most recent upgrade done in 2005-2007.
- Different ideas were talked about regarding upgrading the existing facility, and it is not feasible to upgrade it.
- Ideas about partnering with other communities were also talked about, but that is also not an option.
- There are three types of new treatment facilities.
  - MBR, BAF, & BNR
- The proposed location for the new Wastewater Treatment Facility is in the Tacoma West Industrial Park Phase 2.



- There are many different types of loans & grants available that the City will be attempting to utilize.

#### 7.1.2 Public Comment

- None

#### 7.1.3 Motion to Close the Public Hearing

*CS/MM Motion to close the public hearing at 6:57 pm. Motion passed 5-0.*

#### 7.1.4 City Council Discussion

**7.1.5 Resolution 2024-59** A Resolution Adopting Wastewater Treatment Facility Plan  
*CS/BA Motion to approve Resolution 2024-59 A Resolution Adopting Wastewater Treatment Facility Plan and authorizing the submission to the Minnesota Pollution Control Agency for review and approval. Motion passed 5-0.*

## 8. OLD BUSINESS

8.1. None

## 9. NEW BUSINESS

### 9.1. Predevelopment Agreement 123 Reform St—Nick Anhut, Ehlers

- The predevelopment application is between the City of NYA, the NYA EDA, & Community Asset Development Group (CADG)
- This replaces a previous predevelopment agreement from July 8, 2024.
- The predevelopment agreement states that CADG would build a 41-unit multifamily rental building.
  - The land is currently owned by the EDA.
  - The EDA will apply for grants for excess funding.
    - If the grants are not obtained, the EDA would offer a deferred loan to CADG.

*CH/BA Motion to approve Resolution 2024-61 Approving a Predevelopment Agreement with Community Asset Development Group for the proposed Norwood Flats housing development at 123 Reform Street N (PIDs 58.0500700 and 58.0144550). Motion passed 5-0.*

### 9.2. Resolution 2024-60 ARPA Funds Designation—Mitchell Thiesfeld, Clerk/Finance Director

- To comply with federal guidelines, the City must obligate the remaining ARPA funds before December 31, 2024.
- As advised by Abdo, city staff will obligate the remainder of ARPA funds to the purchase of the new plow truck approved in May 2024 & towards the Old Town Improvements.
  - Both of these items are under contract, which complies with the updated Treasury requirements.
- The City Council initially allocated these funds in 2022 for safety improvements at the WCCP.
  - The pool house safety improvements will remain funded as initially planned, using resources from the CIP.
- The only change is the budget coding for the ARPA funds. This procedural adjustment ensures compliance while preserving the Council's long-term priorities.

*BA/CS Motion to approve Resolution 2024-60, allocating \$308,455.65 to the purchase of the plow truck approved in May of 2024, and allocating \$26,514.10 to the Old Town Improvements for a total ARPA allocation of \$334,969.75. Motion passed 5-0.*

### 9.3. Ordinance 378: An Ordinance Amending City Code Section 230—Administrator Aukrust

- The City Administrator oversees day-to-day operations and coordinates with Department Heads & Consultants as needed.
  - Council members are not involved in day-to-day operations.

- The City Administrator has the authority to sign purchase orders for budgeted routine services, equipment and supplies for up to \$10,000.
- Removed statutory duties of the City Clerk from the City Administrator's duties.

*CH/MM Motion to approve ordinance 378 amending Chapter 2 Administration - Section 230 of the City Code. Motion passed 5-0.*

**9.4. Ordinance 379: An Ordinance Amending City Code Section 252—Administrator Aukrust**

- Changed the parks and recreation commission to consist of two (2) City Council members.

*MM/CS Motion to approve Ordinance 379 amending Chapter 2 Administration - Section 252 of the City Code to have two City Council members represented on the Par and Recreation Commission. Motion passed 5-0.*

**9.5. Push Camera Quotes—Mark Streich, PS Director**

- The City previously owned a sewer televising camera, and the camera became inoperable.
  - Due to its age, parts were no longer available for repairs.
- The purchase of the push camera is in the CIP for purchase in 2024.
- Two quotes were received in the amounts of \$16,120 & \$14,716.
- This tool will significantly enhance the Cities ability to manage sewer infrastructure effectively while providing long-term cost savings and improved service reliability.

*CH/CS Motion to approve purchase push camera from Jetline Sales & Services for \$14,716.00. Motion passed 5-0.*

**9.6. Friendship Park Trail Quotes—Mark Streich, PS Director**

- Two quotes were received for the Friendship Park Trail mill and overlay work.
  - The work is scheduled for spring of 2025.
  - Trail maintenance is in the CIP for 2025.

*MM/CH Motion to approve the quote from WM Mueller's, in the amount of \$53,212.00, for the mill & overlay trail project in Friendship Park. Motion passed 5-0.*

**10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS**

BA – Park & Rec met in November. Talked about a light pole project, a possible picnic shelter at Kehrer Park, and the WCCP remodel.

CL – EDC met in November and discussed the EDC/EDA.

KH – Senior Advisory working on goals for 2025. A Senior Dance is in the works for 2025.

AA – A lot going on inside City Hall with year-end preparation.

**11. ADDITIONAL INFORMATION**

11.1. None

**12. ADJOURNMENT**

*BA/MM Motion to adjourn at 7:16 pm. Motion passed 5-0.*

Respectfully submitted,

-----  
Carol Lagergren, Mayor

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Mitchell Thiesfeld, Clerk-Finance Director



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

VOUCHER LIST / CLAIMS ROSTER  
and CHECK SEQUENCE

To Be Approved: December 9, 2024

**Payroll EFT**

Check #	509229 - 509243	Pay Period 25	\$	37,826.83
Check #				
Check #				

**Prepays**

Check #  
Check #

**Electronic Payments**

Check #  
Check #  
Check #  
Check #

**Claims Pending Payment**

Check #	36121 - 36171	\$	422,517.28
Check #			
Check #			

**Voided Checks**

Check # 36120 , 509228

Grand Total (excluding voided checks) \$ 460,344.11

NORWOOD YOUNG AMERICA

12/06/24 11:46 AM

Page 1

**\*Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>36121</b>	12/05/24	<b>BOLTON &amp; MENK, INC</b>			
E 491-43100-303		Engineering Fees	\$19,809.20	0351155	2024 STREET IMPROVEMENT - PROJECT# 0C1.131686.000
E 490-43100-303		Engineering Fees	\$10,558.00	0351156	2025 STREET IMPROVEMENT - PROJECT# 0C1.134163.000
E 489-43100-303		Engineering Fees	\$1,060.50	0351157	DOWNTOWN STREETScape MAIN ST - PROJECT# 24X.134702.000
E 602-49450-500		Capital Outlay	\$1,768.50	0351158	I&I REDUCTION PROJECT - PROJECT# 24X.135577.000
E 493-46500-500		Capital Outlay	\$14,798.20	0351159	INDUSTRIAL PARK EXPANSION - PROJECT# 0C1.124521.000
G 804-29500		Expenditures	\$2,041.00	0351160	SACKETT WACONIA EXPANSION - PROJECT# 24X.136035.000
E 602-49450-303		Engineering Fees	\$17,441.50	0351161	WWTF UPGRADE - PROJECT# 0C1.130910.000
E 101-41500-303		Engineering Fees	\$2,079.00	0351162	MISC ENGINEERING - PROJECT# C12.035710.000
		Total	\$69,555.90		
<b>36122</b>	12/03/24	<b>BRAD PETERSON CONSULTING</b>			
E 101-41320-310		Other Professional Serv	\$275.00	2212	COMPUTER SWITCHING & SETUP OF MITCHELL'S AND TAIA'S COMPUTERS
		Total	\$275.00		
<b>36123</b>	12/05/24	<b>BREMER BANK</b>			
G 101-21718		HSA ACCOUNT	\$248.26		HSA DECEMBER
		Total	\$248.26		
<b>36124</b>	12/03/24	<b>CARQUEST AUTO PARTS</b>			
E 101-45200-221		Repair/Maintenance Equip	\$11.28	5927-303539	HOSE END 2BRAID
E 101-45200-221		Repair/Maintenance Equip	\$27.59	5927-303664	WIPER BLADE
E 101-45200-223		Repair/Maintenance Bldg/	\$23.88	5927-303665	WINDOW WASH
		Total	\$62.75		
<b>36125</b>	12/03/24	<b>CARVER CO ENVIRONMENTAL CENTER</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$323.00	1386	RECYCLING - BUSINESS ELECTRONICS & TIRES
		Total	\$323.00		
<b>36126</b>	12/04/24	<b>CARVER COUNTY</b>			
E 101-41410-430		Miscellaneous	\$574.62	1080	ELECTION INVOICE
E 101-41400-350		Print/Publishing/Postage	\$1,656.02	3509	TAX CHARGES: TNT BILLINGS - TRUTH IN TAXATION BILLINGS
		Total	\$2,230.64		
<b>36127</b>	12/03/24	<b>CARVER COUNTY CDA</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,113.00	12	CAM ESTIMATE FOR DECEMBER 2024
		Total	\$1,113.00		
<b>36128</b>	12/03/24	<b>CARVERLINK-CARVER CO BROADBAND</b>			
E 101-41940-321		Telephone	\$25.00	3760	INTERNET - RENTAL BUILDINGS
E 601-49400-321		Telephone	\$120.00	3760	INTERNET - WATER
E 602-49450-321		Telephone	\$190.00	3760	INTERNET - SEWER

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-321		Telephone	\$80.00	3760	INTERNET - FIRE
E 101-43100-321		Telephone	\$28.00	3760	INTERNET - PW - HSR
E 101-45200-321		Telephone	\$12.00	3760	INTERNET - PW - PARKS
E 101-41940-321		Telephone	\$40.00	3760	INTERNET - HISTORY / FOOD
E 101-41300-321		Telephone	\$6.00	3760	INTERNET - EXECUTIVE
E 101-41320-321		Telephone	\$6.00	3760	INTERNET - COMM DEV
E 101-41400-321		Telephone	\$6.00	3760	INTERNET - CLERK
E 101-46500-321		Telephone	\$2.00	3760	INTERNET - EC DEV
E 101-42100-321		Telephone	\$10.00	3760	INTERNET - POLICE
E 101-45500-321		Telephone	\$10.00	3760	INTERNET - LIBRARY
		Total	\$535.00		
<b>36129</b>	12/05/24	<b>CITIZENS BANK MN</b>			
G 101-21718		HSA ACCOUNT	\$566.53		HSA DECEMBER
		Total	\$566.53		
<b>36130</b>	12/05/24	<b>CITIZENS STATE BANK OF NORWOOD</b>			
G 101-21718		HSA ACCOUNT	\$208.34		HSA DECEMBER
		Total	\$208.34		
<b>36131</b>	12/05/24	<b>CUSTOMIZED FIRE/RESCUE TRAIN</b>			
E 101-42200-207		Training Instructional	\$500.00	2874	NFPA 1001 HOSELINE DEPLOYMENT
		Total	\$500.00		
<b>36132</b>	12/03/24	<b>DAKOTA SUPPLY GROUP</b>			
E 602-49450-221		Repair/Maintenance Equip	\$232.14	S104093678.	2-WAY N/C VALVE
E 601-49400-221		Repair/Maintenance Equip	\$831.25	S104093678.	COIL KIT
E 601-49400-240		Small Tools and Minor Eq	\$378.00	S104093678.	VALVE KEY BOX
E 602-49450-210		Operating Supplies	\$190.78	S104269462.	MAX WIDE RANGE FITTING
		Total	\$1,632.17		
<b>36133</b>	12/03/24	<b>ECM PUBLISHERS INC</b>			
E 101-41400-350		Print/Publishing/Postage	\$48.12	1025071	DEC 3 PH ZONING ORD. AMENDMENT
E 101-41400-350		Print/Publishing/Postage	\$39.37	1026129	DEC 9 PH FEE SCHEDULE
		Total	\$87.49		
<b>36134</b>	12/05/24	<b>FURTHER</b>			
G 101-21718		HSA ACCOUNT	\$345.84		HSA DECEMBER
		Total	\$345.84		
<b>36135</b>	12/03/24	<b>GOPHER STATE ONE-CALL, INC.</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$41.17	4110652	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$41.18	4110652	LOCATES
		Total	\$82.35		
<b>36136</b>	12/05/24	<b>HAWKINS WATER TREATMENT GROUP</b>			
E 601-49400-216		Chemicals and Chem Pro	\$846.70	6927018	CHLORINE
		Total	\$846.70		
<b>36137</b>	12/03/24	<b>HOME SOLUTIONS</b>			
E 101-43100-223		Repair/Maintenance Bldg/	\$19.77	A253264	WOOD SCREWS & MISC HARDWARE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-210		Operating Supplies	\$6.29	A253291	TWIST FLUOORG REEL
E 101-45200-223		Repair/Maintenance Bldg/	\$40.45	A253950	FURNACE FILTERS
E 101-45200-223		Repair/Maintenance Bldg/	\$6.74	A253951	FURNACE FILTER
E 101-45200-223		Repair/Maintenance Bldg/	\$13.48	A253958	FURNACE FILTERS
E 101-43100-211		Personal Protection Equip	\$15.29	A254095	DISP NITRIL GLOVES
E 101-43100-223		Repair/Maintenance Bldg/	\$8.54	A254184	ADJ FLAPPER
E 101-45200-223		Repair/Maintenance Bldg/	\$169.87	A254677	FURNACE FILTERS & GORILLA TAPE
E 101-45200-210		Operating Supplies	\$31.49	A254762	LEAF RAKE
E 101-45200-223		Repair/Maintenance Bldg/	\$44.60	A255013	MISC HARDWARE
E 602-49450-223		Repair/Maintenance Bldg/	\$26.99	A255036	13W BULBS
E 101-45200-223		Repair/Maintenance Bldg/	\$12.99	A255089	TG OUT MECH COUNT TIMER
E 101-43100-223		Repair/Maintenance Bldg/	\$9.34	A255134	MISC HARDWARE
E 101-43100-210		Operating Supplies	\$6.28	A255203	SGL PLUS BOUNTY
E 602-49450-221		Repair/Maintenance Equip	\$69.71	A255206	ABS DWV PIPE, H&H COUPLING, COUPLING, CLR SOLVENT CEMENT
E 101-43100-224		Street Maint Materials	\$40.45	B249187	CONCRETE MIX
E 101-45200-221		Repair/Maintenance Equip	\$30.06	B249274	SS CLAMP, FULE LINE HOSE, SS MINI CLAMP, & HOSE SPLICER
E 101-45200-221		Repair/Maintenance Equip	\$10.14	B249280	HOSE SPLICER & MISC HARDWARE
E 101-43100-223		Repair/Maintenance Bldg/	\$7.82	B249455	MISC HARDWARE
E 101-45200-223		Repair/Maintenance Bldg/	\$7.99	B249476	EXTENSION CORD
		Total	\$578.29		
<b>36138</b>	12/03/24	<b>IMAGETREND, INC</b>			
E 101-42200-437		Maintenance Contract	\$295.17	PS-INV11179	ELITE FIRE CAD INTEGRATION - ANNUAL FEE
		Total	\$295.17		
<b>36139</b>	12/05/24	<b>JET LINE SALES &amp; SERVICE</b>			
E 602-49450-500		Capital Outlay	\$14,716.90	665	PUSH SYSTEM, PUSH CAMERA, CAMERA, & CABLE
		Total	\$14,716.90		
<b>36140</b>	12/05/24	<b>KOHL'S, LOWELL &amp; CHAR</b>			
R 101-42400-32195		Rental Dwelling License	\$95.00		RENTAL DWELLING REFUND
		Total	\$95.00		
<b>36141</b>	12/03/24	<b>KONICA MINOLTA</b>			
E 101-41400-437		Maintenance Contract	\$653.87	46034906	COPIER
		Total	\$653.87		
<b>36142</b>	12/03/24	<b>LANO EQUIPMENT</b>			
E 101-45200-221		Repair/Maintenance Equip	\$45.50	3428	ELEMENT FI
E 101-43100-223		Repair/Maintenance Bldg/	\$275.00	3493	RENTAL - STUMP GRINDER
		Total	\$320.50		
<b>36143</b>	12/05/24	<b>METRO VENT</b>			
E 101-43100-223		Repair/Maintenance Bldg/	\$485.00	607	ZONE VALVE MOTOR & LABOR
		Total	\$485.00		
<b>36144</b>	12/03/24	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-42200-212		Motor Fuels	\$120.30	90772	WINTER DIESEL DYED W/ST
E 101-43100-212		Motor Fuels	\$591.85	90772	WINTER DIESEL DYED W/ST

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-212		Motor Fuels	\$591.85	90772	WINTER DIESEL DYED W/ST
E 101-43100-212		Motor Fuels	(\$20.00)	90772	BULK FUEL DISCOUNT
E 101-45200-212		Motor Fuels	(\$20.00)	90772	BULK FUEL DISCOUNT
		Total	\$1,264.00		
<b>36145</b>	12/03/24	<b>MINI BIFF</b>			
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A153885	SPORTS COMPLEX - EVENT LIBERTY TAN BIG TANK
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-153888	PRAIRIE DAWN PARK - EVENT LIBERTY TAN SMALL HC
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-154045	FRIENDSHIP PARK - EVENT LIBERTY TAN BIG TANK
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-154138	LEGION/POOL PARK - EVENT LIBERTY TAN BIG TANK
		Total	\$632.40		
<b>36146</b>	12/05/24	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 101-43100-380		Street Lighting	\$107.09		STREET LIGHTS - ACCT#
E 602-49450-381		Electric Utilities	\$43.31		LIFT STATION - ACCT#
E 601-49400-381		Electric Utilities	\$50.28		640 TACOMA BLVD WTR TWR - ACCT#
		Total	\$200.68		
<b>36147</b>	12/03/24	<b>NAPA</b>			
E 101-45200-221		Repair/Maintenance Equip	\$120.36	383040	ENGINE OIL FILTERS & FUEL FILTERS
E 101-45200-221		Repair/Maintenance Equip	(\$40.50)	383173	RETURN - FUEL FILTERS
		Total	\$79.86		
<b>36148</b>	12/06/24	<b>NORTH CENTRAL INTERNATIONAL</b>			
E 258-43100-500		Capital Outlay	\$116,033.96	M220000702	2025 INTERNATIONAL HV507
		Total	\$116,033.96		
<b>36149</b>	12/03/24	<b>OMEGA RAIL MGMT, INC</b>			
E 101-43100-440		Lease	\$1,151.04	25-MA-07-13	1-12 IN. FORCE MAIN, 1-10 IN. WATER MAIN, 1-48 IN. CULVERT, 1 CITY PVT. RD., 1-6 IN. SEWER PIPE, 1-12 IN. AND 1-24 IN. DISCHARGE PIPE
		Total	\$1,151.04		
<b>36150</b>	12/05/24	<b>OPTUM BANK</b>			
G 101-21718		HSA ACCOUNT	\$328.26		HSA DECEMBER
		Total	\$328.26		
<b>36151</b>	12/05/24	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>			
E 101-42200-221		Repair/Maintenance Equip	\$1,513.96	110989	WORK ORDER# 85097 - PLATE MN CHIEF / RED 2015 CHEVY TAHOE
		Total	\$1,513.96		
<b>36152</b>	12/03/24	<b>PROSHRED MINNESOTA</b>			
E 101-41400-384		Refuse/Garbage Disposal	\$50.00	1605330	SERVICE 36" EXECUTIVE CONSOLE
		Total	\$50.00		
<b>36153</b>	12/03/24	<b>SAM S TIRE SERVICE</b>			
E 101-45200-221		Repair/Maintenance Equip	\$1,375.76	98066	SKID STEER TIRE INSTALL PACKAGE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,375.76		
<b>36154</b>	12/06/24	<b>SCHRUPP, ERIN</b>			
E 601-49400-331		Travel/Meeting Expense	\$12.93		MILEAGE
E 602-49450-331		Travel/Meeting Expense	\$12.93		MILEAGE
Total			\$25.86		
<b>36155</b>	12/05/24	<b>Security Bank &amp; Trust-Cologne</b>			
G 101-21718		HSA ACCOUNT	\$516.53		HSA DECEMBER
Total			\$516.53		
<b>36156</b>	12/05/24	<b>SECURITY BANK &amp; TRUST-HAMBURG</b>			
G 101-21718		HSA ACCOUNT	\$345.76		HSA DECEMBER
G 101-21718		HSA ACCOUNT	\$691.53		HSA DECEMBER
Total			\$1,037.29		
<b>36157</b>	12/05/24	<b>SMITH OIL CO</b>			
E 602-49450-212		Motor Fuels	\$37.30	165693	FUEL - 1805
E 601-49400-212		Motor Fuels	\$37.30	165693	FUEL - 1805
E 602-49450-212		Motor Fuels	\$51.00	165694	FUEL - W1
E 601-49400-212		Motor Fuels	\$51.00	165694	FUEL - W1
E 101-42200-212		Motor Fuels	\$46.00	165706	FUEL - COMMAND 12
E 101-43100-212		Motor Fuels	\$105.00	165819	FUEL - 2101
E 101-42200-212		Motor Fuels	\$46.50	165826	FUEL - COMMAND 12
E 101-45200-212		Motor Fuels	\$75.24	165851	FUEL - 2301
E 602-49450-212		Motor Fuels	\$37.90	165890	FUEL - 1805
E 601-49400-212		Motor Fuels	\$37.90	165890	FUEL - 1805
E 101-42200-212		Motor Fuels	\$44.00	165892	FUEL - COMMAND 12
E 101-42200-221		Repair/Maintenance Equip	\$150.00	165948	TOW - GRASS RIG 21 - FROM 33 & 102ND TO PRO AUTO
Total			\$719.14		
<b>36158</b>	12/05/24	<b>SOUTH POINT FINANCIAL</b>			
G 101-21718		HSA ACCOUNT	\$691.53		HSA DECEMBER
Total			\$691.53		
<b>36159</b>	12/05/24	<b>SPECIALTY SOLUTIONS LLC</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$463.54	153338	ECO THAW - 50LB BAG
Total			\$463.54		
<b>36160</b>	12/03/24	<b>THIESFELD, MITCHELL</b>			
E 101-41410-331		Travel/Meeting Expense	\$96.48		MILEAGE - PUBLIC ACCURACY TESTING, HEAD JUDGE TRAINING, & SUPPLY BOX PICK UP AND DROP OFF
E 101-49800-330		Transportation Expense	\$16.08		MILEAGE - MCLEOD COUNTY DMV - BUS TITLE TRANSFER
Total			\$112.56		
<b>36161</b>	12/05/24	<b>UMB Bank</b>			
G 101-21718		HSA ACCOUNT	\$416.53		HSA DECEMBER
Total			\$416.53		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>36162</b>	12/03/24	<b>UTILITY CONSULTANTS</b>			
E 602-49450-217		Lab Fees	\$789.77	122299	CHEMICALS
		Total	\$789.77		
<b>36163</b>	12/03/24	<b>VERIZON WIRELESS</b>			
E 101-45200-321		Telephone	\$80.50	9979147224	CELL PHONES - PARKS
E 101-43100-321		Telephone	\$187.83	9979147224	CELL PHONES - STREETS
E 601-49400-321		Telephone	\$67.09	9979147224	CELL PHONES - WATER
E 602-49450-321		Telephone	\$67.09	9979147224	CELL PHONES - SEWER
E 101-41300-321		Telephone	\$41.39	9979147224	CELL PHONES -
E 101-42200-321		Telephone	\$350.10	9979522421	CELL PHONES - FIRE DEPT & IPADS
		Total	\$794.00		
<b>36164</b>	12/03/24	<b>VICKERMAN COMPANY</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$334.11	SI-8135571	PURE WHITE LED ROPE LIGHT
E 101-45200-223		Repair/Maintenance Bldg/	\$169.44	SI-8137897	RED NYLON OUTDOOR BOW
		Total	\$503.55		
<b>36165</b>	12/03/24	<b>VISU-SEWER, LLC</b>			
E 603-49500-223		Repair/Maintenance Bldg/	\$1,312.50	1	PT CUT OUT
		Total	\$1,312.50		
<b>36166</b>	12/03/24	<b>VOLUNTEER FIREFIGHTERS</b>			
E 101-42200-305		Other Professional Fees	\$294.00		ANNUAL RENEWAL
E 101-42200-305		Other Professional Fees	\$25.00		LATE FEE
		Total	\$319.00		
<b>36167</b>	12/03/24	<b>WASTE MANAGEMENT</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$339.11	0023627-170	WWTP - MANIFEST# 11724H
		Total	\$339.11		
<b>36168</b>	12/03/24	<b>WATER CONSERVATION SERVICE INC</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$503.53	14478	LEAK LOCATE & MILEAGE
		Total	\$503.53		
<b>36169</b>	12/03/24	<b>WM MUELLER &amp; SONS INC</b>			
E 491-43100-500		Capital Outlay	\$173,963.26	0C1.131686 -	RAILROAD STREET INFRASTRUCTURE IMPROVEMENT PROJECT - PAYMENT# 5
		Total	\$173,963.26		
<b>36170</b>	12/06/24	<b>WSB</b>			
G 820-29500		Expenditures	\$525.00	R-023775-00	2024 PLANNING SERVICES - OCTOBER
G 818-29500		Expenditures	\$75.00	R-023775-00	2024 PLANNING SERVICES - OCTOBER
G 804-29500		Expenditures	\$2,159.75	R-023775-00	2024 PLANNING SERVICES - OCTOBER
E 101-41940-310		Other Professional Servic	\$1,671.75	R-023775-00	2024 PLANNING SERVICES - OCTOBER
		Total	\$4,431.50		
<b>36171</b>	12/03/24	<b>XCEL ENERGY</b>			
E 101-41940-381		Electric Utilities	\$1,306.01	903119339	ELECTRICAL UTILITIES - BLDGS
E 101-42200-381		Electric Utilities	\$376.48	903119339	ELECTRICAL UTILITIES - FD
E 101-42500-381		Electric Utilities	\$11.38	903119339	ELECTRICAL UTILITIES - CIVIL DEFENSE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-380		Street Lighting	\$6,498.63	903119339	ELECTRICAL UTILITIES - STREET LIGHTS
E 101-43100-381		Electric Utilities	\$376.63	903119339	ELECTRICAL UTILITIES - STREETS
E 101-45200-381		Electric Utilities	\$558.49	903119339	ELECTRICAL UTILITIES - PARK
E 101-45500-381		Electric Utilities	\$1,264.13	903119339	ELECTRICAL UTILITIES - LIBRARY
E 601-49400-381		Electric Utilities	\$261.32	903119339	ELECTRICAL UTILITIES - WATER
E 602-49450-381		Electric Utilities	\$3,759.98	903119339	ELECTRICAL UTILITIES - WWTP
E 101-49860-381		Electric Utilities	\$129.55	903119339	ELECTRICAL UTILITIES - POOL
E 601-49400-381		Electric Utilities	\$2,482.49	905291583	ELECTRICAL UTILITIES - WATER
E 101-41940-381		Electric Utilities	\$165.37	905471611	ELECTRICAL UTILITIES - BLDGS
Total			\$17,190.46		
<b>10100 CHECKING</b>			<b>\$422,517.28</b>		

Fund Summary

**10100 CHECKING**

101 GENERAL FUND	\$34,982.97
258 ARPA (COVID) FUNDS	\$116,033.96
489 YA Downtown Streetscape	\$1,060.50
490 4th Avenue Street Improvement	\$10,558.00
491 RAILROAD ST IMPROVEMENTS	\$193,772.46
493 Industrial Park Land (2nd Add)	\$14,798.20
601 WATER FUND	\$5,720.96
602 SEWER FUND	\$39,476.98
603 STORM WATER UTILITY	\$1,312.50
804 Escrow - Sackett Waconia 2021	\$4,200.75
818 Escrow-Nordic Waste	\$75.00
820 Escrow-Work Horse Land Develop	\$525.00
	<b>\$422,517.28</b>



TO: Honorable Mayor Lagergren and City Council

FROM: Andrea Aukrust, City Administrator

DATE: December 9, 2024

SUBJECT: Personnel Committee Recommendation: Hiring of Ethan Nelson for the City Planner position

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The Personnel Committee recommends the hiring of Ethan Nelson for the City Planner position.

- Over eight years' experience with the City of Waconia as the Assistant Planner.
- Comprehensive Plan, zoning, and ordinance experience.
- Position will be classified as exempt.
- Master's degree in urban planning.

The Personnel Committee recommends a Grade 9 Step 9 on the 2025 wage schedule.

**Recommended Motion:**

**Consent Agenda item**

Motion to approve the hiring of Ethan Nelson for the position of City Planner at a Grade 9, Step 9 on the 2025 wage schedule.



TO: Honorable Mayor Lagergren and City Council

FROM: Andrea Aukrust, City Administrator

DATE: December 9, 2024

SUBJECT: Personnel Committee Recommendation: Hiring of Terrance Fahey for the Public Service Technician Floater position

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The Personnel Committee recommends the hiring of Terrance Fahey for the Public Service Technician Floater position.

- Currently a Maintenance Utility Technician at Toro.
- Experience with welding & building maintenance.
- Possesses a Class A commercial drivers license, along with a tanker endorsement.

The Personnel Committee recommends a Grade 5 Step 5 on the 2025 wage schedule.

**Recommended Motion:**

**Consent Agenda item**

Motion to approve the hiring of Terrance Fahey for the position of Public Service Technician Floater at a Grade 5, Step 5 on the 2025 wage schedule.



TO: Mayor Lagergren and City Council  
FROM: Karen Hallquist, Community & Economic Development Director  
DATE: December 9, 2024  
SUBJECT: Commissioner Resignation

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NYA resident and business owner Bill Grundahl has held a commission seat on the NYA Planning and Zoning Commission along with being the liaison from the P&Z on the NYA Parks & Recreation Commission since January 24, 2011. Mr. Grundahl submitted his resignation as of January 2024.

The City and staff wish to thank Mr. Grundahl for his years of service and commitment to the City of Norwood Young America.

**Recommended Motion:**

**Motion to approve the resignation of Bill Grundahl as a commissioner on the NYA Planning & Zoning Commission.**

*Norwood Young America*



To: Mayor Lagergren and City Council Members  
From: Mitchell Thiesfeld, Clerk/Treasurer  
Date: December 9, 2024  
Re: Truth in Taxation Hearing / Resolution – Property Tax Levy / Resolution – General Fund Budget

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The proposed final levy is \$3,997,104 which is an increase of \$315,784 or 8.58% increase. Of the total proposed levy, \$897,719 is for debt service. This means 22.46% of the levy is designated for debt service payments.

The proposed General Fund Operating Budget is \$3,246,085 which represents an increase of 8.9% from 2024. The Capital Outlay budget is proposed to be \$800,000 which is an increase of \$200,000. \$176,329 is also being levied for the street improvement project fund, a decrease of \$123,671.

Enclosed under new business are the proposed Resolutions 2024-63 and 2024-64 which approves the general fund operating budget and property tax levy, respectively.

The Truth in Taxation public hearing which will consist of a slide presentation discussing the budget and levy will be held prior to the approval of the Resolutions. We will have handouts of the presentation at the meeting Monday.

***Recommended Motions:***

***Motion to approve Resolution 2024-63, a resolution adopting the 2025 final General Fund Budget for the City of Norwood Young America.***

***Motion to approve Resolution 2024-64, a resolution adopting fiscal year 2024 Final Property Tax Levy for the City of Norwood Young America for collection in 2025.***



# 2025 Truth In Taxation

Mitchell Thiesfeld, Clerk/Finance Director  
December 9, 2024


1

## What is the purpose of Truth In Taxation?

- 1) To encourage public participation in the property tax system.
- 2) To educate the public on how property taxes are determined.
- 3) To encourage the public to understand the City's budget process.

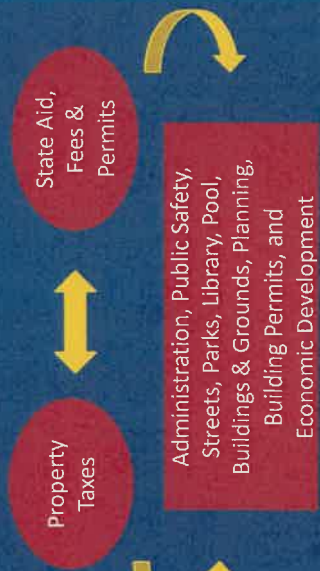
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## Primary Budget Components

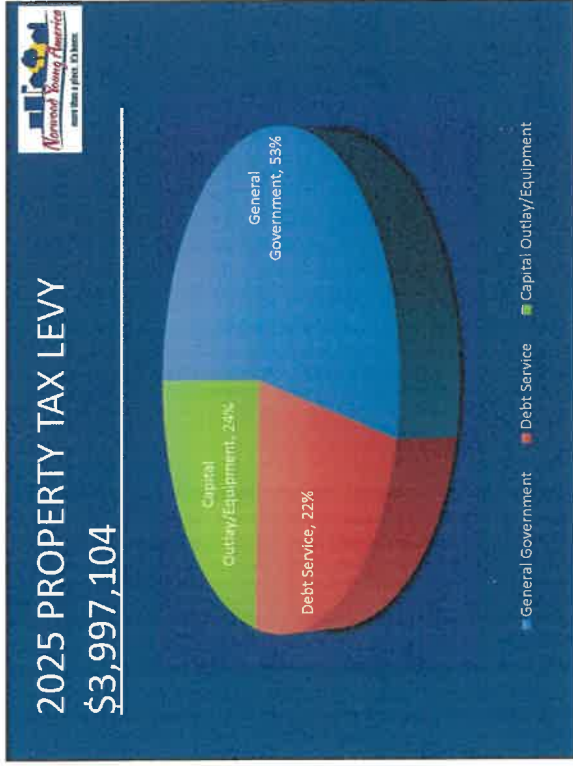


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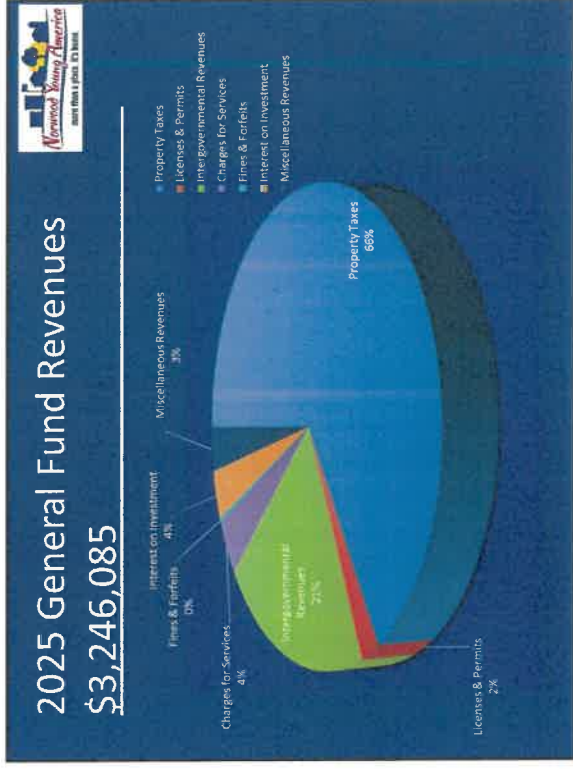
## Budget Structure General Fund



4



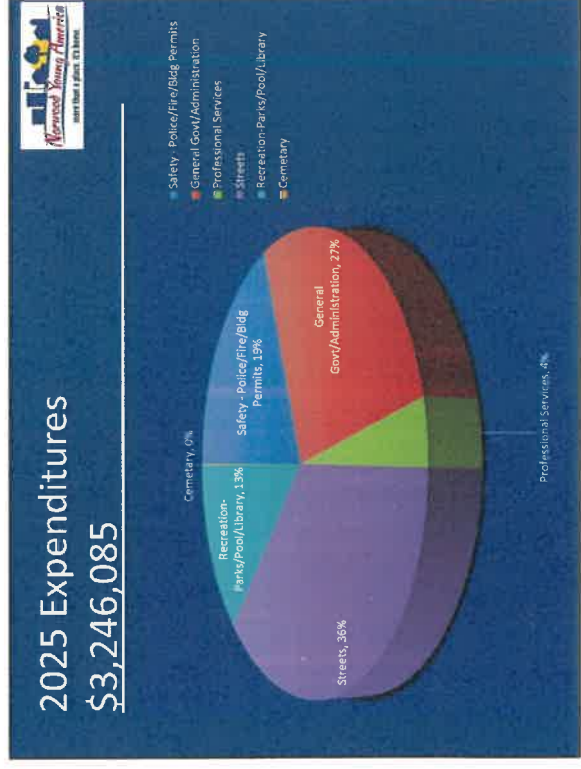
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6

- ### Revenue Noteworthy Items
- Capital Improvement Fund – 20% of levy
  - Permits and Licenses stays consistent with 2024 making up approximately 2% of the general fund budget
  - Townships contract with the City for Fire Service – 2.5% of general fund budget
  - Intergovernmental Revenues increased minimally (\$641,889) from 2024 (\$640,551)

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## Noteworthy Expenses 2025

- Streets
  - Sealcoating and crack sealing
  - Mill and Overlay
- Parks
  - Tree removal
  - Sports Complex - Sand blasting & repainting light poles
  - Friendship Park trail mill and overlay
- Economic Development
  - Tacoma West Industrial Park Sign
- Fire Department
  - Tanker Truck
  - Replace Radios

9

## Market Value

- Carver County Determines Market Value
- 2025 market value based on January 1, 2024.
- Opportunity to contest value ended April 2024.
- Look for your 2026 market value notice in early 2025.

10

## Property Tax Statement

**PROPERTY INFORMATION**

Property Address: 12345 Main St, Tacoma, WA 98402  
 Assessor's Parcel ID: 1234567890  
 Assessed Value: \$1,234,567.89

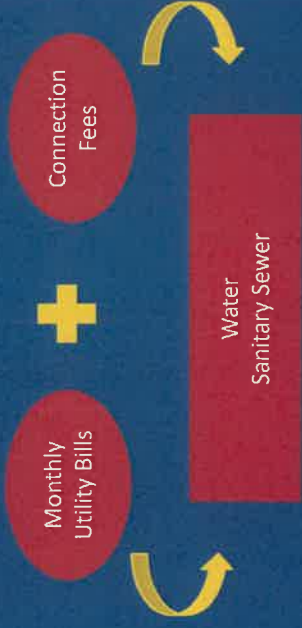
**PROPOSED TAXES 2025**

Property Taxes: \$1,234.56  
 State Taxes: \$123.45  
 County Taxes: \$456.78  
 City Taxes: \$599.87

**TOTAL TAXES: \$2,414.66**

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## Budget Structure Enterprise Funds



12



Water and Sewer

- Operating Budget - \$2,301,446
- Debt Service Obligations –
  - Water – 38%
  - Sewer – 26%
- Capital Outlay –
  - Water – 17%
  - Sewer – 11%

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Water / Sewer Budget  
Capital Outlay/Equipment Plan

- Cap Seal Water Wells
- Hydrant Repairs
- Water Tower Cleaning
- Clear Tank Inspection
- Inflow & Infiltration Repair
- Lift Station Panels

14



**QUESTIONS & COMMENTS**

15

## RESOLUTION 2024-63

### A RESOLUTION ADOPTING THE 2025 FINAL GENERAL FUND OPERATING BUDGET FOR THE CITY OF NORWOOD YOUNG AMERICA

WHEREAS, it is the policy of the City of Norwood Young America to prepare and adopt an annual General Fund Operating Budget; and

WHEREAS, the preliminary budget for calendar year 2025 has been reviewed and approved by the City Council.

Now Therefore Be it Resolved, that the Norwood Young America City Council hereby adopts the following 2025 Final General Fund Operating Budget and hereby appropriates the following amounts for said 2025 Budget.

#### REVENUES:

	<u>2024 Final</u>	<u>2025 Preliminary</u>
Property Taxes	1,940,133	2,123,056
Licenses & Permits	63,900	75,190
Capital Project/Equipment	600,000	876,746
Intergovernmental Revenues <i>(including state aids)</i>	674,301	668,339
Charges for Services	117,100	128,800
Fines & Forfeits	10,000	11,000
Interest on Investments	61,200	120,000
Miscellaneous Revenues	113,200	119,700
Transfers from other Funds	-	-
<b>TOTAL REVENUES:</b>	<b>\$ 3,579,834</b>	<b>\$ 4,122,831</b>

#### EXPENDITURES:

	<u>2024 Final</u>	<u>2025 Preliminary</u>
<b><i>General Government</i></b>		
Mayor/Council	23,088	23,249
Administration	62,532	170,109
Community Development	205,361	427,814
Boards & Commissions	5,200	6,600
Economic Development	147,263	-
City Clerk	189,726	233,843
Elections	29,835	-
Professional Services	110,698	138,098
Government Buildings	170,409	161,928
<b><i>Total General Government</i></b>	<b>944,112</b>	<b>1,161,641</b>
<b><i>Public Safety</i></b>		
Law Enforcement	300,887	271,980
Fire Protection	249,060	293,543
Other Protective Inspection	54,670	65,802
<b><i>Total Public Safety:</i></b>	<b>604,617</b>	<b>631,325</b>
<b><i>Total: Highways, Streets, &amp; Roads</i></b>	<b>1,012,325</b>	<b>1,002,872</b>
<b><i>Total: Culture/Parks &amp; Recreation</i></b>	<b>320,426</b>	<b>369,869</b>
<b><i>Total: Capital Project/Equipment</i></b>	<b>1,173,350</b>	<b>828,508</b>
<b><i>Total: Swimming Pool</i></b>	<b>76,416</b>	<b>77,128</b>
<b><i>Total: Operating Transfer to Reserves</i></b>	<b>-</b>	<b>-</b>
<b><i>Total: Transit (Bus)</i></b>	<b>17,937</b>	<b>-</b>
<b><i>Total: Cemetery</i></b>	<b>4,000</b>	<b>3,250</b>
<b>TOTAL EXPENDITURES:</b>	<b>4,153,183</b>	<b>4,074,593</b>

**Fund Debt Service Property/Street Improvement Capital Tax Levy**

517	\$2,105,000 Tax Public Proj Lease Rev Bonds - 2009	\$	150,334	\$	97,000
521	\$3,875,000 GO Refunding Bonds - 2016A	\$	38,246	\$	38,246
522	G.O. Bonds - 2020A	\$	326,841	\$	236,550
523	2021a GO Bond	\$	72,276	\$	70,701
524	G.O. Bonds - 2022A	\$	187,667	\$	170,000
525	G.O. Bonds - 2023A	\$	-	\$	38,873
526	G.O. Bonds - 2024A	\$	-	\$	-
527	G.O. Bonds - 2024B	\$	-	\$	96,238
275	Capital Replacement	\$	600,000	\$	800,000
498	Street Improvement Project Fund	\$	300,000	\$	176,329
	Abatement	\$	65,823	\$	150,111
			<hr/>		<hr/>
	<b>Total: Debt Service/Capital Levy</b>		<b>1,741,187</b>		<b>1,874,048</b>

**Total Revenues versus Total Expenditures**                            \$                            (573,349)                            \$                            48,238

Additional amount of expenditure = fund balance from capital

Adopted this 9th day of October 2024 by the Norwood Young America City Council.

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Carol Lagergren, Mayor

Attest: \_\_\_\_\_  
Mitchell Thiesfeld, Clerk/Finance Director

# RESOLUTION 2024-64

## A Resolution Adopting Fiscal Year 2024 Final Property Tax Levy for the City of Norwood Young America for collection in 2025

WHEREAS, the City of Norwood Young America is dependent upon property tax collection to fund a portion of its operating budget and pay bonded debt obligations.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, hereby adopts the following property tax levy for collection in 2025 upon taxable property in the City of Norwood Young America for the following purposes:

General Fund Levy	\$ 2,123,056
2009 Taxable Public Project Lease Revenue Bonds	\$ 97,000
2016A GO Bonds	\$ 38,246
2020A GO Bonds	\$ 236,550
2021A GO Bonds	\$ 70,701
2022 GO Bonds	\$ 170,000
2023 GO Bonds	\$ 38,873
2024A GO Bonds	\$ 0
2024B GO Bonds	\$ 96,238
Abatement - Industrial Park	\$ 150,111
Fund 275 - Capital Replacement	\$ 800,000
Fund 498 - Street Improvement	<u>\$ 176,329</u>
<b>Total Property Tax Levy</b>	<b><u>\$ 3,997,104</u></b>

Adopted by the Norwood Young America City Council this 9<sup>th</sup> day of December 2024.

-----  
Carol Lagergren, Mayor

Attest:

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Mitchell Thiesfeld, Clerk/Finance Director



TO: Honorable Mayor Lagergren and Members of the City Council  
FROM: Mitchell Thiesfeld, City Clerk/Finance Director  
DATE: December 9, 2024  
RE: Ordinance 380 – Fee Schedule

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Attached is Ordinance 380 along with the Fee Schedule suggested changes.

The ordinance will not go into effect until after publication.

The Pool rates were reviewed with a comparison of Lester Prairie, Glencoe, Belle Plaine, and Safari Island:

- The City's family pass is considerably less than the other Cities. The rate ranged from \$150 - \$220.
- Individual season passes are also considerably less than other Cities. The rates ranged from \$75 - \$82.50.

City Staff also looked into the Infrastructure Deposit for new buildings. Staff found that the current \$900 is not enough if City staff need to fix any of the items included in the deposit.

Staff is also proposing to remove the annexation township reimbursement fee of \$250/acre.

***Recommended Motion:***

***Motion to approve Ordinance 380, an ordinance amending the Fee Schedule "Schedule A" Chapter 20, Section 2000.02 of the Norwood Young America City Code.***

# ORDINANCE NO. 380

## AN ORDINANCE AMENDING THE FEE SCHEDULE "SCHEDULE A" CHAPTER 20, SECTION 2000.02 OF THE NORWOOD YOUNG AMERICA CITY CODE

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY ORDAINS:

WHEREAS, by Ordinance No. 185, the City Council adopted language for Chapter 20 "Fees," authorizing and establishing certain fees, charges, costs, and rates for licenses, permit applications, information, services, and other matters required or provided by the City; and

WHEREAS, the Fee Schedule for the said year was adopted and set forth as "Schedule A" in Section 2000.02 "Fee Schedule" as part of Ordinance No. 185; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Carver County, Minnesota, that the Fee Schedule established and authorized in Chapter 20, Section 2000.02, Schedule A, of the Norwood Young America City Code, adopted by Ordinance 185, is amended under this Ordinance No. 380, dated December 9, 2024, a copy of which is attached and on file in the office of the City Clerk/Treasurer, is hereby approved and shall become effective upon its publication.

Adopted by the City Council this 9<sup>th</sup> day of December, 2024.

CITY OF NORWOOD YOUNG AMERICA

-----  
Carol Lagergren, Mayor

ATTEST:

-----  
Mitchell Thiesfeld, Clerk/Finance Director

Public Hearing: December 9, 2024

Adoption:

Publication:



## 2025 FEE SCHEDULE

		2025 Fee	
<b>BUSINESS SERVICES / MISCELLANEOUS</b>		Current	Proposed
Staff Time - Regular Hours	per hour (minimum 1 hour)	65.00	
Staff Time - After Hours	per hour (minimum 2 hour)	100.00	
Public Notice		75.00	
Notary Public		N/C	
Golf Cart Permit	annual license	10.00	
ATV Permit	annual license	10.00	
On-Site Parking Permit	per vehicle, per year	10.00	
Copy Cost	per page	0.25	
Fax Cost	per page	1.00	
Credit Card Payment Software Access Fee	5% of charge amount	0.05	
Laminating Costs	per page, up to size 8 1/2 x 11	2.50	
Certification Fee	per assessment	25.00	
Special Assessment Search		30.00	
Returned Check Charge		35.00	
Peddler License	annual license	100.00	
Solicitor License	annual license	100.00	
Transient Merchant/Food Truck License	annual license	100.00	
Waste Hauler Permit	tri-annual	100.00	
Fire Works - Temporary Tent/Stand		350.00	
Fire Works - Permanent Store		100.00	
Cemetery Lot - Resident		400.00	
Cemetery Lot - Non-Resident		600.00	
Fire Department Service Call - Billing Rate (non-resident of fire district)	1st hour - minimum of 1 hour	500.00	
Fire Department Service Call	each additional hour	300.00	
Right Of Way Permit - business		100.00	
Right Of Way Permit - residential		100.00	
<b>FINES &amp; VIOLATIONS</b>			
False Alarm - rolling 12 month period			
First three offenses		Warning	
4th offense		50.00	
5th offense		100.00	
6th offense		150.00	
each additional offense increases in increments of \$50			
Sprinkling Ban Violation			
1st offense		Warning	
2nd offense		50.00	
3rd offense		100.00	
each additional offense		200.00	
Towing and Storage of Vehicles			Actual Cost
Nuisance Violation - rolling 12 month period			
1st offense		Warning	
Offenses thereafter		administrative penalty + cost of abatement	
Administrative Penalty			
1st offense		Warning	
2nd offense		115.00	
3rd offense		130.00	
4th offense		150.00	
each additional offense increases in increments of \$50			
Cannabis/Hemp Use in Public Place			115.00
Abatement Fees			Actual Cost
<b>PLANNING - Application fees may require additional legal, engineering and associated costs.</b>			
Infrastructure Deposit (refundable)	Amount may be different based on development	900.00	1,500.00



Excavation Permit		Actual Cost	
Fill Permit		Actual Cost	
General Sign Permit (no plan review required)	79.00 permit + 1.00 surcharge	80.00	
Residential Demolition Permit	Based on valuation with a minimum fee of \$99.00 permit + 1.00 surcharge, whiches is greater + \$25 admin fee		
Commercial Demolition Permit	Based on valuation with a minimum fee of \$99.00 permit + 1.00 surcharge, whiches is greater + \$25 admin fee		
Comprehensive Plan Amendment/Change	fee + escrow*	500.00	
City Code Amendment	Fee may be waived if the amendment benefits the entire community.	250.00	
Conditional Use Permit - Residential		300.00	
Conditional Use Permit - Non-Residential		300.00	
Interim Use Permit - Residential		300.00	
Interim Use Permit - Non-Residential		300.00	
Rezoning Application		400.00	
Variance - Residential		300.00	
Variance - Non-Residential		300.00	
Street/Alley/Easement Vacation Application Fee		300.00	
Annexation Application Fee		300.00	
Annexation Township Reimbursement Fee		250.00 per acre	Delete Row
Storm Water Plan		250.00	
Wetland Mitigation Plan	Fee + Escrow	100.00	
Parking Reduction		100.00	
Application for Appeal		150.00	
Carver County Recording Fee	Based on Carver County Fee Schedule		
Site Plan Review	fee + escrow**	300.00	
Lot Split		200.00	
Boundary Line Adjustment		100.00	
Sketch Plat Review	fee + escrow***	200.00	
Subdivision * Preliminary Plat	fee + \$10 per lot	350.00	
Subdivision *Final Plat	fee + \$10 per lot	250.00	
Planned Unit Development (PUD)	in addition to plat fees		
Sketch Plan	fee + escrow*	200.00	
General Concept Plan	fee + escrow	400.00	
Final Plan		300.00	
Plan Amendment		300.00	
Developer Escrow Deposit (required payment by certified check)			
*Developer Escrow Deposit	up to	2,000.00	
**Developer Escrow Deposit - Site Plan Review		5,000.00	
**Developer Escrow Deposit - Site Plan Review Tacoma W Indust Park		15,000.00	
***Developer Escrow Deposit - Development Review paid at Sketch Plan		10,000.00	

### PARK DEDICATION

Single Family	See Chapter 11 of the City Code for fee.
Two Family	See Chapter 11 of the City Code for fee.
Townhome	See Chapter 11 of the City Code for fee.
Multi-Family	See Chapter 11 of the City Code for fee.
Commercial/Industrial	See Chapter 11 of the City Code for fee.

Basin Connection	Actual Cost
<i>If City Council determines land shall be dedicated, the following requirements shall be met:</i>	
Residential Subdivisions	10% of total property area
Non-Residential Subdivisions	5% of total property area

### BUILDING PERMITS

<b>Building Permit Fee Calculation</b>	See the MN State's Uniform Building Code for full list of valuation.
Valuation \$1 to 500	25.85

\$501 to 2000	\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and including 2,000
\$2001 to 25,000	\$76.25 for the first 2000 plus 15.40 for each additional 1000 or fraction thereof, to and including 25,000
\$25,001 to 50,000	\$430.45 for the first 25,000 plus 11.11 for each additional 1000 or fraction thereof, to and including 50,000
\$50,001 to 100,000	\$708.20 for the first 50,000 plus 7.70 for each additional 1000 or fraction thereof, to and including 100,000
\$100,001 to 500,000	\$1,093.20 for the first 100,000 plus 6.16 for each additional 1000 or fraction thereof, to and including 500,000
\$500,001 to 1,000,000	\$3,557.20 for the first 500,000 plus 5.23 for each additional 1000 or fraction thereof, to and including 1,000,000
\$1,000,001 and up	\$6,172.20 for the first 1,000,000 plus 4.02 for each additional 1000 or fraction thereof

**Building Department Inspection Fees**

Building Permit Fee	100% of above fee schedule + state surcharge
Residential Plan Check Fee	65% of building permit fee
Commercial Plan Check Fee	65% of building permit fee
Building Permit Investigation Fee	Work done without a permit. Fee is up to the actual permit amount.
Reinspection Fees/Additional Inspection fees	Each inspection 75.00
Moved-In House Permit Fee	fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage 250.00
Mobile Home Move-In Permit	250.00
Moved-In Shed/Garage	fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage 125.00
Heating/Cooling Permit - Residential	per fixture + \$1.00 state surcharge (included in fee) 80.00
Heating/Cooling Permit - Commercial	Based on value, 1997 fee schedule + 10%
Plumbing Permit	\$10 per fixture (8 + fixtures), min of 79.00 + 1.00 state surcharge 80.00
Residential Plbg Fixture Change Out (water heater/softener)	\$79.00 + \$1.00 state surcharge 80.00
Commercial/Industrial Plumbing Plan Review	See the MN State's Uniform Building Code for list of valuation.

**GENERAL PERMITS (minor residential alteration)**

Re-window	79.00 permit + 1.00 state surcharge	80.00
Reside	79.00 permit + 1.00 surcharge	80.00
Reroof	79.00 permit + 1.00 surcharge	80.00
Fence - 7 feet tall or more	based on value	
Fence - under 7 feet tall	administrative zoning permit required	50.00
Shed (Under 200 square feet)	administrative zoning permit required	50.00

**RENTAL DWELLINGS**

Rental Housing License - Initial Inspection Fee		
<i>Based on the number of units per address</i>		
1-4 units	per unit	95.00
5+ units	Units 1 - 4 = \$380 + \$55/unit	Based on #
Rental Dwelling Reinspection fee	per unit	75.00
Unlicensed Rental Dwelling Fines		250.00
Unlicensed fine	per day/per unit, charged until license is obtained	10.00
Rental Dwelling Violation		50.00
Violation fee	per day / per unit, charged until corrections are complete	10.00
Rental Complaint Inspections	each inspection	85.00

**UTILITY CONNECTION CHARGES**

Water Main Trunk Charge	Based on Development Fees
Sewer Main Trunk Charge	Based on Development Fees
Water Hook-up Inspection Charge	125.00
Sewer Hook-up Inspection Charge	125.00
Storm Sewer Access Charge	per ERU 750.00
SAC (Sewer Access Charge) Fees	per ERU 3,900.00
WAC (Water Access Charge) Fees	per ERU 3,900.00

3/4" Residential Water Meter	includes meter, horn, swivels & remote	Cost + 10%
1 1/2" Commercial Water Meter	includes meter, flange, & remote	Cost + 10%
1 1/2" Commercial Water Meter	meter only	Cost + 10%
2" Commercial Water Meter	meter only	Cost + 10%
3" Commercial Water Meter	meter only	Cost + 10%
5/8 x 3/4 Meter Horn	each + sales tax	Cost + 10%
1" Meter Horn - no lead	each + sales tax	Cost + 10%
3/4 Swivel - no lead	each + sales tax	Cost + 10%
1" Swivel - no lead	each + sales tax	Cost + 10%
1" Male Swivel - no lead	each + sales tax	Cost + 10%
1" Solder Swivel - no lead	each + sales tax	Cost + 10%
Single Port Radio	each + sales tax	Cost + 10%
Dual Port Radio	each + sales tax	Cost + 10%
1 1/2" flange	each + sales tax	Cost + 10%
2" flange	each + sales tax	Cost + 10%
3" flange	each + sales tax	Cost + 10%
Remote Reader	replacement	Cost + 10%
Disconnect/Reconnect Charge	each	125.00
Interior Main line Valve Replacement Disconnect and Reconnect		50.00
Curb Box Cover	each + sales tax	Cost + 10%

### UTILITY RATES

Late Payment Penalty	% of unpaid balance	10%
<b>Water</b>		
Residential Water Base Charge	per unit, per month	16.80
Commercial Water Base Charge	per unit, per month	29.40
Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.62
	Tier III - 52,001 to 88,000 gallons used	5.51
	Tier IV - 88,001+ gallons used	7.11
Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.62
	Tier II - 6,001 to 52,000 gallons used	4.68
	Tier III - 52,001+ gallons used	5.51
Water Plant Charge	per unit, per month	8.61
Water Sales	private truck	26.25
	per 1000 gallons for NYA residents	37.80
	per 1000 gallons for non-residents	8.72
<b>Sewer</b>		
Residential Sewer Base Charge	per unit, per month	9.90
Commercial Sewer Base Charge	per unit, per month	9.90
Residential Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr.	7.88
Commercial Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr.	7.88
Sewer Plant Charge	per unit, per month	5.50
Storm Water Drainage		
REC Unit	per month	5.39
<b>Special Parcels</b>		
Impervious Area	per month	20.28/acre
Pervious Area	per month	6.39/acre
SF Attached (Townhouse)	per month	3.82
<b>Commercial/Industrial</b>		
0%-50% Impervious	per month	9.88/acre
>50%-75% Impervious	per month	15.06/acre
>75% Impervious	per month	18.52/acre
Open Space	per month	6.39/acre

### EQUIPMENT - 1 hour minimum unless otherwise noted. In the case of a natural disaster, the following rates would

City Staff Operation Fee	per hour	65.00
City Staff Operation Fee (after hours)	per hour (minimum 2 hours)	100.00
Bobcat S-750	per hour	100.00
Bucket Truck	per hour	150.00
Bus	per hour	25.00
Camera equipment	per hour	100.00
Dump Truck	per hour	100.00
Flail Mower	per hour	90.00

Jetter	per hour	300.00
Jeter plus Vacuum	per hour	500.00
Mower	per hour	50.00
Push Camera	per occurrence	50.00
Rotary Mower	per hour	60.00
Snow Plow	per hour	150.00
Street Sweeper	per hour	150.00
Tanker w/ pump	per hour	100.00
Tractor	per hour	90.00
Vacuum	per hour	250.00
Utility Vehicle w/weed sprayer	per hour	75.00
Loader mounted snow blower	per hour	300.00
String Trimmer	per hour	50.00
Chainsaw	per hour	50.00
Line Striper	per hour	75.00
Brush Chipper	per hour	100.00
Utility Vehicle w/plow	per hour	100.00
4" pump	per hour	50.00
Salt	per ton	125.00
Trailer	per hour	50.00

### LIQUOR LICENSE – Liquor licenses run from July 1 – June 30

#### On-Sale

Intoxicating Liquor	per year	1,200.00
Wine	per year	75.00
Sunday Liquor Sales	per year	200.00
Pavilion Intoxicating Liquor	must have an NYA On-Sale Intoxicating Liquor License	N/C
3.2 Beer/Malt Liquor	per year	75.00
Strong Beer On-Sale License	per year	150.00
Temporary (1 - 4 day event or up to 12 days in calendar year)	per year	50.00
Extended hours - 2am	per year	Varies - Set by State
Brew Pub License	per year	300.00
On-Sale Brewer Tap Room License	per year	300.00

#### Off-Sale

Intoxicating Liquor	per year	200.00
3.2 Beer / Malt Liquor	per year	50.00
Off-Sale Small Brewer	per year	300.00
Off-Sale Brew Pub License	per year	300.00

#### Miscellaneous Liquor License

Consumption & Display Permit	per year	100.00
Malt Liquor or Set Up Holder Permit	per year	250.00
Liquor License Investigation Fee - new license	per year	500.00
Liquor License Investigation Fee - established renewal license	per year	100.00

### ANIMALS

Animal License or Duplicate Animal License	per year	5.00
Unlicensed fine	per fine	50.00
Animal pick-up charge	per event	50.00
Impound Expenses		Actual Cost
Animal running at large or creating nuisance		
1st offense		10.00
2nd offense		50.00
3rd offense		150.00
each additional offense		250.00
Backyard Chickens Permit	Biennial	50.00

### ADULT USE

Adult Use License Fee	per year	10,000.00
Adult Use Investigation Fee	per year	500.00

### RENTAL FACILITIES

#### Willkommen Park Pavilion

Rental Fee (Resident of NYA)	per day	600.00
Rental Fee (Non-resident of NYA)	per day	900.00
NYA Civic Group, Local Non-Profits, & School Testing	per day	N/C
Damage Deposit (required prior to event date)		300.00

Sound System	per event	50.00	
Tap Rental/Cleaning	per event	50.00	
Scheduled Early Entry / Exit	per day	250.00	
Early / Late Entry - Two weeks or less prior to event date	per day	125.00	
Willkommen Park Gazebo	per event	50.00	
<b>Roy Clay Community Building</b>			
Rental Fee	per day	125.00	
NYA Civic Group, Local Non-Profits, & School Testing	per day	N/C	
Damage Deposit (required prior to event date)		200.00	
<b>Lion's Shelter</b>			
Rental Fee	per day	125.00	
NYA Civic Group, Local Non-Profits, & School Testing	per day	N/C	
Damage Deposit (required prior to event date)		200.00	
<b>Legion Pool Park</b>			
Rental Fee	per day	125.00	
NYA Civic Group, Local Non-Profits, & School Testing	per day	N/C	
Damage Deposit (required prior to event date)		200.00	
<b>West Carver Community Pool</b>			<b>Added pool to fee schedule</b>
Family Season Pass	Up to 5 people - must live at the same address	140.00	150.00
	each additional family member	20.00	
Single Season Pass		60.00	65.00
Daily Admission	per day	5.00	
Twilight Rate (after 6 p.m. open swim)	per day	3.00	
10 Pass Punch Card	10 day pass	35.00	45.00
Swim Lessons	per person	45.00	



TO: Honorable Mayor Lagergren and City Council

FROM: Andrea Aukrust, City Administrator

DATE: December 9, 2024

SUBJECT: Resolution 2024-62: A Resolution Amending Special Assessments for Tacoma West Industrial Park Phase 2

---

Due to the revised assessment roll, another public hearing is required. Josh Eckstein from Bolton & Menk will be providing a description of the changes regarding the special assessments.

**Recommended Motion:**

**Motion to approve Resolution 2024-62 A Resolution Amending Special Assessments for Tacoma West Industrial Park Phase 2.**

*Norwood Young America*



Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

## MEMORANDUM

**Date:** December 4, 2024  
**To:** Andrea Aukrust, City of Norwood Young America  
**From:** Josh Eckstein, Bolton & Menk  
**Subject:** Tacoma West Industrial Park Phase 2 Project

---

Honorable Mayor and City Council Members:

The final step in the MN Chapter 429 assessment process needs to be amended to accommodate payment procedures specific to the Tacoma West Industrial Park. Due to the revised assessment roll another Assessment Hearing is required. Mailed and published notices have been sent out to all affected property owners. I will provide a brief description of the changes during the hearing.

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

- Revised Resolution Adopting Final Assessment

Included with this memo are copies of the revised 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.

**FINAL ASSESSMENT ROLL**  
**TACOMA WEST INDUSTRIAL PARK PHASE 2**  
 REVISED 11/7/2024

PROP. NO.	OWNER	OWNER ADDRESS	PROPERTY ADDRESS	P.I.D.	UNIT	TOTAL ASSMT	NOTES
1	CITY OF NORWOOD YOUNG AMERICA	310 ELM ST WEST	OUTLOT A TACOMA WEST INDUSTRIAL PARK 5TH ADDITION	587540010	30.450	\$397,920.60	
2	CITY OF NORWOOD YOUNG AMERICA	310 ELM ST WEST	OUTLOT B TACOMA WEST INDUSTRIAL PARK 6TH ADDITION	587550030	12.440	\$162,565.92	
3	CITY OF NORWOOD YOUNG AMERICA	310 ELM ST WEST	OUTLOT A TACOMA WEST INDUSTRIAL PARK 6TH ADDITION	587550020	3.280	\$42,863.04	
4	NORDIC WASTE MANAGEMENT	747 TACOMA TRAIL	LOT 1 BLOCK 1 TACOMA WEST INDUSTRIAL PARK 6TH ADDITION	587550010	4.004	\$268,597.93	PAID IN FULL
Total Units					50.17	\$871,947.49	



**CITY OF NORWOOD YOUNG AMERICA  
RESOLUTION 2024-62**

**Resolution Amending Special Assessments**

WHEREAS, pursuant to proper notice duly given as required by law, the Norwood Young America City Council (the "Council") has met and heard and passed upon all objections to the proposed assessment for the Tacoma West Industrial Park Phase 2 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 on a parcel 58.01466201 a 60-Acre parcel south of Tacoma Boulevard (the "Property"); and

WHEREAS, the Council adopted Resolution R-24-36 establishing special assessments against the Property and finding that each tract of land therein to be benefited by the proposed improvement in the amount of the assessment levied against it; and

WHEREAS, further review by City staff found that the adopted special assessments were greater than the amount anticipated for the Property and did not specify the provisions pursuant to Minnesota Statute Chapter 429.061, Subdivision 2 for deferment of payment of assessment against unimproved property that were intended; and

WHEREAS, under Minnesota Statute Chapter 429.071, Subdivision 2 provides that, in the event the Council finds that the assessment or any part thereof is excessive or in error, the council may, upon notice and hearing as provided for the original assessment, make a reassessment as to such Property.

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

1. This special reassessment as set for in the special assessment roll on file in the office of the Norwood Young America City Clerk-Treasurer, 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 bear interest at the rate of 5.0 percent per annum from the date of the adoption of this reassessment resolution. Assessments on improved property shall be payable in equal annual installments extending over a period of 10 years, and to the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

3. Any assessment against unimproved property is to be deferred until the later of: (1) platting of the property, or (2) construction of improvements on the property. The first installment of any such deferred assessment shall commence with the next tax levy following said plating or construction and extend over a period of 10 years. Interest on deferred assessments is forgiven to December 31 of the year before the first deferred installment is payable. To the first installment shall be added interest on the entire assessment for one year, and to each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

4. 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.

5. 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. The certificate shall identify the amount of any deferred assessment as well as a legal description of the affected property.

Adopted by the Norwood Young America City Council this 9<sup>th</sup> day of December, 2024.

Approved:

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

Attest:

\_\_\_\_\_  
Mitchell Thiesfeld, City Clerk - Treasurer



**TO:** Honorable Mayor Lagergren and City Council Members  
**FROM:** Andrea Aukrust, City Administrator  
**DATE:** December 9, 2024  
**RE:** Ordinance 381: Amending City Code Chapter 2. Administration. Section 251

---

Enclosed, you will find Ordinance 381 rescinding Chapter 2. Administration. Section 251 of the City Code. The Economic Development Authority (EDA) has statutory authority to levy and carry out economic development within the city, but the EDC does not. Ordinance 382 will address the changes to the composition of the EDA.

**Recommended Motion:**

**Approve Ordinance 381 rescinding Chapter 2 Administration—Section 251 of the City Code in its entirety.**

**City of Norwood Young America, Minnesota  
Ordinance 381**

**AN ORDINANCE RESCINDING CITY CODE SECTION 251—  
ECONOMIC DEVELOPMENT COMMISSION**

WHEREAS, the City of Norwood Young America has adopted Administration Ordinances structuring Committee and Commissions; and

WHEREAS, the City of Norwood Young America Economic Development Authority has Statutory authority to Levy and carry out economic development within the City; and

WHEREAS the administration and the city council have found specific sections of the existing code that necessitate restructuring to fit the city's current needs and best interests.

THE CITY COUNCIL OF THE NORWOOD YOUNG AMERICA ORDAINS that City Code Section 251 shall be rescinded in its entirety.

Passed and adopted by the City Council of the City of Norwood Young America, Minnesota, this 9th day of December 2024, and effective upon publication.

-----  
Carol Lagergren, Mayor

Attest:

-----  
Andrea Aukrust, City Administrator



TO: Honorable Mayor Lagergren and City Council

FROM: Andrea Aukrust, City Administrator and  
Karen Hallquist, Community & Economic Development Director

DATE: December 9, 2024

SUBJECT: Ordinance 382 – Amending Chapter 2 Administration, Section 251 Adjoining the Economic Development Authority to City Code

---

City staff and the NYA Economic Development Commission recommend adjoining the economic development efforts under the Economic Development Authority (EDA). This reconfiguration would effectively dissolve the Economic Development Commission (EDC), empowering a single, streamlined entity to advance our community's economic goals.

**The benefits of Consolidation will allow the city to do the following:**

- **Enhance Focus:** By consolidating, the EDA will streamline decision-making processes, allowing for more effective resource allocation toward city goals.
- **Strengthen Representation:** With structured roles and selected community members, the EDA will provide diverse input and align better with the community's needs.
- **Increase Efficiency:** Reducing overlap between the EDC and EDA will eliminate redundancy, enabling a single authority to guide economic initiatives more swiftly and cohesively.

To support this recommendation, City staff researched neighboring municipalities and their economic development structures. This data shared a consistent approach in which a single authority is tasked with guiding economic development. This allows cities to effectively leverage resources and avoid duplicated efforts. The EDA purpose and core functions remain consistent with general economic development purposes and functions, and capability, as approved by City Council, to issue bonds and levy special benefit taxes to pay or finance public redevelopment.

**EDA Purpose:**

- Recruitment of new business and industry
- Retention and expansion of existing businesses and industry
- Diversification of the community's economy
- Retention and creation of jobs with livable wages
- Increasing community tax base
- Planning and coordination of economic development resources and efforts

**Core functions:**

- Organizational development – efforts focus on maintaining and enhancing the capacity of the EDA organization.
- Market development – efforts are outreach actions.

- Infrastructure development – activities strive to “set the table” for economic development.
- Business development – activities are strategies implemented to retain and attract business.

The NYA EDC and City staff recommends the following structure for the EDA to maintain oversight and ensure diverse community representation:

- **Board Composition:** The EDA will comprise seven members, combining City Council representatives and local stakeholders.
  - **Two City Council Members:** Serving annual terms within their elected office.
  - **Five Community Stakeholders:** Selected from local business sectors such as banking, real estate, and business management. The term will be three years, with a four term limit. Candidates will be selected through an application and interview process to ensure committed, qualified representatives.
  - **Executive Roles:** The City Administrator would serve as the EDA’s Executive Director (ad hoc), ensuring consistent guidance at the executive level. The Community & Economic Development Director would also function as the city liaison (ad hoc) to strengthen city coordination and serve as the Authority’s secretary.
- **Meeting Schedule:** EDA meetings will be held at City Hall on the 2nd Monday of each month at 4:30 p.m., in line with council work sessions scheduled for the 4th Monday of each month.

#### Recommended Motion

**Motion to approve Ordinance 382 Amending Chapter 2. Administration. Section 251 Adjoining the Economic Development Authority to City Code**

**CITY OF NORWOOD YOUNG AMERICA  
ORDINANCE NO. 382**

**AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION. SECTION—251.  
ADJOINING THE ECONOMIC DEVELOPMENT AUTHORITY TO CITY CODE**

**WHEREAS**, the City of Norwood Young America has established an Economic Development Authority (EDA) pursuant to Minnesota Statutes Sections 469.090 to 469.108; and

**WHEREAS**, the current composition of the EDA consists entirely of the City Council Members, as authorized under Minnesota Statutes Section 469.092, Subdivision 1(a); and

**WHEREAS**, the City Council recognizes the importance of engaging a diverse group of stakeholders from the community to enhance the EDA's mission of fostering economic growth and development; and

**WHEREAS**, Minnesota Statutes Section 469.092 permits a municipality to determine the composition of the EDA to include up to seven members, composed of City Council Members and community representatives; and

**WHEREAS**, the City Council finds it in the community's best interest to amend the composition of the EDA to include a broader representation of community stakeholders.

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

~~Section 251—Economic Development Commission~~

~~1. Establishment of Commission. The economic development commission for the city shall be hereby established. (Amended by Ord. 115, 7-27-1998)~~

~~2. Composition. The economic development commission shall consist of nine (9) members: two (2) City Council members, one (1) Planning Commission member, one (1) ad hoc (non-voting) representative of the Chamber of Commerce, and five (5) members of the local community representing, but not limited to, local business and industry. Voting members of the commission shall reside or be employed within the city. (Amended by Ord. 226, 1-24-11) (Amended by Ord. 256, 2-9-15) (Amended by Ord. 324, 3-9-2020)~~

~~A. All members appointed by the City Council may be removed by a three-fifths vote of the Council. (Amended by Ord. 157, 1-12-04)~~

~~B. All terms shall expire on January 1 of the appropriate year. The City Council member, Planning commission member and representative of the Chamber of Commerce shall be appointed annually. All other commissioners shall be appointed for a term of three years. Of the five commissioners serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. (Amended by Ord. 157, 1-12-04)~~

~~3. Organization, Meetings, Etc.~~

~~A. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. A commission member shall act as secretary of the economic development commission.~~

~~B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month. — (Amended by Ord. 115, 7-27-1998)~~

~~4. Duties and Responsibilities of the Commission. The duties and responsibilities of the economic development commission shall be as follows:~~

~~A. Advise the City Council on matters concerning commercial and industrial development within the city.~~

~~B. Assist the City with preparations and advice regarding economic development marketing plans, programs, and strategies.~~

~~C. Help to coordinate economic development efforts with various groups active in the city.~~

~~D. Aid and advise the City Council and Planning Commission regarding the orderly development of areas suitable for commercial and industrial development.~~

~~E. Recommend to the City Council and Planning Commission policies and actions regarding commercial and industrial expansion, development, and attraction.~~

~~F. Develop long and short term strategies for commercial and industrial development within the city.~~

~~G. Review proposed development proposals.~~

~~H. Assist in the preparation and implementation of plans for business retention.~~

~~I. Perform other duties, functions, and studies as directed by the City Council.~~

~~(Amended by Ord. 115, 7-27-1998)~~

(Rescinded by Ord. 381, 12-9-2024)

## Section 251 – Economic Development Authority

### Section 1. Amendment of Economic Development Authority

#### 251.1 Composition

- A. The Economic Development Authority of the City of Norwood Young America shall be composed of seven (7) members as follows:
  - a. Two (2) members of the City Council, confirmed by the City Council; and
  - b. Five (5) stakeholders from the community, including residents, business owners, or individuals with vested interests in the economic development of the City, confirmed by the City Council.
  
- B. The term of office for appointed members shall be three **(3) years**, with a four (4) term limit, as provided under Minnesota Statutes Section 469.095, Subdivision 2, with the exception of City Council Members, who shall serve annual terms within their elected office. Of the five members serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. All terms shall expire on January 1 of the appropriate year. Every appointed member shall before entering upon the discharge



of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council.

- C. Appointed members shall serve at the pleasure of the City Council and may be removed for cause following a public hearing, pursuant to Minnesota Statutes Section 469.095, Subdivision 5.
- D. The EDA shall continue to operate under the powers and duties prescribed by Minnesota Statutes Sections 469.090 to 469.108 and the bylaws of the Authority as approved by the City Council.

#### 251.2 Organization, Meetings, Etc.

- A. The commission shall elect a president and vice president from among its appointed members for a term of one year; the City Administrator (ad-hoc) will serve as the Executive Director; and the authority may create and fill such other offices as it may determine. The Community & Economic Development Director shall act as the city liaison and secretary of the economic development authority.
- B. Meetings of the Authority shall be held monthly, unless no official business is required. At least three (3) days written notice of such meetings shall be given to the Commissioners.
- C. The commission shall adopt bylaws for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the authority shall be within amounts appropriated for the purpose by the City Council.

#### 251.3 Purpose

There is hereby established and continued an Economic Development Authority for the City of Norwood Young America pursuant to the authority given by Minnesota Statutes, Section 469.090 to 469.108. The purpose of this Authority is to advise the City Council in matters relating to the economic development of the community. The role includes efforts in pursuit of the following goals of economic development: 1) recruitment of new business and industry; 2) retention and expansion of existing business and industry; 3) diversification of the community's economy; 4) the retention and creation of jobs with livable wages, 5) increased community tax base; 6) planning and coordination of the community's economic development resources and efforts.

#### 251.4 Duties and Responsibilities of the Commission.

The duties and responsibilities of the economic development commission shall be as follows:

- A. Advise the City Council on matters concerning commercial and industrial development within the city.
- B. Recommend, develop and implement programs to provide economic development incentives and assistance including, but not limited to, revolving loan funds, tax increment financing, and state/federal grant funds.
- C. Recommend to the City Council and Planning Commission regarding the orderly development of areas suitable for commercial and industrial development.
- D. Recommend to the City Council and Planning Commission policies and actions regarding commercial and industrial expansion, development, and attraction.
- E. Recommend to City Council long and short-term strategies for commercial and industrial development within the city.
- F. Review proposed development proposals.

251.5 Housing, Economic Development, and Redevelopment. The Economic Development Authority has the authority to:

- A. Issue bonds in accordance with the EDA Act and the HRA Act.
- B. levy special benefit taxes in accordance with Section 469.033, subdivision 6 of the HRA Act in order to pay or finance public redevelopment costs (as defined in the HRA Act), subject to approval by the City Council in accordance with Section 469.033, subdivision 6.

## **Section 2. Transition Provisions**

2.1. This ordinance shall take effect upon its adoption and publication, and the transition to the new composition of the EDA shall occur within **90 days** following the effective date.

2.2. The EDA shall remain the City Council until the transition is complete and new appointments are confirmed.

## **Section 3. Effective Date**

This ordinance shall take effect and be in force following its adoption and publication according to law.

**ADOPTED by the City Council of the City of Norwood Young America, Minnesota, this 9th day of December 2024.**

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**Carol Lagergren, Mayor**

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**Andrea Aukrust, City Administrator**



TO: Honorable Mayor and City Council Members

FROM: Jay Squires, Atty

DATE: December 9, 2024

REQUEST: Ordinance 383 – To Regulate Cannabis Businesses

---

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City to protect the public health, safety, welfare of City residents by regulating cannabis businesses within the legal boundaries of City.

The City finds and concludes that the proposed provisions herein are appropriate and lawful regulations, that the proposed amendments will promote the community's interest in reasonable stability now and in the future, and that the proposed provisions are in the public interest and for the public good.

The state has given cities the ability to place reasonable restrictions on cannabis related to time, place and manner. Cities may choose to register cannabis businesses (not license; the state licenses businesses). Alternatively, cities may delegate registration authority to the county. Responsibility for compliance checks is another function of the registration authority.

The Planning Commission held the public hearing and considered the proposed zoning ordinance amendments at their regular meeting on December 3, 2024. The Commission voted unanimously to recommend that the City Council adopt Ordinance No. 383, to regulate cannabis businesses, which includes giving registration authority to Carver County.

#### **MOTION LANGUAGE**

Motion to adopt Ordinance 383, an ordinance to regulate cannabis businesses

#### **Attachments:**

- Draft Ordinance No. 383

**CITY OF NORWOOD YOUNG AMERICA**  
**ORDINANCE NO. 383**  
**CHAPTER 3. LICENSING. SECTION—370. CANNABIS**  
**AN ORDINANCE TO REGULATE CANNABIS BUSINESSES**

**WHEREAS**, the Minnesota Legislature has enacted Minnesota Statutes, Chapter 342, authorizing the operation of cannabis businesses under state licensure; and

**WHEREAS**, Minnesota Statutes grant local units of government the authority to adopt reasonable restrictions on the time, place, and manner of operation of cannabis businesses to protect public health, safety, and welfare; and

**WHEREAS**, the City Council of Norwood Young America finds it necessary to regulate cannabis businesses to ensure compliance with local zoning, public safety standards, and community welfare; and

**WHEREAS**, the City recognizes its responsibility to work collaboratively with the County of Carver and the Minnesota Office of Cannabis Management (OCM) to regulate cannabis retail businesses;

**NOW, THEREFORE**, the City Council of Norwood Young America hereby ordains:

**SECTION 370.01. ADMINISTRATION**

**Subd 1. Findings and Purpose**

The purpose of this Ordinance is to:

- A. Implement Minnesota Statutes, Chapter 342, to protect the public health, safety, and welfare of residents;
- B. Establish reasonable local regulations for cannabis businesses within the City limits; and
- C. Delegate retail registration authority to Carver County while reserving the City's right to adopt complementary regulations.

**Subd 2. Authority & Jurisdiction**

This Ordinance is adopted under the following statutory authorities:

- A. **Minn. Stat. § 342.13(c)**: Local authority to restrict the time, place, and manner of cannabis business operations.
- B. **Minn. Stat. § 342.22**: Local registration and enforcement for state-licensed cannabis retail businesses.
- C. **Minn. Stat. § 152.0263, Subd. 5**: Regulation of cannabis use in public places.
- D. **Minn. Stat. § 462.357**: Authority to adopt zoning ordinances.

This Ordinance applies to all cannabis businesses operating within the City of Norwood Young America.

**Subd 3. Severability**

If any section or provision of this Ordinance is found to be unconstitutional or invalid, the remainder shall remain in full force and effect.

**Subd. 4. Enforcement**

The County of Carver shall administer and enforce cannabis retail registration requirements and compliance checks, as provided by Minnesota Statutes, Chapter 342.

**Subd.5 Definitions**

Terms used in this Ordinance shall have the same meanings as defined in Minnesota Statutes, Chapter 342, and other applicable laws, including:

- A. **Cannabis Retail Business:** Any business selling cannabis products to consumers.
- B. **Cannabis Retailer:** An entity licensed by the state to sell cannabis products.
- C. **Public Place:** Any area as defined under Minn. Stat. § 152.0263, Subd. 5.

**SECTION 370.02. REGISTRATION OF CANNABIS BUSINESSES**

**Subd. 1. Registration Requirement**

No individual or entity may operate a cannabis retail business within the City without:

- A. A valid state license issued by OCM; and
- B. Registration with the County of Carver, as required by Carver County Ordinance No. \_\_\_\_.

Violations of this section are subject to civil penalties of up to \$2,000 per occurrence.

**Subd. 2. Compliance Reviews**

The City shall conduct compliance reviews to ensure cannabis businesses meet local zoning, building code, and fire code requirements. Within 30 days of receiving an application from OCM, the City shall certify whether the proposed business complies with these standards.

**EFFECTIVE DATE**

This Ordinance shall take effect upon its adoption and publication as required by law.

Adopted this 9<sup>TH</sup> day of December 2024 by the City Council of Norwood Young America.

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

\_\_\_\_\_  
**Mitchell Thiesfeld, City Clerk**



TO: Honorable Mayor and City Council Members

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: December 6, 2024  
City Council Regular Meeting December 9, 2024

REQUEST: Zoning Ordinance Amendments – Cannabis Businesses

---

### **OVERVIEW**

The State of Minnesota has passed a law allowing adult-use cannabis. This law also allows cannabis businesses to operate within Minnesota. The state established the Office of Cannabis Management (OCM) that is tasked with overseeing the rollout of cannabis in MN, and also licensing businesses.

The state has given cities the ability to place reasonable restrictions on cannabis related to time, place and manner. Cities may choose to register cannabis businesses (not license; the state licenses businesses). Alternatively, cities may delegate registration authority to the county. Responsibility for compliance checks is another function of the registration authority. The City of NYA will be delegating registration authority to Carver County.

Regardless of delegation of registration authority, the City may adopt reasonable regulations in the Zoning Ordinance. If a license holder would like to open a cannabis businesses within a city, the OCM will send a request for zoning compliance to that city. The city has 30 days to respond to the request, informing the OCM whether the proposed business location is in an acceptable zoning district.

The City Council held a work session, where cannabis-related zoning was discussed. Staff has prepared the recommendations in this report based on the discussion with the City Council and research. Some items to note:

- Based on population, the City of NYA is required to allow at least one cannabis retail business
- Carver County is planning to adopt language that would cap NYA at one cannabis retail business
- Given that the City has only 30 days to respond to a zoning compliance check, it is not recommended that the City allow cannabis businesses as a conditional use. Instead, it is recommended that any standards that the City would like to impose on cannabis businesses be stated as requirements in the Ordinance

### **BUFFER MAP**

The State has specified features that cities may buffer cannabis businesses from, and the maximum width that each buffer may be. The attached map shows the maximum allowable buffer. The proposed language to be added to the Zoning Ordinance includes the buffers outlined below.

The properties/amenities to be buffered include:

Schools - 1000 feet from property lines

- Central High School - 531 Morse St.
- Central Elementary School - 655 7th St. SW
- St. John's Lutheran School - 27 1st St. NW

Daycare - 500 feet from property lines

- O2B Kids - 316 US Hwy 212
- 205 1st Ave. SE
- 113 Muirfield Cir.

Park Feature - 500 feet from park feature - not property lines

- Friendship Park - 316 4th Ave. SW - ball fields, tennis court, soccer field, playgrounds
- Kehrer Park - 228 Wilson St. W - playground
- NYA Legion Park - 320 Reform St. - pools, playground
- Prairie Dawn Park - 795 Barnes Lake Dr. - playground, basketball court
- South Park - 321 South St. W - basketball court, hockey rink, playground
- NYA Sports Complex - 417 Elm St. W - softball fields, playground, batting cage
- Willkommen Memorial Park - 21 Main St. E - playground

**DEFINITIONS**

Staff has included recommended definitions to add to 1200.04 Definitions as an attachment to this staff report.

**CANNABIS RETAIL**

The City must designate at least one zoning district where cannabis retail businesses may locate. Staff recommends the C-2 General Commercial District (red on the zoning map). This location is desirable because it is situated along Hwy 212. The existing shopping center is located in the C-2 District as well.

Recommended language to be added to 1230.09 C-2 General Commercial District:

- O. Cannabis retailer or cannabis medical retailer, subject to the following:
- A cannabis retail business must be registered with Carver County.
  - A cannabis business must provide evidence of a state license under Minnesota Statutes, section 342.14 and all applicable state laws and regulations.
  - All cannabis businesses must be in compliance with all applicable state laws and regulations related to the operation of the cannabis business.
  - Any cannabis business shall not operate within 1,000 feet from the boundary line of a school property.
  - Any cannabis business shall not operate within 500 feet from the boundary line of a daycare property.
  - Any cannabis business shall not operate within 500 feet from an attraction which is regularly used by minors within a public park.
  - Hours of Operation: A cannabis business operating in a Commercial District shall be limited to occur between the hours of nine o'clock (9:00) AM to nine o'clock (9:00) PM, except for on Sundays, which shall be limited to ten o'clock (10:00) AM to nine o'clock (9:00) PM.
  - The cannabis business shall be conducted entirely with a principal structure and all outside storage is prohibited.

- i. All signage must comply with Section 1260 Signs, and must not depict cannabis leaves, use slang terms for cannabis, or appeal to minors.

### **NON-RETAIL CANNABIS BUSINESSES**

Non-retail cannabis businesses would include operations such as cultivation, manufacturing, processing, warehousing, wholesale, and transportation. These items are all industrial in nature. The City must designate at least one zoning district where these businesses can operate. Staff recommends the I-1 Light Industrial District. This is the only logical district within the City of NYA.

Recommended language to be added to 1230.12 I-1 Light Industrial District

- K. Cannabis Businesses: cultivator (including medical), manufacturer (including medical and low-potency Hemp edible), microbusiness, mezzobusiness, testing facility, wholesaler, and medical combined transporter, subject to the following:
  - a. A cannabis business must provide evidence of a state license under Minnesota Statutes, section 342.14 and all applicable state laws and regulations.
  - b. All cannabis businesses must be in compliance with all applicable state laws and regulations related to the operation of the cannabis business.
  - c. Any cannabis business shall not operate within 1,000 feet from the boundary line of a school property.
  - d. Any cannabis business shall not operate within 500 feet from the boundary line of a daycare property.
  - e. Any cannabis business shall not operate within 500 feet from an attraction which is regularly used by minors within a public park.
  - f. The cannabis business shall be conducted entirely with a principal structure and all outside storage is prohibited.
  - g. All waste and recycling containers shall be kept within a principle or accessory building.
  - h. Sufficient measures and means of preventing any gas, vapors, odors, smoke, debris, dust, fluids or other substances from exiting a cannabis business shall be provided for at all times.
  - i. Cannabis cultivation shall not be perceptible from the exterior of the building in which cultivation occurs.
  - j. Site, ventilation and building security plans must be submitted to the City for review and must be compliant with applicable state regulations.
  - k. Security:
    - i. Burglary alarm systems with audible and police notification components that are professionally monitored and maintained in good working condition shall be installed on all doors, windows, and access points.
    - ii. Surveillance cameras are required and must operate twenty-four (24) hours a day, seven (7) days a week, with thirty (30) day video storage, to monitor all entrances and trash receptacles, along with the interior and exterior of the premises.
    - iii. Exterior lighting shall be required sufficient for observers to see and for cameras to record, that is either constantly on or activated by motion detectors, subject to the requirements of section 11-16-17 of this title.
    - iv. Deadbolt locks shall be installed and utilized on all exterior doors and locks shall be installed on all other windows or access points.



- v. Additional security requirements including, but not limited to, security guards, steel doors, and steel window coverings shall be required as determined by city staff.
- l. Vehicles:
  - i. All vehicles stored on site shall be enclosed in a secured fenced area. No non-business related vehicles shall be stored on site.

### **PLANNING COMMISSION RECOMMENDATION**

The Planning Commission held the public hearing and considered the proposed zoning ordinance amendments at their regular meeting on December 3, 2024. The Commission voted unanimously to recommend that the City Council adopt Ordinance No. 384, amending the Zoning Ordinance to include regulations related to cannabis businesses.

### **MOTION LANGUAGE**

Motion to adopt Ordinance 384, an ordinance amending the Zoning Ordinance relating to cannabis businesses.

### **Attachments:**

- Buffer Map
- Draft Ordinance No. 384

**CITY OF NORWOOD YOUNG  
AMERICA ORDINANCE NO. 384**

**AN ORDINANCE AMENDING SECTION 1200.04: DEFINITIONS,  
1230.09: C-2 GENERAL COMMERCIAL DISTRICT AND 1230.12: I-1  
LIGHT INDUSTRIAL DISTRICT OF THE CITY CODE RELATING  
TO CANNABIS BUSINESSES.**

THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

**I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1200.04 DEFINITIONS SHALL BE AMENDED AS FOLLOWS:**

**Adult-Use Cannabis Product.** As defined under Minnesota Statutes, section 342.01, subd. 4.

**Cannabis Business.** A cannabis microbusiness, cannabis mezzobusiness, cannabis cultivator, cannabis manufacturer, dispensary, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis delivery services, or medical cannabis combination business licensed, or any use otherwise authorized, under Minnesota Statutes, Chapter 342.

**Cannabis Cultivation.** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

**Cannabis delivery service.** A person or entity licensed or otherwise authorized to purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzobusinesses with a retail endorsement, dispensaries, medical cannabis dispensaries, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumable products to customers; and perform other actions pursuant to Minnesota Statutes, Chapter 342.

**Cannabis or lower-potency hemp edible manufacturing.** An entity licensed or otherwise authorized for the creation of cannabis concentrate and manufacture of cannabis products and hemp-derived consumer products for public consumption pursuant to Minnesota Statutes, Chapter 342, an entity licensed or authorized to purchase hemp and artificially derived cannabinoids to make hemp concentrate; manufacture artificially derived cannabinoids and hemp edibles for public consumption; package and label lower-potency hemp edibles for sale to customers; sell hemp concentrate, artificially derived cannabinoids, and lower-potency hemp edibles to other cannabis businesses and hemp businesses; and perform other actions pursuant to Minnesota Statutes, Chapter 342, or an entity in possession of a medical cannabis processor license pursuant to Minnesota Statutes, Chapter 342.

**Cannabis mezzobusiness.** A person or entity licensed to cultivate, manufacture, and sell products containing cannabis and related supplies and products and perform other actions

authorized under a cannabis mezzobusiness license pursuant to Minnesota Statutes, Chapter 342.

**Cannabis microbusiness.** A person or entity licensed to cultivate, manufacture, and sell products containing cannabis and related supplies and products and perform other actions authorized under a cannabis microbusiness license pursuant to Minnesota Statutes, Chapter 342.

**Cannabis Retail Business:** A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

**Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

**Cannabis testing facility.** A facility licensed to obtain and test immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzobusinesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis cultivators, medical cannabis processors, medical cannabis combination businesses, and industrial hemp growers pursuant to Minnesota Statutes, Chapter 342.

**Cannabis transporter.** An entity licensed or otherwise authorized to transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products from a cannabis business to a cannabis business pursuant to Minnesota Statutes, Chapter 342.

**Cannabis wholesaler.** An entity licensed or authorized to obtain, store, and sell or otherwise transfer cannabis or hemp seeds, plants, flower, or other products for the purpose of resale or other transfer to a cannabis business, but not to consumers, pursuant to Minnesota Statutes, Chapter 342.

**Daycare.** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

**Dispensary.** An entity in possession of a cannabis retailer license or otherwise authorized to acquire, possess, transfer, sell, dispense, or distributes products containing cannabis and related supplies and products pursuant to Minnesota Statutes, Chapter 342.

**Lower Potency Hemp Edible.** As defined under Minnesota Statutes, section 342.01, subd. 50.

**Medical cannabis combination business.** An entity authorized to cultivate, manufacture, and sell cannabis, hemp, and cannabis and hemp related supplies and products, and perform other actions authorized under a medical cannabis combination license pursuant to Minnesota Statutes, Chapter 342.

**Office of Cannabis Management.** State of Minnesota Office of Cannabis Management, as may be referred to as "OCM" in reference to this title.

**Public Place:** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common

areas of rental apartment buildings, and other places of public accommodation.

**Retail Registration.** An approved registration issued by the city to a cannabis retail business.

**School.** A public school as defined under M.S. § 120A.05, as it may be amended from time to time, or a nonpublic school that must meet the reporting requirements under M.S. § 120A.24, as it may be amended from time to time.

**State License (Cannabis).** An approved license issued by the Office of Cannabis Management to a cannabis retail business.

**II. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.09, SUBD. 2 RELATING TO PERMITTED USES IN THE C-2 GENERAL COMMERCIAL DISTRICT, SHALL BE AMENDED AS FOLLOWS:**

O. Cannabis retailer or cannabis medical retailer, subject to the following:

- a. A cannabis retail business must be registered with Carver County.
- b. A cannabis business must provide evidence of a state license under Minnesota Statutes, section 342.14 and all applicable state laws and regulations.
- c. All cannabis businesses must be in compliance with all applicable state laws and regulations related to the operation of the cannabis business.
- d. Any cannabis business shall not operate within 1,000 feet from the boundary line of a school property.
- e. Any cannabis business shall not operate within 500 feet from the boundary line of a daycare property.
- f. Any cannabis business shall not operate within 500 feet from an attraction which is regularly used by minors within a public park.
- g. Hours of Operation: A cannabis business operating in a Commercial District shall be limited to occur between the hours of nine o'clock (9:00) AM to nine o'clock (9:00) PM, except for on Sundays, which shall be limited to ten o'clock (10:00) AM to nine o'clock (9:00) PM.
- h. The cannabis business shall be conducted entirely with a principal structure and all outside storage is prohibited.
- i. All signage must comply with Section 1260 Signs, and must not depict cannabis leaves, use slang terms for cannabis, or appeal to minors.

**III. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.12, SUBD. 2 RELATING TO PERMITTED USES IN THE I-2 DISTRICT, SHALL BE AMENDED AS FOLLOWS:**

K. Cannabis Businesses: cultivator (including medical), manufacturer (including medical and low-potency Hemp edible), testing facility, wholesaler, and medical combined transporter, subject to the following:

- a. A cannabis business must provide evidence of a state license under Minnesota Statutes, section 342.14 and all applicable state laws and regulations.
- b. All cannabis businesses must be in compliance with all applicable state laws and regulations related to the operation of the cannabis business.
- c. Any cannabis business shall not operate within 1,000 feet from the boundary line of a school property.
- d. Any cannabis business shall not operate within 500 feet from the boundary line of a daycare property.
- e. Any cannabis business shall not operate within 500 feet from an attraction which is regularly used by minors within a public park.
- f. The cannabis business shall be conducted entirely with a principal structure and all outside storage is prohibited.
- g. All waste and recycling containers shall be kept within a principle or accessory building.
- h. Sufficient measures and means of preventing any gas, vapors, odors, smoke, debris, dust, fluids or other substances from exiting a cannabis business shall be provided for at all times.
- i. Cannabis cultivation shall not be perceptible from the exterior of the building in which cultivation occurs.
- j. Site, ventilation and building security plans must be submitted to the City for review and must be compliant with applicable state regulations.
- k. Security:
  - i. Burglary alarm systems with audible and police notification components that are professionally monitored and maintained in good working condition shall be installed on all doors, windows, and access points.
  - ii. Surveillance cameras are required and must operate twenty-four (24) hours a day, seven (7) days a week, with thirty (30) day video storage, to monitor all entrances and trash receptacles, along with the interior and exterior of the premises.
  - iii. Exterior lighting shall be required sufficient for observers to see and for cameras to record, that is either constantly on or activated by motion detectors, subject to the requirements of section 11-16-17 of this title.
  - iv. Deadbolt locks shall be installed and utilized on all exterior doors and locks shall be installed on all other windows or access points.
  - v. Additional security requirements including, but not limited to, security guards, steel doors, and steel window coverings shall be required as determined by city staff.
- l. Vehicles:
  - i. All vehicles stored on site shall be enclosed in a secured fenced area. No non-business related vehicles shall be stored on site.

**IV. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON  
ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the 9<sup>th</sup> day of December 2024.

Attest:

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

\_\_\_\_\_  
Mitchell Thiesfeld, City Clerk

Adopted:

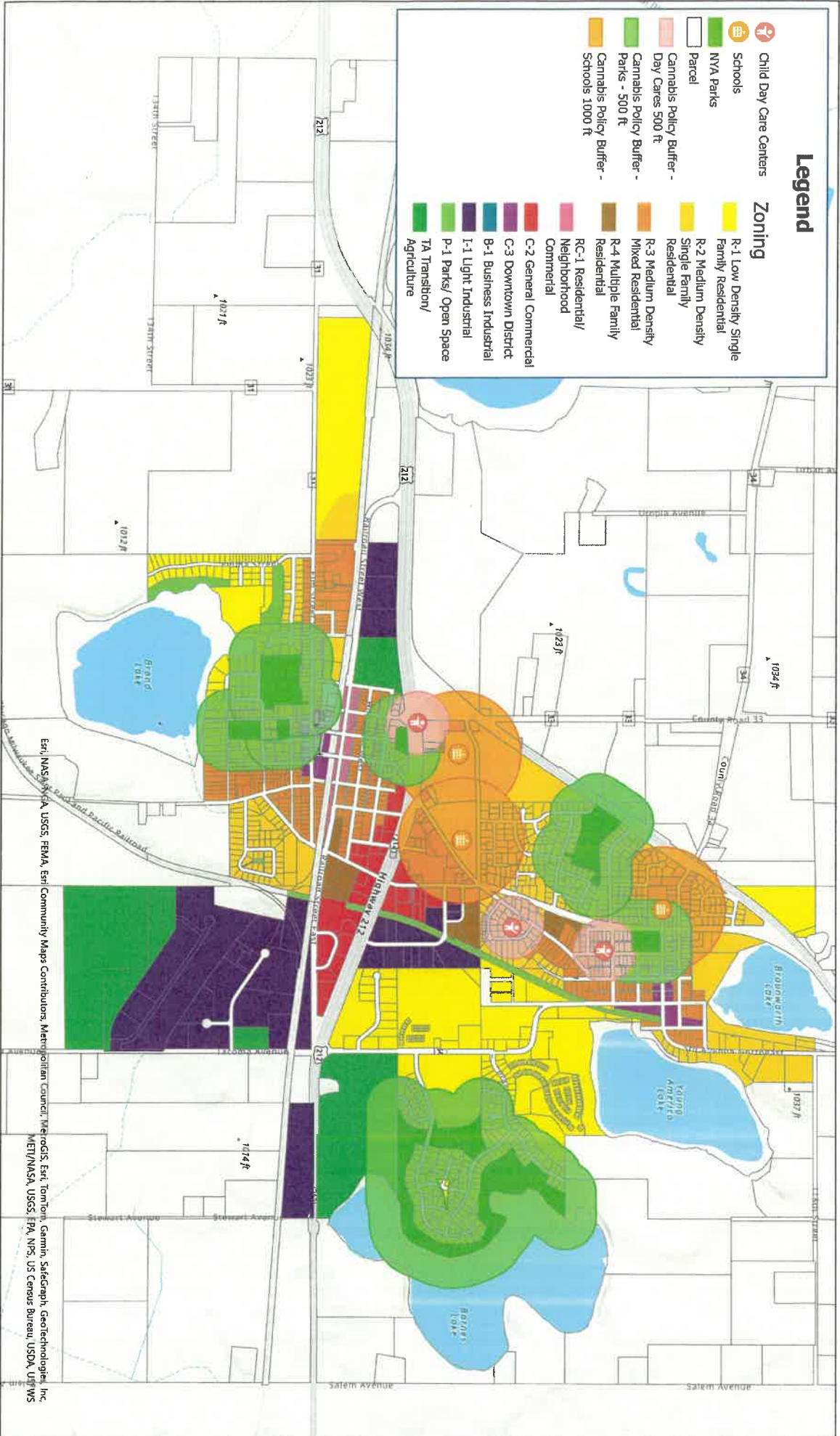
Published:

# CITY OF NORWOOD YOUNG AMERICA Cannabis Policy Buffer Map



### Legend

	Child Day Care Centers		<b>Zoning</b>
	Schools		R-1 Low Density Single Family Residential
	NVA Parks		R-2 Medium Density Single Family Residential
	Parcel		R-3 Medium Density Mixed Residential
	Cannabis Policy Buffer - Day Cares 500 ft		R-4 Multiple Family Residential
	Cannabis Policy Buffer - Parks - 500 ft		RC-1 Residential/Neighborhood Commercial
	Cannabis Policy Buffer - Schools 1000 ft		C-2 General Commercial
			C-3 Downtown District
			B-1 Business Industrial
			I-1 Light Industrial
			P-1 Parks/ Open Space
			TA Transition/ Agriculture



Esri, NASA, NOAA, USGS, FEMA, Esri Community Maps Contributors, Metropolitan Council, Metrogis, Esri, TomTom, Garmin, Sategraph, Geotoolbox, Inc, MET/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



TO: Honorable Mayor Lagergren and Members of the City Council  
FROM: Andrea Aukrust, City Administrator  
DATE: December 9, 2024  
RE: Preliminary Design Process #4 Well

---

Enclosed, you will find information on the need for well #4 and the design process and timeline. Josh Eckstein—Bolton and Menk, Inc. will present and be available to answer questions. Please review the information in this packet.

Project Need:

In order to provide a safe and reliable water supply to accommodate the projected growth of Norwood Young America, a new production well will be needed. The city Water Supply Plan projects the maximum daily demand in 2030 to be 1.21 million gallons per day (MGD) and 2040 to be 1.55 MGD. The current maximum water production capacity of Well #2 and #3 is 1.68 MGD. Another metric that is used to evaluate the system reliability is the system firm capacity. The system firm capacity is the maximum production capacity with the largest well out of service. That capacity should meet or exceed the maximum daily water consumption. The existing system firm capacity is 0.43 MGD and the existing maximum daily water consumption is 0.95 MGD. **Based on existing well capacities the system falls short and cannot meet the system reliability standard with Well #2 out of service. It is recommended to add another well to the city's water system to increase firm capacity and thereby meeting the minimum reliability standard for municipal water systems.**

Recommendation:

Motion to approve Bolton & Menk, Inc. to proceed with the preliminary design process of well #4.

Norwood Young America

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**BOLTON  
& MENK**

Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

December 4, 2024

City of Norwood Young America  
Attn: Andrea Aukrust  
310 Elm St W  
Norwood Young America, MN 55368

**RE: Well No. 4 Preliminary Design Items**

Dear Ms. Aukrust:

Pursuant to your request, this letter outlines preliminary steps, estimated costs, and potential timing to complete the next preliminary design items needed for a new well.

Existing System Information:

The existing water treatment facility is located at 104 3<sup>RD</sup> Avenue SE. Two existing wells, Well #2 and Well #3, pump directly to the water treatment facility. Well #1 was decommissioned many years ago and is no longer in use. Well #2 was originally constructed in 1978 and upgraded in 2010. Well #2 is the main production well with a production capacity of 1,000 gallons per minute (GPM). Well #2 is approximately 943 feet deep and draws water from the Mt. Simon aquifer formation. Mt. Simon Aquifer water usage is heavily regulated by the Minnesota Department of Health. Well #3 was constructed in 1991 and is currently used as a backup well. Well #3 has a capacity of approximately 400 GPM and is approximately 391 feet deep. Well #3 draws water from a drift aquifer formation. Wells and a filter plant exist south of Railroad Street but are not in use due to age, condition and proximity to new water treatment facility.

Project Need:

In order to provide a safe and reliable water supply to accommodate the projected growth of Norwood Young America, a new production well will be needed. The city Water Supply Plan projects the maximum daily demand in 2030 to be 1.21 million gallons per day (MGD) and 2040 to be 1.55 MGD. The current maximum water production capacity of Well #2 and #3 is 1.68 MGD. Another metric that is used to evaluate the system reliability is the system firm capacity. The system firm capacity is the maximum production capacity with the largest well out of service. That capacity should meet or exceed the maximum daily water consumption. The existing system firm capacity is 0.43 MGD and the existing maximum daily water consumption is 0.95 MGD. Based on existing well capacities the system falls short and cannot meet the system reliability standard with Well #2 out of service. It is recommended to add another well to the city's water system to increase firm capacity and thereby meeting the minimum reliability standard for municipal water systems.

Completed Steps:

The following item to assist in the development of a new municipal well has been completed:

1. Completed and submitted the city's Water Supply Plan (2018)

Name: Well No. 4 Preliminary Design Items

Date: November 27, 2024

Next Steps & Estimated Costs:

Additional preliminary steps can be completed to determine the scope of work for an upcoming well project (capacity, depth, aquifer, location, etc.). Recommended next steps include the following:

1. Identify the project as a priority and authorize steps listed below. (This meeting)
2. Submit a Public Facilities Authority (PFA) application for a well project. If selected, the PFA would provide a low interest loan for the project. The project will need to score 12 points or better to be selected. Applications are due in April and scoring is typically received in September of each year. This step would be completed in March 2025. Estimated cost = \$2,000.
3. Authorize and complete groundwater modeling and hydrogeologic assessment. This assessment will help determine the best location for a new well. This step would be completed in spring of 2025. Estimated cost = \$15,000.
4. Conduct water quality testing – Data on levels for iron, manganese, hardness, alkalinity, arsenic, etc. would be obtained for both existing wells. Our staff would assist city staff in collecting samples and would coordinate testing/analysis at an independent laboratory. This step would be completed in the spring of 2025. Estimated cost = \$5,500 (this includes water sampling costs by an independent laboratory).
5. Finalize hydrogeologic assessment – incorporate our water quality testing findings into the preliminary hydrogeologic assessment to finalize the report. This step would be completed in summer 2025. Estimated cost = \$3,000.
6. Complete a water study – Evaluate the water quality of the existing raw water, evaluate the options for drilling a new well, determine impacts to the existing water treatment facility, and complete cost estimates for all options. This step would be completed in the fall of 2025. Estimated cost = \$9,000.
7. Intended Use Plan (IUP) placement – In order to keep the project eligible for a low interest loan through the PFA a formal request to the PFA is due annually. This step would be completed in June 2025. Estimated cost = \$300.
8. Determine the need for test holes / test wells – As a result of completing the above steps we would then be able to make a recommendation as to whether test wells are needed. This would be completed in fall / winter of 2025 - 2026. Estimated cost to determine need = \$0.

The above next steps result in a total estimated fee of \$34,800 and an approximate completion date of spring 2026. It is anticipated that if these steps are approved, the design will be completed in fall / winter 2026 and construction of a new well will be scheduled for spring / summer 2027. Please feel free to contact me if you have any questions or if you require any additional information.

Sincerely,

**Bolton & Menk, Inc.**



Joshua Eckstein, P.E.

cc: Seth Peterson, Bolton & Menk



TO: Honorable Mayor Lagergren and Members of the City Council  
FROM: Mark Streich, PS Director and Josh Eckstein, Bolton & Menk, Inc.  
DATE: December 9, 2024  
RE: 2025 Sanitary Sewer I & I Reduction Plan

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Josh Eckstein, Bolton & Menk, Inc., and Mark Streich, PS Director, will discuss the 2025 sanitary sewer I & I reduction plan with the Council.

**Recommendation:**

At this time, we recommend authorizing the following tasks as part of the 2025 Sanitary Sewer I&I Reduction Plan:

- Grant application
- Televising
- Flow testing
- Manhole Inspections
- Manhole Maintenance
- Cured In Place Pipe (CIPP) Project

All of the above-described work is anticipated to fall within the 2025 I&I budget. If additional funds are needed, prior authorization will be requested.

**Recommendation:**

**Motion to approve the 2025 Sanitary Sewer I & I Reduction Plan.**

Norwood Young America

---



**BOLTON  
& MENK**

Real People. Real Solutions.



2638 Shadow Lane  
Suite 200  
Chaska, MN 55318

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

December 5, 2024

City of Norwood Young America  
Attn: Mark Streich  
310 Elm St W  
Norwood Young America, MN 55368

**RE: 2025 Sanitary Sewer I&I Reduction Plan**

Dear Mr. Streich:

Background:

In 2024 the City of Norwood Young America received a significant amount of rainfall triggering citywide emergency actions. Large and numerous rain events have caused a significant increase in sanitary sewer flow received by the sewer collection system. In response to this issue, we have completed several activities which have informed next actions that should be completed over time to help reduce inflow and infiltration (I&I) of clean groundwater into the sanitary sewer system. Clean water that enters the sewer collection system must be treated to the same standard as wastewater which adds significant cost to the process.

Findings:

Several activities have been completed to evaluate the locality and severity of I&I within the sewer collection system. The following outlines findings from each of the completed activities to date:

*Flow Metering*

Six flow meters were installed within the collection system north of 7<sup>th</sup> Street SW. The meter locations are shown on the attached map. While all meters recorded increases during and just after rain events, two meters recorded significantly higher increases than the others. The two meters that recorded a high increase in flow were located on 7<sup>th</sup> Street SW and on Devonshire Drive and are shown on the attached map. I&I efforts in 2025 will be focused on the sewersheds upstream from those meters.

*Manhole Inspection*

Sanitary sewer manholes north of 7<sup>th</sup> Street SW were visually inspected for I&I issues. A number of manholes were found to have significant I&I issues within the upper chimney area, manhole barrel section or the lower invert and pipe connection area of the manhole.

*Additional Work*

City staff completed smoke testing and sewer televising within areas upstream of the flow meter located on Devonshire Drive to better identify I&I issues.

Name: Sanitary Sewer I&I Reduction Plan

Date: December 4, 2024

### Plan:

In an effort to systematically reduce I&I we propose the following tasks to be completed in 2025:

- Sewer Flow Testing:
  - We propose to install seven flow meters south of Railroad Street in an effort to isolate high I&I areas within the southern portion of town. Proposed meter locations are shown on the attached figure. These meters are intended to determine the level of I&I coming from specific neighborhoods or sewershed areas which will allow us to either eliminate areas from further work or focus on a specific area where high flows are recorded.
- Sanitary Manhole Inspections:
  - Leaking manholes can be a significant source of infiltration. We propose to inspect manholes within the southern portion of town for leaking joints, chimney or casting.
- Sanitary Manhole Maintenance:
  - Previously inspected manholes with observed moderate to high infiltration are proposed to be sealed. Manholes identified for maintenance are shown on the attached figure.
- Sewer Line Televising:
  - Sewer pipe televising is a good tool to find larger sources of infiltration or storm sewer cross connections.
  - Sewer pipe televising is planned for the area upstream from the Devonshire Drive meter as indicated on the attached figure.
  - Sewer service lateral televising will also be included, within the highlighted area on the attached figure, as grant funds allow. See note below regarding MPCA grant application.
- Cured In Place Pipe (CIPP) Project:
  - CIPP lining is currently included in the 4<sup>th</sup> Avenue SW construction project.
  - In addition, we will review a possible standalone lining project within the sewer shed upstream from the Devonshire Boulevard flow meter location.
- Other work to be completed in conjunction with this plan includes the following:
  - Cured in place pipe lining and manhole replacement work is planned to be completed in conjunction with the 4<sup>th</sup> Avenue Infrastructure Improvement project. This will eliminate any I&I from manholes and pipe within that project area.

### Grant Opportunity:

The MN Pollution Control Agency (MPCA) has released several grant programs supporting planning and implementation efforts for wastewater resiliency. Specifically, the Small Community Planning Grant for wastewater resilience is open for applications. This grant would help cover costs for planning and investigation work such as televising of mainlines and services. Applications are due on January 17, 2025.

Name: Sanitary Sewer I&I Reduction Plan

Date: December 4, 2024

Recommendation:

At this time, we recommend authorizing the following tasks as part of the 2025 Sanitary Sewer I&I Reduction Plan:

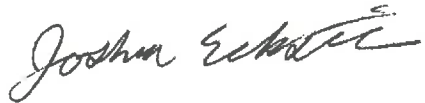
- Grant application
- Televising
- Flow testing
- Manhole Inspections
- Manhole Maintenance
- Cured In Place Pipe (CIPP) Project

All of the above-described work is anticipated to fall within the 2025 I&I budget. Prior authorization will be requested if additional funds are needed.

Please let me know if you have any questions or require any more information about this potential project.

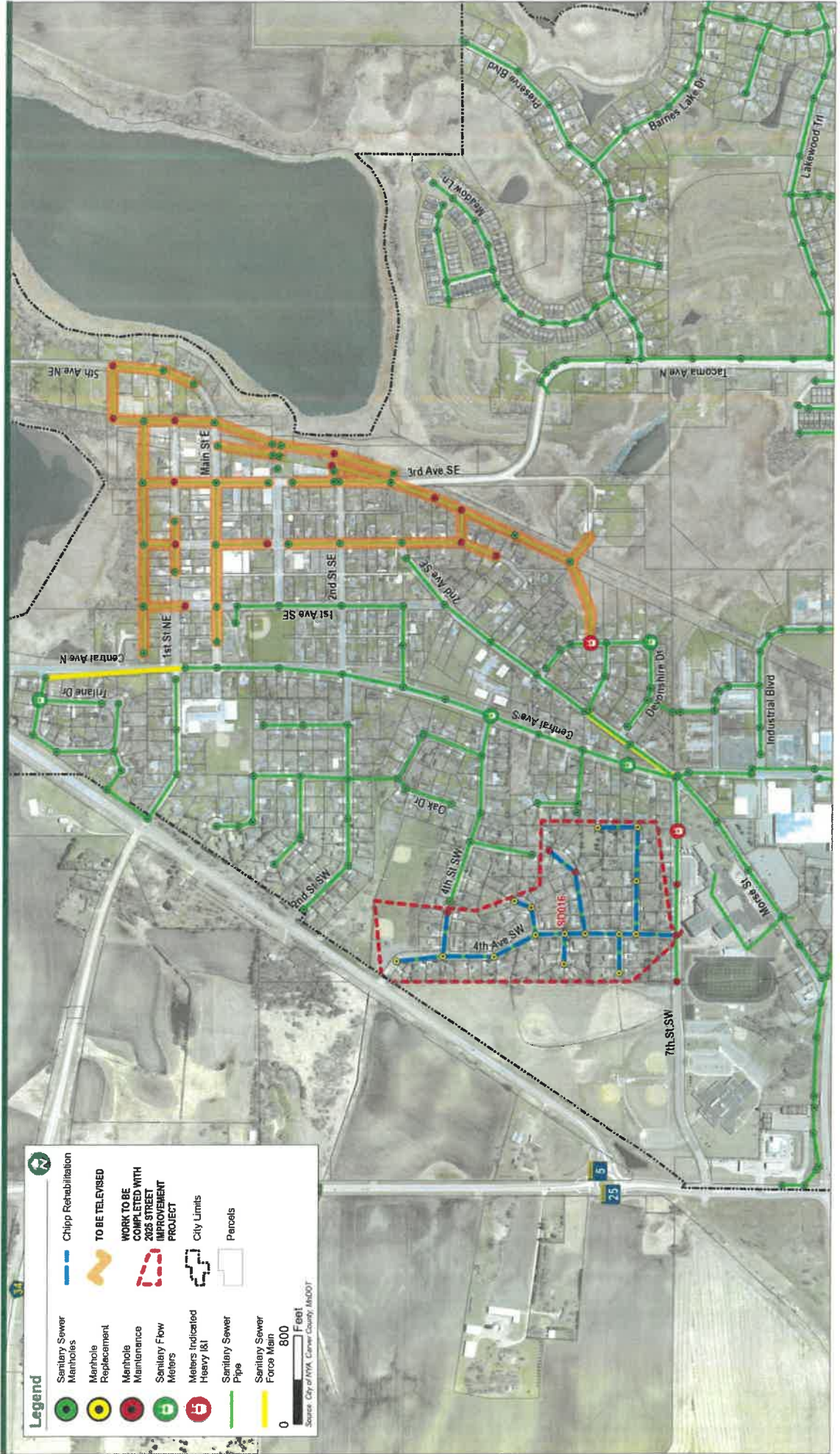
Sincerely,

**Bolton & Menk, Inc.**

A handwritten signature in black ink, appearing to read "Joshua Eckstein".

Joshua Eckstein, P.E.

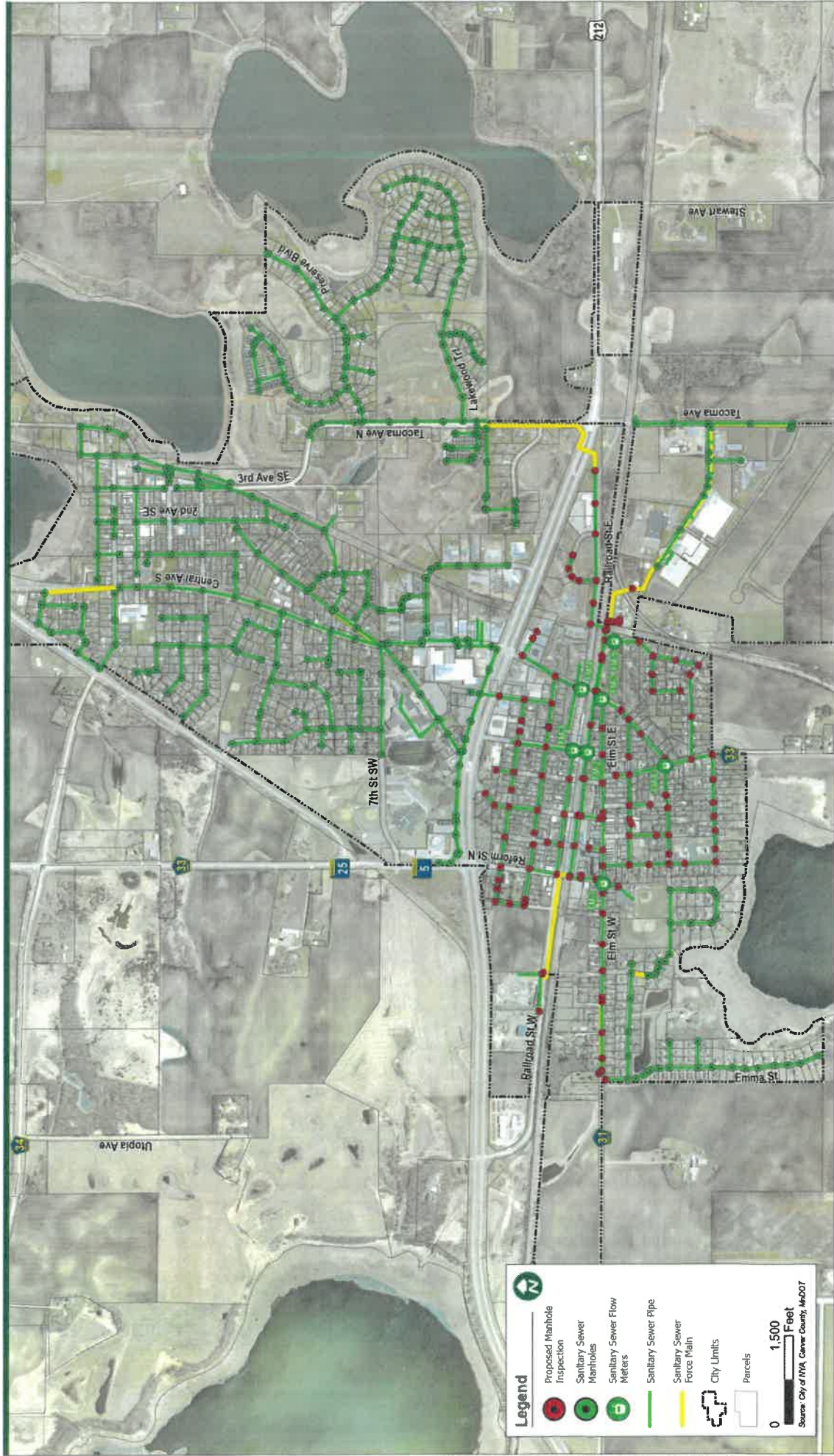
Cc: Jake Saulsbury, Bolton & Menk



**Legend**

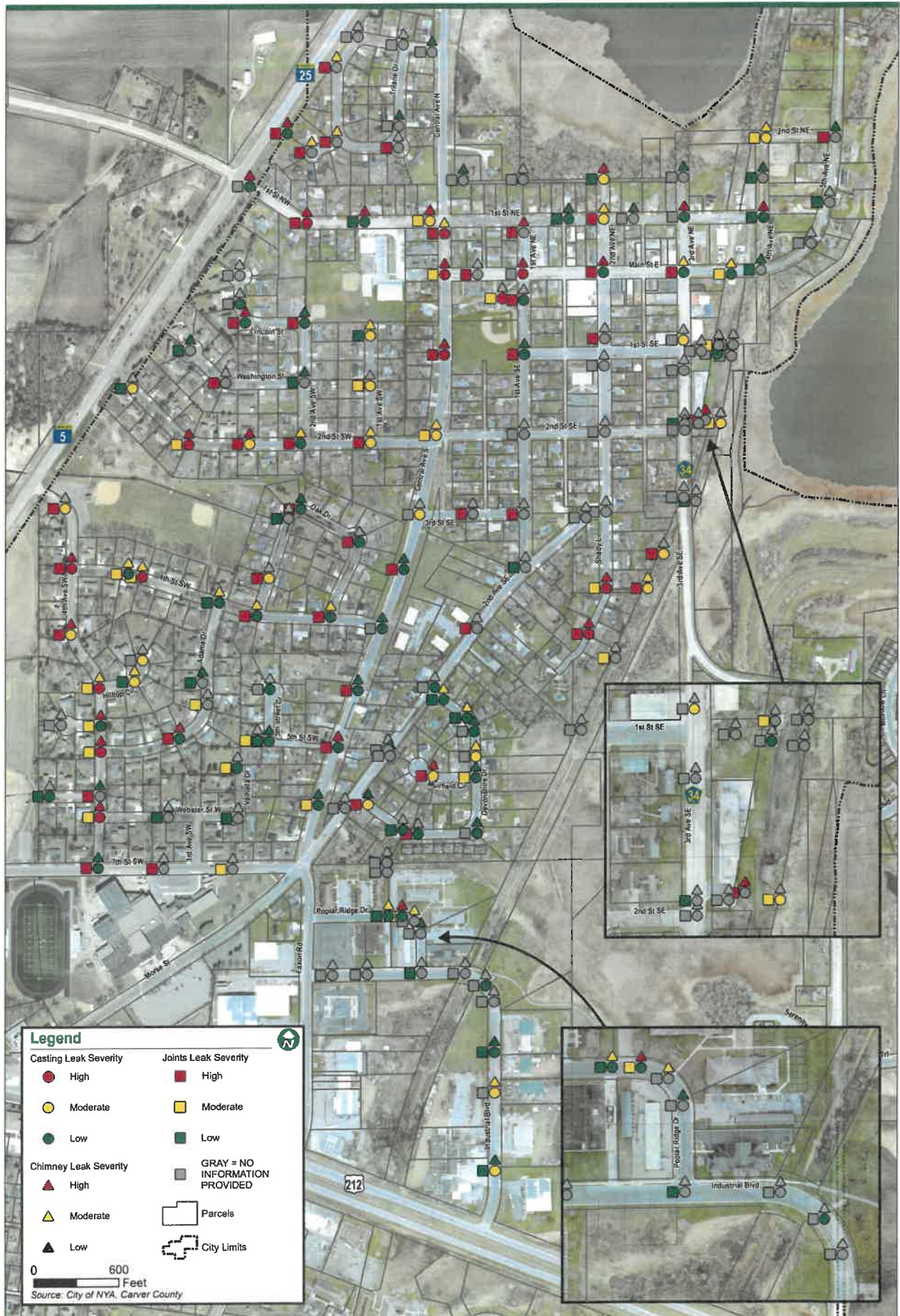
	Sanitary Sewer Manholes		Chipp Rehabilitation
	Manhole Replacement		TO BE TELEVIEWED
	Manhole Maintenance		WORK TO BE COMPLETED WITH 2025 STREET IMPROVEMENT PROJECT
	Sanitary Flow Meters		City Limits
	Meters Indicated Heavy I&I		Parcels
	Sanitary Sewer Pipe		
	Sanitary Sewer Force Main		

0 800 Feet  
Source: City of NYA, Carver County MNDOT



Source: City of NYA, Cass County, MO, DOT







TO: Honorable Mayor Lagergren and City Council Members  
FROM: Mitchell Thiesfeld, City Clerk/Finance Director  
DATE: December 9, 2024  
RE: LMC Renewal Summary

---

You will find the LMC Renewal Summary for 2025 enclosed. It decreases by \$9,000 from last year. David Flavin, Citizens Agency, will present the summary.

**Recommendation**

Motion to approve the LMC Renewal Summary for 2025 as presented.



December 3, 2024

Citizens Insurance

Covered Party: City of Norwood Young America

Effective Date: 1/1/2025

**RENEWAL PREMIUM SUMMARY**

**Common Coverages**

Coverage	Limit	Deductible	Premium
• Property	\$	2,500 / 15,000 / 1,000.	\$78,613.
• Mobile Property		2,500 / 15,000 / 1,000.	4,528.
• First Party Cyber	500,000	500.	2,679.
• Municipal Liability		2,500 / 15,000 / 1,000.	19,720.
• Automobile Liability		2,500 / 15,000 / 1,000.	3,061.
• UM/UIM \$200,000 all owned autos		2,500 / 15,000 / 1,000.	Included.
• Basic Economic Loss Benefits (PIP) all owned autos		2,500 / 15,000 / 1,000.	Included.
• Automobile Physical Damage		2,500 / 15,000 / 1,000.	4,917.
• Crime	250,000	500.	Included.
• Petrofund		NA.	Included.
• Defense Cost Reimbursement		NA.	Included.

Auto Experience Mod: 1

Municipal Liability Experience Mod: 1.180

Aggregate Factor Modifier: 1.010

The modifiers are calculated with a formula which compares the city's actual loss history with the amount of losses that would be expected for a city of that size if the city were a perfectly average LMCIT member. If the city's losses and expenses are better than average the city receives a premium credit. If the city's losses and expenses are worse than average, the city receives a premium debit.

**Optional Coverages**

Coverage	Limit	Deductible	Premium
• Bond	\$ 450,000.	1,000.	596.
• Equipment Breakdown		1,000.	6,951.
• Excess Liability	\$	NA.	Not Covered.
• Liquor Liability	\$	NA.	Not Covered.
• Fireworks			Not Covered.
• No Fault Sewer Back Up Limit:	\$		Not Covered.
• Airport Liability			Not Covered.
		<b>TOTAL:</b>	<b>\$121,065.</b>

**DO NOT PAY UNTIL YOU RECEIVE INVOICES**

**TORT LIMIT: \$500,000/\$1,500,000**

Coverage	Optional Coverage Quotes Deductible	Approximate Premium
1 Million Excess		\$6,125.

Optional coverage(s) are not bound unless the covered party has requested that coverage be bound and LMCIT has sent a written confirmation. Optional coverage quotes are valid for 30 days after the date of this letter.

Sincerely,

Underwriter



To: Mayer Lagergren and Council Members  
From: Andrea Aukrust, City Administrator  
Date: December 9, 2024  
Subject: Approve the 2025 Prosecution Contract

---

Attached is the 2025 Prosecution Contract from the Carver County Attorney's Office.

Prosecution costs are based on the last year's percentage increases county-wide. This year, there is a 8% decrease in the annual surcharge for prosecution contracts. To establish the rates for the coming year, the past three-year average of cases prosecuted on the city's behalf (excluding Felonies and Juvenile cases). That percentage is applied to the annual surcharge to arrive at the rate for the annual contract. The County Board also provides a contract cost allocation of \$22,589 to the cities to reduce some of the costs.

**Recommended Motion:**

***Approve the 2025 Prosecution Contract between the City of Norwood Young America and the Carver County Attorney's Office.***



TO: Honorable Mayor Lagergren and Members of the City Council  
FROM: Mitchell Thiesfeld, City Clerk/Finance Director  
DATE: December 9, 2024  
RE: Refuse Hauler Renewal 2025-2027

---

According to Section 320 of the City Code, Refuse Haulers must have a license with the City in order to conduct business within City Limits. The licenses are good for three years with the current expiration being December 31, 2024. The new licenses are good from January 1, 2025 through December 31, 2027.

The two current haulers have submitted their completed paperwork along with the fee of \$100. Below shows the monthly fees charged to residents:

- Randy's Environmental Service, a Republic Services Company
  - o 35 Gallon container - \$21.00 / month
  - o 65 Gallon container - \$22.50 / month
  - o 95 Gallon container - \$24.00 / month
- Waste Management
  - o 64 Gallon container - \$9.79 / month
  - o 64 Trash & Recycling - \$13.44/month
  - o 96 Gallon container - \$11.24 / month
  - o 96 Trash & Recycling - \$14.89 / month

***Recommended Motion:***

***Motion to renew the refuse hauler licenses with Randy's Environmental Services, a Republic Services Company and Waste Management***



# REFUSE HAULERS PERMIT

PERMIT EFFECTIVE 1/1/2025 - 12/31/2027

TRIANNUAL REFUSE HAULERS PERMIT FEE: \$ 100.00

COMPANY NAME  
Randy's Sanitation Inc. / A Republic Services Company

CONTACT NAME  
Lorrie Prescott

ADDRESS  
4351 Highway 12

PHONE  
763-972-1122 Lorrie P

CITY / STATE / ZIP  
Delano MN 55328

EMAIL  
lprescott@republicservices.com

FEDERAL TAX ID  
41-1481876

MN TAX ID  
498-1443

ADDRESS OF DISPOSAL LOCATION  
please see attached disclosure

Attach the following to this application and return to City Hall:

- Insurance agreement with the extent and source of public liability and property damage insurance carried on the motor vehicles and equipment.
- Description of vehicle used (make/model) and any other equipment.
- Schedule of charges made to customers and the time period that the charges shall remain effective.
- License Fee Payment - make check payable to City of Norwood Young America.

Haulers Signature

Date  
11-27-2024

City Official Signature

Date

## NORWOOD YOUNG AMERICA 2025 - 2027

	<u>Fleet #</u>	<u>Year</u>	<u>Make</u>	<u>Lic. #</u>	<u>Type</u>
1	1300	2012	Peterbilt	YBE1009	Frontload
2	1211	2018	Peterbilt	YCC7670	Frontload
3	2400	2012	Peterbilt	YBE1015	Rearload
4	2425	2016	Peterbilt	YBP7470	Automated
5	2453	2023	Peterbilt	YCD7798	Automated
6	2371	2023	Peterbilt	YCD2512	Frontload/Currato
7	2372	2022	Peterbilt	YCD7784	Frontload/Currato

Republic Services' Current Residential Rates for Norwood Young America Customers:

Monthly Rate (Quarterly Invoice) includes weekly trash, every other week recycle

**Rate plus Fuel/Environmental and tax:**

**Size** **Current Monthly Rate**

<b>35 Gallon</b>		<b>\$21.00</b>
<b>65 Gallon</b>		<b>\$22.50</b>
<b>95 Gallon</b>		<b>\$24.00</b>





# REFUSE HAULERS PERMIT

PERMIT EFFECTIVE 1/1/2025 - 12/31/2027

X

TRIANNUAL REFUSE HAULERS PERMIT FEE: \$ 100.00

COMPANY NAME  
Waste Management

CONTACT NAME  
Allen Clausen

ADDRESS  
490 Industrial Blvd

PHONE  
320 485-4058

CITY/STATE/ZIP  
Winsted, MN 55395

EMAIL  
aclause1@wm.com

FEDERAL TAX ID  
36-2698820

MN TAX ID  
3S14432

ADDRESS OF DISPOSAL LOCATION  
Spruce Ridge Landfill - 12755 137th St - Glenoc, MN 55336

Attach the following to this application and return to City Hall:

Insurance agreement with the extent and source of public liability and property damage insurance carried on the motor vehicles and equipment. *new one will be sent out end December*

Description of vehicle used (make/model) and any other equipment.

Schedule of charges made to customers and the time period that the charges shall remain effective.

\_\_\_\_ License Fee Payment - make check payable to City of Norwood Young America. *check will follow being processed*

X Haulers Signature  
*[Signature]*

Date  
11-26-24

City Official Signature

Date

**Norwood Young America**

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

106203 2019 Autocar YBV0618 Automated Sideload

106202 2019 Autocar YBW9014 Automated Sideload

106386 2019 Autocar YBV0650 Automated Sideload

108549 2024 Peterbilt YCF8407 Automated Sideload

215271 2020 Autocar YBY4619 Frontload

416467 2019 Freightliner YBV0664 Rolloff

**Rates before tax are the following**

**64 trash \$9.79 per month plus**

**64 trash and 64 single sort \$13.44 per month**

**96 trash \$11.24**

**96 trash and recycle \$14.89**

These are introductory rates. Rates will vary depending on service levels, price increases and energy fluctuation.



TO: Mayor Lagergren and City Council  
FROM: Mark Streich, Public Service Director  
DATE: December 9, 2024  
SUBJECT: Shingling Quotes—Old Town Beer Garden

---

Please see the enclosed quotes for shingling the Old Town beer garden. The shingles will match Old Town as an adjoining structure. This maintenance project is in the Capital Improvement Plan (CIP) and designated for 2025. Addressing this maintenance now also keeps the shingles on Old Town in the same maintenance rotation as the beer garden. Approving the quote now guarantees pricing and an early spot on the contractor's schedule in Spring 2025.

**Quotes:**

**ALLIED \$16,395.00**  
**Cacka Roofing Inc. \$14,750.00**

**Recommendation:**

**Motion to approve the quote from Cacka Roofing Inc. in the amount of \$14,750.00 for shingling the Old Town beer garden in the Spring of 2025.**

# CACKA ROOFING INC.

License #BC626502

16262 Co. Rd. #2

Glencoe MN 55336

Michael Cacka (612) 978-7457

## Project Estimate

### Client Information:

Name:

Project Number: 25040

Address:

Date Contacted: 10/24

Phone Number(s)

Project Date: Spring '25

**Project Information: Re-roofing the Beer Garden Area Roof only.**

**Project Address: 21 East Main St., Norwood Young America 55368**

**Reroofing:** This estimate includes a complete shingling job which consists of tearing off the existing shingles, applying new shingles and a complete clean up. A **synthetic felt** underlayment will be applied to the existing deck. The bid anticipates using a **Certainteed LandMark Pro, 250lb., limited lifetime** shingle in the color of **Weathered Wood??** The shingles will be mechanically fastened with 1 1/4" nails while the felt underlayment will be held firmly in place by staples until the shingles are applied over the top of that product. Metal Edging (**Brown**) and Valley metal (**Bronze??**), will be made of steel and will be color matched to your shingle selection.

Your yard will be tarped and a magnet will be run across it in an attempt to get every possible nail picked up. In addition we will be loading all debris created by the shingling project into a dumpster, which we will supply. We provide all the customary materials to complete the project.

In the event we would find any additional existing roof-deck or face board damage on the roof, we would repair those for the cost of material and labor. The proposal below is inclusive of reroofing the entire Beer Garden Area as described above. *(The current color of the shingles in that area is a type of "Cedar"/ "Re-Sawn Shake" color.)* The actual roof area of the roof is approximately 2,448 square feet of roof deck while requiring a total of 30 square of material inclusive of ridge, starter row, rake bleeder and waste.

*The above statement will become the sole representation of the agreement between Cacka Roofing Inc. and the Owners of the Stiftungsfest Complex, via representative, upon signing and dating by at least one member of each party, with a copy of the agreement in the possession of each party. One-quarter payment is due just prior to commencement of the project with Full payment for all labor and materials supplied by Cacka Roofing Inc. being due immediately upon completion of the roofing project.*

**Total estimated Cost: \$14,750.00**

Proposed By:



Date

12/05/24

Accepted By:

Date:

**\*Bid remains open to acceptance until December 30, 2024**

**CACKA ROOFING INC.**

**License #BC626502**

**16262 Co. Rd. #2**

**Glencoe MN 55336**

**Michael Cacka (612) 978-7457**

December 5, 2024

Dear Mr. Streich/ or Representative:

Please find enclosed an estimate for the repair of the roof on the "Beer Garden" area at the Stiftungsfest Complex, Norwood Young America. The attached estimates are inclusive of everything necessary to complete the roof repair project and provides for potential additional repair. **However, it would be your responsibility to obtain any necessary permits for the project.**

Enclosed are two copies of the proposal for your building. Please retain one copy for your records and if you choose to accept our proposal, please sign, date and return the second copy. We ask that you return the proposal promptly for scheduling purposes. We do require the signed proposal acceptance prior to the start of the shingling project. If accepted, we will need to discuss and determine approximate project start date.

We do typically schedule our work on a first come basis. Currently our schedule is fairly flexible in Spring 2025. The weather and the number of outstanding estimates accepted prior to this one, actually determine the date on which we are available to do the project. Please keep in mind that if I would not hear from you prior to **December 30, 2024**, I would consider the acceptance period for the attached estimate to be closed due to constant material cost fluctuations and availability issues. The LandMark Pro shingle is an elevated shingle which does add to the cost instability and availability issues. I would like to purchase the material at today's prices and would be able to hold them until Spring of '25.

Lastly, I used Weathered Wood for a color in the estimate because of the portion of the building which is attached to the Beer Garden. There is a GAF Timberline shingle on the attaching part of the Building, in the color of Weathered Wood. I am hesitant to use those shingles simply because they only weigh app. 207lb. per sq. now and last year we moved up to the LandMark Pro line to get back the 250lb. per sq. (I estimated the LandMark Pro line of shingles in the color of Weathered Wood to keep the color fairly consistent- any color can be substituted depending on what you would like.)

Thank you for considering us to work with you on your project!

Sincerely,



Michael Cacka  
Cacka Roofing Inc.



7775 Tacoma Ave.  
Mayer, MN 55360  
(952) 657-1053  
License #BC630424

**Proposal For:** City of Norwood Young America

Project: Beer Garden Re-roof  
Location: Willkommen Park  
NYA, MN 55368  
Bid Date: June 18<sup>th</sup>, 2024

.....

**Roofing:**

- Demo and disposal of existing roof system
- Furnish and install:
  - Asphalt Shingles – Certainteed Landmark or similar
    - Hand seal steep pitches as required
    - Starter strip (on all rake edges and eaves)
    - Hip and Ridge
    - Underlayment
      - Grace Select Ice and Water
      - Synthetic Felt
    - Metals
      - Valley, Dormer flashing, Step flashing, D-edge
    - Miscellaneous
      - Nails, Staples, Caulking

**Roofing:**

\$16,395.00

.....

**Exclusions:**

- Permit price added to final invoice (if applicable)

Thank you for the opportunity to work with you on this project.

Respectfully,  
Dylan Porter

**Conditions Accepted By:**

---

Signature

Date

---

Print Name

Title/Position





TO: Mayor Lagergren and City Council  
FROM: Mark Streich, Public Service Director  
DATE: December 9th, 2024  
SUBJECT: Cemetery Lawnmower purchase

---

This past year, we contracted out mowing and maintenance services for the City cemeteries. Unfortunately, the bids we received for 2024 were **double the cost** of the 2023 services, resulting in a significant increase in expenditure. Additionally, we received a noticeably higher volume of complaints from residents regarding cemetery upkeep.

To address these concerns and manage costs effectively, I recommend transitioning cemetery maintenance to an **in-house operation**. This change would provide several key benefits:

1. **Cost Control:** Eliminating contractor expenses would offset the initial investment in a lawnmower, reducing long-term costs.
2. **Service Quality:** Performing this work internally would give us greater oversight of maintenance schedules and appearance standards, ensuring cemeteries look their best, particularly during important weekends, such as Memorial Day.
3. **Efficient Use of Resources:** With the same staffing levels as last summer, we can incorporate cemetery maintenance into our routine operations without compromising other essential tasks.

This approach offers the City improved financial management, better service quality, and increased flexibility. I am confident that this transition will enhance the overall appearance of the cemeteries while optimizing our use of resources.

I look forward to discussing this proposal further and answering any questions at the upcoming City Council meeting. Please review the quotes below.

**Lano Equipment of Norwood – 2025 Ferris Zero turn with 60” deck \$12,599.00**

**Arnolds of Glencoe – 2025 Kubota Sero turn with 60” deck \$11,800.00**

### **Recommendation**

**Motion to approve the quote from Arnolds, in the amount of \$11,800**

Norwood Young America





**Arnold's of Glencoe**

655 Lindbergh Trail • Glencoe, MN 55336  
Phone: (320) 864-5531 • Fax: (320) 864-5533  
www.arnoldsinc.com

**Ship To:** IN STORE PICKUP

Branch 03 - GLENCOE		
Date 12/04/2024	Time 15:17:38 (O)	Page 1
Account No NYA00001	Phone No 9524671800	Inv No 02 Q03567
Ship Via	Purchase Order	
Tax ID No ST3 2021		
JOSH MILLER	Salesperson JM3	

**Invoice To:** CITY OF NYA  
PO BOX 59  
NYA MN 55368

**EQUIPMENT ESTIMATE - NOT AN INVOICE**

Description	** Q U O T E **	EXPIRY DATE: 12/21/2024	Amount
Stock #: G015746	Serial #: KBGHGDC0TRGA23923		11800.00
New 2025 KUBOTA Z781KWTI-60 60" ZERO TURN COMMERCIAL			
****INCLUDING THE FOLLOWING OPTIONS****			
Z781KWTI-60 60" ZERO TURN COMMERCIAL			
Subtotal:			11800.00
Quote Total:			11800.00

Authorization: \_\_\_\_\_

X

\_\_\_\_\_  
Salesperson

X

\_\_\_\_\_  
Purchaser Signature



TO: Mayor Lagergren and City Council  
FROM: Mark Streich, Public Service Director  
DATE: December 9, 2024  
SUBJECT: Yard waste site quotes

---

I have reached out to 2 different contractors for quotes to get the brush pile and this year's yard waste piles hauled away. At this time, I think we should wait on hauling out our compost pile until we can get a better idea of what it will cost and also reaching out to see if someone could use it that would be willing to haul it out. Below are the quotes for both.

#### **Minnesota Topsoil**

Current year yard waste - \$3.00/CY  
Brush pile – Grind material & haul away - \$4.95/CY

#### **Creekside Soils**

Current year yard waste - \$24.00/TON  
Brush pile – Grind material – no hauling - \$4.50/CY

#### **Recommendation:**

**Motion to approve the quote from Minnesota Topsoil for the removal of yard waste material at \$3.00/CY and the grinding and hauling of the brush pile at \$4.95/CY**

**Norwood Young America**



# PROPOSAL

**CreekSide Soils**  
1500 Adams St. SE  
Hutchinson, MN 55350  
Phone: 320-587-6762  
Fax: 320-234-5649

PROPOSAL DATE: 11/20/2024

TERMS: NET 35

PROJECT DATE: Fall 2024

Quoted by: Andy Kosek

### INVOICE TO:

City of Norwood Young America

310 Elm St West

Norwood Young America, MN 55368

Phone # 612-214-7684 - Mark Streich cell

Fax # \_\_\_\_\_

### PROJECT LOCATION:

NYA Compost Site

640 Tacoma Blvd

Norwood Young America, MN 55368

Email [mstreich@cityofnya.com](mailto:mstreich@cityofnya.com)

Mark,

Thank you for the opportunity to submit a proposal to **grind the wood waste** at the City of NYA's Compost Site. The proposed fee (below) for the grinding will be based on a per ground yard basis measured by an optical conveyor belt scale equipped on the grinder's discharge conveyor belt. The rate is for grinding only, which includes grinder, wheel loader to feed the grinder and operator. Hauling/removal of ground material is not included and would be additional expense.

The rate listed below is based on less than \$3.50/gal on-road fuel prices and is subject to a fuel adjustment, see further below for the Fee/Fuel Adjustment Table and how rates are effected based on then current fuel prices. The per yard fee will be adjusted weekly based on the fuel prices stated at <https://eia.gov/petroleum/gasdiesel/> for the Midwest region during the grinding event.

Grinding would take place when ground conditions allow.

### Work to be Performed

<u>Description</u>	<u>Quantity</u>	<u>Base Fee</u>
Grind Brush Pile	Any	\$4.50/CU YD

### Mobilization Fees (in addition to prices above)

\$850 flat fee

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

### Creekside Soils Fuel Adjustment Table

Fuel prices are established by information posted weekly by the U.S. Energy Information Administration at: <https://www.eia.gov/petroleum/gasdiesel/>

<b>Base Fee/Eqpt Hourly rate</b>			<b>\$4.50</b>
Midwest Fuel Price		% Change to Tip Fee	Adjusted Rate
\$0.00	\$3.499	0.0%	<b>\$4.50</b>
\$3.50	\$3.749	3.0%	<b>\$4.64</b>
\$3.75	\$3.999	6.0%	<b>\$4.77</b>
\$4.00	\$4.249	9.0%	<b>\$4.91</b>
\$4.25	\$4.499	12.0%	<b>\$5.04</b>
\$4.50	\$4.749	15.0%	<b>\$5.18</b>
\$4.75	\$4.999	18.0%	<b>\$5.31</b>
\$5.00	\$5.249	21.0%	<b>\$5.45</b>
\$5.25	\$5.499	24.0%	<b>\$5.58</b>
\$5.50	\$5.749	27.0%	<b>\$5.72</b>
\$5.75	\$5.999	30.0%	<b>\$5.85</b>
For every \$0.25 per gallon \$6.00 and above		The Fuel Surcharge will continue to increase by 3.0%	



# PROPOSAL

**CreekSide Soils**  
1500 Adams St. SE  
Hutchinson, MN 55350  
Phone: 320-587-6762  
Fax: 320-234-5649

PROPOSAL DATE: 11/20/2024

TERMS: NET 35

PROJECT DATE: Fall 2024

Quoted by: Andy Kosek

**INVOICE TO:**

City of Norwood Young America  
310 Elm St West  
Norwood Young America, MN 55368

Phone # 612-214-7684 - Mark Streich cell

Fax # \_\_\_\_\_

**PROJECT LOCATION:**

NYA Compost Site  
640 Tacoma Blvd  
Norwood Young America, MN 55368

Email [mstreich@cityofnya.com](mailto:mstreich@cityofnya.com)

Mark,

Thank you for the opportunity to submit a proposal to **remove the fresh, raw yard waste** at the City of NYA's Compost Site. The proposed fee (below) for loading out and removing the accumulated yard waste at the site is based on a per ton fee. The billable tonnage will be generated at the time the material is received at Creekside where a MN Dept of Commerce certified truck scale is employed.

Creekside will mobilize a wheel loader and walking floor semi trailers to the site to load out and haul materials.

The rate listed below is based on less than \$3.50/gal on-road fuel prices and is subject to a fuel adjustment, see further below for the Fee/Fuel Adjustment Table and how rates are effected based on then current fuel prices. The per ton fee will be adjusted weekly based on the fuel prices stated at <https://eia.gov/petroleum/gasdiesel/> for the Midwest region during the site clean-out event.

The yard waste removal would take place late in the year, after the fall leaf season is completed (early Dec).

**Work to be be Performed**

<u>Description</u>	<u>Quantity</u>	<u>Base Fee</u>
Load out & remove yearly accumulated yard waste	Any	\$24.00/TON

**Mobilization Fees (in addition to prices above)**

\$425 flat fee

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

**Creekside Soils Fuel Adjustment Table**

Fuel prices are established by information posted weekly by the U.S. Energy Information Administration at: <https://www.eia.gov/petroleum/gasdiesel/>

<b>Base Tip Fee/Eqpt Hourly rate</b>		<b>\$24.00</b>
Midwest Fuel Price		% Change to Base Tip Fee
		Adjusted Rate
\$0.00	\$3.499	0.0%
\$3.50	\$3.749	3.0%
\$3.75	\$3.999	6.0%
\$4.00	\$4.249	9.0%
\$4.25	\$4.499	12.0%
\$4.50	\$4.749	15.0%
\$4.75	\$4.999	18.0%
\$5.00	\$5.249	21.0%
\$5.25	\$5.499	24.0%
\$5.50	\$5.749	27.0%
\$5.75	\$5.999	30.0%
For every \$0.25 per gallon \$6.00 and above		The Fuel Surcharge will continue to increase by 3.0%





Mark,

Thank you for the opportunity to discuss the compost site concerns. I have itemized all of the material piles so you can pick and choose what to complete based on priority and budgets.

**2024 City of Norwood Young America Rates:**

**All of the Cubic Yardage prices include loading and hauling of material**

**Existing West Aged Pile:** Black-dirt/sod/compost/landscape dig-out: \$ 4.00/CY

**Aged East Windrow:** Yard-waste: Garden debris, leaves, grass, etc. \$4.00/CY

**Current Year Fall Leaves:** Fresh resident drop off. \$ 3.00/CY

**Brush Pile:** Grind logs and brush --/ Haul Away \$ 4.95/CY

Most of the piles change weekly, so the yardage totals will depend on the haul-out timeline and City of Norwood Young America approval.

Tried to keep this as simple as possible, please let me know if you have any questions or if you need anything else.

Thanks Again,

Brandon Leistiko  
Minnesota Topsoil