



**CITY COUNCIL AGENDA**  
**Monday, March 10, 2025**  
**6:00 p.m. City Council Meeting**  
**City Council Chambers**  
**310 Elm Street W.**  
**Norwood Young America, MN 55368**

## **CITY COUNCIL MEETING**

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

#### **1.1. Pledge of Allegiance**

### **2. APPROVE AGENDA**

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

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

### **4. CONSENT AGENDA**

(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion unless a request to discuss one of those items is made prior to that time.)

4.1. Approve Minutes of February 24, 2025, City Council Workshop

4.2. Approve Minutes of February 24, 2025, City Council Meeting

4.3. Approve Payment of Claims

4.4. Application for Exempt Gambling Permit—Norwood Baseball Club, Inc.

4.5. Solicitor Permit—Wolf Building

4.6. Consumption and Display Permit Renewal

### **5. PUBLIC HEARING**

### **6. OLD BUSINESS**

### **7. NEW BUSINESS**

7.1. Resolution 2025-11 Accepting Cash Donations: Park Bench Program—Mitchell Thiesfeld, Clerk/Finance Director

7.2. End of Year 2024 Revenue/Expenditure Summary—Mitchell Thiesfeld, Clerk/Finance Director

7.3. WCC Pool Professional Services Proposal: Kaeding Architecture—Administrator Aukrust

7.4. Raider Baseball Association Banner Request—Ethan Nelson, City Planner

7.5. Fencing Project Quotes—Mark Streich, PS Director

### **8. STAFF REPORTS**

### **9. ADDITIONAL INFORMATION**

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

### **11. ADJOURNMENT**

**UPCOMING MEETINGS / EVENTS**

April 1 <sup>st</sup>	Planning Commission Meeting	6:00 PM
April 9 <sup>th</sup>	NYA Food Distribution	12:00 PM – 1:00 PM
April 14 <sup>th</sup>	Economic Development Authority (EDA)	4:30 PM
April 14 <sup>th</sup>	City Council Meeting	6:00 PM
April 16 <sup>th</sup>	Park and Recreation Commission Meeting	5:30 PM
April 17 <sup>th</sup>	Sr. Advisory Commission Meeting	9:00 AM
April 28 <sup>th</sup>	City Council Workshop/Meeting	5:00 PM/6:00 PM



## CITY COUNCIL WORKSHOP MINUTES

February 24, 2025  
City Council Chambers  
310 Elm Street W.  
Norwood Young America, MN 55368

### **Attendance:**

**ATTENDEES:** Connor Smith, Charlie Storms, Brooke Allen, Andrew Storms, Brandon Stender

**ABSENT:**

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

**OTHERS:**

## **WORKSHOP**

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

*Mayer Smith called the meeting to order at 5:02 pm. All members present.*

- 1.1. Liquor License Discussion—Mitchell Thiesfeld, City Clerk/Finance Director and Staff
  - Discussed liquor options regarding events held at the Pavillion.
- 1.2. Zoning Discussion—Ethan Nelson, City Planner
  - Presented a brief overview of the zoning map and future zoning designations.

### **2. ADJOURNMENT**

*C.Storms/B.Allen motion to adjourn at 5:57 p.m. Motion passed 5-0.*

Respectfully submitted,

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Connor Smith, Mayor

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Mitchell Thiesfeld, Clerk-Finance Director



**Attendance:**

ATTENDEES: Connor Smith, Charlie Storms, Brooke Allen, Andrew Storms, Brandon Stender

ABSENT:

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

OTHERS: Josh Eckstein, Bolton & Menk; LaVonne Kroells, Willkommen Heritage Center; Deputy Sheriff Lee

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

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

2.1. The Pledge of Allegiance was said by all.

**3. APPROVE AGENDA**

*C.Storms/A.Storms motion to approve the agenda. Motion passed 5-0.*

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

4.1. LaVonne Kroells, Willkommen Heritage Center

- Gave a brief presentation of the Willkommen Heritage Center about the annual report

**5. CONSENT AGENDA**

5.1. Approve Minutes of February 10, 2025, City Council Meeting

5.2. Approve Payment of Claims

5.3. Transient Merchant Permit Application—Fireman's BBQ

5.4. Approve Fire Department Officer Designation Resignation—Luke Silseth

5.5. Job Posting—Summer Seasonal Public Works

*C.Storms/B.Stender motion to approve the consent agenda. Motion passed 5-0.*

**6. PUBLIC HEARING**

6.1. None

**7. OLD BUSINESS**

7.1. None

**8. NEW BUSINESS**

8.1. Resolution 2025-09 Approving Plans and Specifications and Ordering Advertisement for Bids—Josh Eckstein, Bolton & Menk, Inc.

- This project includes 4<sup>th</sup> Avenue, Webster Street, Colonial Circle, Hilltop Circle, Webster Street, Valhalla Drive, 3<sup>rd</sup> Avenue, Adams Drive, Fourth Street, 5<sup>th</sup> Street, & 5<sup>th</sup> Street Court.
- The main components associated with this project are street and road reconstruction, storm sewer construction, watermain and water service construction, sanitary sewer improvements, and miscellaneous stormwater and turf restoration items.
- The project will be advertised in March of 2025.

- The award of the project bid is scheduled to be considered at the first City Council meeting in April.

*C.Storms/A.Storms motion to approve Resolution 2025-09 Approving Plans and Specifications and Ordering Advertisement for Bids for the 4<sup>th</sup> Avenue project area. Motion passed 5-0.*

8.2.Resolution 2025-10 Community Growth Partnership Initiative Predevelopment Grant Application— Karen Hallquist, CED Director

- The City submitted a MN DEED Small Cities Streetscape Grant application in November 2024 to support the Historic Downtown Young America Beautification Project which is planned for 2026 in conjunction with the Carver County mill and overlay project of County Road 34.
- The project is expected to improve the visual appeal and functionality of downtown spaces, enhance the overall quality of life for residents, and align with the City's broader objectives of promoting affordable housing and community development.
- The City of NYA application requested \$600,000 of support, and the proposal was determined marginally competitive.
- The City must determine that the LMI (low or moderate income) is at least 51% or proceed with a slum and blight designation of the project area.
- The Carver County CDA Community Growth Partnership Initiative Predevelopment Grant allows for up to \$10,000 to assist in funding a slum and blight analysis in a 1-to-1 match.

*A.Storms/B.Stender motion to approve Resolution 2025-10 A Resolution Approving Community Growth Partnership Initiative Predevelopment Grant Application. Motion passed 5-0.*

8.3.NYA Economic Development Authority Board Appointments— Karen Hallquist, CED Director

- The Economic Development Authority (EDA) will comprise of seven members, combining City Council representatives and local stakeholders.
  - Two Councilmembers serving their annual terms within their elected office.
  - Five community stakeholders selected from local business sectors. The term will be three years, with a term limit of four years.
- EDA meetings will be held at City Hall on the 2<sup>nd</sup> Monday of each month at 4:30 pm.
- Five individuals submitted applications.

*C.Storms/B.Allen motion to appoint Dan Traxler, Mike Eggers, and Sandi Harms to a 3-year term, and Stacie Thomes and Jason Martens to a 2-year term on the Norwood Young America Economic Development Authority. Motion passed 5-0.*

8.4.Friendship Park Tennis Court Rehabilitation Project—Karen Hallquist, CED Director

- The VFW and American Legion civic organizations have recently approached the City looking for a large park project to financially support.
- The rehabilitation of the Friendship Park tennis courts have been included in the City's CIP for the year 2026.
- Staff will pursue two quotes for the project and will contact the civic organizations to inform them of the status.
- Should the project not get fully funded, it will be completed in 2026 as part of the CIP budget.

*B.Stender/C.Storms motion to approve pursuing the Friendship Park Tennis Court Rehabilitation Project for 2025 contingent on being fully funded. Motion passed 5-0.*

8.5.Lawnmower Quotes—Mark Streich, PS Director

- The mower being replaced is a 2020 Kubota with a 72" deck with 1,710 hours.
- Three quotes were received that also include trading in the 2020 Kubota mower.

*C.Storms/B.Allen motion to approve the quote from Arnold's for the Kubota zero turn with the 24.8 diesel motor in the amount of \$11,300. Motion passed 5-0.*

8.6.Event Request On City Property—Administrator Aukrust

- The Lion’s Club recently requested to bring in a private company Circus event on City property in the new industrial park.
- The last time a circus was in Norwood Young America, the Circus was held on private property.
- As stewards of public property, it is the City’s legal and ethical duty to limit activities that may expose the City to liability.

*C.Storms/B.Stender motion with regrets to deny the Lion’s Club’s request to have Circus on City property in the industrial park. Motion passed 5-0.*

**9. STAFF REPORTS**

**Clerk-Treasurer** – Gave an update that the annual financial audit started on February 24<sup>th</sup>.

**CED Director** – Two grants are due on Friday, the 28<sup>th</sup>; staff is actively working on the orderly annexation agreement; staff will be meeting with a contractor for the WCCP remodel.

**Administrator Aukrust** – The final walkthrough of Old Town will happen once the weather warms up. The Old Town dedication will be June 13<sup>th</sup>, 2025. Also informed that the annual NYA cleanup day is April 26<sup>th</sup>; The City is actively looking for lifeguards.

**Public Works Director** – The new plow truck will be delivered the second week in April. Ditch cleaning is going well, hoping for some colder weather to finish that up. Staff has been actively removing trees around town. Once the weather warms up, the Trilane lift station project will be completed.

**10. ADDITIONAL INFORMATION**

**C.Storms** – Sat in on the Southwest Corridor meeting last Friday.

**11. ADJOURNMENT**

*B.Allen/C.Storms motion to adjourn at 6:49 pm. Motion passed 5-0.*

Respectfully submitted,

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Connor Smith, 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: March 10, 2025

**Payroll EFT**

Check #	509399 - 509417	Pay Period 5	\$	50,309.92
Check #				

**Prepays**

Check #	
Check #	

**Electronic Payments**

Check #	1871e - 1882e		\$	40,229.15
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**Claims Pending Payment**

Check #	36431 - 36478		\$	827,526.59
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**Voided Checks**

Check #	509398 , 36408
	1844e

Grand Total (excluding voided checks)	\$	<u>918,065.66</u>
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NORWOOD YOUNG AMERICA

03/07/25 12:32 PM

Page 1

**\*Check Detail Register©**

Batch: February Rec 2025, Verizon02.25,031025CLAIMS,03012025ELAN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>1871 e</b>	02/10/25	<b>REVTRAK</b>			
E 601-49400-419		Rev Trak Billing	\$344.97		CC fees
E 602-49450-419		Rev Trak Billing	\$344.97		CC fees
		Total	\$689.94		
<b>1872 e</b>	02/18/25	<b>OLD NATIONAL BANK</b>			
E 101-41400-335		Service Charge	\$505.64		January Service Fee - Pd in February
		Total	\$505.64		
<b>1873 e</b>	02/10/25	<b>VERIZON WIRELESS</b>			
E 101-45200-321		Telephone	\$80.50	6104005718	CELL PHONES - PARKS
E 101-43100-321		Telephone	\$187.83	6104005718	CELL PHONES STREETS
E 601-49400-321		Telephone	\$67.09	6104005718	CELL PHONES - WATER
E 602-49450-321		Telephone	\$67.09	6104005718	CELL PHONES - SEWER
E 101-41300-321		Telephone	\$41.39	6104005718	CELL PHONES
E 101-42200-321		Telephone	\$175.04	6104005718	CELL PHONES - FIRE DEPT & IPADS
		Total	\$618.94		
<b>1874 e</b>	03/05/25	<b>CARDMEMBER SERVICE</b>			
E 101-41400-433		Dues and Subscriptions	\$300.00		VIMEO - SUBSCRIPTION
E 101-41400-200		Office Supplies	\$551.00		HP - DESKTOP PC
E 101-41400-200		Office Supplies	\$479.00	0490325-771	AMAZON - OFFICE SUPPLIES
E 101-41320-350		Print/Publishing/Postage	\$525.83	114141	USPS - NEWSLETTER - EVERY DOOR DIRECT
E 101-41400-200		Office Supplies	\$100.50	1237332	COMPLIANCE SIGNS - EMPLOYEE ONLY & OFFICE SIGNS
E 101-41400-331		Travel/Meeting Expense	\$578.00	16554	CARVER COUNTY PARKS & REC - RESERVATION
E 101-41320-321		Telephone	\$9.49	1888952-294	AMAZON - PHONE CASE
E 101-41400-200		Office Supplies	\$258.40	2183259-862	AMAZON - COPY PAPER
E 101-42200-433		Dues and Subscriptions	\$599.00	31847	FEDERAL PROCESSING REGISTRY - SAM 1 YEAR RENEWAL
E 101-41400-200		Office Supplies	\$33.99	3909694-847	AMAZON - OFFICE SUPPLIES
E 101-41400-350		Print/Publishing/Postage	\$374.68	414190	USPS - STAMPS & CERTIFIED CLAIMS PAYMENT
E 101-49860-207		Training Instructional	\$385.00	4431	HORIZON CPO SEMINARS - 2-DAY CERTIFICATION
E 101-49860-207		Training Instructional	\$360.00	4433	HORIZON CPO SEMINARS - 1-DAY RECERTIFICATION
E 101-49860-207		Training Instructional	\$385.00	4435	HORIZON CPO SEMINARS - 2-DAY CERTIFICATION
E 101-42400-328		Rental Dwelling Inspection	\$38.72	515183	USPS - CERTIFIED RENTAL DWELLING
E 101-41110-433		Dues and Subscriptions	\$5.57	5169995979	GOOGLE - GOOGLE WORKSPACE
E 602-49450-210		Operating Supplies	\$89.98	6235000-577	AMAZON - PAPER TOWEL HOLDER
E 101-43100-221		Repair/Maintenance Equip	\$36.99	6854939-577	AMAZON - CHAINSAW CHAIN
E 101-41400-200		Office Supplies	\$158.12	6985494-918	AMAZON - OFFICE SUPPLIES
E 101-41400-200		Office Supplies	\$22.86	6988005-854	AMAZON - OFFICE SUPPLIES
E 101-41400-200		Office Supplies	\$17.76	7426254-620	AMAZON - OFFICE SUPPLIES
E 101-41320-433		Dues and Subscriptions	\$2.85	7565	HERALD JOURNAL - SUBSCRIPTION
E 101-45200-210		Operating Supplies	\$57.27	7830788-041	AMAZON - PHONE CASES
E 101-43100-210		Operating Supplies	\$57.26	7830788-041	AMAZON - PHONE CASES



NORWOOD YOUNG AMERICA

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Batch: February Rec 2025,Verizon02.25,031025CLAIMS,03012025ELAN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41400-200		Office Supplies	\$46.65	8204178-310	AMAZON - OFFICE SUPPLIES
E 101-41400-200		Office Supplies	\$862.73	8815215-869	AMAZON - OFFICE SUPPLIES
E 602-49450-210		Operating Supplies	\$87.80	9189395-301	AMAZON - PAPER TOWEL HOLDER
E 101-41400-200		Office Supplies	\$159.90	9311513-079	AMAZON - OFFICE SUPPLIES
E 101-41400-437		Maintenance Contract	\$162.48	G074149165	MICROSOFT
E 101-41110-433		Dues and Subscriptions	\$30.00	G075691344	MICROSOFT
E 602-49450-207		Training Instructional	\$597.58	MNPPCA000	MN POLLUTION CONTROL - TRAINING CERTIFICATION
E 601-49400-207		Training Instructional	\$56.18	MNPPCA000	MN POLLUTION CONTROL - TRAINING CERTIFICATION
E 101-41110-350		Print/Publishing/Postage	\$125.10	VP_4JVR1H5	VISTAPRINT - BUSINESS CARDS
E 101-42200-200		Office Supplies	\$24.95	VP_855HXM	VISTAPRINT - BUSINESS CARDS
E 101-41400-200		Office Supplies	\$77.14	VP_855HXM	VISTAPRINT - BUSINESS CARDS
		Total	\$7,657.78		
<b>1875 e</b>	03/07/25	<b>CITY OF WACONIA</b>			
E 101-43100-224		Street Maint Materials	\$840.00	1353	SALT BRINE 80/20
		Total	\$840.00		
<b>1876 e</b>	03/07/25	<b>LOFFLER - 131511</b>			
E 101-41400-437		Maintenance Contract	\$350.00	4953011	PHONE SERVICE & REPAIRS
		Total	\$350.00		
<b>1877 e</b>	03/07/25	<b>VERIZON WIRELESS</b>			
E 101-45200-321		Telephone	\$80.50	6106455968	CELL PHONES - PARKS
E 101-43100-321		Telephone	\$187.83	6106455968	CELL PHONES - STREETS
E 601-49400-321		Telephone	\$67.09	6106455968	CELL PHONES - WATER
E 602-49450-321		Telephone	\$67.09	6106455968	CELL PHONES - SEWER
E 101-41300-321		Telephone	\$41.39	6106455968	CELL PHONES -
		Total	\$443.90		
<b>1878 e</b>	03/07/25	<b>VERIZON WIRELESS</b>			
E 101-42200-321		Telephone	\$1,214.55	6106833031	CELL PHONES - FIRE DEPT & IPADS
		Total	\$1,214.55		
<b>1879 e</b>	03/07/25	<b>XCEL ENERGY</b>			
E 101-41940-381		Electric Utilities	\$1,306.78	915304310	ELECTRICAL UTILITIES - BLDGS
E 101-42200-381		Electric Utilities	\$456.45	915304310	ELECTRICAL UTILITIES - FD
E 101-42500-381		Electric Utilities	\$3.51	915304310	ELECTRICAL UTILITIES - CIVIL DEFENSE
E 101-43100-380		Street Lighting	\$3,018.63	915304310	ELECTRICAL UTILITIES - STREET LIGHTS
E 101-43100-381		Electric Utilities	\$668.35	915304310	ELECTRICAL UTILITIES - STREETS
E 101-45200-381		Electric Utilities	\$753.36	915304310	ELECTRICAL UTILITIES - PARK
E 101-45500-381		Electric Utilities	\$1,079.58	915304310	ELECTRICAL UTILITIES - LIBRARY
E 601-49400-381		Electric Utilities	\$578.96	915304310	ELECTRICAL UTILITIES - WATER
E 602-49450-381		Electric Utilities	\$4,563.34	915304310	ELECTRICAL UTILITIES - WWTP
E 101-49860-381		Electric Utilities	\$571.79	915304310	ELECTRICAL UTILITIES - POOL
		Total	\$13,000.75		
<b>1880 e</b>	03/07/25	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 101-43100-380		Street Lighting	\$250.63	02-28-2025	STREET LIGHTS - ACCT# 778260300
E 602-49450-381		Electric Utilities	\$56.63	02-28-2025	LIFT STATION - ACCT# 778260400

NORWOOD YOUNG AMERICA

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Batch: February Rec 2025,Verizon02.25,031025CLAIMS,03012025ELAN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-381		Electric Utilities	\$1,033.37	02-28-2025	640 TACOMA BLVD WTR TWR - ACCT# 779652000
		Total	\$1,340.63		
<b>1881 e</b>	03/07/25	<b>KONICA MINOLTA</b>			
E 101-41400-437		Maintenance Contract	\$1,413.02	46600812	COPIER
		Total	\$1,413.02		
<b>1882 e</b>	03/07/25	<b>BOLTON &amp; MENK, INC</b>			
E 491-43100-303		Engineering Fees	\$728.00	0357544	2024 STREET IMPROVEMENT - PROJECT# 0C1.131686.000
E 602-49450-500		Capital Outlay	\$357.50	0357546	I&I REDUCTION PROJECT - PROJECT# 24X.135577.000
E 493-46500-303		Engineering Fees	\$277.00	0357547	INDUSTRIAL PARK EXPANSION - PROJECT# 0C1.124521.000
E 601-49400-303		Engineering Fees	\$100.00	0357550	WELL NO 4 - PROJECT# 24X.136293.000
E 602-49450-303		Engineering Fees	\$9,234.50	0357551	WWTF UPGRADE - PROJECT# 0C1.130910.000
E 101-41500-303		Engineering Fees	\$1,457.00	0357553	MISC ENGINEERING - PROJECT# C12.035710.000
		Total	\$12,154.00		
<b>36431</b>	03/10/25	<b>212 EQUIPMENT</b>			
E 101-43100-212		Motor Fuels	\$46.77	3771-1	WOODCUTTER BAR OIL
		Total	\$46.77		
<b>36432</b>	03/10/25	<b>ABDO LLP</b>			
E 101-41500-301		Auditing and Acctg Servic	\$12,000.00	502878	CERTIFIED AUDIT SERVICES YEAR END 2024
E 601-49400-301		Auditing and Acctg Servic	\$7,200.00	502878	CERTIFIED AUDIT SERVICES YEAR END 2024
E 602-49450-301		Auditing and Acctg Servic	\$4,800.00	502878	CERTIFIED AUDIT SERVICES YEAR END 2024
		Total	\$24,000.00		
<b>36433</b>	03/10/25	<b>AIR COMPRESSORS PLUS LLC</b>			
E 101-42200-223		Repair/Maintenance Bldg/	\$1,964.94	222923	PARTS, SUPPLIES, & TRADE
		Total	\$1,964.94		
<b>36434</b>	03/10/25	<b>BOLTON &amp; MENK, INC</b>			
E 490-43100-303		Engineering Fees	\$56,633.00	0357545	2025 STREET IMPROVEMENT - PROJECT# 0C1.134163.000
		Total	\$56,633.00		
<b>36435</b>	03/10/25	<b>BRAD PETERSON CONSULTING</b>			
E 101-41400-437		Maintenance Contract	\$715.00	2246	INSTALLATION, TROUBLESHOOTING, AND UPGRADING DEVICES
E 602-49450-310		Other Professional Service	\$330.00	2246	INSTALLATION, TROUBLESHOOTING, AND UPGRADING DEVICES
		Total	\$1,045.00		
<b>36436</b>	03/10/25	<b>BREMER BANK</b>			
G 101-21718		HSA ACCOUNT	\$566.67		HSA MARCH -
		Total	\$566.67		
<b>36437</b>	03/10/25	<b>CARQUEST AUTO PARTS</b>			
E 101-42200-223		Repair/Maintenance Bldg/	\$8.38	5927-308522	FUNNEL & AIR COMPRESSOR OIL

NORWOOD YOUNG AMERICA

03/07/25 12:32 PM

Page 4

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Batch: February Rec 2025,Verizon02.25,031025CLAIMS,03012025ELAN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$8.38	
<b>36438</b>	03/10/25	<b>CARVER COUNTY</b>			
E 101-41400-430		Miscellaneous	\$435.00	3553	NEW SPECIAL ASSESSMENT CODE SETUP & ENTRY CHARGE
Total			\$435.00		
<b>36439</b>	03/10/25	<b>CARVER COUNTY CDA - OAK GROVE</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,222.00	15	CAM ESTIMATE FOR MARCH 2025
Total			\$1,222.00		
<b>36440</b>	03/10/25	<b>CARVERLINK - CARVER CO BROADBA</b>			
E 101-41940-321		Telephone	\$25.00	3838	INTERNET - RENTAL BUILDINGS
E 601-49400-321		Telephone	\$120.00	3838	INTERNET - WATER
E 602-49450-321		Telephone	\$190.00	3838	INTERNET - SEWER
E 101-42200-321		Telephone	\$80.00	3838	INTERNET - FIRE
E 101-43100-321		Telephone	\$28.00	3838	INTERNET - PW - HSR
E 101-45200-321		Telephone	\$12.00	3838	INTERNET - PW - PARKS
E 101-41940-321		Telephone	\$40.00	3838	INTERNET - HISTORY / FOOD
E 101-41300-321		Telephone	\$6.00	3838	INTERNET - EXECUTIVE
E 101-41320-321		Telephone	\$6.00	3838	INTERNET - COMM DEV
E 101-41400-321		Telephone	\$6.00	3838	INTERNET - CLERK
E 101-41320-321		Telephone	\$2.00	3838	INTERNET - EC DEV
E 101-42100-321		Telephone	\$10.00	3838	INTERNET - POLICE
E 101-45500-321		Telephone	\$10.00	3838	INTERNET - LIBRARY
Total			\$535.00		
<b>36441</b>	03/10/25	<b>CENTERPOINT ENERGY</b>			
E 101-41940-383		Gas Utilities	\$1,135.51	02-25-2025	GAS UTILITIES - BLDGS
E 101-42200-383		Gas Utilities	\$418.65	02-25-2025	GAS UTILITIES - FD
E 101-43100-383		Gas Utilities	\$3,103.85	02-25-2025	GAS UTILITIES - PW-STR
E 101-45200-383		Gas Utilities	\$1,046.94	02-25-2025	GAS UTILITIES - PW-PARKS
E 601-49400-383		Gas Utilities	\$849.21	02-25-2025	GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$2,883.21	02-25-2025	GAS UTILITIES - WWTP
E 101-49860-383		Gas Utilities	\$19.64	02-25-2025	GAS UTILITIES - POOL
E 493-46500-500		Capital Outlay	\$18,397.00	3001323792	MAIN INSTALLATION - TWIP2
Total			\$27,854.01		
<b>36442</b>	03/10/25	<b>CENTRAL PUBLIC SCHOOLS</b>			
E 101-41320-344		Marketing	\$840.00	SPRING/SU	FULL PAGE CATALOG ADVERTISEMENT SPRING/SUMMER
Total			\$840.00		
<b>36443</b>	03/10/25	<b>CITIZENS BANK MN</b>			
G 101-21718		HSA ACCOUNT	\$712.51		HSA MARCH
Total			\$712.51		
<b>36444</b>	03/10/25	<b>CITIZENS STATE BANK HSA ACCTS</b>			
G 101-21718		HSA ACCOUNT	\$358.34		HSA MARCH -
G 101-21718		HSA ACCOUNT	\$666.67		HSA MARCH -
Total			\$1,025.01		

NORWOOD YOUNG AMERICA

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Batch: February Rec 2025, Verizon02.25,031025CLAIMS,03012025ELAN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>36445</b>	03/10/25	<b>CONCENTRA</b>			
E 101-43100-208		Medical-Physicals	\$35.00	104140587	REGULATED UDS COLLECT
E 101-45200-208		Medical-Physicals	\$35.00	104140587	REGULATED UDS COLLECT
		Total	\$70.00		
<b>36446</b>	03/10/25	<b>CORNERSTONE STATE BANK</b>			
G 101-21718		HSA ACCOUNT	\$668.67		HSA MARCH - ,
		Total	\$668.67		
<b>36447</b>	03/10/25	<b>FDSAS</b>			
E 101-42200-210		Operating Supplies	\$279.34	13031	CAIRNS 3 PANEL 6" LEATHER FRONT & CAIRNS 2 PANEL 6" LEATHER FRONT
		Total	\$279.34		
<b>36448</b>	03/10/25	<b>FIDELITY INVESTMENTS</b>			
G 101-21718		HSA ACCOUNT	\$358.34		HSA MARCH -
		Total	\$358.34		
<b>36449</b>	03/10/25	<b>FURTHER</b>			
G 101-21718		HSA ACCOUNT	\$358.34		HSA MARCH
		Total	\$358.34		
<b>36450</b>	03/10/25	<b>GOPHER STATE ONE-CALL</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$18.22	5020652	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$18.23	5020652	LOCATES
		Total	\$36.45		
<b>36451</b>	03/10/25	<b>HEARTLAND CREDIT UNION</b>			
G 101-21718		HSA ACCOUNT	\$466.67		HSA MARCH -
		Total	\$466.67		
<b>36452</b>	03/10/25	<b>HOME SOLUTIONS</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$66.00	A258752	RENTAL
E 602-49450-221		Repair/Maintenance Equip	\$23.38	A258768	ADAPTERS
E 101-43100-221		Repair/Maintenance Equip	\$3.41	A258803	MEASURING CUP
E 101-43100-212		Motor Fuels	\$17.08	A258927	FUEL/OIL
E 101-43100-221		Repair/Maintenance Equip	\$11.68	A258927	FUEL/OIL
E 101-45200-223		Repair/Maintenance Bldg/	\$13.49	A259077	BULBS
E 101-45200-223		Repair/Maintenance Bldg/	\$0.90	A259078	BULBS
E 101-43100-221		Repair/Maintenance Equip	\$36.89	A259211	LOOP CHAIN
E 602-49450-221		Repair/Maintenance Equip	\$7.19	A259484	STARTING FLUID
E 101-43100-210		Operating Supplies	\$5.39	A259891	PAINT MARKER
E 601-49400-221		Repair/Maintenance Equip	\$15.82	A259901	BALL VALVES
E 101-42200-210		Operating Supplies	\$34.60	A259904	Misc Hardware, MT Conduit, 2Hole EMT Strap
E 602-49450-221		Repair/Maintenance Equip	\$67.46	B250056	CEMENT, ADAPTERS, & PIPES
E 101-45200-223		Repair/Maintenance Bldg/	\$5.84	B250153	BIT HOLDER
E 602-49450-223		Repair/Maintenance Bldg/	\$17.99	B250218	SWITCHES, PLUG TAP, & MISC HARDWARE
		Total	\$327.12		
<b>36453</b>	03/10/25	<b>HOMETOWN BANK</b>			
G 101-21718		HSA ACCOUNT	\$258.34		HSA MARCH -

NORWOOD YOUNG AMERICA

03/07/25 12:32 PM

Page 6

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Batch: February Rec 2025,Verizon02.25,031025CLAIMS,03012025ELAN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$258.34		
<b>36454</b>	03/10/25	<b>HYDRO OPERATING LLC</b>			
E 602-49450-221		Repair/Maintenance Equip	\$489.71	103752	LABOR & SUPPLIES
Total			\$489.71		
<b>36455</b>	03/10/25	<b>LEAGUE OF MINNESOTA CITIES</b>			
E 101-45200-360		Insurance	\$176.00	02-21-2025	ENDORSEMENT - PR 02/20/2025
E 101-43100-207		Training Instructional	\$40.00	424834	2025 SAFETY & LOSS CONTROL WORKSHOP
E 101-45200-207		Training Instructional	\$40.00	424834	2025 SAFETY & LOSS CONTROL WORKSHOP
E 601-49400-207		Training Instructional	\$40.00	484889	2025 SAFETY & LOSS CONTROL WORKSHOP
E 602-49450-207		Training Instructional	\$40.00	484889	2025 SAFETY & LOSS CONTROL WORKSHOP
Total			\$336.00		
<b>36456</b>	03/10/25	<b>MINI BIFF</b>			
E 101-45200-418		Other Rentals (Biffs)	\$173.40	11360	LEGION/POOL PARK - EVENT LIBERTY TAN BIG TANK
Total			\$173.40		
<b>36457</b>	03/10/25	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>			
E 101-41940-223		Repair/Maintenance Bldg/	\$100.00	ALR0174873	ELEVATOR ANNUAL OPER - FOOD SHELF
Total			\$100.00		
<b>36458</b>	03/10/25	<b>NORTHWEST ASPHALT</b>			
E 493-46500-500		Capital Outlay	\$592,223.93	0C1.124521 - TACOMA WEST INDUSTRIAL PARK PHASE PAYMENT# 6	
Total			\$592,223.93		
<b>36459</b>	03/10/25	<b>OPTUM BANK</b>			
G 101-21718		HSA ACCOUNT	\$358.34		HSA MARCH -
Total			\$358.34		
<b>36460</b>	03/10/25	<b>PEACE VILLA, INC</b>			
E 407-41960-455		Refunds/Reimbursements	\$94,311.01		PEACE VILLA TIF 1-5 2024
Total			\$94,311.01		
<b>36461</b>	03/10/25	<b>PHILIP KERN</b>			
E 101-41400-310		Other Professional Service	\$2,800.00	02-13-2025	NYA STRATEGIC PLANNING PROCESS
Total			\$2,800.00		
<b>36462</b>	03/10/25	<b>PIPE SERVICES</b>			
E 602-49450-500		Capital Outlay	\$2,752.00	1164	ROOT CUTTING ON LAKE STREET & TV INSPECTION
Total			\$2,752.00		
<b>36463</b>	03/10/25	<b>PROSHRED MINNESOTA</b>			
E 101-41400-384		Refuse/Garbage Disposal	\$50.00	1682581	SERVICE 36" EXECUTIVE CONSOLE
Total			\$50.00		
<b>36464</b>	03/10/25	<b>RDO EQUIPMENT CO</b>			
E 101-43100-221		Repair/Maintenance Equip	\$94.76	P2765370	CAM-LATCH LOCKA & CAM - 4 MM GRIP
Total			\$94.76		

NORWOOD YOUNG AMERICA

03/07/25 12:32 PM

Page 7

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Batch: February Rec 2025,Verizon02.25,031025CLAIMS,03012025ELAN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>36465</b>	03/10/25	<b>RECTECH OUTDOOR SOLUTIONS LLC</b>			
E 101-42200-542		FD Equipment	\$368.37	5711	CHAINSAW & CHAIN LOOP
		Total	\$368.37		
<b>36466</b>	03/10/25	<b>RIDGEVIEW MEDICAL CENTER</b>			
E 101-42200-210		Operating Supplies	\$10.00		NYAFIRE820 EPINEPHRINE 0.3 MG/0.3 ML SYRINGE
		Total	\$10.00		
<b>36467</b>	03/10/25	<b>Security Bank &amp; Trust-Cologne</b>			
G 101-21718		HSA ACCOUNT	\$616.67		HSA MARCH -
		Total	\$616.67		
<b>36468</b>	03/10/25	<b>SECURITY BANK &amp; TRUST-Hamburg</b>			
G 101-21718		HSA ACCOUNT	\$712.51		HSA MARCH -
G 101-21718		HSA ACCOUNT	\$358.34		HSA MARCH -
		Total	\$1,070.85		
<b>36469</b>	03/10/25	<b>SENSAPHONE</b>			
E 602-49450-406		LICENSES	\$667.20	03-03-2025	SUBSCRIPTION RENEWAL - SENTINEL ANNUAL ETHERNET
		Total	\$667.20		
<b>36470</b>	03/10/25	<b>R.E. SMITH OIL &amp; TIRE CO., INC</b>			
E 101-42200-212		Motor Fuels	\$33.00	166376	FUEL - COMMAND 12
E 101-43100-212		Motor Fuels	\$68.85	166389	FUEL - 2303
E 101-45200-212		Motor Fuels	\$80.37	166415	FUEL - 2301
E 101-43100-212		Motor Fuels	\$70.65	171710	FUEL - 2002
E 101-42200-212		Motor Fuels	\$46.41	173469	FUEL - TAHOE
E 101-43100-212		Motor Fuels	\$85.85	173477	FUEL - 2002
E 601-49400-212		Motor Fuels	\$52.66	173478	FUEL - W1
E 602-49450-212		Motor Fuels	\$52.66	173478	FUEL - W1
		Total	\$490.45		
<b>36471</b>	03/10/25	<b>SOUTH POINT FINANCIAL</b>			
G 101-21718		HSA ACCOUNT	\$712.49		HSA MARCH -
		Total	\$712.49		
<b>36472</b>	03/10/25	<b>ULINE</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$77.66	189925213	HARD SURFACE CHAIR MAT
		Total	\$77.66		
<b>36473</b>	03/10/25	<b>UMB Bank</b>			
G 101-21718		HSA ACCOUNT	\$416.67		HSA MARCH
		Total	\$416.67		
<b>36474</b>	03/10/25	<b>UTILITY CONSULTANTS, INC.</b>			
E 602-49450-217		Lab Fees	\$783.16	123151	CHEMICALS
		Total	\$783.16		
<b>36475</b>	03/10/25	<b>VIVID IMAGE, INC</b>			
E 101-41320-314		Contracts Payments	\$1,200.00	25409	ANNUAL SAFE & SOUND MANAGED WEBSITE



NORWOOD YOUNG AMERICA

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Batch: February Rec 2025,Verizon02.25,031025CLAIMS,03012025ELAN

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,200.00		
<b>36476</b>	03/10/25	<b>WATER CONSERVATION SERVICE INC</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$402.20	14774	LEAK LOCATE & MILEAGE
Total			\$402.20		
<b>36477</b>	03/10/25	<b>WSB</b>			
E 101-41320-305		Other Professional Fees	\$2,088.00	R-026414-00	2025 PLANNING SERVICES - JANUARY
G 804-29500		Expenditures	\$43.50	R-026414-00	SACKET WACONIA EXPANSION
G 820-29500		Expenditures	\$87.00	R-026414-00	WORKHOUSE LAND DEVELOPMENT
Total			\$2,218.50		
<b>36478</b>	03/10/25	<b>YOUNG AMERICA TOWNSHIP</b>			
E 101-41320-510		Land	\$5,091.66	03-10-2025	ORDERLY ANNEXATION AGREEMENT - PAYMENT #4 & #5
Total			\$5,091.66		
<b>10100</b>			<b>\$867,755.74</b>		

Fund Summary

**10100 CHECKING**

101 GENERAL FUND	\$65,443.20
407 TAX INCREMENT 1-5 PEACE VILLAG	\$94,311.01
490 4th Avenue Street Improvement	\$56,633.00
491 RAILROAD ST IMPROVEMENTS	\$728.00
493 Industrial Park Land (2nd Add)	\$610,897.93
601 WATER FUND	\$10,945.77
602 SEWER FUND	\$28,666.33
804 Escrow - Sackett Waconia 2021	\$43.50
820 Escrow-Work Horse Land Develop	\$87.00
	<u>\$867,755.74</u>



TO: Mayor Smith and City Council Members  
FROM: Mitchell Thiesfeld, Clerk/Finance Director  
DATE: March 10, 2025  
SUBJECT: Application for Exempt Gambling Permit – Norwood Baseball Club, Inc.

---

The Norwood Baseball Club has submitted MN Form LG220 Application for Exempt Permit. This permit authorizes the organization to conduct lawful gambling for five or less days and award less than \$50,000 in prizes during a calendar year.

Minnesota Gambling Control Board requires the City Council to approve the permit application before it will issue the permit.

**Recommended Motion:**

**Consent Agenda Item.**

**Motion to approve Norwood Baseball Club, Inc.'s application for an exempt Gambling Permit for June 27, 2025 and July 13, 2025.**





TO: Mayor Smith and Council Members  
FROM: Mitchell Thiesfeld, Clerk/Finance Director  
DATE: March 10, 2025  
RE: Solicitor Permit Application – Wolf Builders

---

The City has received a Solicitor permit application Wolf Builders.

- Storm restoration & exterior remodeling business.
  - Wolf Builders have recently solicited in Carver, St. Michael, & Mendota Heights.
  - The fee of \$100 has been received; the City will release the permit once approved.
- 

Chapter 3 of the City Code states the following:

**Solicitor.** *The term “solicitor” shall mean a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services, of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person’s activity is to obtain or attempt to obtain orders as discussed above. The term solicitor shall mean the same as the term canvasser.*

**RECOMMENDATION:**

**CONCENT AGENDA:**

***Motion to approve the Solicitor Permit for Wolf Builders as defined in Chapter 3 of City Code.***



TO: Mayor Smith and City Council Members  
FROM: Mitchell Thiesfeld, Clerk/Finance Director  
DATE: March 10, 2025  
RE: Consumption and Display Permit Renewal

---

Mid-Town Family Restaurant has submitted the renewal application for their Consumption and Display Permit. This is a separate permit from the one the City requires to be renewed on July 1<sup>st</sup>. This permit comes from the MN Department of Public Safety-Alcohol and Gambling Enforcement Division.

As part of the requirements of the permit, the City Council is required to approve the permit.

**RECOMMENDATION:** *Approve the renewal of a Consumption and Display Permit for Mid-Town Family Restaurant at 123 E Railroad Street.*

*Norwood Young America*



**TO:** Mayor Smith and City Council Members  
**FROM:** Mitchell Thiesfeld, City Clerk/Finance Director  
**DATE:** March 10, 2025  
**RE:** Resolution 2025-11 A Resolution Accepting Cash Donations – Park Bench Program

---

The City of Norwood Young America received the following donations for the Park Bench Program:

- Jack Lano & Family - \$1,200
  - The Park Bench will be installed at Zellmann Field
- Scout Troop 361 - \$1,200
  - The Park Bench will be installed at Legion Park

With the Council's acceptance of the donations, staff will recognize the donations as revenue in the Park's Budget.

**Recommended Action:**

**A Motion to approve Resolution 2025-11 A Resolution Accepting a Cash Donation for the Park Bench Program from Jack Lano & Family & Scout Troop 361.**

*Norwood Young America*

**CITY OF NORWOOD YOUNG AMERICA  
RESOLUTION 2025-11**

**A RESOLUTION ACCEPTING CASH DONATIONS**

**WHEREAS**, the City of Norwood Young America is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.211 and 465.03 for the benefit of its citizens; and

**WHEREAS**, the following persons and/or entities have offered to contribute the items set forth below to the City:

<b>Name of Donor</b>	<b>Item</b>	<b>Value</b>
Jack Lano & Family	Cash - Park Bench	\$ 1,200
Scout Troop 361	Cash - Park Bench	\$ 1,200

**WHEREAS**, the City Council hereby finds that it is appropriate to accept the contributions offered.

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

1. The contributions described above are hereby accepted by the City of Norwood Young America and shall be used as designated and allowed by law.

Adopted by the City Council of the City of Norwood Young America this 10<sup>th</sup> day of March 2025.

ATTEST:

\_\_\_\_\_  
Connor Smith, Mayor

\_\_\_\_\_  
Mitchell Thiesfeld, City Clerk/Finance Director



TO: Mayor Smith and City Council Members  
FROM: Mitchell Thiesfeld, Clerk/Finance Director  
DATE: March 10, 2025  
RE: End of Year Revenue/Expenditure Summary

---

Enclosed are the revenue and expenditure reports through December 2024. We are currently in the audit process for 2024. These are unaudited numbers. There may be additional receivables and payables included in the audited numbers. Currently, receivables are 116.16% of the budget and expenses are 100.99%.

Revenues are typically higher than budgeted before the audit, partially due to interest earnings. The auditors will allocate the interest earnings to the respective funds, which will decrease the 2024 general fund revenues.

The north Fire Station had flood damage in 2024, resulting in \$60,200 worth of unexpected repairs. These repairs will be reimbursed by FEMA & LMCIT.

The water fund expended 79.84% of their budget and received 110.52% of the budget. The sewer fund expended 74.38% and received 117.11% of budget. Both funds are currently experiencing shortfalls, but the City is steadily moving toward a stronger financial position. Based on the rate study conducted in 2023 by Abdo, we're projecting that both of these funds will be financially sustainable and generating a positive balance in the upcoming years.

Abdo conducted their fieldwork from February 24<sup>th</sup> - 28<sup>th</sup>. Abdo also informed staff that the audit presentation will be held in April or May.

**\*This is for informational purposes only. No action needs to be taken.**

## NORWOOD YOUNG AMERICA Quarterly Council Report - Revenues

DEPT	DEPT Descr	2024 Budget	2024 YTD Amt	2024 Balance	2023 Budget	2023 YTD Amt
<b>101 GENERAL FUND</b>						
41000	Gen Gov	\$2,706,134.00	\$3,021,536.20	-\$315,402.20	\$2,472,969.00	\$2,752,988.16
41320	Comm Dev	\$2,600.00	\$2,750.90	-\$150.90	\$3,000.00	\$2,588.53
41400	City Clerk	\$13,300.00	\$23,031.88	-\$9,731.88	\$11,800.00	\$20,760.57
42100	Law Enforcement	\$32,000.00	\$65,061.38	-\$33,061.38	\$27,000.00	\$37,375.20
42200	Fire Protection	\$83,500.00	\$98,966.50	-\$15,466.50	\$80,620.00	\$101,288.26
42400	Build Insp	\$51,000.00	\$133,905.12	-\$82,905.12	\$45,000.00	\$90,237.39
42700	Animal Control	\$200.00	\$285.00	-\$85.00	\$200.00	\$225.00
43100	Hwys, Streets, & Roads	\$31,200.00	\$48,258.31	-\$17,058.31	\$25,900.00	\$7,725.07
45200	Parks (GENERAL)	\$25,000.00	\$22,637.64	\$2,362.36	\$30,000.00	\$36,078.84
46500	Economic Develop mt (GENERAL)	\$0.00	\$7,498.25	-\$7,498.25	\$0.00	\$0.00
49015	Cemetery	\$1,500.00	\$2,400.00	-\$900.00	\$1,500.00	\$5,908.47
49800	Bus	\$500.00	\$2,330.60	-\$1,830.60	\$500.00	\$2,384.00
49801	Bus - Community Ed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49802	Bus - St. Johns Church	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49803	Bus - Peace Village	\$0.00	\$300.00	-\$300.00	\$0.00	\$0.00
49804	SummerWood of Chanhassen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49860	Swimming Pool (GENERAL)	\$32,900.00	\$32,408.64	\$491.36	\$32,900.00	\$36,212.00
101 GENERAL FUND		\$2,979,834.00	\$3,461,370.42	-\$481,536.42	\$2,731,389.00	\$3,093,771.49
<b>601 WATER FUND</b>						
49400	Water Utilities (GENERAL)	\$866,700.00	\$957,836.08	-\$91,136.08	\$841,200.00	\$1,158,749.46
601 WATER FUND		\$866,700.00	\$957,836.08	-\$91,136.08	\$841,200.00	\$1,158,749.46
<b>602 SEWER FUND</b>						
49450	Sewer (GENERAL)	\$784,000.00	\$918,162.11	-\$134,162.11	\$783,600.00	\$907,116.61
49500	Storm Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
602 SEWER FUND		\$784,000.00	\$918,162.11	-\$134,162.11	\$783,600.00	\$907,116.61
602 SEWER FUND		\$4,630,534.00	\$5,337,368.61	-\$706,834.61	\$4,356,189.00	\$5,159,637.56

## NORWOOD YOUNG AMERICA Quarterly Council Report - Expenditures

DEPT	DEPT Descr	2024 Budget	2024 YTD Amt	2024 Balance	2023 Budget	2023 YTD Amt
101 GENERAL FUND						
41000	Gen Gov	\$0.00	\$0.00	\$0.00	\$17,500.00	\$15,548.31
41110	Council	\$23,088.00	\$21,209.59	\$1,878.41	\$22,514.00	\$19,272.02
41300	City Administrator	\$62,532.00	\$157,626.50	-\$95,094.50	\$108,519.00	\$142,653.77
41320	Comm Dev	\$205,361.00	\$138,069.21	\$67,291.79	\$191,980.00	\$101,504.83
41330	Commissions	\$5,200.00	\$7,800.00	-\$2,600.00	\$5,200.00	\$4,800.00
41400	City Clerk	\$189,726.00	\$231,721.12	-\$41,995.12	\$200,576.00	\$227,694.35
41410	Elections	\$29,835.00	\$7,435.93	\$22,399.07	\$0.00	\$797.23
41500	Prof Service	\$110,698.00	\$163,893.24	-\$53,195.24	\$117,450.00	\$224,819.90
41940	General Govt Buildings/Plant	\$170,409.00	\$125,526.97	\$44,882.03	\$147,756.00	\$142,311.67
42100	Law Enforcement	\$300,887.00	\$306,292.16	-\$5,405.16	\$240,508.00	\$241,015.41
42200	Fire Protection	\$249,060.00	\$332,208.56	-\$83,148.56	\$241,100.00	\$261,311.54
42400	Build Insp	\$51,000.00	\$113,050.80	-\$62,050.80	\$45,800.00	\$64,836.44
42500	Civil Defense	\$1,800.00	\$208.13	\$1,591.87	\$1,800.00	\$1,094.58
42700	Animal Control	\$1,870.00	\$94.95	\$1,775.05	\$1,850.00	\$426.01
43100	Hwys, Streets, & Roads	\$1,012,325.00	\$783,780.03	\$228,544.97	\$871,449.00	\$749,796.89
45200	Parks (GENERAL)	\$292,006.00	\$304,125.74	-\$12,119.74	\$257,187.00	\$253,190.63
45500	Libraries (GENERAL)	\$24,420.00	\$17,234.02	\$7,185.98	\$22,400.00	\$25,233.11
46100	Natural Resources (GENERAL)	\$4,000.00	\$3,356.68	\$643.32	\$0.00	\$2,990.00
46500	Economic Develop mt (GENERAL)	\$147,263.00	\$206,023.39	-\$58,760.39	\$139,075.00	\$175,622.29
49015	Cemetery	\$4,000.00	\$4,550.00	-\$550.00	\$6,000.00	\$2,700.00
49800	Bus	\$17,937.00	\$10,443.08	\$7,493.92	\$17,518.00	\$8,238.35
49860	Swimming Pool (GENERAL)	\$76,416.00	\$74,787.36	\$1,628.64	\$75,207.00	\$64,066.41
101 GENERAL FUND		\$2,979,833.00	\$3,009,437.46	-\$29,604.46	\$2,731,389.00	\$2,729,923.74
601 WATER FUND						
41000	Gen Gov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49400	Water Utilities (GENERAL)	\$1,229,546.00	\$981,641.31	\$247,904.69	\$1,033,117.00	\$949,404.41
601 WATER FUND		\$1,229,546.00	\$981,641.31	\$247,904.69	\$1,033,117.00	\$949,404.41
602 SEWER FUND						
49450	Sewer (GENERAL)	\$1,406,340.00	\$1,046,018.45	\$360,321.55	\$1,086,642.00	\$927,947.61

DEPT	DEPT Descr	2024 Budget	2024 YTD Amt	2024 Balance	2023 Budget	2023 YTD Amt
602	SEWER FUND	\$1,406,340.00	<b>\$1,046,018.45</b>	\$360,321.55	\$1,086,642.00	<b>\$927,947.61</b>
		\$5,615,719.00	<b>\$5,037,097.22</b>	\$578,621.78	\$4,851,148.00	<b>\$4,607,275.76</b>





**TO:** Mayor Smith and City Council Members

**FROM:** Andrea Aukrust, City Administrator

**DATE:** March 10, 2025

**RE:** Professional Services Proposal

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The City is preparing for the remodeling project at the West Carver Community Pool (WCC Pool), scheduled to begin in August 2025. This project will include a new front entry canopy and an interior remodel of approximately 1,500 square feet within the existing slab-on-grade structure.

Key details of the project include:

- The project will be publicly bid out to General Contractors.
- Kaeding Architecture will oversee structural engineering, and the contractor's subcontractors will provide design/build services for mechanical, electrical, plumbing, and fire protection.
- A field verification will be conducted to assess existing conditions before generating computer-aided design (CAD) drawings.
- Initial coordination with the Health Department and other governing bodies is included; additional services will be billed on an hourly basis.

We appreciate your support in ensuring the success of this vital community project.

**Recommended Motion:**

**Motion to approve the professional services proposal from Kaeding Architecture for design services for the West Carver Community Pool.**

proposal for architectural | design services

CITY OF NORWOOD YOUNG AMERICA  
WEST CARVER COMMUNITY POOL

new entry and interior remodel

322 reform street south  
nya, mn 55368

3.4.25



KAEDING ARCHITECTURE, LLC

235 West Main Street, Suite 201

Waconia, MN 55387

952.451.9763

February 27, 2025  
Revised March 4, 2025

Andrea Aukrust  
City of Norwood Young America  
310 Elm Street West, PO Box 59  
Norwood Young America, MN 55368

Dear Andrea,

We are very grateful to be able to present you with a proposal for the Architectural | Design Services for the new entry and interior remodel of the WCC Pool building. Enclosed you will find an outline of the services that Kaeding Architecture would provide for your project.

Thank you for giving us the opportunity to provide this for you. If you have any questions, please contact me.

Respectfully Submitted,



Jennifer Kaeding, AIA, NCARB  
Architect

[jkaeding@kaedingarch.com](mailto:jkaeding@kaedingarch.com)  
952.451.9763

## PROJECT SCOPE

For purposes of this proposal, we are assuming the following criteria:

- Design for a new front entry canopy and interior remodel (approximately 1,500 square foot) in an existing building located in Norwood Young America, MN
- The existing building is slab on grade
- Project to be publically bid out to General Contractors
- Construction of project to start August 2025
- A field verify will be necessary to verify the existing conditions and generate computer drawings
- **Any alterations to the plans once production of the documents (ie: permit or construction documents) has begun to be additional service and billed on an hourly rate**
- Structural Engineering is included and will be contracted through Kaeding Architecture
- Construction Administration is not included. If services are obtained, they will be billed on an hourly rate
- Concessions equipment vendor to be coordinated with client and will provide the layout and specification of all equipment to Kaeding Architecture
- Mechanical/Electrical/Plumbing/Fire Protection design and drawings to be on a Design/Build basis by the General Contractor's respective subcontractors
- Initial correspondence or coordination with and/or submissions to the Health Department (or other governing body) is included. If further revisions or coordination are required by the AHJ, this service will be provided on an hourly basis as an additional cost
- Value Engineering or revisions to plans after completion of drawings to be additional service

## ARCHITECTURAL DESIGN SERVICES

Basic architecture | design services consist of the itemized phases described below.

### Field Verification | Computer Input \$1,000.00

- On-site walk through and verification as needed to generate Revit drawings for architectural purposes only. Other consultant field verification information not included
- Input of field verification information into the computer

### Schematic Design \$2,000.00

- Establish client needs | wants and square footages within new space
- Provide conceptual plan with (2) revisions. **Additional options to be billed out at our hourly rate**
- Discussion/meeting with client to review space plan and elevation
- Finalization of space plan based on client feedback
- Provide conceptual exterior elevations with (1) revision. **Additional options to be billed out at our hourly rate**
- Provide conceptual site plan
- Preliminary Code review

**\*Note: Any design modifications/changes after plan and elevation has been approved, will be considered additional service and billed hourly according to the attached hourly rate schedule.**

### Construction Documents \$6,000.00

- Complete all documentation required for "detailed" project bidding, obtaining building permit and construction completion. Documentation will include:
  - Code Review | Life Safety Plan
  - Floor and Dimension Plans
  - Enlarged Plans and Elevations
  - Electrical schematic floor plan
  - Reflected ceiling schematic plan
- Mechanical, electrical, lighting, and plumbing documentation to be provided by others on a design/build format

Bidding | Construction Administration

hourly

estimated at \$5,000.00

- Submission of documents to the Met Council for SAC/WAC review
- Two week bidding process assumed
- Provide (1) pre-bid on-site visit to assure that bidders understand the construction documents, site conditions, and coordination and scheduling requirements
- Preparation of required addenda to contract documents
- Respond to general and subcontractor calls and questions throughout construction
- Respond to the City of NYA's plan review
- Review submittals of shop drawings, and samples
- Issue change directives
- Meetings and site visits during construction as requested by client
- Review Change Orders and payment applications
- Final punch list of all incomplete or unacceptable items

**CONSULTANT DESIGN SERVICES**

Structural Engineering Services

\$4,000.00

- Pre-engineered wood roof trusses, pitched
- Existing roof load analysis
- Pier foundation system
- 1 design meeting
- 1 site meeting during construction
- Shop drawing review and questions during construction
- **Construction Administration to be billed on an hourly basis**

## FEE SUMMARY

Fees presented below are based on the architectural services requested and defined project scope indicated above.

### Architectural Design Services

Field Verify   Computer Input	\$1,000.00
Schematic Design	\$2,000.00
Construction Documents	\$6,000.00
Bidding   Construction Administration (CA)	Hourly as Required
<b>Total</b>	<b>\$9,000.00</b> Not including CA

### Consultant Design Services

Structural Engineering	\$4,000.00
<b>Total</b>	<b>\$4,000.00</b>

### Total Design Services

Architecture   Design Services	\$9,000.00
Consulting Design Services	\$4,000.00
<b>Total</b>	<b>\$13,000.00</b>

#### NOT INCLUDED

- Design of Client or Owner initiated changes to the project scope during the construction documents phase or changes to the project during construction. These will be billed as additional service at an hourly rate.
- Redesign or design services in response to Contractor generated errors or construction not in accordance with the contract documents
- Electrical and mechanical engineering drawings
- Construction Administration
- COMCheck/ energy modeling

#### ADDITIONAL SERVICES

- Construction Administration
- Furniture selection and coordination with selected vendor
- Artwork and signage selection and coordination with selected vendor
- Presentation boards

#### DISCLAIMER

Outside of Scope: This proposal is based on the project scope and size defined above. If these parameters are modified, certain sections of the fee proposal may have to be re-evaluated.

If a particular service is not identified in this proposal, it will not be considered as part of the project scope and can be provided as an additional service.

Existing Conditions: For projects relating to renovation, remodeling, rehabilitation, or equipment installation, certain professional assumptions will need to be made by the Architect regarding existing conditions. Because some of these assumptions cannot be verified without the expenditure of demolishing otherwise adequate or serviceable portions of the building, services will be performed based upon limited investigations and on-site observations without destructive testing nor invasive testing techniques. The Architect shall not be responsible for defects which are not observed or the results of which are not predictable with limited observation.



## FEE STRUCTURE

The enclosed fees are estimates. Fees would be billed out each month by adding up the accumulated hours of people involved. Hourly rates would be charged to the client according to the task performed. This fee structure would be:

Registered Architect	\$150.00/hour
Interior Designer	\$115.00/hour
Revit Technician	\$100.00/hour

Hourly rates may change during the course of this project, however, total fees will stay as quoted.

- Travel time to be billed out at ½ hourly fee (\$50.00 - \$75.00 an hour)

## EXPENSES

Any expenses accumulated during the project would be billed out in addition to the previously listed fee. These expenses would include:

- Travel expenses (2025 mileage rate @ \$.70/mile)
- Finish Boards @ \$1,500.00 each
- Printing costs, including copies & blueprints
- 3D rendering
- Postage and delivery services

## TERMS

Kaeding Architecture will invoice you monthly for services rendered, as well as expenses incurred in connection with the project. We will expect you to advise us promptly if you dispute or question any invoiced amounts. Any invoices not paid within 30 days will be charged interest at the prime rate of the billing day each month. Kaeding Architecture reserves the right to stop all work in progress until arrangements for payment has been made.

**ARCHITECTURAL SERVICES AGREEMENT**

**WEST CARVER COMMUNITY POOL – ENTRY & INTERIOR REMODEL  
March 4, 2025**



Party Responsible for Contract/Billing:

City of Norwood Young America  
310 Elm Street West, PO Box 59  
Norwood Young America, MN 55368  
Attn: Andrea Aukrust

Scope of Services:

As outlined in WCCP Rem proposal, Dated 3/4/25

Compensation:

Refer to attached detailed WCCP Rem proposal, Dated 3/4/25

Kaeding Architecture will send a monthly invoice for services rendered and expenses incurred in connection with the project. If you should have any dispute or question regarding the invoiced amount, you must advise Kaeding Architecture within 21 days of billing, or the invoice will be deemed acceptable by all parties. Invoices not paid within 30 days of original mailing will accrue compounding interest at the prime rate of the billing day each month. Should collection efforts or other legal matters be necessary (a determination that is made in the sole discretion of Kaeding Architecture) you/your company will be responsible for any and all fees, including attorneys' fees associated with such matters per the jurisdiction of the State of Minnesota. Kaeding Architecture hereby reserves the right to stop all work in progress until an arrangement for payment of overdue amounts has been made.

By signing this document, you are agreeing that the foregoing accurately reflects our understanding of this contractual relationship for services provided by Kaeding Architecture. Please sign in the space provided below and return to Kaeding Architecture in order to commence the contractual agreements.

City of Norwood Young America

Kaeding Architecture, LLC

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

\_\_\_\_\_  
Jennifer Kaeding, AIA, NCARB  
Owner/Architect

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



TO: Mayor Smith and NYA City Council  
FROM: Ethan Nelson, City Planner  
DATE: March 10, 2025  
SUBJECT: Raiders Baseball Association Banner Request

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### **BACKGROUND**

The Raiders Baseball Association, in its efforts to promote and enhance youth baseball for the City of Norwood Young America, is planning the placement of banners throughout Central Public School Baseball Fields to fundraise for the Raiders Baseball Association. The intent would be to promote for the 2025 season with the request to keep and maintain the banners from April 1<sup>st</sup> – November 1<sup>st</sup>, 2025. Alternatively, the applicant has asked if there is a possibility of keeping the banners up year-round as part of an agreement with the City and consider a future code amendment.

Banners are temporary signs made from flexible paper, cloth or plastic-like material. Generally, these types of temporary signs are erected during and between the Spring, Summer and Fall months. City Code allows for banners to be placed for a maximum of 45 days. Due to the requested timeline extending beyond the 45-day maximum, the City may wish to consider allowing a longer maximum due to the potential benefit to the community as a whole. Staff would draft a memorandum of understanding, detailing the required removal date and any relevant conditions to allow the extension of the temporary use.

The City Council should first consider both requests from the applicant. The initial request is the April 1<sup>st</sup> to November 1<sup>st</sup>, 2025 duration through the Memorandum of Understanding (MOU). The alternate request would be to consider a year-round installation of the banners through a MOU. If the City Council determines that either duration is the preferred option, staff recommends an ordinance amendment for banners to be drafted.

If the City Council is comfortable with allowing an extended timeline for the Raiders Baseball Association's banners to be placed at the Central Public School Baseball Field located at 655 7<sup>th</sup> St. SW, staff would recommend the City and Raiders Baseball Association execute a Memorandum of Understanding with the following conditions:

1. Identifying that the advertisements will be on banner material – fabric/plastic which is identified as a "Temporary Banner" according to City Code.
2. Advertisements on banners of varying sizes will be purchased by local businesses.

### **Recommended Action/Motion**

Review and determine the appropriate duration for the banner installation request and, if necessary, provide staff direction on potential ordinance amendments for banners.

Motion to direct staff to draft a memorandum of understanding between the City of Norwood Young America and the Raiders Baseball Association, authorizing placement of banners for an extended temporary duration at Central Fields, located at 655 7<sup>th</sup> St. SW.

*Norwood Young America*



TO: Mayor Smith and NYA City Council  
FROM: Mark Streich, Public Service Director  
DATE: March 10, 2025  
SUBJECT: Fencing Projects Quotes

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#### **NYA Compost Site**

Per the City Council's recommendation, staff received quotes on adding a commercial chain-link fence with a swing gate for the entrance to the NYA Compost Site at 640 Tacoma Blvd. The opening will be 20' wide. Installation will be completed pending weather.

Grassland Solutions                      \$4,457.00 + \$225.00 Mobilization fee = **\$4,682.00**

The Shed & Fence Company   **\$2,670.00**

#### **Friendship Park Dog Park**

In preparation for the Dog Park, staff received quotes to remove two out/in sections of fencing, infill gap fencing, install an inside two-gate system, and replace sections of damaged fencing around the former soccer field just south of the tennis courts at Friendship Park. Installation will be completed pending weather.

Grassland Solutions                      \$4,512.00 + \$225 Mobilization fee = **\$4,737.00**

The Shed & Fence Company   **\$2,440.00**

#### **Recommended Motion**

Motion to approve the quote from The Shed & Fence Company in the amount of \$2,670.00 for the installation of a fence project at the NYA Compost Site.

Motion to approve the quote from The Shed & Fence Company in the amount of \$2,440.00 for the installation of a fence project at the Friendship Park Dog Park.

*Norwood Young America*



**ESTIMATE**

Grassland Solutions  
 205 Broadway Ave N  
 Cokato, MN 55321  
 (320) 286-2196

**Sales Representative**  
 Rick Scott  
 (320) 286-2196  
 sales@grasslandsolutions.com



**Norwood - Young America**  
**310 Elm St W**  
**Norwood - Young America, MN**

<b>Estimate #</b>	325061
<b>Date</b>	3/6/2025

Item	Description	Unit of Measure	Qty	Price	Amount
Mobilization		Each	1.00	\$450.00	\$450.00
Chain Link Gate	Remove and replace existing corner post and install a new 20' DD gate with a 4' section of 7' chain link fence at wet end. East gate attaches to replaced corner post.	Each	1.00	\$4,457.00	\$4,457.00
Miscellaneous Repair	Misc repairs at the future dog park as discussed in field walk thru. Includes new 4' galvanized chain link fence area 16'x16'x4'. Including two 4'-0"x 4'-0" gates. One on west side, one on east side.	Lump	1.00	\$4,512.00	\$4,512.00

- State sales tax included; any additional sales tax excluded.
- No frost charges included.
- If a bond is required: add 2% to the proposal.
- No liquidated or other damages included.
- No additional insured included; if required, add \$100 per entity.
- Survey/staking is responsibility of the customer.
- Fencing areas must be free of debris and a minimum of 8' must be clear from fence line and graded.
- No removal from site of excess soil from augering.
- No storage of salvaged materials is included.
- This estimate is for normal ground conditions. Rocks or shelf that inhibits normal circumstances will be billed in addition to the estimate at a T&M rate.
- This Estimate is good for 30 days from date listed.

<b>Sub Total</b>	\$9,419.00
<b>Total</b>	\$9,419.00

**SPECIAL INSTRUCTIONS**

Post installation at dog park will be all ground driven with 4' embedment.  
 We will reuse as much of existing removed materials to affect repairs and infills.





640 Tacoma Blvd

Project: Norwood - Young America  
Date: 3/6/2025, 8:58am  
Creator: Rick Scott



Project: Norwood - Young America  
Date: 3/6/2025, 8:58am  
Creator: Rick Scott



Project: Norwood - Young America  
Date: 3/6/2025, 9:17am  
Creator: Rick Scott

4



Project: Norwood - Young America  
Date: 3/6/2025, 9:17am  
Creator: Rick Scott

5



Project: Norwood - Young America  
Date: 3/6/2025, 9:17am  
Creator: Rick Scott





### Future Dog Park Fence Repairs

Project: Norwood - Young America  
Date: 3/6/2025, 9:27am  
Creator: Rick Scott



Project: Norwood - Young America  
Date: 3/6/2025, 9:27am  
Creator: Rick Scott



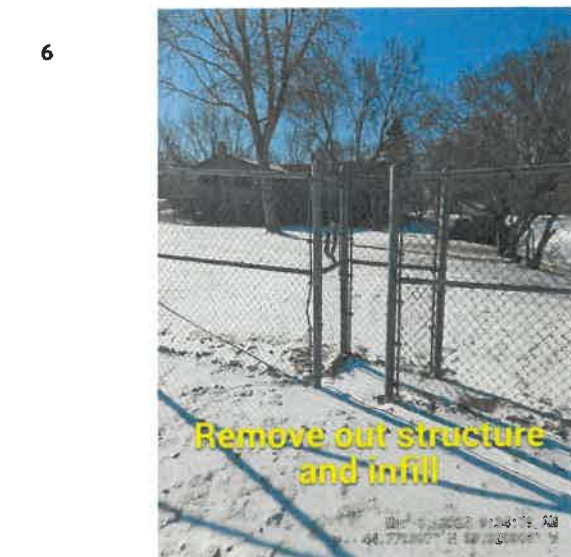
Project: Norwood - Young America  
Date: 3/6/2025, 9:28am  
Creator: Rick Scott



Project: Norwood - Young America  
Date: 3/6/2025, 9:28am  
Creator: Rick Scott



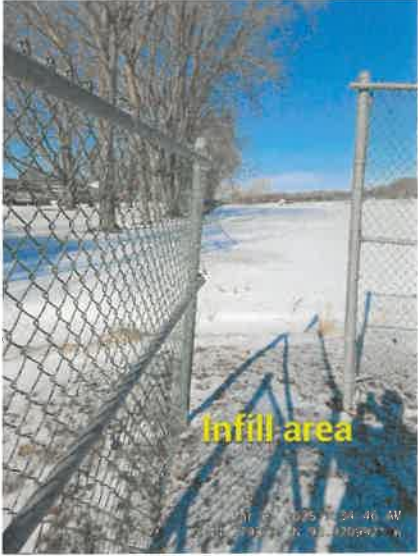
Project: Norwood - Young America  
Date: 3/6/2025, 9:34am  
Creator: Rick Scott



Project: Norwood - Young America  
Date: 3/6/2025, 9:34am  
Creator: Rick Scott

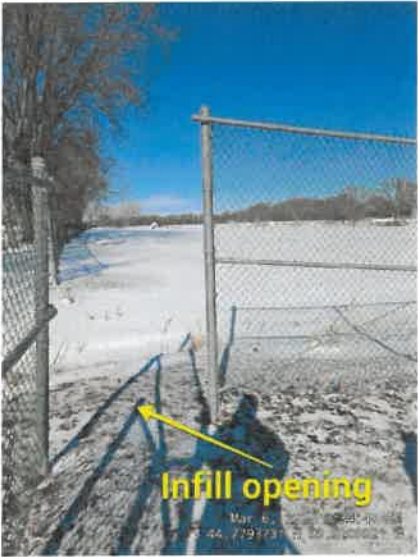


7



Project: Norwood - Young America  
Date: 3/6/2025, 9:34am  
Creator: Rick Scott

8



Project: Norwood - Young America  
Date: 3/6/2025, 9:34am  
Creator: Rick Scott

9



Project: Norwood - Young America  
Date: 3/6/2025, 9:34am  
Creator: Rick Scott



MAR 06, 2025

## MARK STREICH

322 Reform St S  
NYA, MN  
55368

[curt@shedandfenceco.com](mailto:curt@shedandfenceco.com)  
7633441731

# WATER TOWER GATE

Description	Qty
<b>Admin</b>	
PERMIT - -If a permit is required, the city permit fee will be added to the final bill. This Charge is *NOT INCLUDED* on this estimate	
PROPERTY PIN LOCATE - Locating the property pins is the customers responsibility. We will help find a solution. Professional survey fee *NOT INCLUDED* in this estimate (If needed).	
<b>Description</b>	
<b>Fencing</b>	
Commercial Chain Link Fence Swing Gate - Commercial Chain Link Fence Swing Gate 20' Opening Includes Instalation	1
Chain Link - 6' Galvanized - HD Commercial	5
<b>Section Total</b>	<b>\$2,670.00</b>

Description	Qty
<b>Additional Labor</b>	

<b>Estimate subtotal</b>	\$2,670.00
<b>Total</b>	<b>\$2,670.00</b>

- To Apply For Financing Options, Please go to: <https://shedandfenceco.com/resources/financing/>  
- Pricing is firm based on footages up to +/- 10'

# INSPECTION







# DOG PARK

Description	Qty
<b>Section Title</b>	
Add 1 Section of 8' Chain	8
32' Of fence at new entrance point - Includes Removal of posts and chain to modify	32
Close off (2) small sections 4' & 2' Pull 3' section on outside of fence	6
4' Walk in gate	2
<b>Estimate subtotal</b>	\$2,440.00
<b>Total</b>	\$2,440.00