TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: December 14, 2015

SUBJECT: Refuse and Recycling Collection Proposals

As directed by the City Council, Request for Proposals were solicited from specific area refuse and recycling haulers. The haulers solicited from were Waste Management, Randy's Environmental Services, and Elite Waste Disposal (see enclosures).

Enclosed is a copy of the City's Request for Proposal sent out to the haulers and Section 320 of the City Code which pertains to Garbage, Refuse, and Recyclables. Also enclosed are sections of the State Statute pertaining to licensing of solid waste collection and organized collection.

Suggested Motions:

Motion to award licenses to _____ and _____ consistent with their proposals.

Motion to authorize and direct the City Administrator to engage in dialog with the licensed haulers with respect to truck routes within the city.

December 9, 2015
(sent via email to shelget@cityofnya.com)

Mr. Steve Helget
City Administrator
Norwood Young America
310 Elm Street West
Norwood Young America, MN 55368

Re: Norwood Young America's RFP for its Haulers Licenses ("RFP")

Mr. Helget:

I am legal counsel for Waste Management of Minnesota, Inc. ("WM") and I am writing this letter in response to the recent issuance by Norwood Young America ("City") of an RFP for two hauler licenses for waste and recycling collection. Having been a long time provider of services within the City, WM is concerned about the legality of the City's putting two hauler licenses out to RFP.

Under applicable state and local law, a City is not permitted to restrict open-market competition by putting all of its hauler licenses out to bid. *See* Minnesota Statutes Section 115A.93 and City of Norwood Young America Code Section 320.

Section 320.15(B) of the City's Code explicitly states that the "license shall be valid for one calendar year and shall expire on December 31 of each year unless revoked sooner." In direct conflict with the City's own Code, Section I.F of the RFP states that the license is valid for three years. In addition, Section 320.15(B) states that "each license shall be renewable", but the City's current RFP nullifies the renewability of the current license holders (and future license holders) in violation of the City Code.

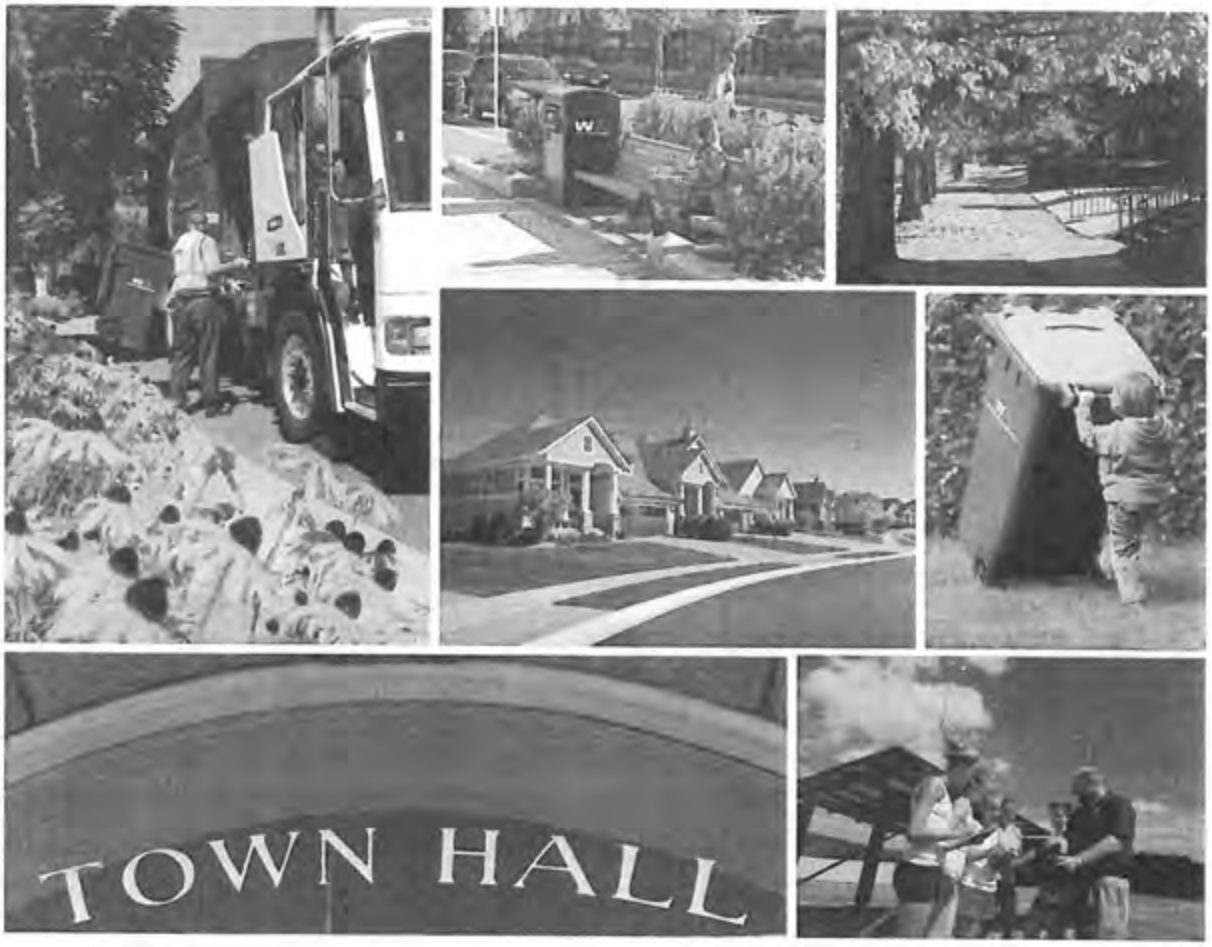
Furthermore, by putting its two hauler licenses out to bid, the City is most likely violating Minnesota Statutes Sections 115A.93 and 115A.94. The City's RFP eliminates open market competition and deprives, or at least several limits, residents and businesses of their ability to select a waste hauler. In fact, the City's RFP attempts to achieve an "organized collection" system, which is addressed in Section 115A.94, without complying with the procedural requirements described in Section 115A.94. The statute defines "Organized collection" as "a system for collecting solid waste in which a specified collector, or a member of an organization of collectors, is authorized to collect from a defined geographic service area or areas some or all of the solid waste that is released by generators for collection." More specifically, in its attempts to implement organized collection, the City has failed to adhere to the following statutory requirements set forth in Section 115A.94:

- Notification of public and licensed collectors of the City's consideration to change to organized collection. A 60 day period for meetings and negotiations to occur exclusively between licensed collectors and the city to develop a proposal (subd. 4d);
- Establishment of an organized collection options committee to identify, examine and evaluate various methods of organized collection, which by definition, "organized collection" means a system for collecting solid waste in which a specified collector, or a member of an organization of collectors, authorized to collect from a defined geographic service area or areas some or all of the solid waste that is released by generators for collection (subd. 4a);
- Seek input from not only the governing body, but local officials, residents and current license holders and the issuance of a report on the findings of the committee (Subd 4b);
- Provide public notice and hold a public hearing before making the decision to implement an organized collection and if decided to organized collection, it shall not be implemented prior to six months from the date of the decision (Subd 4c).

By putting all of its hauler licenses out to an RFP, the City has failed to comply with its own Code and with state law. In light of these circumstances, WM respectfully requests that the City withdraw its RFP.

Sincerely,

Micah Hamstra
Waste Management of Minnesota, Inc.



Response to RFP to Solid Waste Collection and Recycling Services for the City of Norwood Young America, Minnesota

December 9, 2015

Mike Donnelly, Public Sector Sales Representative

mdonnell@wm.com | 952-229-5333

WASTE MANAGEMENT

THINK GREEN.

Letter of Transmittal

Steve Helget, City Administrator
City of Norwood Young America
310 Elm Street West
P.O. Box 59
Norwood Young America, MN 55368

Dear Mr. Helget;

On behalf of Waste Management of Minnesota Inc., thank you for providing us the opportunity to respond to the Request for Proposal to Provide Solid Waste Collection and Disposal and recycling Services for the City of Norwood Young America. We appreciate the chance to demonstrate our willingness and ability to continue to provide a high level of service to the City of Norwood Young America.

It is Waste Management of Minnesota, Inc.'s position that the City's RFP violates Minnesota law. By submitting a response to the City's RFP, Waste Management of Minnesota, Inc. does not waive any arguments it has regarding the failure of the City's RFP to comply with applicable law.

Waste Management of Minnesota, Inc. is a Minnesota Corporation. We are part of a national company, but our employees live in, and support the communities we service. We are incorporated in Minnesota, pay taxes on our property in Norwood Young America and all of our Minnesota properties. Contrary to what other haulers will say, and what many people believe, we are a local company. The five Waste Management employees who currently live in Norwood Young America support this. Yes, we are part of a large national company, which has its benefits. We have financial strength and security. Waste Management is a Fortune 500 company currently ranked #207, just missing out on Fortune 200 status. We are a leader in the trash and recycling business and have been, and plan to continue to be for years to come

Community partnerships are important to Waste Management. We have been, and will continue to provide service at no charge for the NYA Sports Complex, City Parks, Waste Water Treatment Plant, Public Works and Roy Clay Building. We have no obligation to provide this service valued at approximately $3600.00 per year in service, but do so as a community partner. We will work shoulder-to-shoulder with your community to understand its needs, customize municipal programs, and build in cost efficiencies. You can rely on us for high-quality solutions to protect your residents, comply with increasingly complex government regulations, and benefit local businesses and non-profit organizations. We want to be your environmental services partner, offering a comprehensive suite of services. We are proud of the comprehensive, custom trash and recycling programs that we create for cities like Norwood Young America.

It would be our privilege to continue to provide collection, transportation and disposal of residential refuse and recycling to the City of Norwood Young America. We look forward to continue to grow our relationship with the City in the upcoming years. Please do not hesitate to contact me if you have any questions.

Best Regards,

Mike Donnelly
Waste Management of Minnesota, Inc.
Public Sector Representative / Office: 952-229-5333

WASTE MANAGEMENT

THINK GREEN.

Qualifications

Corporate Organization

Waste Management is the largest publicly owned company providing integrated environmental services in North America and the industry leader in providing comprehensive waste management services. Waste Management serves commercial, industrial, municipal, and residential customers throughout the United States, and Canada.

Waste Management is headquartered in Houston, Texas, employs 42,700 people and operates an extensive network that includes:

- 262 Active solid waste landfill disposal sites
- 5 Hazardous waste landfill sites
- 390 Collection operations
- 17 Waste-to-energy plants
- 137 Beneficial-use landfill gas projects
- 140 Material recovery facilities, including 50 single stream recycling facilities
- 310 Transfer stations
- 36 Organics processing facilities

Local Organization

Waste Management of Minnesota, Inc. proposes the following to serve as the key team members for the City. For further detail, please see the summaries of qualifications included below.

The Waste Management Team and is an experienced team of industry professionals with over 35 years of experience.

Key Contacts	Position/Title
Mike Donnelly **Office:952-229-5333** **Cell: 612-419-1486**	**Public Sector Representative** **Responsible for overall relationship, RFP & Quoting**
Dan Behnke	**District Manager**
Grant Henkelmann	**Route Manager**
Linda Engelke	**Operations Specialist**

Service Delivery Optimization

Waste Management offers a service guarantee. We guarantee to provide service to all residents. If a resident is missed, we guarantee recovery the next business day.

Having a large fleet of trucks in our Winsted facility, it allows us to easily recover any misses. Many times, we discover residents did not have their containers out on time and report them as misses. Either way, we still go back to recover them. We are close to the City of Mayer, and have the equipment to recover when a miss occurs. Misses, or customers not having their containers out, are often recovered the same day.

Pricing

Residential Pricing: Includes Includes all fees and surcharges. Pricing shows base price and price with MSW tax/fee. There will be a 3 % increase in years two and three. The MSW tax in Minnesota is 9.75%.

Cart Size	2016 Base Rates	Taxes/Fees	Total
32 Gallon Trash	$7.06	$.69	$7.75
64 Gallon Trash	$8.67	$.85	$9.52
96 Gallon Trash	$10.00	$.98	$10.98
32, 64, 96 Gallon Recycling Every Other Week	$2.99	$0.00	$2.99
32, 64, 96 Gallon Recycling Weekly	$5.99	$0.00	$5.99
Townhomes: 64 Gallon Trash	$5.94	$.58	$6.52

Recycling is currently done every other week. The City has asked for a weekly option which we have provided pricing for. We prefer to provide additional containers at no charge to adding another truck to the city streets. By recycling every other week, it cuts recycling truck traffic in half.

Commercial Pricing: Includes all fees and surcharges. Pricing shows base price and price with MSW tax/fee. Shown next to the base rate. There will be a 3 % increase in years two and three. The MSW tax in Minnesota is 17%.

Container Size Trash	1 x week	2 x week	3 x week	4 x week	5 x week
2 yard MSW	$88.00/$102.96	$175.00/$204.75	$260.00/$304.20	$340.00/$397.80	$420.00/$491.40
3 yard MSW	$98.00/$114.66	$192.00/$224.64	$290.00/$339.30	$395.00/$462.15	$490.00/$573.30
4 yard MSW	$115.00/$134.55	$225.00/$263.25	$335.00/$391.85	$445.00/$520.65	$560.00/655.20
6 yard MSW	$139.00/$162.63	$270.00/$315.90	$390.00/$456.30	$545.00/$637.65	$695.00/$813.15
8 yard MSW	$165.00/$193.05	$325.00/$380.25	$475.00/$555.75	$650.00/$760.50	$810.00/$947.70
Container Size Recycling	**1 x week**	**2 x week**	**3 x week**	**4 x week**	**5 x week**
2 yard Recycling	$77.00	$147.00	$223.00	$295.00	$365.00
3 yard Recycling	$84.00	$161.00	$241.00	$318.00	$394.00
4 yard Recycling	$89.00	$173.00	$255.00	$340.00	$424.00
6 yard Recycling	$95.00	$197.00	$297.00	$391.00	$487.00
8 yard Recycling	$115.00	$222.00	$330.00	$440.00	$545.00

Every Other Week Trash & Recycling Rates

Container Size Trash	Every Other Week
2 yard MSW	$47.00 / $54.99
3 yard MSW	$52.00 / $60.84
4 yard MSW	$59.00 / $69.03
6 yard MSW	$73.00 / $85.41
8 yard MSW	$86.00 / $100.62
Container Size **Recycling**	**Every Other Week**
2 yard Recycling	$45.00
3 yard Recycling	$48.00
4 yard Recycling	$53.00
6 yard Recycling	$59.00
8 yard Recycling	$67.00

Roll Off Pricing: Includes all fees, taxes and surcharges. Pricing shows base price and price with MSW tax/fee. Residential tax of 9.75% is shown first. Commercial tax of 17% shows second on totals. Shown next to the base rate. There will be a 3 % increase in years two and three.

Roll Off Container Size Trash	Price Per Haul /Disposal	Total
20 yard: Includes 2 tons	$323.00	$354.49 / $377.91
20 yard: Includes 3 tons	$365.00	$400.59 / $427.05
20 yard: Includes 4 tons	$399.00	$437.90 / $466.83
30 yard: Includes 2 tons	$323.00	$354.49 / $377.91
30 yard: Includes 3 tons	$365.00	$400.59 / $427.05
30 yard: Includes 4 tons	$399.00	$437.90 / $466.83
Roll Off Container Size Recycling		
20 yard	$220.00	$220.00
30 yard	$220.00	$220.00

Pricing for Bulk, Appliances and Electronics

Waste Management will pick up bulk, appliances and electronics for a fee. The fee will be based on the item and will range from $25-$50 plus applicable taxes and fees. Example: Mattresses, refrigerators & large appliances would be $50.00. A computers or TV would be $25.

Residents are encouraged to recycle appliances, electronics and cell phones. Many retailers, who sell electronics, also accept them at no charge or little charge. Cell phones can be donated to a number of organizations who provide them to battered women, low income and other groups involving persons of need.

Citywide Cleanup

Waste Management of Minnesota, Inc. would be willing to provide a Citywide Cleanup using a City designated Drop Site. This being a "Hauling License Only" we feel a drop site would be the best model. No hauler has 100% of the City and should not be expected to collect materials curbside from the competitor's stops. A drop site will allow all residents of the City of Norwood Young America to participate. There would be a charge for the event based on current hauling and disposal rates. The City and Waste Management of Minnesota Inc. would work together on determining the number of rear load trucks required. The fee would be $120 per hour per truck. This includes the labor. The disposal fee will be the current rates at Spruce Ridge Landfill at the time of the cleanup. MSW taxes/fees would be in addition to the rates noted.

Compost Drop Site

Waste Management of Minnesota, Inc. would provide an open top roll off container for yard waste. The fee for the compost container would be $250.00 per haul. No disposal fee. Volume of yard waste/compost customers for curbside collection would not support having an additional truck in the City for curbside collection service. The City of Hamburg currently has a roll off, and adds a second one at peak times to handle the additional volume.

Service Day

Waste Management of Minnesota, Inc. will continue to provide residential service on Wednesdays. The Residential recycling will be every other Wednesday on the same schedule as we currently do. This cuts the truck traffic for recycling in half being every other week as opposed to a weekly recycling service. We have proposed weekly recycling at the City's request, but offer additional recycling containers at no charge and feel from an environmental standpoint, every other week is a better solution.

Commercial service is provided up to five days per week, Monday-Friday) to meet the needs of your business community. Our goal is to "right size" the level of service for our customers. We would prefer to dump a six-yard container one time per week to a two-yard container three times per week. Some situations where space is an issue we need to be out there more frequently.

Vehicle Description

Waste Management: full weights are approximate and can vary based on materials collected.

Make/Model	Year	Axles / Axle Weight	Weight
Freightliner Condor	2005	4 axles: 4 tons per axle	19 tons empty/31.5 tons full
Freightliner Condor	2006	3 axles: 5.083 tons per axle	15.25 tons empty / 28.5 tons full
Mack MRU613	2011	4 axles: 4.75 tons per	19 tons empty / 31.5 tons

		axle	full
Mack MRU613	2006	4 axles: 4.75 tons per axle	19 tons empty / 31.5 tons full
Mack MR688S	2001	3 axles: 5.083 tons per axle	19 tons empty/28.5 tons full

Preventive Maintenance Program

Waste Management is committed to maintenance excellence. Our preventive maintenance (PM) program establishes a standard to minimize vehicle failures by monitoring the current condition of the equipment and correcting defects before they develop into safety concerns or costly repairs. The program establishes a systematic procedure to inspect, lubricate, and maintain all vehicles owned and/or operated by Waste Management. These procedures reduce breakdowns and accidents within our fleet, and provide us with trouble-free, safe and efficient operations. Our company goal and objective is to provide Norwood Young America with the safest, cleanest, and most reliable equipment in operation. The following is a summary of our PM program.

Scope

This PM program applies to all of Waste Management's collection vehicles. As changes occur, Technical Service Bulletins may be issued to amend this process. Our inspection program encompasses the mandatory Department of Transportation (DOT) inspection criteria set forth in section 396 of the Federal Motor Carrier Safety Regulations (FMCSR). This serves as the inspection process for Waste Management's equipment. Any vehicle found that does not meet these minimum standards will not be operated until those defects that violated these standards have been properly corrected. We perform quality control audits and self-inspections for compliance of our maintenance programs. This enables us to identify areas of improvement and correct deficiencies.

Preventive Maintenance Intervals

The Preventive Maintenance Program for collection operations is based on vehicle utilization by hours and/or days. Prescribed service intervals must meet the minimum requirements set by Waste Management. If severe operating conditions exist, the Market Area Fleet Manager may request, in writing, to the appropriate Fleet Director an increase in the frequency of preventive maintenance service intervals for a specific site. The Vice President of Fleet Services and Logistics is the only approving authority for any changes extending preventative maintenance inspection (PMI) intervals. Any changes to the frequency of PMI service intervals must be documented and included in the vehicle or equipment's maintenance file. For specialty collection equipment, it is very difficult to establish company-wide PMI frequency schedules. If you have specialty or an odd piece of equipment that requires periodic inspections, follow the manufactures recommended PMI and service schedules accordingly.

The PM program will adhere to the following cycle. Each vehicle will receive three (3) PM 150s consecutively, and then receive a PM 600. The annual basic cycle will appear as below:

(PM 150) - (PM 150) - (PM 150) - (PM 600) - (PM 150) - (PM 150) - (PM150) - (PM 600 & 1200)

(PM 150) - (PM 150) - (PM 150) - (PM 600) - (PM 150) - (PM 150) - (PM150) - (PM 600 & 1200 & 2400)

The acceptable variance for PMI compliance is 015 hours or 5 days (whichever occurs first) for collection PM 150, and 5% (hours) or 10 days for all other inspection intervals. For example, a PM 600 has a variance of 30 Hours or 10 days. California sites subject to Biennial Inspection of Terminals (BIT) cannot exceed 90 days between PMI intervals. The federal annual inspection must never expire. If allowed to expire, the vehicle will not be used until the inspection and appropriate documentation is complete.

Fluid Sampling and Filter Change Intervals

All heavy vehicles with diesel engines receive an oil change, along with new filters and sampling every 600 hours. All other components (transmissions, Hydraulics, and Axles) are sampled every 1200 hours. Fluid samples are taken according to the preventive maintenance-sampling schedule in the appropriate TSBs. Records of analysis will be retained in the unit's history file or by electronic means in the Castrol web-based information system (LABCHECK at www.castrolusa.com). Samples must be sent to Waste Management's approved sampling services supplier on a timely basis (the next business day).

Mandated Annual Inspection

The 150 and 600-hour PMI sheets include inspection elements required to meet state, provincial or federal annual Inspection in accordance with section 396 to subpart B of 49 CFR. The items on the 150 and 600-hour sheets that are gray shaded must meet minimum inspection criteria as outlined in appendix G of subpart B, 49 CFR, before the inspection can be certified as a federal annual inspection. Each commercial motor vehicle subject to DOT shall have this inspection performed annually and documentation of the last inspection shall be with the vehicle. Some states require documentation of this mandated inspection at increased intervals (six months). Therefore, it is extremely important that the Fleet Manager is familiar, and complies, with State/Provincial regulations

Inspector Training, Certification, and Qualification

Each technician performing inspections shall be trained and qualified to properly complete a Waste Management preventive maintenance inspection in accordance with the inspection methods contained within this manual. Each technician performing mandated federal annual inspections shall meet the qualifications as stated in Para. 19, section 396, subpart B, 49 CFR. Evidence and documentation of the qualifications of an inspector shall be retained for the period during which that individual is performing inspections and one year thereafter.

Waste Management has in this local market area over 400 vehicles from which to draw from in case of a catastrophic event. Local repairs are performed in house by a skilled Waste Management technician. In case of breakdowns, the driver will call into the shop for a road call repair. If the truck is not repairable, it will be towed to the shop and spare will be given to the driver. Thirty minutes would be typical down time for either of these situations.

Safety

Dedication to safety is at the top Waste Management's list of core values. Our comprehensive safety program ensures that our employees and the communities we service remain protected at all times. We focus on safety throughout our operations. From our employee screening process on, we ensure that our staff receives the information necessary to remain safe in all aspects of their jobs.

THINK GREEN:

The safety programs and equipment Waste Management provides our employees and furnishes on the route trucks will enhance the safety of the citizens in Norwood Young America:

Extensive new employee background investigation checks
Three day orientation training for all new hires
90 day on the job training and evaluation program
A District Driver Trainer at each transportation location
Random Alcohol and Drug Testing
Monthly Driver Safety Meetings
Operations Supervisor conducts monthly on the job observations
Hazardous Waste Identification
Environmental Storm Water and Spill Response Training

Waste Management facilities must meet or exceed industry and government safety standards. We have implemented a comprehensive program to meet the requirements of Employee Right-To-Know, Community Right-to-Know, and Emergency Response regulations of U.S. Department of Transportation (DOT), OSHA, and the U.S. Environmental Protection Agency (EPA).

No other waste company in the nation has an OSHA TRIR rating better than Waste Management. OSHA has recognized Waste Management for our progress and ongoing effort to eliminate unsafe work behaviors.

Employee Screening

We begin by ensuring that we hire the highest quality drivers—we do not hire applicants with poor driving records, and we review motor vehicle reports for employees every six months. For the life of each driver's employment with Waste Management and for three years after, we maintain a Driver Qualification File (DQF). Candidates for employment at Waste Management landfills, hauling operations, and recycling facilities must successfully complete a comprehensive background check and drug test before being hired. Employees who will perform safety sensitive functions or driving waste collection vehicles must complete medical exams.

Employee Training

After we have approved new employees for hire, we properly trained them to operate safely. Waste Management's two-phase safety training program includes classroom and on-the-job training, route observation, safety data gathering, and driver training. Phase one provides classroom training that shows workers how to safely perform day-to-day tasks while working the route. These courses standardize the company's safety practices and illustrate exemplary everyday operations—such as how to safely operate trucks, compactors, and other equipment and how to pick up garbage safely. We hold training courses at Waste Management locations across the country.

Phase two of our training program offers classroom as well as on-the-job training for drivers and helpers. They learn how to safely operate their vehicles, mount and dismount equipment, and move and lift containers. They also learn how to work in hot and cold weather.

We are also able to draw from our corporate offices to offer the latest in safety and environmental training. Waste Management, Inc. conducts regular health and safety programs for its employees throughout the country. These programs provide guidance to the operating locations in meeting the compliance requirements safety standards of OSHA, the EPA and the DOT. We frequently conduct in-depth training programs on local issues or on issues of regional concern including: hazard communication, employee right-to-know, asbestos management, industry

specific defensive driving, quality customer service, integrity of ethics, code of conduct, control of hazardous energy (Lock Out/Tag Out), confined spaces, and emergency response.

Incident Reviews

When safety incidents occur, Waste Management responds quickly and thoroughly to lower the risk of repeat occurrence. We create, distribute, and safety advisory notices to the company intranet site when serious safety incidents occur. These reader-friendly write-ups are posted by managers who sign off and indicate the date that the newsletter was posted. We also hold meetings at the sites to ensure the information is conveyed to the drivers.

A safety advisory includes a description of the safety problem that was encountered and the steps that must be taken to prevent the problem from recurring across the company. Each safety alert includes a statement reminding readers that corrective actions are not optional and full compliance is required.

Reporting

Waste Management requires employees to report any unsafe conditions in the workplace. We have developed and implemented reporting procedures and policies for safety incidents that are integrated throughout our business. One example is Waste Management's customer service program, Service Machine®, discussed earlier in the Quality Management section of this proposal.

We require our employees to report and track all injuries and accidents in the Accident & Injury Management System (AIMS). AIMS is used by sites to track incidents, which include any unplanned work-related event resulting in, or which could result in: personal injury, vehicle damage, property damage, loss of assets, fires, explosions, spills, releases, or adverse publicity, regardless of severity. AIMS reporting allows Waste Management to fulfill its regulatory requirements, provides data for making informed management decisions, and is important in helping Waste Management provide a safe work environment for all employees. Waste Management requires that all incidents be entered into the AIMS system within 48 hours of occurrence and to our insurance carrier within 24 hours of the first report of the incident.

We issue a new safety report each week and archive all safety reports on the company intranet website. Details of any accidents in the past week are provided, often with photos. Information includes the location of the accident, the driver's years of service, and any follow up action being taken. These reports serve to inform employees of safety incidents and failures while reminding all readers to carefully observe safety rules and avoid committing the mistakes that can cause accidents.

Accident Response

Waste Management has a Spill Prevention, Control, and Countermeasure (SPCC) Plan designed to train our drivers to handle non-hazardous spills while on route. Each vehicle is equipped with a spill kit that has various absorbent materials that contain spills while a crew is dispatched for immediate clean up. Waste Management has on site, at its facility, a mobile spill cleanup trailer that is dispatched with trained personnel should a more thorough cleanup be needed. We train our drivers to pick up spillage during collection and provide them with brooms and shovels on each vehicle.

Landfill and Recycling Facility

Waste Management of Minnesota, Inc. operates the Spruce Ridge Landfill located at 12755 137th St. Glencoe MN 55336. We have the ability to capture methane gas and turn it into an alternative fuel source that provides electricity to close to half of the homes in the City of Glencoe.

The recycling collected in Norwood Young America will be taken to the McLeod County Recycling Facility located at 1065 5th Ave SE, Hutchinson MN 55350. This facility is operated by McLeod County and provides a number of jobs for the disabled members of the community.

Customer Service Policies and Procedures

Waste Management of Minnesota, Inc. has a customer service department who handles new account set up, change in service, billing and other questions. They also handle situations where the resident's cart may be damaged during the service process, complaints. For all calls, our goal is one call resolution. If a call would escalate to the City, our Operations Specialist in Winsted would be able to assist. The Operations Specialist has direct contract with the Route Managers and Drivers.

If a new resident calls to set up service, they have an account set up and delivery is scheduled. To minimize truck traffic in the City, we deliver, swap and remove carts one day per week. Our trash and recycling trucks are not used as a delivery truck. For safety reasons, and to allow the truck to deliver more containers efficiently, we use a separate delivery truck.

Handling of Spills and Walk Up Service

Simply put, if we cause the mess, we clean it up. Our drivers make every effort not to have issues with material spilling out of containers or the truck. When it happens, it is their responsibility to get out and clean it up to the best of their ability. They are not responsible for situations where a neighbor's dog, birds, raccoons etc. tipped a container over and made a mess.

Waste Management of Minnesota, Inc. will provide walk up/valet service to residents in need. It is a courtesy service for physically impaired and elderly. In some cases a resident may need it short term due to an injury. We will provide it to them at no charge as well.

Recycling

Opportunity for Additional Recycling and Public Education

Recycling is currently done every other week. The City has asked for a weekly option which we have provided pricing for. We prefer to provide additional containers at no charge to adding another truck to the city streets. By recycling every other week, it cuts recycling truck traffic in half.

Waste Management recognizes the opportunity for additional recycling and a greater opportunity for Public Education. We provide recycling information, along with a recycling calendar to residents at their request. When following the Organized Collection model, we provide every resident a calendar that includes acceptable and unacceptable materials. In some cases, we partner with the City to help enhance recycling efforts through the City's newsletter.

A great video that can be posted to the City website is "Recycle Right Recycle Often". It has plenty of information for residents as well as schools:

http://recycleoftenrecycleright.com/

Recycling Marketing Materials and Newsletters

Please see the following sample brochures and recycling newsletters. We would be willing to corroborate with the City to provide information for a City newsletter. It would be as simple or as detailed as the City would like. It could be as simple as some quick facts about recycling.

Acceptable Materials List

You will notice Waste Management has expanded the acceptable plastic material we collect. This will help increase participation, tonnages collected and increase your SCORE funding from Carver County.

The following items are listed as acceptable or unacceptable items for single sort recycling. I have also attached the Waste Management Single-Sort Recycling brochure.

Acceptable	Unacceptable
Magazines	needles & sharps
Brown Paper Bags	plastic bags
Newspapers	No stretch wrap, bubble wrap or packaging plastic
Paperboard	scrap metal
Junk Mail	polystyrene plastic foam
Phone Books	Electronics & appliances
Paper Cardboard, Dairy and Juice Containers	Furnace filters
Aluminum Cans	Hoses
Tin and Steel Cans	Wire; extension cords, Christmas lights, etc.
Glass Bottles and Jars	Gutters and siding
Cardboard	Wood
Plastic Bottles and Containers marked #1-7	Batteries
Shredded paper is accepted in a paper bag with the top stapled or rolled shut	Tires
	Propane canisters, i.e., 1, 5, 20 pound, etc.
	Aerosol Cans

Refuse Haulers License Application

The original copy of the Refuse Haulers License Application, along with the check will be sent upon receipt. Request for check has been made, but not received in our office as of 12/7/15.It will be sent as soon as it is available.

NORWOOD nya YOUNG AMERICA

REFUSE HAULERS LICENSE APPLICATION

Company Name Waste Management

Owner's Name

Contact Person Dan Behnke

Phone # 320 485-4061

Address 490 Industrial Blvd - Winsted, MN 55395

Federal ID # 36-2698820 MN Tax ID # 3514432

Place of disposal of the waste collected: MSW to Spruce Ridge
recycle to McLeod county

Attach the following information to this form with payment and return to the City:

1. Attach a copy of the insurance agreement with the extent and source of public liability and property damage insurance carried on the motor vehicles and equipment.
2. Attach a description of the types and makes of motor vehicles and equipment used.
3. Attach a schedule of the charges made to customers and the time period that the charges shall remain effective.
4. Please sign below and return to the City with payment.

Annual Fee $ 100.00 *Amount Paid $*_____ *Date Paid*_____

Haulers Signature: Dan Behnke Date 11-30-15

City Official _____ Date_____

Waste Management
P.O. Box 3027
Houston, TX 77253

Check No. 0012390347

For inquiries, please call 1-866-834-2080, option 4.

Doc Date	Invoice Number / Description	Original Amount	Discount Amount	Amount Paid
11/30/2015	1593-113015 *UPS to **1593** Winsted*	100.00	0.00	100.00

Vendor Number 0000010023

Name City Of Norwood Young America

Check Number	Date	Total Amount	Discounts Taken	Total Paid Amount
0012390347	12/08/2015	$100.00	$0.00	$100.00

THIS DOCUMENT HAS A COLORED BACKGROUND AND MICROPRINTING IN THE ENDORSEMENT SIGNATURE LINE. THE REVERSE SIDE OF THIS DOCUMENT HAS AN ARTIFICIAL WATERMARK.

Waste Management
P.O. Box 3027
Houston, TX 77253

ED

BANK OF AMERICA
COMMERCIAL DISBURSEMENT ACCOUNT
NORTHBROOK, IL

CHECK NO 0012390347

70-2328 / 719

Security features included. Details on back.

DATE: 12/08/2015

PAY EXACTLY

$100.00***

VOID AFTER 90 DAYS

PAY EXACTLY

****ONE HUNDRED AND XX / 100 DOLLAR****

Divina S Rankin MP

AUTHORIZED SIGNATURE

TO THE ORDER OF

CITY OF NORWOOD YOUNG AMERICA
PO Box 59
Nya, MN 55368

MP

AUTHORIZED SIGNATURE

⑈0012390347⑈ ⑆071923284⑆ 87654⑉03178⑈

ACORD

CERTIFICATE OF LIABILITY INSURANCE

1/1/2016

DATE (MM/DD/YYYY) 12/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
LOCKTON COMPANIES
5847 SAN FELIPE, SUITE 320
HOUSTON TX 77057
866-260-3538

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE American Insurance Company	22667
INSURER B: Indemnity Insurance Co of North America	43575
INSURER C: ACE Property & Casualty Insurance Co	20699
INSURER D: ACE Fire Underwriters Insurance Company	20702
INSURER E:	
INSURER F:	

INSURED
1300299 WASTE MANAGEMENT HOLDINGS, INC. & ALL AFFILIATED, RELATED & SUBSIDIARY COMPANIES INCLUDING:
WASTE MANAGEMENT
490 INDUSTRIAL BOULEVARD
WINSTED MN 55395-0609

COVERAGES MNWINSTE CERTIFICATE NUMBER: 12094041 REVISION NUMBER: XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X XCU INCLUDED X ISO FORM CG00010413 GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER	Y	Y	HDO G27341251	1/1/2015	1/1/2016	EACH OCCURRENCE	$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 5,000,000
							MED EXP (Any one person)	$ XXXXXXX
							PERSONAL & ADV INJURY	$ 5,000,000
							GENERAL AGGREGATE	$ 6,000,000
							PRODUCTS - COMP/OP AGG	$ 6,000,000
								$
A	AUTOMOBILE LIABILITY X ANY AUTO X ALL OWNED AUTOS X HIRED AUTOS X MCS-90 SCHEDULED AUTOS X NON-OWNED AUTOS	Y	Y	MMT H08830472	1/1/2015	1/1/2016	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$ XXXXXXX
							BODILY INJURY (Per accident)	$ XXXXXXX
							PROPERTY DAMAGE (Per accident)	$ XXXXXXX
								$ XXXXXXX
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $	Y	Y	XOO G27423054	1/1/2015	1/1/2016	EACH OCCURRENCE	$ 15,000,000
							AGGREGATE	$ 15,000,000
								$ XXXXXXX
B A D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	WLR C4814181A (AOS) WLR C48141821 (CA & MA) SCF C48141833 (WI)	1/1/2015 1/1/2015 1/1/2015	1/1/2016 1/1/2016 1/1/2016	X PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$ 3,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 3,000,000
							E.L. DISEASE - POLICY LIMIT	$ 3,000,000
A	EXCESS AUTO LIABILITY	Y	Y	XSA H08830460	1/1/2015	1/1/2016	COMBINED SINGLE LIMIT $3,000,000 (EACH ACCIDENT)	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
BLANKET WAIVER OF SUBROGATION IS GRANTED IN FAVOR OF CERTIFICATE HOLDER ON ALL POLICIES WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT WHERE PERMISSIBLE BY LAW. CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED (EXCEPT FOR WORKERS' COMP/EL) WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT

CERTIFICATE HOLDER

12094041

CITY OF NORWOOD YOUNG AMERICA
310 ELM STREET WEST
P.O. BOX 59
NORWOOD YOUNG AMERICA MN 55368

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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The ACORD name and logo are registered marks of ACORD

ALWAYS RECYCLE:

Metal Cans

Plastic Bottles & Containers 1-7

Glass Bottles & Jars

Paper

Flattened Cardboard & Paperboard

Dairy & Juice Cartons

DO NOT INCLUDE IN YOUR RECYLING CART:

Plastic Bags

Sharps & Medical Waste

Foam Cups & Containers

Food Waste

Questions? Please contact Customer Service toll free at 1-888-960-0008.

2014 - 2015 Holiday Schedule:

Thanksgiving Day - Thursday, November 27, 2014
Thursday & Friday service day will be delayed by one day.

Christmas Day - Thursday, December 25, 2014
Thursday & Friday service day will be delayed by one day.

New Year's Day - Thursday, January 1, 2015
Thursday & Friday service day will be delayed by one day.

Memorial Day - Monday, May 25, 2015
Service will be delayed by one day all week.

Independence Day - Saturday, July 4, 2015
No delay in service. All routes are on schedule.

Labor Day - Monday, September 7, 2015
Service will be delayed by one day all week.

Thanksgiving Day - Thursday, November 26, 2015
Thursday & Friday service will be delayed by one day.

Christmas Day - Friday, December 25, 2015
Friday service will be delayed by one day.

Single Sort℠ Recycling

Every Other Week Recycling

Gold Week Holiday Holiday Week

How to Recycle:

Recycle bottles, cans and paper products only

Keep items clean and dry

No plastic bags

Roll cart to the end of your driveway every other week on your service day.

Face the lid toward the street and the handle toward the house.

2015

www.RecycleOftenRecycleRight.com

WASTE MANAGEMENT
20520 Keokuk Ave
Lakeville, MN 55044

Your week is the Gold Week

MIX
Paper from responsible sources
FSC® C103525

RECYCLE OFTEN. RECYCLE RIGHT.℠

2015 Gold Week Calendar Inside

Ever wonder, "Why and how to recycle?" Sure, it's good for the environment, but there's more to it than that. When you use Recycle Often. Recycle Right.℠, great things happen.

By recycling properly, we can save tons of raw materials, which in turn saves time, energy and expense. Consider this: recycling just one aluminum can saves enough energy to:

- Run a TV for two hours.
- Power a 14-watt CFL bulb for 20 hours.
- Power a computer for three hours.

The Main Rules of Recycling:

1. Recycle all bottles, cans and paper
2. Keep items clean and dry
3. NO plastic bags.

We need your help to sustain recycling. Certain offenders can slow down the recycling process or even ruin the load.

If we all do our part, the results can really add up. Last year alone, Waste Management recycled enough material to fill nearly 169,000 737s.

To learn more visit RecycleOftenRecycleRight.com.

SSCAL15GLD

WASTE MANAGEMENT

4351 US Hwy 12 SE
PO Box 169
Delano MN 55328-0169

www.RandysSanitation.com
Phone: 763.972.3335
Fax: 763.972.6042

December 9, 2015

City of Norwood Young America
Steve Helget
City Administrator

RE: Licensing Trash Hauler

Steve,

We have submitted a range of pricing that we offer in NYA. This range varies by service level and service requested within those individual service levels. As your request does not define a uniform pricing formula, this is what we assume you are looking for. Per our discussions Randy's Environmental Services feels very strongly that this request goes beyond what you would typically ask for in granting a license. Our attorney has noticed your city attorney as to our concerns.

Randy's is committed to providing our customers in Norwood Young America the very finest service that we have to offer. That exceptional service goes beyond the services that you outlined in your request.

We currently are providing Blue Bag Organics service to just over 40 homes in NYA. This curbside organics service is essential in NYA meeting the counties goals for diversion.

Regards,

Jim Wollschlager
Chief Operating Officer

Enclosure – Letter from Dorsey and Whitney LLP to Mr. Jay T. Squires City Attorney for Norwood Young America

DORSEY
DORSEY & WHITNEY LLP

MICHAEL DRYSDALE
Of Counsel
(612) 340-5652
FAX (612) 340-8800
drysdale.michael@dorsey.com

December 8, 2015

BY UNITED STATES MAIL AND ELECTRONIC MAIL

Mr. Jay T. Squires
City Attorney for Norwood Young America
527 Marquette Avenue South, Suite 1200
Minneapolis, MN 55402
Office: (612) 436-4300
Fax: (612) 436-4340
jay.squires@raswlaw.com

Re: Norwood Young America — Request for Proposals of Solid Waste Collection and Disposal and Recycling Collection Services

Dear Mr. Squires:

Dorsey & Whitney LLP represents Randy's Environmental Services, Inc. ("Randy's") a licensed hauler of residential mixed municipal solid waste ("MMSW") in the City of Norwood Young America ("City"). I write to follow-up on our prior telephone and e-mail communications regarding certain issues related to the City's "Request for Proposals of Solid Waste Collection and Disposal and Recycling Collection Services" ("RFP"), covering MMSW collection in the City. As we have discussed, the RFP as presently structured constitutes "organized collection," as that term is defined and regulated under Minn. Stat. § 115A.94. As such, the City cannot lawfully proceed with the RFP without complying with the procedural requirements of Minn. Stat. § 115A.94. Randy's therefore respectfully requests that the RFP be withdrawn, and the City move forward with a licensing or organized collection approach to MMSW collection that complies with Minnesota law.

Background

As you know, there are two basic systems for solid waste collection. In an "open system," a government prescribes the criteria for licensing, and licenses are issued to those haulers who qualify. Licensed haulers then compete with each other for business. Under "organized collection," in contrast, the government itself provides solid waste collection to its residents as a City service, and conducts the service either with City-owned equipment and personnel or contracts with one or more haulers to provide that service.

In 2012, the Minnesota Legislature recognized that the switch from an open system to organized collection had the potential to create significant political disruption in communities and

to create hardship to the haulers, who had often made significant investments and built up long-standing relationships with their customers. Consequently, the Legislature mandated that cities or counties proposing to switch from an open system to organized collection must employ a careful, orderly process with substantial public and hauler input and participation. These steps and procedures are laid out at Minn. Stat. § 115A.94 Subd. 4a-d.

The Legislature further expressly provided that in enacting Minn. Stat. § 115A.94, it was not expressing any preference for any system of solid waste collection, and cities and counties are neither required nor prevented from organizing collection. But should they choose to switch to organized collection, the steps set forth at Minn. Stat. § 115A.94 Subd. 4a-d are required.

The RFP is Proposing Organized Collection

As provided to me, the City's RFP envisions a process where the City would choose which haulers to award collection licenses, based on ten subjects of information provided at Section IV of the RFP. The information to be provided, among other items, includes rates, truck specifications, special service details, whether composting pick-up would be provided, and the days of the week the proposer would be willing to provide service. Based on this information, the City would make an "award decision," including "which individual day specified in their proposal that the City has selected, and that pick-up day will be included in the contract or licensed [sic] issued by the City." *Id.* at Section IV ¶ 2.

Minn. Stat. § 115A.94 defines "organized collection" as follows:

> "Organized collection" means a system for collecting solid waste in which a *specified collector*, or a member of an organization of collectors, is authorized to collect from a defined geographic service area or areas some or all of the solid waste that is released by generators for collection.

(emphasis added). As we have previously discussed, the key element of organized collection that distinguishes it from an open system is a city's "specification" of collector or collectors who get the franchise to haul city solid waste. That is, rather than a system in which a city provides a set of criteria that haulers must meet to obtain a license, but then haulers who meet the criteria are awarded non-exclusive licenses, under organized collection a city actively chooses which hauler or haulers "best" meet the city's goals. In an open system, haulers compete for the customers' business; under organized collection haulers compete for the city's favor.

For these reasons, the City's RFP clearly constitutes organized collection. The very fact that it is an RFP signals the City is organizing collection. The City plans to make "award decisions" in which the winning haulers will obtain licenses and all other haulers will be excluded. In the case of Randy's, if Randy's is not awarded a license then all of the hundreds of stops that Randy's has painstakingly competed for and invested in over the years will be taken away in an instant. And even if Randy's is awarded a license, it is subject to the City's whim as to which day will be awarded, again potentially throwing the Randy's routes and customers into chaos.

The enactment of Minn. Stat. § 115A.94 was intended precisely to avoid the scenario now posed by the City's RFP. What the City is proposing can be legal, but only if the City undertakes the procedures set forth in Minn. Stat. § 115A.94 Subd. 4a-d.

Next Steps

Licenses cannot be lawfully awarded or renewed based on the process provided in the City's RFP. Should the City proceed on its current course, Randy's anticipates that it will need to sue to protect its rights. Should the City wish to avoid litigation, there are two potential paths that Randy's can presently see to achieve the City's legitimate objectives. First, the City can update its solid waste ordinance to implement regulations applicable to all licensees, such as measures to protect streets or limited days of service. Randy's is prepared to work with City staff to provide information that would assist the City in drafting any regulatory changes that might be warranted. Second, the City can commence the statutory process for organizing collection. In Randy's experience the alleged benefits of organized collection are frequently oversold and meet with public resistance, but that remains a lawful path. The current path is not.

Should you have any questions or concerns, you may contact me on legal issues, or City staff may contact Jim Wollschlager directly on all other topics. Thank you for your consideration.

Sincerely,

Michael Drysdale

MD/gle

cc: City Administrator Steve Helget
Jim Wollschlager

PROPOSAL

1. Monthly rates, surcharges, cart fees, fees for customers less than 1-year, lost or stolen containers, and other additional fees for garbage and recycling collection, to include dumpsters, along with size of collection containers (i.e. gallons, yards). Rates shall be identified for residential, multiple-family, commercial/industrial, and municipal. Provide information on billing procedures. Identify if rates will increase during three year license period and approximately what that would be. See attached Rate sheet
2. Proposers shall specify in their proposals all individual day(s) during the week that they will be willing to conduct residential pick-up service. The City desires to coordinate the pick-up service day(s) of the successful proposers in order to minimize traffic and impacts on the City's streets that can result from excessive hauler traffic. Randy's will service North of 212 on Thursday and south of 212 on Tuesday
3. Description of vehicles to be utilized for garbage and recycling collection, to include vehicle make, age, and axle weight. The City is placing emphasis on haulers utilizing smaller vehicles. See License attachment
4. Identify landfill and recycling collection center to be utilized. See separate Solid Waste Disclosure Form
5. Provide customer service policies/procedures for new accounts, change in service, complaints, questions, etc. Provide contact information and days/hours of operation. What is your standard response time to complaints? Explain process for dropping off and picking up containers. Customer service employees are fully trained and continually educated on means of quality customer service. The drivers understand and appreciate what it means to provide quality service to each and every customer Randy's has. Phones are answered by employees, not automated systems. Our hours are 8:00am to 5:00pm Monday through Friday. Randy's Website is city specific and has a contact Randy's email address for residents as an option of communication. Our onboard computerized Fleet Management System in the trucks provide effective communications bringing pertinent information to dispatcher, supervisor and customer service representatives. The system includes driver messages, vehicle map location, route status, and alert information.
6. In the event garbage or recyclables are spilled during the process of dumping, will your drivers get out of truck to pick-up items? Yes Do you provide service to the house for physical impairment due to age or disability? Yes
7. Provide rates for miscellaneous household wastes such as televisions, radios, cell phones, computers and computer accessories, furniture, mattresses, etc. Identify if you would be willing to provide a special community city wide pick-up day. Would there be a fee/charge? If there is a charge identify what that would be. Rates for miscellaneous household wastes can always be obtained by calling our customer service department. Some examples are: Television $17. Mattresses $25. Randy's also has three conveniently located drop sites located in Delano, Burnsville and St. Michael. Our drop site hours are Monday – Friday 8:00am to 5:00 pm and Saturdays 8:00 am to noon. Randy's has many different city clean up options which we currently provide in many of the cities we service. We would be happy to work with the city of Norwood Young America once a program is identified.

8. Would you provide a compost pick-up? Would there be a fee/charge? If there is a charge identify what that would be. Residents may call in for a yard waste pickup. Minimum of $16 and we take 8 bags of leaves or grass clippings. Additional bags may be taken for a minimal charge. We also have an Extended Compost Program. 2015 the charge was $78. This program allows a weekly collection.
9. Any other information the Proposer determines would be helpful to the City in analyzing proposals, or understanding the elements of the Proposer's proposal.
10. Completed Haulers Application (see enclosure).

12/9/2015 Submitted in Proposal with License Application

Randy's Residential Rates for Norwood Young America Residential Customers

Monthly Rate (Quarterly Invoice)- Includes weekly trash, every other week recycling and organics recycling (food waste) collection if chosen.
(Organics collection is year round as it is co collected with trash)
Randy's asks our residential customs to retain service for a minimum of one year to avoid a $35 Early Termination Fee.
All rates are subject to variable fuel/environmental fee. (December 1, 2015 is 25.535%)
Recycle Rates subject to variable Recycle Commodity Adjustment (Dec 1, 2015 is 19.525%)
Trash rates are subject to 9.75% MN Solid Waste Mgmt Tax.
Below is our standard rate structure and range of rates.

	Standard rates	With Fuel/Env and Recycle Commodity Adj.
35 gallon	$12.00	$15.71
65 gallon	$13.00	$17.06
95 gallon	$14.00	$18.41

Rates can range from:		
35 gallon	*$6.00*	*to $19.00*
65 gallon	*$6.50*	*to $21.00*
95 gallon	*$7.00*	*to $23.00*

Randy's Commercial Rates for Norwood Young America Commercial Customers (includes multiple-family, industrial and municipal)

All rates are subject to variable fuel/environmental fee. (December 8, 2015 is 24.987%)
Recycle Rates subject to variable Recycle Commodity Adjustment (Dec 8, 2015 is 20.075%)
Trash rates are subject to 17% MN Solid Waste Mgmt Tax.
Trash Pricing based on average weight of 100 lbs. per cubic yd.
Commercial accounts are billed monthly.

Size	Service Frequency	Monthly Trash Rate	With Fuel/Env and Tax
2 yard	1x/week	$60.00	$87.74
3 yard	1x/week	$75.00	$109.68
4 yard	1x/week	$90.00	$131.61
6 yard	1x/week	$120.00	$175.48
8 yard	1x/week	$150.00	$219.35

Monthly Single Stream Recycling Rate	With Fuel/Env and Recycle Commodity Adj.
$38.00	$55.12
$42.00	$60.93
$46.00	$66.73
$50.00	$72.53
$54.00	$78.33

Rate increases for Residential and Commercial services largely depend on disposal facility pricing increase, which are not determined at this time.

December 2016

Haulers License Attachment

2012 Peterbilt – 9,625 axle weight (commercial)

2012 Peterbilt – 8,325 axle weight (residential)

2013 Peterbilt – 9,750 axle weight (commercial)

2014 Autocar – 9,815 axle weight (commercial)

NORWOOD nya YOUNG AMERICA

REFUSE HAULERS LICENSE APPLICATION

Company Name Randy's Environmental Services

Owner's Name Randy and Sandy Roskowiak

Contact Person Rhonda Saler – Operations Coordinator

Phone # 763 972-3335

Address P O Box 169 Delano, MN 55328

Federal ID # 41-1481876 **MN Tax ID #**4981443

Place of disposal of the waste collected: _See Solid Waste Disclosure _____

_____

Attach the following information to this form with payment and return to the City:

1. Attach a copy of the insurance agreement with the extent and source of public liability and property damage insurance carried on the motor vehicles and equipment.
2. Attach a description of the types and makes of motor vehicles and equipment used.
3. Attach a schedule of the charges made to customers and the time period that the charges shall remain effective.
4. Please sign below and return to the City with payment.

Annual Fee $ 100.00 *Amount Paid $* 100.00 *Date Paid* 12-9-15

Haulers Signature: Rhonda Saler, signing for Corporation Date 12-9-15

City Official _____ Date _____

LICENCE EXPIRES DECEMBER 31, 2018.

Solid Waste Disclosure Form

February 2015

Dear Customer:

The Waste Management Act, as amended in 1993, requires that a person who collects construction debris, industrial waste, or mixed municipal solid waste for transportation to a waste facility shall disclose annually to each waste generator from whom waste is collected the name, location, type of, and the number of the permit issued by the Minnesota Pollution Control Agency, or it's counterpart in another state, for the processing or disposal facility or facilities at which the waste will be deposited. The collector shall note both the primary facility at which the collector most often deposits waste and any alternative facilities regularly used by the collector. Pursuant to Minnesota Statute 115A.9302, Randy's Environmental Services hereby discloses that mixed municipal solid waste collected will be delivered to one of the following facilities during the time period January through December. If an additional facility becomes either a primary facility or an alternate facility during this period, the hauler is required to provide you with updated information within 30 days. In addition the Minnesota Legislature requires Minnesota waste haulers make the following disclosure to their customers:

"You may be responsible for any liability that results from contamination at the facility where your waste has been deposited. Minnesota believes that its' waste management system provides substantially more financial and environmental protection than depositing waste in landfills in other states. Managing your waste in Minnesota may minimize your potential liability."

Carver County

*Primary - Burnsville Sanitary Landfill Inc, 2650 W Cliff Rd, Burnsville, MN 55337 Sanitary Landfill #SW56

*Primary - Spruce Ridge, 12755 137th St, Glencoe, MN 55336 Sanitary Landfill #SW6

*Secondary - Hennepin Energy Resource Company, 505 6th Ave N, Minneapolis, MN 55405 Sanitary Landfill #SW396

*Secondary - Great River Energy Resource Processing Plant, 10700 165th Ave NW, Elk River, MN 55330 Sanitary Landfill #SW-305

Randy's Environmental Services uses only properly licensed and permitted facilities which either meet or exceed all federal and state environmental regulations.

Randy's Sanitation, Inc.

052379

Check date: 12/9/15

Check Number: 052379

CITY OF NORWOOD YOUNG AMERICA

Memo:

$100.00

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

Randy's Environmental Services Sanitation & Recycling

Randy's Sanitation, Inc.
P.O. Box 169 - (763) 972-3335
DELANO, MN 55328

STATE BANK OF DELANO
DELANO, MN 55328
75-344/919

052379

052379

Account:

PAY One Hundred and 00/100 Dollars

DATE	AMOUNT
Dec 9, 2015	100.00

TO THE ORDER OF CITY OF NORWOOD YOUNG AMERICA

Memo:

AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

W252217 - 10-15

⑈052379⑈ ⑆091903446⑆ 01 351 4⑈

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/12/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER
Marsh & McLennan Agency LLC
7225 Northland Dr N #300
Minneapolis MN 55428

CONTACT NAME: MaryPat Thorp
PHONE (A/C, No, Ext): 763-746-8254 FAX (A/C, No): 212-948-9225
E-MAIL ADDRESS: marypat.thorp@marshmma.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Western National Mutual Insurance C	24465
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
RANDSAN
Randy's Sanitation, Inc.
Randy's Rentals, LLC
Randy's Environmental Services
P O Box 169
Delano MN 55328

COVERAGES **CERTIFICATE NUMBER:** 1371973119 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			CPP001071808	10/1/2015	10/1/2016	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			CPP001059108	10/1/2015	10/1/2016	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			UMB001009506	10/1/2015	10/1/2016	EACH OCCURRENCE	$10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$10,000,000
	DED X RETENTION $ 10,000							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCV001006308	10/1/2015	10/1/2016	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For Your Information

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ELITE

Waste Disposal

A Local, Family Owned Company Since 1994

Residential Collection

Commercial Collection

Roll-Off Dumpsters

Corporate Office
845 Corporate Drive
Jordan, MN 55352

Satellite Office
21010 Commerce Blvd.
Rogers, MN 55374

Phone (952) 445-4301
Dispatch Fax (952) 492-2719
Accounting Fax (952) 492-2633

www.elitewastedisposal.com

Linked in twitter

December 9, 2015

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

Attn: Steve Helget, City Administrator

Mr. Helget:

Attached is Elite Waste Disposal's (Elite) response to the RFP for Solid Waste Collection and Disposal and Recycling Collection Services for the City of Norwood Young America.

Elite has been successful in the refuse business for the past 21 years. We currently provide refuse and recycling services to over 9000 customers in the Southwest Metro Area. Based upon Elite's strong financial condition, local presence and our experience in the refuse and recycling business we will be a great partner with the City of Norwood Young America and its residents.

We believe the city will benefit by securing a "local" family owned and operated refuse and recycling hauler for their needs. We will offer the residents of Norwood Young America the same "*Superior Service*" that we now deliver to our current customers in Belle Plaine, Carver, Chanhassen, Chaska, Henderson, Jordan, Mayer, New Germany, Victoria and Waconia.

Upon being selected as one of the haulers for the city, all Municipal Solid Waste (MSW) that is collected will be disposed of at Resource Recovery Technologies and converted to valuable energy. All recyclables will be sorted and used as a raw material.

Considering our 21 years of experience in the waste and recycling industry, the fact that we are a "local" family owned company that values professionalism, safety, integrity, customer satisfaction and our continued involvement in the communities we serve, we firmly believe Elite Waste Disposal is the perfect choice for the City of Norwood Young America.

Thank you for the opportunity!

Respectfully submitted,

Tracy J Nelson

Tracy Nelson
General Manager

Request for Proposals of Solid Waste Collection & Disposal and Recycling Collection Services
Proposal Attachment
Elite Waste Disposal, Inc.
December 9, 2015

1. Monthly Rates:
    a. Residential: Garbage (weekly service) and recycling collection (every other week service – if weekly service is requested, we will provide a second recycling container free of charge).
        i. 32 gallon = $14.00
        ii. 64 gallon = $15.00
        iii. 96 gallon = $16.00
            1. These rates include MN Solid Waste Management Tax and Fuel Surcharges. No other fees apply.
    b. Multiple-Family Residential: Residential: Garbage (weekly service) and recycling collection (every other week service – if weekly service is requested, we will provide a second recycling container free of charge). If dumpsters are requested, the Commercial / Industrial rates listed below would apply.
        i. 32 gallon = $13.00
        ii. 64 gallon = $14.00
        iii. 96 gallon = $15.00
            1. These rates include MN Solid Waste Management Tax and Fuel Surcharges. No other fees apply.
    c. Commercial / Industrial (Garbage- every week pick up)
        i. 2 yard = $63.08
        ii. 4 yard = $94.08
        iii. 6 yard = $125.08
        iv. 8 yard = $156.09
            1. These rates include MN Solid Waste Management Tax and Fuel Surcharges. No other fees apply.
    d. Commercial / Industrial (Cardboard - every week pick up)
        i. 2 yard = $31.98
        ii. 4 yard = $51.98
        iii. 6 yard = $71.98
        iv. 8 yard = $91.98
            1. These rates include Fuel Surcharges. No other fees apply.
    e. Municipal: Year round
        i. City shop 24- 3rd Ave S.E. – 2 yard garbage picked up every week.
        ii. Roy Clay 327 Elm Street west - 2 yard garbage picked up every week.
        iii. Sports Complex 417 Elm Street west - 2 yard garbage picked up every week.
        iv. Wilkmon Park 21 Main Street East - 2 yard garbage picked up every week.
        v. WWTP 510 Elm Street East - 2 yard garbage picked up every week.
            1. Total for all locations: $215.00 per month.

f. Municipal: Summer Months
    i. Leigion Park 322 Reform Street South – (6) 2 yard garbage dumpsters picked up every week.
    ii. Friendship Park 316 4th Ave S.W.- (6) 2 yard garbage dumpsters picked up every week.

Total for all locations: $250.00 per month

(Supplied and invoiced from May – October only.)

g. The rates listed above for Residential and Multi-Family Residential, letters a. and b., will have an annual increase and will be required to sign a twenty-four (24) month Service Agreement. The increase will be between $2.00-$2.50, depending upon container size, on the base rates of both garbage and recycling after year one.
h. The rates listed above for Commercial / Industrial (Garbage- every week pick up), letter c., will have an annual increase and will be required to sign a three (3) year Service Agreement. The increase will be between $10 - $25, depending upon container size, on the base rates of garbage after year one.
i. The rates listed above for), and Commercial / Industrial (Cardboard - every week pick up), letter d., will have an annual increase and will be required to sign a three (3) year Service Agreement. The increase will be between $5 - $14, depending upon container size, on the base rates of cardboard after year one.
j. The rates listed above for Municipal: Year round, and Municipal: Summer Months, letters e. and f., will not be subject to an annual increase.
k. There will be a $45.00 fee for lost or stolen containers.
l. Billing Procedures
    i. Residential customers will be billed on a quarterly basis.
    ii. Commercial customers will be billed on a monthly basis.
    iii. All customers can take advantage of a discount for enrolling in Elite's Easy Pay program. They receive a $1.25 per statement discount for being on auto-pay and receiving their statements via email.

2. Collection Schedule
    a. Residential
        i. Thursday
    b. Multiple-Family Residential
        i. Residential Carts = Thursday
        ii. Commercial Containers = Tuesday or Thursday
    c. Commercial / Industrial
        i. Weekly on either Tuesday or Thursday
    d. Municipal
        i. Weekly on either Tuesday or Thursday
    e. Holiday pick up schedule
        i. Service will be delayed one day if the holiday falls during the week.
3. Description of Vehicles
    a. See attached
4. Disposal Facilities to be utilized

a. Garbage
    i. Resource Recovery Technologies, Shakopee, MN
        1. Material converted to valuable energy.
b. Recycle
    i. Dem-Con Materials Recovery, Shakopee, MN
        1. Material used as a raw material.

5. Customer Service Procedures for complaints/questions
    a. Our phone is always answered by a live person located in Jordan, MN. The Customer Service Department is open from 7:00 am – 4:00 pm Monday through Friday.
    b. Our knowledgeable customer service representatives are trained and given the authority to handle any complaints/questions as they come in – no having to wait for a call back.
    c. Dropping off or picking up of containers will be scheduled through the customer service department and will be set up for service on their normal service day.
6. Spills / Service to the House
    a. In the event of garbage or recycling being spilled on the street, it is company policy that the driver gets out of the truck to clean it up.
    b. We offer Valet Service to those with a physical impairment due to age or disability for a monthly fee of $4.00.
7. Miscellaneous household wastes
    a. See attached
    b. City Wide Clean Up Day <u>Free of Charge</u>
        i. Elite Waste Disposal will provide the following for a City Wide Clean Up Day (at a mutually agreed upon location and date) from 7:00 – 10:00 am:
            1. (2) Rear-Load Trucks for compacting debris.
                a. The trucks will be available until either the trucks are full or 10:00 am, whichever comes first.
                i. This is the equivalent of 350 yards or (10 ½) 30 yard Roll-Off Dumpsters.
            2. (1) 20 yard Roll-Off Dumpster for electronics
            3. On site labor to run the trucks and monitor the electronics dumpster.
8. Compost
    a. Compost service is from April 1st through the Wednesday before Thanksgiving each year.
    b. The annual fee is $85 for weekly cart service. The resident will receive a 96 gallon cart, and can put out unlimited compost next to the cart if necessary.
9. Other information
    a. N/A
10. Completed Haulers Application
    a. Enclosed

Elite Waste Disposal, Inc. list of vehicles

Truck	Year	Make	Model	GVW
E21	2009	Peterbilt	A320	63,000
E24	1999	Int'l	TK	26,000
E25	2000	Int'l	TM 40S	51,000
E27	2003	Peterbilt	320 TK	63,000
E29	2012	Peterbilt	320	69,000
E31	2011	Peterbilt	320 Cabover	69,000
E32	2011	Peterbilt	320 Cabover	69,000
E36	2012	Peterbilt	320 Cabover	69,000
E37	2015	Peterbilt	348 Spec	51,000

ELITE
Waste Disposal

BULKY ITEM DISPOSAL

Bulky Items are not included in your regular service program. To schedule a pick-up of these items, contact Elite Waste Disposal at 952-445-4301. Payment arrangements are to be made at the time you schedule your service. We provide this service on the third Tuesday of every month in Jordan. For your convenience, Elite Waste Disposal accepts Visa and MasterCard.

Hazardous Material should not be mixed with regular trash because they may harm your hauler, create environmental problems, and in some cases it may be illegal.

The price for each Bulky Item is listed below:

Freezer	$74.00
Household Appliance	$68.00
Commercial Appliance	$166.00
TV	$63.00
Console TV	$81.00
Copy Machine	$68.00
Commercial Copier	$166.00
All Other Electronics	$54.00
Air Conditioner	$74.00
Furnace	$68.00
Water Heater	$74.00
Snow Blower	$48.00
Push Lawn Mower	$48.00
Riding Lawn Mower	$119.00
Truck Tire	$80.00
Car Tire	$48.00
Batteries	$54.00
Grill	$54.00
Propane Tank	$54.00
Couch	$68.00 + 9.75% SWMT tax + Additional County Tax (if applicable)
All other Furniture	$61.00 + 9.75% SWMT tax + Additional County Tax (if applicable)
Mattress or Box Spring	$61.00 + 9.75% SWMT tax + Additional County Tax (if applicable)

Additional County Tax

Hennepin County	= 9.00% Hennepin County Management Fee
Ramsey County	= 28.00% County Environmental Charge
Washington County	= 37.50% County Environmental Charge

*Green treated wood is hazardous waste. We do not take.
*Bulky item pick up is the last full Grey week of the month on the customers' regular pick up day.

NORWOOD nya YOUNG AMERICA

REFUSE HAULERS LICENSE APPLICATION

Company Name Elite Waste Disposal, Inc.

Owner's Name Troy Schuette

Contact Person Tracy Nelson

Phone # 952 445 4301

Address 845 Corporate Drive, Jordan, MN 55352

Federal ID # 41-1894146 MN Tax ID # 3511873

Place of disposal of the waste collected: RRT and Dem-Con Materials Recovery

Attach the following information to this form with payment and return to the City:

1. Attach a copy of the insurance agreement with the extent and source of public liability and property damage insurance carried on the motor vehicles and equipment.
2. Attach a description of the types and makes of motor vehicles and equipment used.
3. Attach a schedule of the charges made to customers and the time period that the charges shall remain effective.
4. Please sign below and return to the City with payment.

Annual Fee $ 100.00 *Amount Paid $*_____ *Date Paid*_____

Haulers Signature: _____ Date 12/9/15

City Official _____ Date_____

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

ELITE WASTE DISPOSAL INC.
845 CORPORATE DRIVE
JORDAN, MN 55352
(952) 445-4301

SECURITY BANK
CHASKA, MN 55318

75-551/919

16855

12/8/2015

PAY TO THE ORDER OF City of Norwood Young America $ **100.00

One Hundred and 00/100********** DOLLARS

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

VOID AFTER 6 MONTHS

MEMO Annual Solid Waste Hauler License (tn)

⑈016855⑈ ⑆091905512⑆ 91 365 6⑈

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

.ITE WASTE DISPOSAL INC. 16855

City of Norwood Young America 12/8/2015

Solid Waste Permits:Solid Waste Permits	Annual Solid Waste Hauler License (tn)	100.00

Cash in Bank - Sec. B	Annual Solid Waste Hauler License (tn)	100.00

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/9/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Preferred Insurance Services, Inc.
1306 West County Road F
Arden Hills MN 55112

CONTACT NAME: Colleen Murphy
PHONE (A/C, No, Ext): (651) 255-3500 FAX (A/C, No): (651) 255-3502
E-MAIL ADDRESS: colleen@preferredmn.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Integrity Mutual Insurance Co.	14303
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
ELITE WASTE DISPOSAL INC
845 CORPORATE DR
JORDAN MN 55352

COVERAGES

CERTIFICATE NUMBER: 15-16 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER			CPP2638100-03	9/1/2015	9/1/2016	EACH OCCURRENCE	$	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$	100,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	1,000,000
							GENERAL AGGREGATE	$	2,000,000
							PRODUCTS - COMP/OP AGG	$	2,000,000
								$	
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			CA 2638107	9/1/2015	9/1/2016	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
							BODILY INJURY (Per person)	$	
							BODILY INJURY (Per accident)	$	
							PROPERTY DAMAGE (Per accident)	$	
								$	
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $ NONE			CUP2638109	9/1/2015	9/1/2016	EACH OCCURRENCE	$	3,000,000
							AGGREGATE	$	3,000,000
								$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCP2638108	9/1/2015	9/1/2016	X PER STATUTE OTH-ER		
							E.L. EACH ACCIDENT	$	500,000
							E.L. DISEASE - EA EMPLOYEE	$	500,000
							E.L. DISEASE - POLICY LIMIT	$	500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brad Gombold/MARDI

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REQUEST FOR PROPOSALS

OF SOLID WASTE COLLECTION AND DISPOSAL AND RECYCLING COLLECTION SERVICES

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

I. GENERAL PROVISIONS

A. Responses submitted must provide complete information as indicated in this request. Please submit proposal by **4:00 p.m., Wednesday, December 9, 2015**.

City of Norwood Young America
Attention: Steve Helget
P.O. Box 59
Norwood Young America, MN 55368

B. Questions and inquiries regarding this request should be directed to:

Steve Helget
City Administrator
P.O. Box 59
Norwood Young America, MN 55368
(952) 467-1805
Email to: shelget@cityofnya.com

DO NOT call members of the Norwood Young America City Council with questions about this RFP. All inquires should be directed to the designated staff member, Steve Helget.

C. The City will not reimburse any expenses incurred by Respondent(s) including, but not limited to, expenses associated with the preparation and submission of the response and attendance at meetings.

D. The City reserves the right to reject any and all responses and to request additional information from any and all companies.

E. Schedule

November 24, 2015 – Garbage and Recycling Services RFP emailed and mailed to companies.
December 9, 2015, 4:00 p.m. – Deadline for proposal submission.
December 14, 2015 – Council consideration of garbage and recycling proposals. – regular City Council Meeting.

F. Background

The City of Norwood Young America authorizes the licensing of two (2) haulers to provide refuse and recycling collection within the city limits. Currently, the license term is for three (3) years. The current license fee is $100/year. The City of Norwood Young America is located in Carver County and has a population of approximately 3,600.

II. SERVICES TO BE PROVIDED

A. Frequency of Collection. For residential and multiple-family dwellings, waste shall be collected and disposed of at least once each week. Waste for any commercial establishment shall be disposed of at least once each week and at more frequent intervals if deemed necessary to protect the public health and by order of the City.

B. Points of Collection. On the day of collection the waste container shall be placed either by the curbside or the building as agreed upon by the License collector and customer. In those areas where the premises is served by an alley, on the day of pick-up the waste container(s) shall be placed adjacent to the alley from which the pick-up is to be made or other location as agree upon by the License collector and customer.

E. Owners Permitted to Dispose of Garbage. City residents and businesses are allowed to dispose of their waste to a licensed landfill, disposal depot, or the Carver County recycling site or other recycling center.

D. Collection Service. The License collector shall comply with the following requirements:

1. The License collector shall operate in a manner consistent with the application materials submitted to the City and shall provide notice to the City ten (10) days prior of any change in the information.
2. No collection of mixed municipal solid waste or recyclable material shall be made except between the hours of 6:00 a.m. and 4:30 p.m., Monday through Friday. Operations during these hours may also be conducted on Saturday, to accommodate recognized national holidays or a special pick-up. In the event of change of schedule due to a holiday, the licensed collector shall notify the City and customers of the specific day collection is changed to.
3. The License collector shall only use vehicles and equipment so constructed that the contents shall not leak or spill out. The vehicles and equipment shall be kept clean and as free from offensive odors as possible and shall not stand on any street, alley, or public place longer than reasonably necessary to collect solid waste or recyclables.
4. The License collector shall provide customers with an opportunity to recycle weekly and shall be on the same day mixed solid waste is collected, but may occur at different times of the day.

III. INSURANCE

Insurance: The License collector shall carry the following minimum limits of insurance coverage and provide proof of such to the City:

$250,000 per person injured
$500,000 per accident
$100,000 property damage

IV. PROPOSAL

The following information shall be provided with the proposal:

1. Monthly rates, surcharges, cart fees, fees for customers less than 1-year, lost or stolen containers, and other additional fees for garbage and recycling collection, to include dumpsters, along with size of collection containers (i.e. gallons, yards). Rates shall be identified for residential, multiple-family, commercial/industrial, and municipal. Provide information on billing procedures. Identify if rates will increase during three year license period and approximately what that would be.
2. Proposers shall specify in their proposals all individual day(s) during the week that they will be willing to conduct residential pick-up service. The City desires to coordinate the pick-up service day(s) of the successful proposers in order to minimize traffic and impacts on the City's streets that can result from excessive hauler traffic.
3. Description of vehicles to be utilized for garbage and recycling collection, to include vehicle make, age, and axle weight. The City is placing emphasis on haulers utilizing smaller vehicles.
4. Identify landfill and recycling collection center to be utilized.
5. Provide customer service policies/procedures for new accounts, change in service, complaints, questions, etc. Provide contact information and days/hours of operation. What is your standard response time to complaints? Explain process for dropping off and picking up containers.
6. In the event garbage or recyclables are spilled during the process of dumping, will your drivers get out of truck to pick-up items? Do you provide service to the house for physical impairment due to age or disability?
7. Provide rates for miscellaneous household wastes such as televisions, radios, cell phones, computers and computer accessories, furniture, mattresses, etc. Identify if you would be willing to provide a special community city wide pick-up day. Would there be a fee/charge? If there is a charge identify what that would be.
8. Would you provide a compost pick-up? Would there be a fee/charge? If there is a charge identify what that would be.
9. Any other information the Proposer determines would be helpful to the City in analyzing proposals, or understanding the elements of the Proposer's proposal.
10. Completed Haulers Application (see enclosure).

310.11 Violations and Penalties. Any person who violates any provision of this Section shall be guilty of a misdemeanor and upon conviction of any violation shall be subject to a fine not to exceed seven hundred dollars ($700) or a jail sentence not to exceed ninety (90) days, or both, plus the cost of prosecution. Each day a violation exists shall constitute a separate violation for the purposes of this Section.

Section 320 – Garbage, Refuse and Recyclables

320.01 Declaration of Public Policies and Purpose. The City Council finds that it shall be in the best interest of the public to encourage, and in certain instances, compel, the use of methods of disposing of waste which help preserve and benefit our environment; and the benefits to be derived from the enactment of this Section shall be in the best interest of the public.

320.02 Definitions. As used in this Section the following words and phrases shall have the meanings ascribed to them:

Approved Landfill Site or Disposal Depot. "Approved Landfill Site or Disposal Depot" shall mean a site for the disposal of waste approved by the County, and operated in accordance with the rules and regulations of the Minnesota Pollution Control Agency (MPCA).

Collection. "Collection" shall mean the aggregation of mixed municipal solid waste from the place at which it is generated and shall include all activities up to the time the waste is delivered to a waste facility.

Collector. "Collector" shall mean any person or company collecting or hauling the waste, garbage, or rubbish of another for hire.

Commercial Establishment. "Commercial Establishment" shall mean any premise where a commercial, industrial or agricultural enterprise of any kind is carried on, and shall include clubs, churches and schools.

Commingled (e.g., dumpster-type) Residential Collection. "Commingled Residential Collection" shall mean collections from any building consisting of more than one dwelling unit wherein each unit has an individual kitchen and wherein the mixed municipal solid waste of each unit is mixed with the waste of other units prior to the collection efforts of licensed haulers.

Construction Debris. "Construction Debris" shall mean waste building materials, packaging and rubble resulting from construction, remodeling, repair and demolition of building and roads.

Generator. "Generator" shall mean any person or company who produces or causes the production of mixed municipal solid waste.

Garbage. "Garbage" shall mean putrescible animal, vegetable or organic refuse resulting from the handling, preparation, cooking and consumption of food.

Individual (e.g., curbside) Residential Collection. "Individual (e.g., curbside) Residential Collection" shall mean collection from any building consisting of one or more dwelling units wherein each unit has an individual kitchen and wherein the mixed municipal solid waste of each unit is separately collected by licensed haulers.

Mixed Municipal Solid Waste. "Mixed Municipal Solid Waste" shall mean garbage, refuse, and other solid waste from residential, commercial, industrial and community activities which is generated and collected in aggregate, but excluding auto hulks or large auto parts, street sweepings, ash, construction debris, mining waste, sludges, household hazardous waste, tree and agricultural wastes, tires, lead acid batteries, used oil, yard waste, and other materials collected, processed, and disposed of as separate waste streams.

Multiple Dwelling. "Multiple Dwelling" shall mean any building used for residential purposes consisting of more than two (2) dwelling units with individual kitchen facilities for each.

Recyclable. "Recyclable" shall mean materials which can be separated from the mixed municipal solid waste stream for collection and preparation from reuse in their original form, or for other uses in manufacturing processes that do not cause the destruction of the recyclable materials in a manner that precludes further use.

Recycling Center or Recycling Depot. "Recycling Center or Recycling Depot" shall mean a site, either publicly or privately owned and operated, equipped to receive, handle, store and process recyclable materials.

Residential Dwelling. "Residential Dwelling" shall mean any single building consisting of two (2) or less dwelling units with individual kitchen facilities for each.

Rubbish. "Rubbish" shall mean nonputrescible solid waste of all kinds, combustible or noncombustible, consisting of tin cans, glass, paper, cardboard, yard clippings, wood, ashes, street sweepings and all other inorganic refuse.

Special Pick-up. "Special Pick-up" shall mean any collection of materials other than garbage, recyclables or yard waste, including white goods (e.g., large appliances), furniture, oversized materials, construction debris, and other materials collected, processed, and disposed of as separate waste streams.

Targeted Recyclables. "Targeted Recyclables" shall mean metal containers, glass containers, newsprint, or other materials described as follows:

A. Aluminum Recyclables. "Aluminum Recyclables" shall mean clean aluminum foil and all disposable containers fabricated primarily of aluminum and commonly used for soda, beer, or other beverages.
B. Bi-metal Recyclables. "Bi-metal Recyclables" shall mean cans containing or using two metals. More specifically, "tin" cans manufactured of steel and tin and which have all paper removed therefrom and both ends flattened. Bi-metal recyclables may be commingled with aluminum.
C. Glass Recyclables. "Glass Recyclables" shall mean all glass bottles and jars which shall be rinsed clean. Glass recyclables shall be considered to be three colors: clear, green, brown; and, each color shall be placed in a separate bag or box according to color and placed in the recycling container.
D. Paper Recyclables. "Paper Recyclables" shall mean paper of the type commonly referred to as newsprint. Bundled and tied, or placed in large brown paper grocery bags. Expressly excluded from paper recyclables; however, shall be all magazines with glossy paper or similarly constructed periodicals and paper products.
E. Waste. "Waste" shall be all encompassing and shall include all discarded matter or materials.
F. Yard Waste. "Yard Waste" shall mean organic materials consisting of grass clippings, leaves and other forms of organic garden waste, but excluding bushes, fibrous brush, woody materials, or other materials that are not readily compostible within a calendar year.

320.03 Compliance with Section Required. Every person occupying a residential dwelling, multiple dwelling, motel, store, restaurant, mobile home park, or commercial establishment, or combination thereof shall dispose of waste as provided in this Section.

320.04 Certain Accumulations Declared a Nuisance; Abatement. Any accumulation of garbage and other putrescible matter not stored in containers which comply with this Section or which has remained on the premises for more than one (1) week, or which is offensive by reason of appearance, odor or sanitation, or which creates a fire hazard, shall be hereby declared to be a nuisance and shall be abated as provided by Minnesota Statutes and

this Code. The cost of abatement may be assessed against the property where the nuisance was found as provided in said Sections.

320.05 Standards for Containers.

Subd. 1 Generally; Notice of Defective Container. It shall be the duty of each person owning or maintaining containers for waste to maintain them in a sanitary condition. The containers shall be located in such a manner as to prevent them from being overturned and shall be kept free from any substance which shall attract or breed flies, mosquitoes, other insects or rodents. No waste container for a residential dwelling unit shall have ragged or sharp edges, or any defects liable to impede or injure the person collecting the contents thereof. Containers not complying with the requirements of this Section shall be promptly replaced by the person owning or maintaining upon notice by the City. Whenever a container is in poor repair the collector shall tag the container with a notice of defects and the requirements to repair or replace the container. A copy of the notice shall be given to the City, and if, upon the next collection date, the container has not been repaired or replaced, the collector shall notify the City and discontinue collection from the premises. The City shall then enforce the provisions of the penal section of this Code against the person owning or maintaining the defective container.

Subd. 2 Garbage. Garbage containers shall be easily handled and contain waste in such a manner as to not leak or spill its contents.

Subd. 3 Recyclables. Recyclable containers shall be of a kind suitable for collection purposes, and shall be of such size and weight that they can be handled by one (1) person.

320.06 Container Requirements for Multiple Dwellings. Multiple dwellings having more than two (2) family units shall either be equipped with waste containers and pickup service as provided in this Section or be equipped with a commercial incinerator complying with the requirements of the MPCA. Waste containers provided as an alternative to or in addition to the incinerator shall be at least one (1) cubic yard in capacity, shall be conveniently located in relationship to the residence units for which they are provided, shall be watertight, insectproof, rodentproof, and fireproof, and provided with a lid with the exception of recyclable containers. The person or company owning or operating the multiple residence shall provide for pickup from the containers. Waste discard shall not be permitted to accumulate at or near the enclosure except in the container.

320.07 Reservation of Right to Alter Method Waste Collection. No collector licensed pursuant to this Section shall acquire a vested right in the license issued, and the City may, upon a finding that the public necessity requires, establish other means of waste collection.

320.08 Duty of Collectors Generally.

A. It shall be the duty of each licensed waste collector to pick up all waste of the licensee's customers which has been deposited for collection in the manner provided in this Section.
B. All waste, waste bags, wrappings, cans and disposable containers deposited for pickup as provided in this Section shall be picked up by the licensed collector so that no items shall be left adjacent to the street or alley. After pickup, reusable waste cans and containers shall be returned by the collector to the same place where deposited or situated for pickup.
C. Each licensee shall be responsible for his or her own billings, however, the licensee shall submit with his or her application for a license or renewal, a copy of the rates to be charged so that the city may verify compliance with State law.

320.09 Preparation of Waste for Collection; Prohibited Substances. Except as otherwise provided in this Section, all waste accumulated on any property shall be drained of all liquids, shall be wrapped or bagged and placed and kept in containers. No explosive or highly inflammable materials shall be prepared and placed in

containers for collection. The explosive and highly inflammable materials shall only be disposed of as directed by the fire marshal of the City at the expense of the owner or possessor thereof.

320.10 Frequency of Disposal.

Subd. 1 Residential and Multiple Dwellings. Waste shall be disposed of at least once each week from residential dwellings and multiple dwellings.

Subd. 2 Commercial Establishments. Waste at any commercial establishment shall be disposed of at least once each week and at more frequent intervals if deemed necessary to protect the public health, and by order of the City.

320.11 Place Containers for Collection. In those areas where the premises are served by an alley, on the day of collection the waste containers shall be deposited for pickup adjacent to the alley from which the pickup is to be made. In those areas where the premises are not served by an alley, on the day of collection the waste or containers shall be deposited for pickup in a place on the premises, at a place either adjacent to the curbside or the building in accordance with the agreement between generator and collector.

320.12 Disposal of Waste to Be at Approved Sites Only. No person or company shall dispose of waste anywhere within the City except at an approved landfill site or disposal depot, recycling center or depot as defined in Section 320.01.

320.13 Owners Permitted to Dispose of Garbage. Nothing in this Section shall be construed so as to prohibit the owner or occupant from disposing of waste by delivering same to an approved landfill site, disposal depot, recycling center or depot.

320.14 Collection Vehicles. A licensed collector shall comply with the following requirements. Failure to observe these provisions may be grounds for the suspension or revocation of a license:

A. The licensee shall operate in a manner consistent with the application materials submitted to the City and shall provide notice to the City within ten (10) days of any change in the information.
B. No collection of mixed municipal solid waste or recyclable material shall be made except between the hours of 6:00 a.m. and 4:30 p.m., Monday through Friday. Operations during these hours may also be conducted on Saturday, to accommodate recognized national holidays or a special pick-up. No collection of yard waste shall be made except between the hours of 6:00 a.m. and 4:30 p.m., Monday through Saturday. Customers shall be reasonably notified by the licensee of the specific day and hours for the collection of their yard waste, mixed municipal solid waste and/or recyclables and the licensee shall collect the materials within those time periods.
C. Each licensed collector shall only use vehicles and equipment so constructed that the contents shall not leak or spill. The vehicles and equipment shall be kept clean and as free from offensive odors as possible, and shall not stand in any street, alley, or public place longer than is reasonably necessary to collect mixed municipal solid waste, yard waste, and/or recyclables. The licensee shall also ensure that the collection site shall be left tidy and free of litter.
D. Each licensed collector shall provide its customers with an opportunity to recycle through the weekly curbside collection of targeted recyclables. The curbside collection of targeted recyclables shall be on the same day as the collection of the customer's mixed municipal solid waste, but may occur at a different time within that day. The targeted recyclables collection shall be from a location at or near the customer's mixed municipal solid waste collection site, or such other location mutually agreeable to the hauler and the customer. The licensee may specify how a customer is to place and prepare their targeted recyclables for collection. Upon collection the licensee shall also be deemed the owner of the recyclables and upon collection, the licensee may market or sell them. Nothing in this Section shall be construed to

prevent a licensee from offering curbside collection for other recyclable material or other "special" pickups, in addition to the targeted recyclables.

320.15 License Required.

A. No person shall collect or haul mixed municipal solid waste or recyclables collected in the City without first securing a license from the City. No more than two concurrent licenses shall be issued in any calendar year.
B. The license shall be valid for one calendar year and shall expire on December 31 of each year unless revoked sooner. Each license shall be renewable.
C. An applicant for a license shall make application to the City Administrator through forms and procedures prescribed by the City Administrator.
D. The annual license fee shall be as established by resolution of the City Council from time-to-time and shall be payable in full in certified funds at the time of application.
E. The City Administrator shall issued a license only after receipt, review, and approval by the Council of all required forms and fees.
F. The license requirements of this Section shall not apply to persons who haul garbage, refuse, or recyclables from their own residents or business properties, provided that the following conditions shall be met:

    1. Garbage shall be hauled in containers equipped with tight fitting covers and which shall also be watertight on all sides and the bottom;
    2. Waste and recyclables shall be hauled in a manner that prevents leakage or any possibility of a loss of cargo;
    3. Garbage and waste, except recyclables, shall only be dumped or unloaded at designated sanitary landfills or other facilities authorized by Carver County;
    4. Recyclables shall only be dumped or unloaded at a recycling facility, an organized recycling drive, or through licensed collectors;
    5. Yard waste shall be privately composted or shall only be dumped or unloaded at a composting facility authorized by Carver County, or through a licensed collector.

320.16 Contents of Application. Each application for license required by this Section shall include:

A. The name, address, telephone number, Social Security number and Minnesota Tax Identification number of the owner or owners of the business;
B. A description of the types and makes of motor vehicles and equipment used;
C. The extent and source of public liability and property damage insurance carried on the motor vehicles and equipment used;
D. A schedule of the charges to be made to customers and the time period that the charges shall remain effective;
E. The place of disposal of waste collected; and
F. Such other information as may be required.

320.17 Insurance Requirements.

A. The minimum limits of coverage for insurance required by this Section shall be:

    1. Each person injured, at least $250,000.00.
    2. Each accident, at least $500,000.00.
    3. Property damage, at least $100,000.00.

B. The insurance shall be kept in force during the term of the license and shall provide for notification to the City prior to termination or cancellation. The license shall provide evidence of effective insurance coverage to the City within five (5) days of a written request for certification of coverage.
C. Any license issued pursuant to this Section shall automatically be revoked upon notice of termination or cancellation of the insurance and shall remain revoked until and unless other insurance shall be provided as required in this Section.

320.18 Suspension or Revocation of License. Upon the recommendation of the City Administrator or on its own motion, the City Council may suspend or revoke the license of any person whose conduct shall be found to be in violation of the provisions of this Chapter. Suspension or revocation may also be based on other health, safety, or welfare concerns arising out of the performance of the licensee, its employees and agents, and/or its vehicles and equipment. Revocation or suspension of a license by the Council shall be preceded by a public hearing conducted in accordance with Minnesota Statutes, Sections 14.57 to 14.70. The City Council may appoint a hearing examiner or may conduct a hearing itself. The hearing notice shall be given at least ten (10) days prior to the hearing, include notice of the time and place of the hearing, and shall state the nature of the charges against the licensee.

320.19 Unlawful Collection. It shall be a misdemeanor for any person or business to scavenge, collect, or otherwise remove mixed municipal solid waste, recyclables, or yard waste that has been placed at the curb or in recycling containers, without a license from the City and an account relationship with the owner, lessee, or occupant of the premises.

320.20 Additional Recyclables. Additional recyclable materials may be designated as targeted recyclables by resolution of the City Council after the effective date of the enactment of this Code. The designation process shall be as follows:

A. Each licensed collection shall be given 120 days written notice of proposed additions to the list of targeted recyclables. The notice shall specifically describe the material(s) proposed for addition and also describe how the addition might affect the duties and obligations of a licensee.
B. Each licensed collector shall also be given written notice at least ten (10) days in advance of the time and date of the City Council meeting that shall consider the proposed addition to the list of the targeted recyclables.
C. Notice shall be deemed given by regular mail, to the address provided on the most recent license application or renewal form.

Section 330 – Telecommunications

330.01 Definitions. The terms defined in this Section have the meanings given them.

Company. "Company" shall mean a natural or corporate person, business association, political subdivision, public or private agency of any kind, its successors and assigns, who or which seeks or is required to construct, install, operate, repair, maintain, remove or relocate facilities in the city.

Director. "Director" shall mean the director of public works or his or her designated representative.

Facilities. "Facilities" shall mean telecommunications equipment of any kind, including but not limited to audio, video, paging, facsimile or similar service, not governed by Minnesota Statutes, chapter 238, including all trunks, lines, circuits, physical connections, switching equipment, wireless communication equipment of all kinds, and any necessary appurtenances owned, leased or operated by a company on, over, in, under, across, or along public ground.

2015 Minnesota Statutes

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115A.93 LICENSING OF SOLID WASTE COLLECTION.

Subdivision 1. **License and registration required; reporting.** (a) A person may not collect mixed municipal solid waste for hire without a license from the jurisdiction where the mixed municipal solid waste is collected. The local licensing entity shall submit a list of licensed collectors to the agency.

(b) A person may not collect recyclable materials for hire unless registered with the agency. If a person is licensed under paragraph (a), the person need not register with the agency under this paragraph.

(c) The agency, in consultation with the Solid Waste Management Coordinating Board, the Association of Minnesota Counties, the Minnesota Solid Waste Administrators Association, and representatives from the waste industry, shall, by July 1, 2016, develop uniform short and long reporting forms that will reduce duplicative reporting to governmental units by collectors of solid waste and recyclable materials.

(d) A collector of mixed municipal solid waste or recyclable materials shall separately report to the agency on an annual basis information including, but not limited to, the quantity of mixed municipal solid waste and the quantity of recyclable materials collected:

(1) from commercial customers;

(2) from residential customers;

(3) by county of origin; and

(4) by destination of the material.

Subd. 2. **Licensing.** (a) Each city and town may issue licenses for persons to collect mixed municipal solid waste for hire within their jurisdictions.

(b) County boards shall by resolution adopt the licensing authority of a city or town that does not issue licenses. A county may delegate its licensing authority to a consortium of counties or to municipalities to license collection of mixed municipal solid waste within the county.

Subd. 3. **License requirements; pricing based on volume or weight.** (a) A licensing authority shall require licensees to impose charges for collection of mixed municipal solid waste that increase with the volume or weight of the waste collected.

(b) A licensing authority may impose requirements that are consistent with the county's solid waste policies as a condition of receiving and maintaining a license.

(c) A licensing authority shall prohibit mixed municipal solid waste collectors from imposing a greater charge on residents who recycle than on residents who do not recycle.

(d) The commissioner may exempt a licensing authority from the requirements of paragraph (a) if the county within which the authority is located has an approved solid waste management plan that concludes that variable rate pricing is not appropriate for that jurisdiction because it is inconsistent with other incentives and mechanisms implemented within the jurisdiction that are more effective in attaining the goals of this chapter to discourage on-site disposal, littering, and illegal dumping.

(e) In the interim between revisions to the county solid waste management plan, the commissioner may exempt a licensing authority from the requirements of paragraph (a) if the commissioner makes the determination otherwise made by the plan in paragraph (d) and finds that the licensing authority:

(1) operates or contracts for the operation of a residential recycling program that collects more categories of recyclable materials than required in section 115A.552;

(2) has a residential participation rate in its recycling programs of at least 70 percent or in excess of the participation rate for the county in which it is located, whichever is greater; and

(3) is located in a county that has exceeded the recycling goals in section 115A.551.

An exemption granted by the commissioner in the interim between revisions to the county solid waste management plan is only effective until the county solid waste management plan is revised.

Subd. 3a. **Volume requirement.** A licensing authority that requires a pricing system based on volume instead of weight under subdivision 3 shall determine a base unit size for an average small quantity household generator and establish, or require the licensee to establish, a multiple unit pricing system that ensures that amounts of waste generated in excess of the base unit amount are priced higher than the base unit price.

Subd. 4. **Date certain.** By January 1, 1993, each county shall ensure that each city or town within the county requires each mixed municipal solid waste collector that provides curbside collection service in the city or town to obtain a license under this section or the county shall directly require and issue the licenses. No person may collect mixed municipal solid waste after January 1, 1993, without a license.

Subd. 5. **Customer data.** Customer lists provided to counties or cities by solid waste collectors are private data on individuals as defined in section 13.02, subdivision 12, with regard to data on individuals, or nonpublic data as defined in section 13.02, subdivision 9, with regard to data not on individuals.

History: *1Sp1989 c 1 art 20 s 8; 1991 c 337 s 42,43; 1992 c 593 art 1 s 25,26; 1993 c 351 s 23; 1996 c 470 s 12; 1Sp2005 c 1 art 2 s 161; 1Sp2015 c 4 art 4 s 111*

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115A.94 ORGANIZED COLLECTION.

Subdivision 1. **Definition.** "Organized collection" means a system for collecting solid waste in which a specified collector, or a member of an organization of collectors, is authorized to collect from a defined geographic service area or areas some or all of the solid waste that is released by generators for collection.

Subd. 2. **Local authority.** A city or town may organize collection, after public notification and hearing as required in subdivisions 4a to 4d. A county may organize collection as provided in subdivision 5. A city or town that has organized collection as of May 1, 2013, is exempt from subdivisions 4a to 4d.

Subd. 3. **General provisions.** (a) The local government unit may organize collection as a municipal service or by ordinance, franchise, license, negotiated or bidded contract, or other means, using one or more collectors or an organization of collectors.

(b) The local government unit may not establish or administer organized collection in a manner that impairs the preservation and development of recycling and markets for recyclable materials. The local government unit shall exempt recyclable materials from organized collection upon a showing by the generator or collector that the materials are or will be separated from mixed municipal solid waste by the generator, separately collected, and delivered for reuse in their original form or for use in a manufacturing process.

(c) The local government unit shall invite and employ the assistance of interested persons, including persons licensed to operate solid waste collection services in the local government unit, in developing plans and proposals for organized collection and in establishing the organized collection system.

(d) Organized collection accomplished by contract or as a municipal service may include a requirement that all or any portion of the solid waste, except (1) recyclable materials and (2) materials that are processed at a resource recovery facility at the capacity in operation at the time that the requirement is imposed, be delivered to a waste facility identified by the local government unit. In a district or county where a resource recovery facility has been designated by ordinance under section 115A.86, organized collection must conform to the requirements of the designation ordinance.

Subd. 4.[Repealed, 2013 c 45 s 7]

Subd. 4a. **Committee establishment.** (a) Before implementing an ordinance, franchise, license, contract, or other means of organizing collection, a city or town, by resolution of the governing body, must establish an organized collection options committee to identify, examine, and evaluate various methods of organized collection. The governing body shall appoint the committee members.

(b) The organized collection options committee is subject to chapter 13D.

Subd. 4b. **Committee duties.** The committee established under subdivision 4a shall:

(1) determine which methods of organized collection to examine, which must include:

(i) a system in which a single collector collects solid waste from all sections of a city or town; and

(ii) a system in which multiple collectors, either singly or as members of an organization of collectors, collect solid waste from different sections of a city or town;

(2) establish a list of criteria on which the organized collection methods selected for examination will be evaluated, which may include: costs to residential subscribers, miles driven by collection vehicles on city streets and alleys, initial and operating costs to the city of implementing the organized collection system, providing incentives for waste

reduction, impacts on solid waste collectors, and other physical, economic, fiscal, social, environmental, and aesthetic impacts;

(3) collect information regarding the operation and efficacy of existing methods of organized collection in other cities and towns;

(4) seek input from, at a minimum:

(i) the governing body of the city or town;

(ii) the local official of the city or town responsible for solid waste issues;

(iii) persons currently licensed to operate solid waste collection and recycling services in the city or town; and

(iv) residents of the city or town who currently pay for residential solid waste collection services; and

(5) issue a report on the committee's research, findings, and any recommendations to the governing body of the city or town.

Subd. 4c. **Governing body; implementation.** The governing body of the city or town shall consider the report and recommendations of the organized collection options committee. The governing body must provide public notice and hold at least one public hearing before deciding whether to implement organized collection. Organized collection may begin no sooner than six months after the effective date of the decision of the governing body of the city or town to implement organized collection.

Subd. 4d. **Participating collectors proposal requirement.** Prior to establishing a committee under subdivision 4a to consider organizing residential solid waste collection, a city or town with more than one licensed collector must notify the public and all licensed collectors in the community. The city or town must provide a 60-day period in which meetings and negotiations shall occur exclusively between licensed collectors and the city or town to develop a proposal in which interested licensed collectors, as members of an organization of collectors, collect solid waste from designated sections of the city or town. The proposal shall include identified city or town priorities, including issues related to zone creation, traffic, safety, environmental performance, service provided, and price, and shall reflect existing haulers maintaining their respective market share of business as determined by each hauler's average customer count during the six months prior to the commencement of the 60-day negotiation period. If an existing hauler opts to be excluded from the proposal, the city may allocate their customers proportionally based on market share to the participating collectors who choose to negotiate. The initial organized collection agreement executed under this subdivision must be for a period of three to seven years. Upon execution of an agreement between the participating licensed collectors and city or town, the city or town shall establish organized collection through appropriate local controls and is not required to fulfill the requirements of subdivisions 4a, 4b, and 4c, except that the governing body must provide the public notification and hearing required under subdivision 4c.

Subd. 5. **County organized collection.** (a) A county may by ordinance require cities and towns within the county to organize collection. Organized collection ordinances of counties may:

(1) require cities and towns to require the separation and separate collection of recyclable materials;

(2) specify the material to be separated; and

(3) require cities and towns to meet any performance standards for source separation that are contained in the county solid waste plan.

(b) A county may itself organize collection under subdivisions 4a to 4d in any city or town that does not comply with a county organized collection ordinance adopted under

this subdivision, and the county may implement, as part of its organized collection, the source separation program and performance standards required by its organized collection ordinance.

Subd. 6. **Organized collection not required or prevented.** (a) The authority granted in this section to organize solid waste collection is optional and is in addition to authority to govern solid waste collection granted by other law.

(b) Except as provided in subdivision 5, a city, town, or county is not:

(1) required to organize collection; or

(2) prevented from organizing collection of solid waste or recyclable material.

(c) Except as provided in subdivision 5, a city, town, or county may exercise any authority granted by any other law, including a home rule charter, to govern collection of solid waste.

Subd. 7. **Anticompetitive conduct.** (a) A political subdivision that organizes collection under this section is authorized to engage in anticompetitive conduct to the extent necessary to plan and implement its chosen organized collection system and is immune from liability under state laws relating to antitrust, restraint of trade, unfair trade practices, and other regulation of trade or commerce.

(b) An organization of solid waste collectors, an individual collector, and their officers, members, employees, and agents who cooperate with a political subdivision that organizes collection under this section are authorized to engage in anticompetitive conduct to the extent necessary to plan and implement the organized collection system, provided that the political subdivision actively supervises the participation of each entity. An organization, entity, or person covered by this paragraph is immune from liability under state law relating to antitrust, restraint of trade, unfair trade practices, and other regulation of trade or commerce.

History: *1987 c 348 s 27; 1989 c 325 s 26,27; 1990 c 600 s 1,2; 1991 c 337 s 46; 1993 c 249 s 20,21; 2013 c 45 s 1-6*

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TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: December 14, 2015

SUBJECT: 2016 - 2020 Financial Plan

Brad Falteysek, Abdo Eick & Meyers will be present to review the proposed 2016 – 2020 Financial Plan.

Suggested Motions:

Motion to adopt the 2016 – 2020 Financial Plan.

NORWOOD nya YOUNG AMERICA

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2016 - 2020 FINANCIAL PLAN
OCTOBER 27, 2015

Prepared by Abdo, Eick & Meyers, LLP

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2016 - 2020 FINANCIAL PLAN
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INTRODUCTORY SECTION

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2016 - 2020 FINANCIAL PLAN

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

December 10, 2015

Honorable Mayor and City Council
City of Norwood Young America
310 Elm Street West
Norwood Young America, MN 55368

Introduction

We have prepared the attached 2016 -2020 Financial Plan for the City that is intended to give a big picture view of the status now and through year 2020. We have scheduled projected tax levy, cash balances, planned capital and debt for the City based on assumptions by management. We have not examined the projection and do not express an opinion or any other form of assurance on the accompanying schedules or assumptions. Furthermore, there will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report. The City's assumptions made are as follows:

Assumptions

1. Normal operating expenses will increase by a three percent inflation rate.

2. Housing growth is assumed at five units per year each with an average market value of $142,700 increasing by 1 percent per year starting in 2015.

3. Equipment has been identified in the capital plan and is to be expended in the capital fund (275).

4. The general fund tax levy increases to balance the increase in the budget and to grow and sustain a 50 percent reserve compared to the following years budget.

5. No new debt or new projects are included in the plan through 2020. We have included potential equipment certificates for large equipment purchases in 2017 and 2020.

6. The 2010B G.O. refunding bond fund has sufficient resources to allow the City to reduce the scheduled levies in future years. The projection currently has a levy reduction each year based on the scheduled levies.

7. The TIF districts are assumed to receive increment through the life of the district similar to what the City has received in the past and current year amounts.

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Assumptions with Future Action

1. Fund 520 (2013B Bond Fund) - the 2013 levy collectable in 2014 was not certified to the County. Future levies have been adjusted by an increase of $11K per year to ensure the City has adequate reserves to bond maturity.

2. The City will strive to reduce its reliance on the State's Local Government Aid (LGA) program, by reducing the budget for LGA over a 15 year period beginning in year 2016 budget. This budget reduction, if received, will go to increase reserve balances within the General fund.

3. The first two bonds to mature are the 2013B Infrastructure bonds and the 2008 bonds both of which mature in the 2024. Council will need to decide how to utilize remaining cash in the funds if there is any. Options for the remaining cash reserves could be transferred to other debt service funds or any other fund.

4. Fund 320 - 2013 Infrastructure fund. There currently is approximately $75K of cash in the fund. Council has discussed utilizing these funds for the Oak Lane project.

Key Highlights

1. The General fund builds on the reserve throughout the life of the projection with the assumptions of increasing levy to build the General fund balance reserve, while decreasing the City's reliance on local government aid. The City will also maintain debt service reserve balances to meet the required principal and interest payments.

2. The General fund proposed operating tax levy increases approximately 13-14 percent in 2016 from 2015. The debt service levy increased 8.5 percent from 2015 and the capital levy decrease 35 percent. The overall proposed levy increase is 8.4 percent.

3. Fund 275 - Capital Fund - Staff has proposed a tax levy for 2016 of $70,900 to fund future capital purchases. The projection includes future levies to continue to this fund. The fund cash begins to decrease in 2016 through 2020 to approximately $50,000. This fund will be analyzed each year as part of the budget process.

4. The Water and Sewer enterprise funds are projected by a study prepared by Bolton and Menk assuming a 5 percent increase in rates each year after 2016. In the projection period, the cash balance in the Water fund declines from $596,257 in 2013 to $380,224 in 2020. The Sewer fund declines from $41,404 to a deficit balance based on projected capital purchases.

5. The Sewer and Storm Water funds currently do not have funds set aside to pay for capital related purchases. Using the current increases included in the rate study, neither of the funds will have funds set aside throughout the projection period. This is based on first meeting the operating cash reserve goal and determining the amount in excess of that balance. The financial goal is shown as the third bullet in the financial goals section.

People + Process. Going Beyond the Numbers

Financial Goals

- Reach a 50 percent cash reserve in the General fund. The 50 percent balance will fund half of the budget through June of each year until the 1st half tax settlement is received from the County.

- Maintain positive resources in the City's debt service funds throughout the life of the bonds.

- Ensure enterprise funds (Water & Sewer) reach an operating cash balance that is equal or above 50 percent of the annual operating expenses plus 100 percent of debt service requirements. In addition to the operating cash balance, a cash balance established to fund future capital purchases based on the capital needs of the fund.

- Build and maintain capital resources to fund the capital improvement/equipment replacement plan.

- Reduce the City reliance on local government aid over a 15 year period.

- Build and maintain positive cash balances in all City funds.

- Annually determine whether or not there are available resources in the Water fund that can be used to improve the cash position of the Sewer fund.

- Incorporate an infrastructure improvement plan into the long range plan focusing on planning projects to fit the debt management goals of the City. Council has created the following list of important projects that will be addressed in future years:

    - Street/Infrastructure improvements
        a. Webster and Merger Streets Reconstruction
        b. 2nd Avenue Improvements/relocate main lift station
        c. Mill and overlay project, phase II

    - Capital Equipment Fund
        a. Proactive vs. Reactive budgeting

    - Pavilion
        a. Structural integrity improvements

    - Image and Appearance of the City
        a. Public Facilities/Property - clean-up
        b. New community entrance signs, Faxon road banners & decorative lighting poles

    - Replace South Fire Station

FINANCIAL SECTION

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2016 - 2020 FINANCIAL PLAN

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
SCHEDULE OF PROPERTY TAXES LEVIED AND TAX RATES
FOR THE YEARS ENDED DECEMBER 31, 2013 - 2015 ACTUAL AND 2016 TO 2020 (ESTIMATED)

		2013 Actual Amounts	2014 Actual Amounts	2015 Actual Amounts	2016 Estimated Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts
Property Taxes Levied for General Purposes									
101	General fund	$ 836,694	$ 891,741	$ 930,445	$ 1,071,596	$ 1,139,307	$ 1,219,431	$ 1,289,054	$ 1,382,593
	Additional levy for general fund to increase reserve balance	-	-	-	15,000	15,000	-	-	-
	Total general fund operating levy	836,694	891,741	930,445	1,086,596	1,154,307	1,219,431	1,289,054	1,382,593
Property Taxes Levied for Debt Service									
501	2010 Infrastructure Debt Service	35,035	34,578	33,910	33,003	37,466	36,327	35,187	34,048
515	Industrial Park Debt Service	36,762	-	-	-	-	-	-	-
516	2008 Debt Service	86,527	89,099	91,325	88,112	89,792	91,262	95,522	88,322
517	Oak Grove Debt Service	206,899	199,793	197,905	160,113	199,373	202,628	200,528	198,428
518	G.O Refunding Debt Service	217,354	315,360	161,102	254,262	258,357	256,729	254,787	257,778
518	EDA levy	36,792	34,995	39,300	43,753	43,753	43,753	43,753	43,753
519	2011A G.O Refunding Debt Service	73,383	104,901	103,792	49,777	105,758	102,654	103,587	110,030
520	2013B Infrastructure Debt Service	-	-	164,121	160,971	163,071	159,816	161,811	156,771
601	Water fund 2010B G.O. Refunding	18,600	19,215	19,215	18,427	17,955	17,482	22,260	21,630
	Potential levies for equipment certificate	-	-	-	-	13,800	27,600	27,600	27,600
N/A	Matured Bond Series	-	-	-	-	-	-	-	-
	Subtotal	711,352	797,941	810,670	808,418	929,325	938,250	945,035	938,360
Property Taxes Levied for Capital Replacement Fund									
275	Capital outlay reserve fund	-	11,695	110,056	70,900	110,000	152,000	175,000	200,000
	Total Taxes Levied	$ 1,548,046	$ 1,701,377	$ 1,851,171	$ 1,965,914	$ 2,193,631	$ 2,309,682	$ 2,409,089	$ 2,520,953
	Operational percent increase (decrease in levy)		6.6%	4.3%	16.8%	6.2%	5.6%	5.7%	7.3%
	Debt percent increase (decrease in levy)		12.2%	1.6%	-0.3%	15.0%	1.0%	0.7%	-0.7%
	Capital percent increase (decrease in levy)		100.0%	841.1%	-35.6%	55.1%	38.2%	15.1%	14.3%
	Total percent increase (decrease in levy)		9.9%	8.8%	6.2%	11.6%	5.3%	4.3%	4.6%

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
SCHEDULE OF TAX CAPACITIES AND TAX RATES
FOR THE YEARS ENDED DECEMBER 31, 2013 - 2015 ACTUAL AND 2016 TO 2020 (ESTIMATED)

	2013 Actual Amounts	2014 Actual Amounts	2015 Actual Amounts	2016 Estimated Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts
Total levy (excluding EDA special levy)	$ 1,511,254	$ 1,666,382	$ 1,811,871	$ 1,922,161	$ 2,149,878	$ 2,265,929	$ 2,365,336	$ 2,477,200
Less EMV levy	(18,600)	(19,215)	(19,215)	(18,427)	(19,215)	(19,215)	(19,215)	(19,215)
Less area-wide fiscal disparities distribution	(328,850)	(414,684)	(430,356)	(463,066)	(463,066)	(463,066)	(463,066)	(463,066)
Total Local Levy (non EDA special levy)	1,163,804	1,232,483	1,362,300	1,440,668	1,667,597	1,783,648	1,883,055	1,994,919
Tax Rate Calculation (non EDA)								
Total tax capacity from the county	2,131,874	2,267,489	2,532,646	2,704,785	2,798,280	2,894,726	2,994,216	3,096,843
Assumed new growth (5 homes each year)								
Assumed commercial growth ($1m MV = $10K in TC)								
Less: Captured Tax Increment	(36,357)	(66,623)	(77,890)	(96,148)	(99,032)	(102,003)	(105,064)	(109,215)
Less: Contribution to fiscal disparities	(286,240)	(277,701)	(290,521)	(327,014)	(327,014)	(327,014)	(327,014)	(327,014)
Adjusted Tax capacity used for local rate	1,809,277	1,923,165	2,164,235	2,281,623	2,372,233	2,465,709	2,562,138	2,661,614
Calculated Tax rate (non EDA special levy rate)	**64.3243%**	**64.0862%**	**62.9460%**	**63.1422%**	**70.2965%**	**72.3381%**	**73.4955%**	**74.9515%**
Total EDA special levy	36,792	34,995	39,300	43,753	43,753	43,753	43,753	43,753
Less area-wide fiscal disparities distribution	(8,450)	(10,417)	(8,582)	(10,442)	(10,442)	(10,442)	(10,442)	(10,442)
Total Local EDA special Levy (non EDA special levy)	28,342	24,578	30,718	33,311	33,311	33,311	33,311	33,311
Calculated Tax rate - EDA special levy rate	**1.5665%**	**1.2780%**	**1.4193%**	**1.4600%**	**1.4042%**	**1.3510%**	**1.3001%**	**1.2515%**
TOTAL TAX RATE	**65.89%**	**65.36%**	**64.37%**	**64.60%**	**71.70%**	**73.69%**	**74.80%**	**76.20%**
Rate change from prior year		-0.53%	-1.00%	0.24%	7.10%	1.99%	1.11%	1.41%
Tax Capacity								
Total tax capacity from the county	2,131,874	2,267,489	2,532,646	2,704,785	2,785,929	2,882,228	2,981,568	3,084,042
Assumed new growth (5 homes each year)					7,351	7,498	7,648	7,801
Assumed commercial growth ($500k MV = $5K in TC)					5,000	5,000	5,000	5,000
Adjusted Tax capacity used for local rate	2,131,874	2,267,489	2,532,646	2,704,785	2,798,280	2,894,726	2,994,216	3,096,843
Tax Rates								
General	36.40%	34.26%	32.35%	35.71%	37.73%	38.91%	40.02%	41.79%
Scheduled debt levies	29.49%	30.66%	28.19%	26.57%	29.92%	29.05%	28.48%	27.53%
Scheduled capital levies	0.00%	0.45%	3.83%	2.33%	3.60%	4.85%	5.43%	6.05%
Proposed additional debt levies	0.00%	0.00%	0.00%	0.00%	0.45%	0.88%	0.86%	0.83%
Total Direct Tax Rate (factors Fiscal Disparities not reflected in tax capacity)	65.89%	65.36%	64.37%	64.60%	71.70%	73.69%	74.80%	76.20%
Population	3,608	3,608	3,621	3,633	3,646	3,658	3,671	3,683
Taxes per Capita	$ 429	$ 472	$ 511	$ 541	$ 602	$ 631	$ 656	$ 684
Median Home Value	$ 142,700	$ 142,700	$ 144,127	$ 145,568	$ 147,024	$ 149,964	$ 152,963	$ 156,022
Median Home Taxes (from city)	780	773	771	784	882	930	969	1,012
% change from prior year $'s		-0.80%	-0.23%	1.68%	12.44%	5.45%	4.13%	4.51%
Tax Capacity Growth Rates		0.00%	11.69%	3.00%	3.00%	3.00%	3.00%	3.00%

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
SCHEDULE OF ANNUAL FUND CASH BALANCES
FOR THE YEARS ENDED DECEMBER 31, 2013 - 2014 ACTUAL AND 2015 TO 2020 (ESTIMATED)

	2013 Actual Amounts	2014 Actual Amounts	2015 Estimated Amounts	2016 Estimated Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	Trend
GOVERNMENT-TYPE									
General Operations									
101 General	$ 598,979	$ 804,279	$ 809,285	$ 852,285	$ 919,127	$ 994,811	$ 1,094,337	$ 1,217,705	
Cash balance as a percent of the following years budget	*34%*	*41%*	*41%*	*44%*	*47%*	*50%*	*53%*		
Special Revenue									
201 Park Dedication	87,024	86,475	86,475	86,475	86,540	86,605	86,670	86,735	
Prev 603 Storm Sewer	N/A	(207,195)	(211,557)	(232,980)	(251,445)	(266,994)	(279,961)	(289,770)	
Subtotal	87,024	(120,720)	(125,082)	(146,505)	(164,905)	(180,389)	(193,292)	(203,036)	
Debt Service (maturity)									
501 2010 Infrastructure Debt Service (2026)	53,787	58,773	52,328	52,056	57,207	57,134	56,998	56,800	
516 2008 Debt Service (2024)	310,656	310,397	310,397	304,497	303,605	302,682	304,719	298,457	
517 Oak Grove Debt Service (2039)	218,081	263,334	268,759	238,352	249,003	259,767	265,389	270,916	
518 G.O Refunding Debt Service (2027)	987,308	973,614	827,751	852,046	881,318	865,310	834,047	807,753	
519 2011A G.O Refunding Debt Service (2032)	313,611	329,184	330,702	284,787	292,801	300,733	308,575	326,821	
520 2013B Infrastructure Debt Service (2024)	48,732	63,221	88,642	98,763	118,800	133,646	153,599	167,477	
Subtotal	1,932,175	1,998,523	1,878,559	1,830,501	1,902,734	1,919,272	1,923,328	1,928,223	
Capital Projects									
225 Economic Recovery	133,233	135,594	135,594	135,594	135,696	135,797	135,899	136,001	
253 2014 Flooding event	-	(110,926)	-	-	-	-	-	-	
275 Capital Fund	435,846	504,619	548,675	540,675	315,901	209,172	267,555	56,148	
320 2013 Infrastructure	230,129	77,825	77,825	77,825	77,883	77,942	78,000	78,059	
401 Special Capital Projects (closed in 2014)	329,085	-	-	-	-	-	-	-	
407 TIF 1-5	-	-	-	-	-	-	-	-	
420 TIF 2-1	5,369	5,369	5,369	5,369	5,373	5,377	5,381	5,385	
421 TIF 3-1	240	13,081	60,881	51,521	41,713	(0)	(0)	(0)	
422 TIF 3-2	7,761	-	12,800	13,351	13,623	13,600	(0)	(0)	
423 TIF 3-3	-	-	7,800	7,800	7,755	7,710	7,665	7,620	
424 TIF 3-4	-	-	2,200	2,200	2,200	2,200	2,200	2,200	
425 TIF 3-5	-	-	-	-	-	-	-	-	
Subtotal	1,141,663	625,562	851,144	834,335	600,143	451,798	496,700	285,412	
Total - Governmental-type Funds	$ 3,759,841	$ 3,307,644	$ 3,413,906	$ 3,370,616	$ 3,257,099	$ 3,185,492	$ 3,321,073	$ 3,228,305	
BUSINESS-TYPE									
Enterprise Funds									
601 Water	596,257	743,903	708,683	656,481	551,600	430,917	372,886	380,224	
602 Sewer	41,404	102,615	88,661	133,889	122,590	48,264	(36,310)	(253,682)	
251 Habor at Peace	679,221	585,461	585,461	N/A	N/A	N/A	N/A	N/A	
603 Storm Water	(233,726)	-	-	-	-	-	-	-	
Total - Business-type Funds	$ 1,083,156	$ 1,431,979	$ 1,382,805	$ 790,370	$ 674,193	$ 479,181	$ 336,576	$ 126,542	
TOTAL CASH RESERVES - ALL CITY FUNDS	$ 4,842,997	$ 4,739,623	$ 4,796,711	$ 4,160,986	$ 3,931,292	$ 3,664,673	$ 3,657,649	$ 3,354,847	

- Cash balance trending positively
- Cash balance trending at break even
- Cash balance trending negatively and should be addressed

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
OUTSTANDING DEBT SCHEDULE
FOR THE YEARS ENDED DECEMBER 31, 2013 ACTUAL AND 2014 TO 2020 (ESTIMATED)

Fund	Issue	Original Issue	Issue Date	Maturity Date	Call Date	Interest Rate	2013 Actual Balance	2014 Estimated Balance	2015 Estimated Balance	2016 Estimated Balance	2017 Estimated Balance	2018 Estimated Balance	2019 Estimated Balance	2020 Estimated Balance
ENTERPRISE FUND DEBT														
Water Fund														
601	Water 2012A (refunded 2003A bonds)	$ 1,430,625	3/14/2012	2/1/2024	2/1/2021	.40 - 2.00 %	$ 1,430,625	$ 1,312,500	$ 1,194,375	$ 1,072,500	$ 948,750	$ 823,125	$ 695,625	$ 566,250
601	General Obligation Bonds, Series 2011A	245,000	9/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	235,000	220,000	205,000	190,000	175,000	160,000	145,000	130,000
601	GO Water Revenue Bonds 2008B	2,715,000	10/30/2008	2/1/2029	2/1/2018	3.75 - 5.00	2,895,000	2,380,000	2,260,000	2,135,000	2,010,000	1,880,000	1,745,000	1,600,000
601	General Obligation Bonds, Series 2010A	120,000	8/4/2010	2/1/2026	2/1/2018	1.45 - 3.65	115,000	110,000	105,000	100,000	90,000	80,000	70,000	60,000
601	General Obligation Refunding Bonds, Series 2010B	255,000	12/7/2010	2/1/2021	2/1/2019	2.00 - 3.00	225,000	200,000	175,000	150,000	125,000	100,000	70,000	35,000
601	(PFA) GO Water Revenue Note, Series 2010	1,966,604	11/24/2010	8/20/2039		2.461	1,816,000	1,765,000	1,713,000	1,660,000	1,606,000	1,550,000	1,493,000	1,434,000
							6,316,625	5,987,500	5,652,375	5,307,500	4,954,750	4,593,125	4,218,625	3,825,250
Sewer Fund														
602	Sewer 2012A (refunded 2003A bonds)	2,384,375	3/14/2012	2/1/2024	2/1/2021	.40 - 2.0	2,384,375	2,187,500	1,990,625	1,787,500	1,581,250	1,371,875	1,159,375	943,750
602	General Obligation Bonds, Series 2011A	110,000	9/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	105,000	100,000	95,000	90,000	85,000	80,000	75,000	70,000
602	GO Bonds 2013B	130,000	9/12/2013	2/1/2024	2/1/2021	2.0 - 3.0	130,000	130,000	120,000	110,000	100,000	90,000	75,000	60,000
							2,619,375	2,417,500	2,205,625	1,987,500	1,766,250	1,541,875	1,309,375	1,073,750
Harbor at Peace Debt														
251	2012A Housing Gross Revenue Refunding Bonds	3,090,000	12/01/2012	8/1/2031	8/1/2021	2.70 - 3.10	3,015,000	2,870,000	2,720,000	2,570,000	2,415,000	2,255,000	2,095,000	1,930,000
251	2012B G O Housing Revenue Refunding Bonds	3,000,000	12/01/2012	8/1/2040	8/1/2021	1.00 - 4.30	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
							6,015,000	5,870,000	5,720,000	5,570,000	5,415,000	5,255,000	5,095,000	4,930,000
	TOTAL ENTERPRISE FUND DEBT						14,951,000	14,275,000	13,578,000	12,865,000	12,136,000	11,390,000	10,623,000	9,829,000
GOVERNMENT-TYPE														
G.O. Improvement Bonds														
501	2010 Infrastructure Debt Service	535,000	08/04/2010	2/1/2026	2/1/2018	1.45 - 3.65	475,000	445,000	415,000	385,000	355,000	320,000	285,000	250,000
501	2010 Infrastructure Debt Service (Storm portion)	65,000	8/4/2010	2/1/2026	2/1/2018	1.45 - 3.65	65,000	60,000	55,000	50,000	45,000	40,000	35,000	30,000
516	2008 Debt Service	1,325,000	07/02/2008	2/1/2024	2/1/2017	3.00 - 4.10	1,040,000	965,000	885,000	800,000	715,000	625,000	530,000	430,000
517	Oak Grove Debt Service	1,420,000	11/05/2009	2/1/2039	2/1/2020	6.00 - 6.15	1,420,000	1,420,000	1,420,000	1,420,000	1,420,000	1,420,000	1,420,000	1,420,000
517	G O Improvement Bonds 2013A	1,920,000	06/20/2013	2/1/2031	2/1/2022	2.0 - 3.25	1,920,000	1,875,000	1,785,000	1,695,000	1,605,000	1,510,000	1,410,000	1,310,000
518	G O Refunding Debt Service, series 2010B	5,560,000	12/07/2010	2/1/2027	2/1/2019	2.00 - 3.63	5,560,000	5,215,000	4,865,000	4,505,000	4,135,000	3,750,000	3,355,000	2,950,000
519	2011A G O Refunding Debt Service	2,770,000	09/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	2,630,000	2,480,000	2,325,000	2,165,000	2,000,000	1,830,000	1,655,000	1,475,000
519	2011A G O Refunding Debt Service (Storm Portion)	125,000	9/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	120,000	115,000	110,000	105,000	100,000	95,000	90,000	85,000
520	G.O. Bonds 2013B	1,575,000	9/12/2013	2/1/2024	2/1/2021	2.0 - 3.0	1,575,000	1,575,000	1,440,000	1,290,000	1,140,000	985,000	830,000	670,000
	GO Equipment Certificates	Potential					-	-	-	-	213,740	196,660	176,809	756,157
	Total G.O. Improvement Bonds	15,295,000					14,805,000	14,150,000	13,300,000	12,415,000	11,730,740	10,771,660	9,786,809	9,376,157
	Total Governmental-type Debt						$ 14,805,000	$ 14,150,000	$ 13,300,000	$ 12,415,000	$ 11,730,740	$ 10,771,660	$ 9,786,809	$ 9,376,157
	Debt Per Capita - governmental total						$ 4,172	$ 3,987	$ 3,748	$ 3,498	$ 3,305	$ 3,035	$ 2,758	$ 2,642
	Debt Per Capita - enterprise funds						4,144	3,956	3,750	3,541	3,329	3,114	2,894	2,669
	Total Debt per capita						$ 8,315	$ 7,944	$ 7,498	$ 7,039	$ 6,634	$ 6,149	$ 5,652	$ 5,311

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
SCHEDULE OF DEBT TRANSFERS BY YEAR AND FUND
FOR THE YEARS ENDED DECEMBER 31, 2015 TO 2020 (ESTIMATED)

Fund	2015	2016	2017	2018	2019	2020
2010 Infrastructure Debt Service Fund (501)						
Transfer in from fund 603 (Storm Water)	$ 7,169	$ 7,038	$ 6,906	$ 6,759	$ 6,597	$ 6,434
	7,169	7,038	6,906	6,759	6,597	6,434
2008 Debt Service fund (516)						
Transfer in from fund 602 (Sewer)	$ 11,810	$ 11,810	$ 11,810	$ 11,810	$ 11,810	$ 11,810
Transfer in from fund 601 (Water)	683	683	683	683	683	683
	12,493	12,493	12,493	12,493	12,493	12,493
2010B G.O. Refunding Debt Service fund (518)						
Transfer in from fund 603 (Storm Water)	$ 7,281	$ 7,281	$ 7,281	$ 7,281	$ 7,281	$ 7,281
Transfer in from fund 602 (Sewer)	75,312	75,312	75,312	75,312	75,312	75,312
Transfer in from fund 601 (Water)	42,573	42,573	42,573	42,573	42,573	42,573
	125,166	125,166	125,166	125,166	125,166	125,166
2011A Debt Service fund (519)						
Transfer in from fund 603 (Storm Water)	$ 32,369	$ 32,190	$ 31,987	$ 31,763	$ 32,054	$ 32,278
Transfer in from fund 602 (Sewer)	66,423	66,691	64,849	67,977	65,916	68,818
Transfer in from fund 601 (Water)	21,455	21,434	21,393	21,331	21,747	22,101
	120,247	120,315	118,229	121,071	119,717	123,197
Water enterprise fund (601)						
Transfer out to fund 516 (2008 Bonds)	$ (683)	$ (683)	$ (683)	$ (683)	$ (683)	$ (683)
Transfer out to fund 518 (2010B bonds)	(42,573)	(42,573)	(42,573)	(42,573)	(42,573)	(42,573)
Transfer out to fund 519 (2011A bonds)	(21,455)	(21,434)	(21,393)	(21,331)	(21,747)	(22,101)
	(64,711)	(64,690)	(64,649)	(64,587)	(65,003)	(65,357)
Sewer enterprise fund (602)						
Transfer out to fund 516 (2008 Bonds)	$ (11,810)	$ (11,810)	$ (11,810)	$ (11,810)	$ (11,810)	$(11,810)
Transfer out to fund 518 (2010B bonds)	(75,312)	(75,312)	(75,312)	(75,312)	(75,312)	(75,312)
Transfer out to fund 519 (2011A bonds)	(66,423)	(66,691)	(64,849)	(67,977)	(65,916)	(68,818)
	(153,545)	(153,813)	(151,971)	(155,099)	(153,038)	(155,940)
Storm Water special revenue fund (603)						
Transfer out to fund 518 (2010B bonds)	$ (7,281)	$ (7,281)	$ (7,281)	$ (7,281)	$ (7,281)	$ (7,281)
Transfer out to fund 519 (2011A bonds)	(32,369)	(32,190)	(31,987)	(31,763)	(32,054)	(32,278)
Transfer out to fund 501 (2010 infrastructure bonds)	(7,169)	(7,038)	(6,906)	(6,759)	(6,597)	(6,434)
	(46,819)	(46,508)	(46,174)	(45,803)	(45,932)	(45,992)

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
CAPITAL EQUIPMENT PLAN - CAPITAL OUTLAY RESERVE FUND 275
SCHEDULE OF PLANNED CAPITAL OUTLAY 2015 TO 2020

Department		Year to Replace	Item	Purchase Price	Net Cost	2015 Estimated Amounts	2016 Estimated Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts
Administration		2019	City Code codification	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -	$ 10,000	$ -
Fire department (equipment)		2017	Civil Defense - new siren	25,000	25,000	-	-	25,000	-	-	-
Fire department (equipment)	all years	2017	Turnout gear	60,000	6,000	-	6,000	6,180	6,365	6,556	6,752
Fire department (equipment)	all years	2017	SCBA's	20,000	20,000	-	-	20,000	20,600	21,218	21,855
Fire department (vehicles)		2020	Tanker chassis (1995 & 1996)	50,000	50,000	-	-	-	-	-	50,000
Fire department (vehicles)		2017	Quick Attack Pumper Truck	225,000	225,000	-	-	225,000	-	-	-
Fire department (vehicles)		2020	Ladder truck	600,000	600,000	-	-	-	-	-	600,000
Fire department (vehicles)		2021	Utility 21 (1218 responder) peterbuilt 330	220,000	220,000	-	-	-	-	-	-
Fire department (vehicles)		2022	Rescue 11 (1222 rescue vehicle) 2003 Ford F350	40,000	40,000	-	-	-	-	-	-
Public Works		2017	Flail mower diamond river 1549HD (arm mower)	18,500	17,000	-	-	17,000	-	-	-
Public Works		2017	Utility carts for bobcats 2100 & 3400	17,000	15,000	-	-	15,000	-	-	-
Public Works		2019	Speed alert sign board	7,500	7,500	-	-	-	-	7,500	-
Public Works		2016	Hwy. 212 signal lights pole painting	27,000	27,000	-	27,000	-	-	-	-
Public Works		2015	Replace P-4 Ford F-450	60,000	60,000	60,000	-	-	-	-	-
Public Works		2016	Disc mower new holland 615	4,200	2,500	-	2,500	-	-	-	-
Public Works		2016	Painter (for crosswalks and lines)	8,000	8,000	-	8,000	-	-	-	-
Public Works		2020	T3 2007 sterling L7500 dump truck	230,000	225,000	-	-	-	-	-	225,000
Public Works		2021	T2 dump truck 2010 mack truck	235,000	200,000	-	-	-	-	-	-
Public Works		2019	Plow & hitch (V-plow)	20,000	20,000	-	-	-	-	20,000	-
Public Works		2015	Bobcat snow blower SBX240 (attaches to bobcat 3400)	60,000	6,000	6,000	-	-	-	-	-
Public Works		2016	Skid steer bobcat S250	62,000	25,000	-	25,000	-	-	-	-
Public Works		2017	T5 2003 Ford F550 bucket truck 40' (need 50')	110,000	90,000	-	-	90,000	-	-	-
Public Works		2017	Angle broom (attached to bobcat/snow sweeping)	5,000	5,000	-	-	5,000	-	-	-
Public Works		2019	Tractor new holland TN75D	48,000	43,000	-	-	-	-	43,000	-
Public Works		2020	Chipper 2003 morbark 13" tornado brush chipper	30,000	25,000	-	-	-	-	-	25,000
Public Works		2021	Bobcat 3400 utility vehicle	17,000	15,000	-	-	-	-	-	-
Public Works		2022	Brine distributor	15,000	15,000	-	-	-	-	-	-
Public Works		2023	Planer bobcat - milling machine	15,000	15,000	-	-	-	-	-	-
Public Works		2022	Blacktop roller wacker RD11	30,000	28,000	-	-	-	-	-	-
Public Works		2021	P3 2012 Ford F550 truck	80,000	50,000	-	-	-	-	-	-
Public Works		2018	T7 2004 sterling L8500 dump truck	225,000	220,000	-	-	-	220,000	-	-
Public Works		2023	T6 2006 mack truck	30,000	30,000	-	-	-	-	-	-
Public Works		2023	2004 John Deere Loader 624J	110,000	110,000	-	-	-	-	-	-
Public Works		2017	Pickup F150, replace 2007 (P2)	35,000	25,000	-	-	25,000	-	-	-
Public Works		2030	Hot Mix Trailer KM-8000T	30,000	30,000	-	-	-	-	-	-
Public Works		2017	Homemade - trailer for misc projects and hauling	20,000	11,000	-	-	11,000	-	-	-
Parks		2018	M1 Kubota mower	25,000	12,000	-	-	-	12,000	-	-
Parks		2017	Club car (replace the 2004)	15,000	8,000	-	-	8,000	-	-	-
Parks		2017	Utility Vehicle Bobcat 3400 Utility Vehicle	17,000	15,000	-	-	15,000	-	-	-
Parks		2020	Ball Field Fence (Willkommen)	60,000	60,000	-	-	-	-	-	60,000
Parks		2017	16 ' Mower	80,000	80,000	-	-	80,000	-	-	-
Parks		2017	Willkommen Park Bathroom	128,000	128,000	-	-	128,000	-	-	-
Parks		2017	Skating Rink Warming House	10,000	10,000	-	-	10,000	-	-	-
Parks		2017	Outlot A - feasibility Study	8,000	8,000	-	-	8,000	-	-	-
Parks		2020	Hockey/Skating rink Boards	15,000	15,000	-	-	-	-	-	15,000
Parks		2016	Paint ball field light towers (Norwood)	5,000	5,000	-	5,000	-	-	-	-
Parks		2016	Pool turtles	5,400	5,400	-	5,400	-	-	-	-
Parks		2020	Pool heaters (2)	8,000	8,000	-	-	-	-	-	8,000
Parks		2019	M2 Lawn mower	12,000	8,500	-	-	-	-	8,500	-
			TOTAL		Total	$ 66,000	$ 78,900	$688,180	$258,965	$116,774	$1,011,608

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
CAPITAL EQUIPMENT PLAN - CAPITAL OUTLAY RESERVE FUND 275
SCHEDULE OF PLANNED CAPITAL OUTLAY 2015 TO 2020 - CONTINUED

	2015	2016	2017	2018	2019	2020
General government	$ -	$ -	$ -	$ -	$ -	$ -
Administration	-	-	-	-	10,000	-
Public Works	66,000	62,500	163,000	220,000	70,500	250,000
Industrial Park marketing	-	-	-	-	-	-
Fire department (equipment)	-	6,000	51,180	26,965	27,774	28,608
Fire department (vehicles)	-	-	225,000	-	-	650,000
Emergency management	-	-	-	-	-	-
Parks	-	10,400	249,000	12,000	8,500	83,000
Total	$ 66,000	$ 78,900	$ 688,180	$ 258,965	$ 116,774	$ 1,011,608

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
CAPITAL EQUIPMENT PLAN - CAPITAL OUTLAY RESERVE FUND 275
SCHEDULE OF PROJECTED REVENUE, EXPENDITURES AND DEBT 2015 TO 2020

Capital Projects Fund Projected Activity

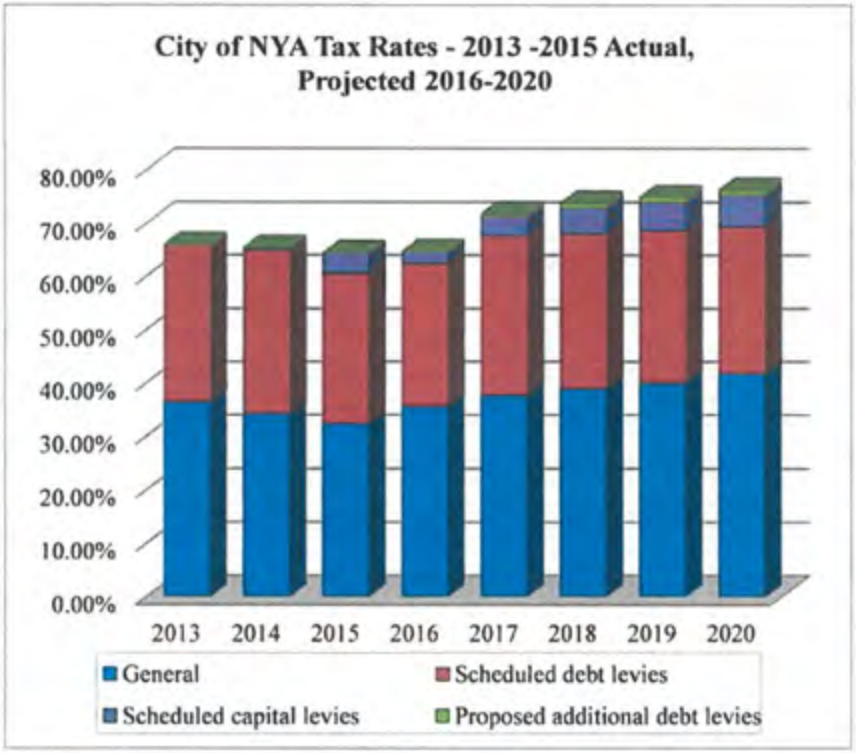
	2015	2016	2017	2018	2019	2020
Revenue						
Capital Levy	$ 208,056	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
Potential reduction of levy	(98,000)	(179,100)	(140,000)	(98,000)	(75,000)	(50,000)
Net Capital Levy	**110,056**	**70,900**	**110,000**	**152,000**	**175,000**	**200,000**
Equipment Certificates (potential)	-	-	225,000	-	-	600,000
Other revenue	-	-	128,000	-	-	-
Other expenses	-	-	-	-	-	-
Interest	-	-	406	237	157	201
Transfers in	-	-	-	-	-	-
Total Revenue	110,056	70,900	463,406	152,237	175,157	800,201
Total Expenditures	(66,000)	(78,900)	(688,180)	(258,965)	(116,774)	(1,011,608)
Net Change in cash balance	44,056	(8,000)	(224,774)	(106,728)	58,383	(211,407)
Beginning balance	504,619	548,675	540,675	315,901	209,172	267,555
Ending balance	$ 548,675	$ 540,675	$ 315,901	$ 209,172	$ 267,555	$ 56,148

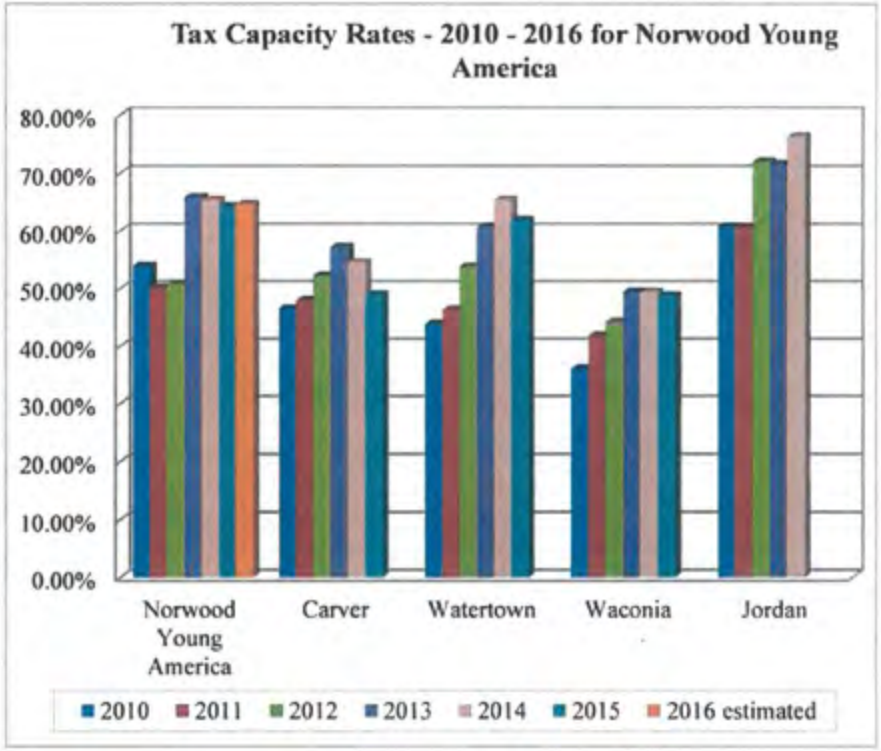
CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
CAPITAL EQUIPMENT PLAN - ENTERPRISE FUNDS
SCHEDULE OF PLANNED CAPITAL OUTLAY 2015 TO 2020

Fund	Year to Replace	Item	Purchase Price	Cost	2015 Estimated Amounts	2016 Estimated Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts
Water	2017	W2 Ford F350 with plow	$ 25,000	$ 20,000	$ -	$ -	$ 20,000	$ -	$ -	$ -
Water	2018	4" Portable Pump-Wisconsin pump	62,500	62,500	-	-	-	62,500	-	-
Water	2016	Lift Station/Water Towers SCADA installation	7,500	7,500	-	7,500	7,500	7,500	-	-
Water	2018	Hand held meter reader	7,500	7,500	-	-	-	7,500	-	-
Water	2023	W1 Ford F550	20,000	17,500	-	-	-	-	-	-
Water	2025	W1 Ford F550 - Crane on Truck	25,000	25,000	-	-	-	-	-	-
Water	2019	Bobcat 2100 Utility Cart	4,500	4,000	-	-	-	-	4,000	-
Water	2023	T6 2006 Mack Truck	15,000	15,000	-	-	-	-	-	-
Water	2025	SF2500 Ridgid Freeze Kit	5,000	5,000	-	-	-	-	-	-
Water	2023	T6 Pump	15,000	15,000	-	-	-	-	-	-
Water	2017	North water tower painting and maintenance	120,000	120,000	-	-	40,000	40,000	40,000	13,000
Sewer	2016	Trickling Filter Pump	14,000	14,000	-	14,000	-	-	-	-
Sewer	2016	Methane Gas Burning Unit	10,000	10,000	-	10,000	-	-	-	-
Sewer	2016	RAS Pumps Check Valves	4,000	4,000	-	4,000	-	-	-	-
Sewer	2016	Gate Valves	5,000	5,000	-	5,000	-	-	-	-
Sewer	2023	T6 2006 Mack Truck	15,000	15,000	-	-	-	-	-	-
Sewer	2021	Tractor- New Holland MC35	40,000	30,000	-	-	-	-	-	-
Sewer	2018	4" Portable Pump-Wisconsin pump	62,500	62,500	-	-	-	62,500	-	-
Sewer	2020	Versa-Vac	120,000	120,000	-	-	-	-	-	120,000
Sewer	2019	Bobcat 2100 Utility Cart	4,500	4,000	-	-	-	-	4,000	-
Sewer	2016	Lift Station/Water Towers SCADA installation	7,500	7,500	-	7,500	7,500	7,500	-	-
Sewer	2018	Hand held meter reader	7,500	7,500	-	-	-	7,500	-	-
Sewer	2020	Replace Jetter	150,000	150,000	-	-	-	-	-	150,000
Sewer	2015	Portable Generator	10,725	10,725	10,725	-	-	-	-	-
Sewer	2019	Camera Unit	100,000	100,000	-	-	-	-	100,000	-
Sewer	2018	W2 Ford F350 with plow	25,000	20,000	-	-	-	20,000	-	-
Sewer	2023	W1 Ford F550	20,000	17,500	-	-	-	-	-	-
Sewer	2025	W1 Ford F550 - Crane on Truck	25,000	25,000	-	-	-	-	-	-
Sewer	2023	Pump Trailer	30,000	25,000	-	-	-	-	-	-
Sewer	2016	Lift Station pumps	16,000	16,000	-	-	16,000	16,000	16,000	16,000
Sewer	2021	Burm expansion	40,000	40,000	-	-	-	-	-	-
					-	-	-	-	-	-
					$ 10,725	$ 48,000	$ 91,000	$ 231,000	$ 164,000	$ 299,000

Summary by Fund

Water	$ -	$ 7,500	$ 67,500	$ 117,500	$ 44,000	$ 13,000
Sewer	10,725	40,500	23,500	113,500	120,000	286,000
	$ 10,725	$ 48,000	$ 91,000	$ 231,000	$ 164,000	$ 299,000

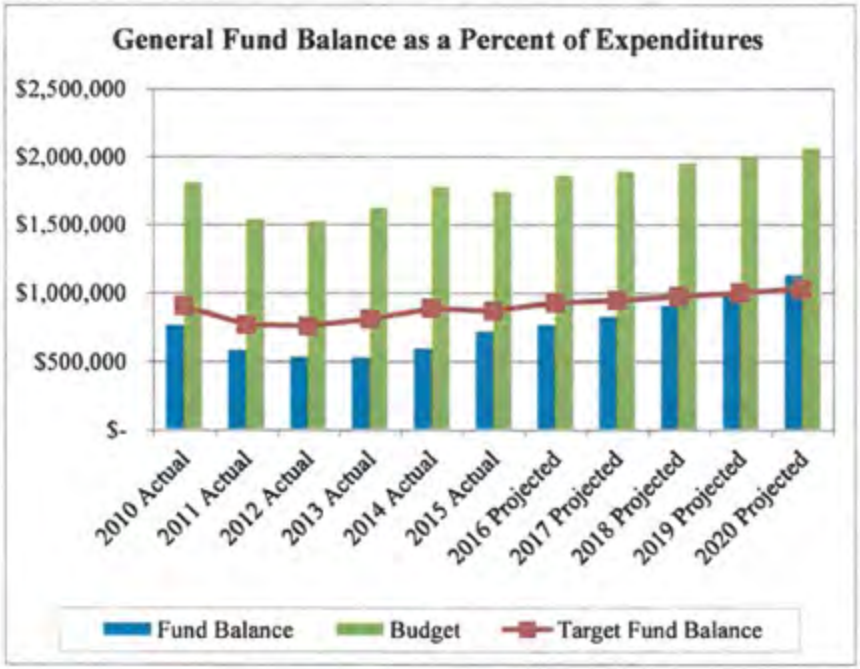


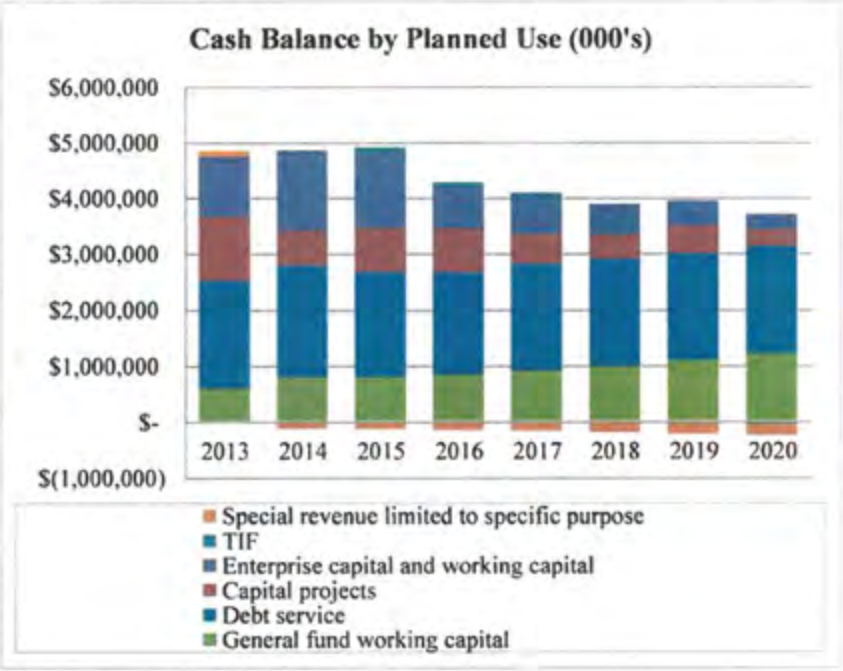


Tax Rates:

Tax rates are a function of the levy and total tax base. The city tax rate is computed by dividing the city levy by the taxable tax capacity.

Comparable communities are provided for reference.



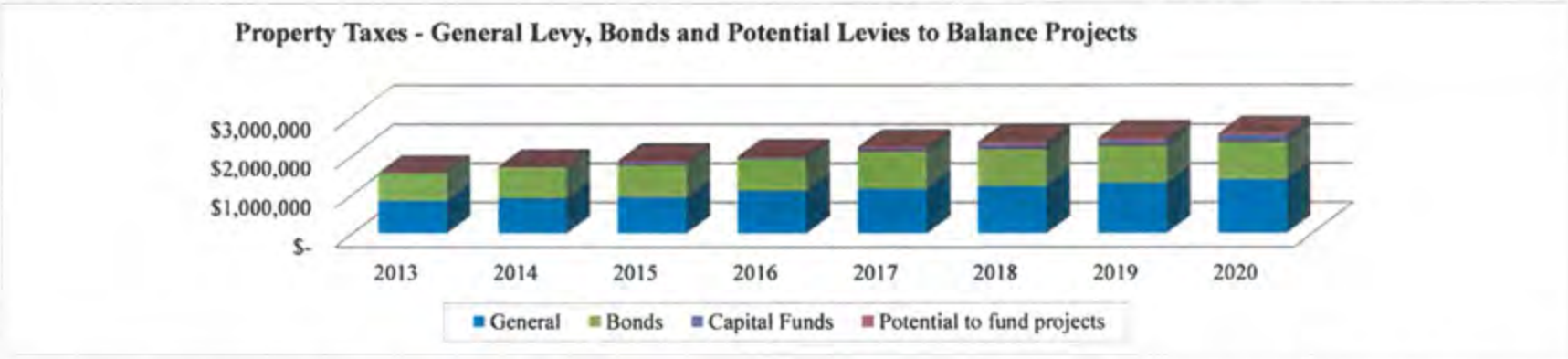


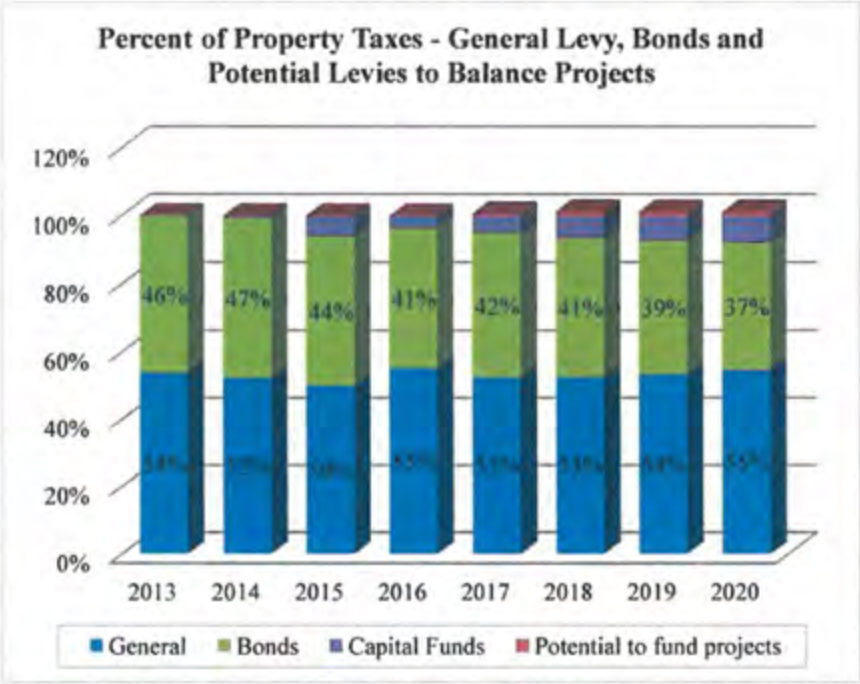
General Fund Balance as a Percent of Revenue:

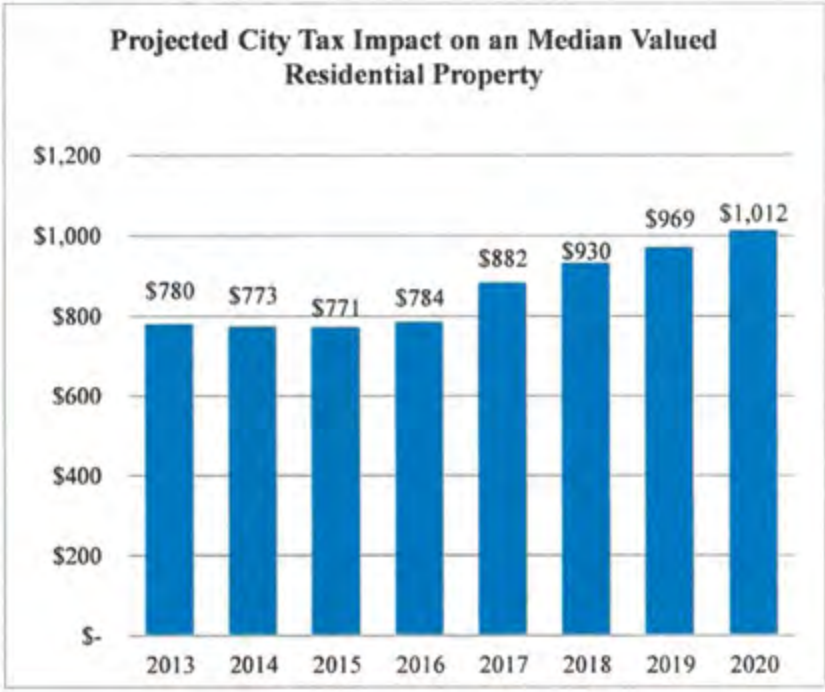
The General fund fund balance should be maintained at a level to provide for adequate working capital reserves. The City has established a 50% target to sustain.

Cash Balance by Planned Use (000's):

The balances represented in this graph are categorized by the planned use and/or limitations determined by statute.

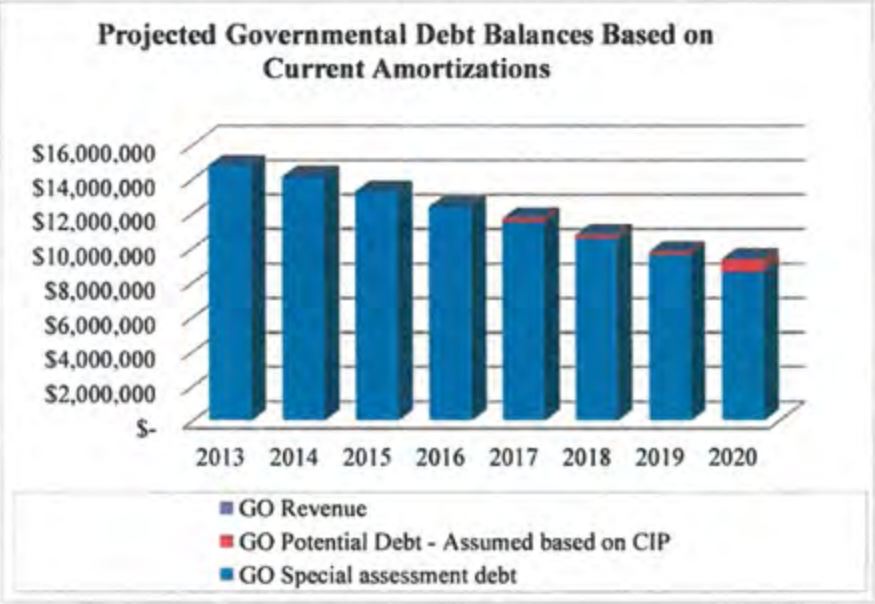


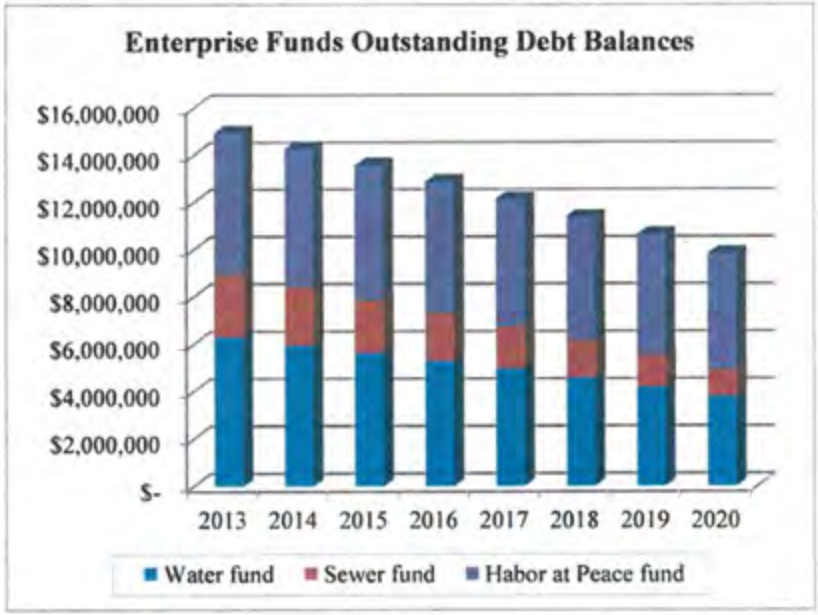




Percent of Property Taxes - General Levy and Bonds
This graph highlights the percent of levy by planned use. It is notable that 46% of the levy is allocated to debt in 2014 and is scheduled to decrease. The overall city tax burden for a $142,700 house in 2014 is shown in the graph on the right.

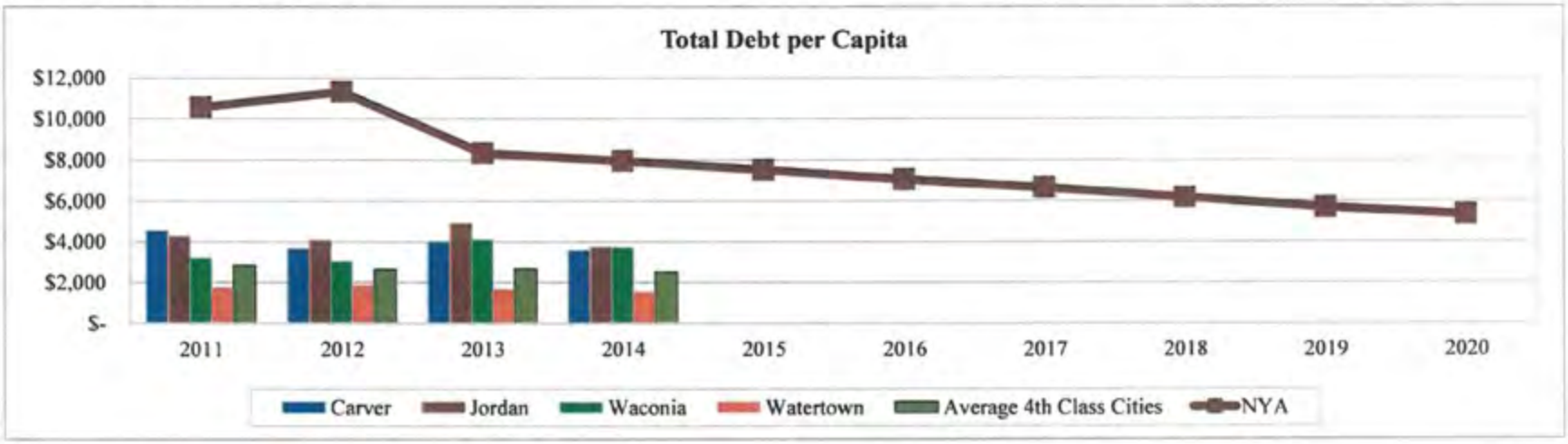
Projected City Tax Impact - 2014 $142,700 home
The overall property tax levy for a median valued house is highlighted above.

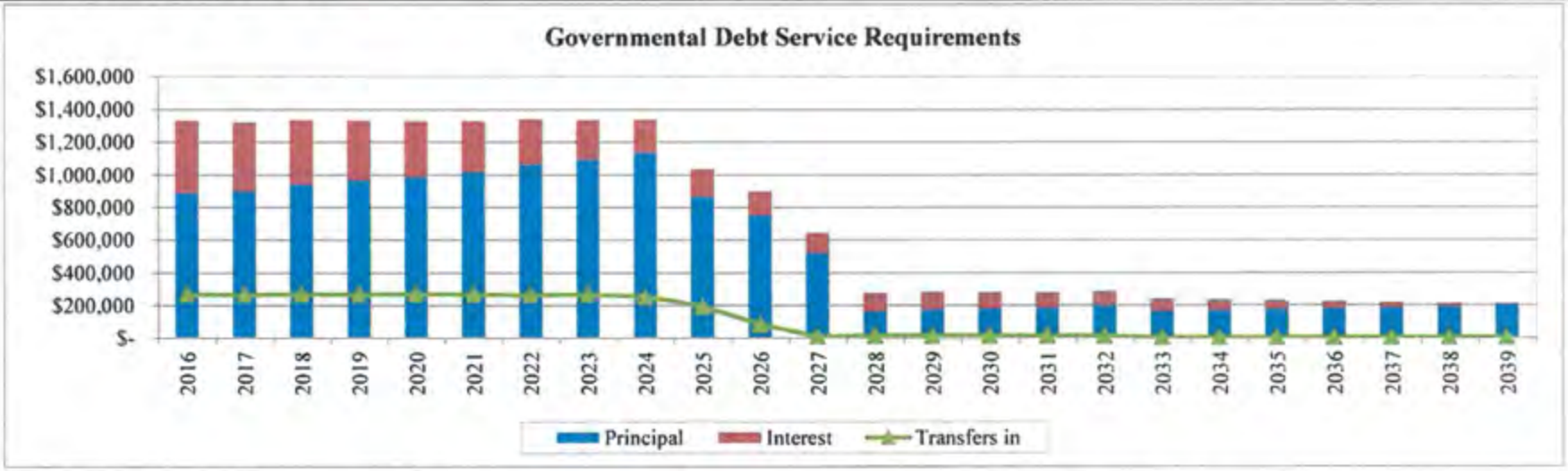




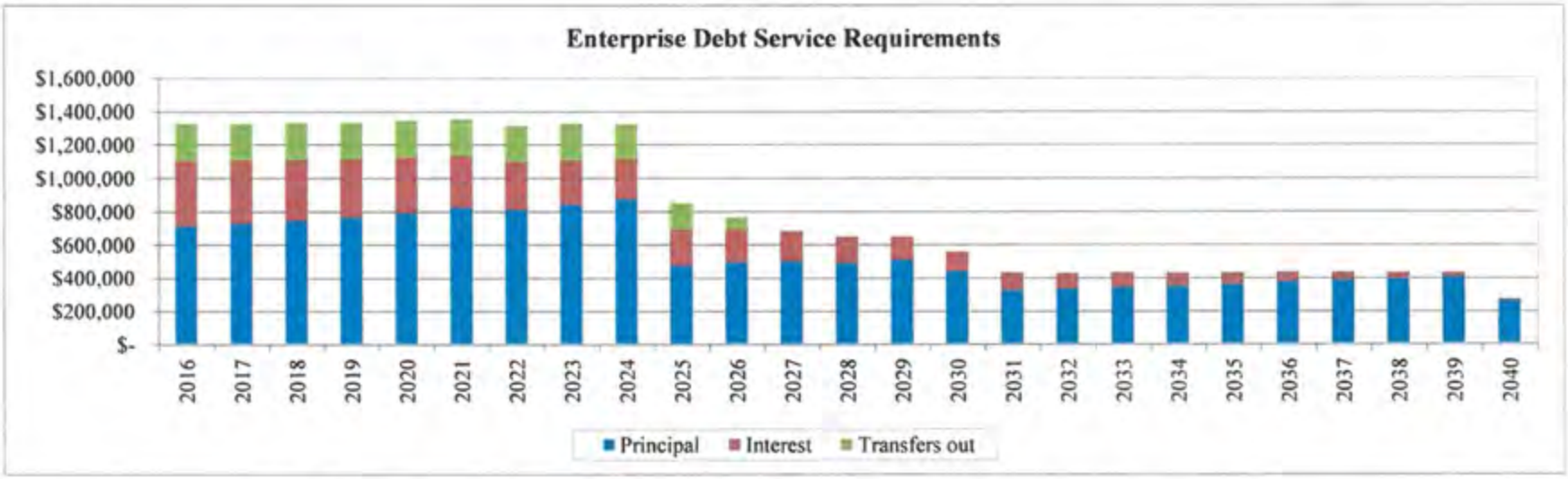
The above assumes no new debt. From 2013 to 2020, as presented above, total governmental type debt is reduced from $14.8 million to $9.2 million. A reduction of approximately $5.6 million.

The above assumes no new debt. From 2013 to 2020, as presented above, total enterprise fund debt is reduced from $14.9 million to $9.8 million. A reduction of approximately $5.1 million.





Beginning in 2015, the City has approximately $1.3 million in governmental debt service requirements that are paid with tax levy, special assessments and, as shown above, transfer in from enterprise and special revenue funds. Transfers in approximate $260 thousand each year to assist in the debt service requirements.



Enterprise funds pay approximately $1.1 million each year for debt service requirements for bonds recorded in the Water, Sewer, and Habor at Peace funds. The Water and Sewer funds transfer approximately $220K of funds to debt service funds for their share of the bonds recorded in the Debt Service funds.

City of Norwood Young America

2016 Rate Study Update

NORWOOD nya YOUNG AMERICA

December 4, 2015

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

Data Input Items – Actual #'s

- Utility Rates Reflect 2016 Rates as Approved at the November 23, 2015 City Council Meeting
- Billing Volumes Based on Pumping Records from Previous Years
- Revenue & Expense Information Reflect Actual 2015 Data & Budgeted 2016 Data
- Equipment Costs Reflect Capital Equipment Plan (to Year 2020)
- Planned Bond Payments

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Consulting Engineers & Surveyors

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Data Input Items – 2016 Rates

- Rates Unchanged from 2015
  - Residential Water Base Charge = $15.20/unit
  - Commercial Water Base Charge = $26.39/unit
  - Water Plant Charge = $8.20/connection
  - Water Gallonage Charge (Tier I) = $3.45/kgal
  - Water Gallonage Charge (Tier II) = $4.46/kgal
  - Water Gallonage Charge (Tier III) = $5.25/kgal
  - Water Gal. Charge (Tier IV - Res. Only) = $6.77/kgal
  - Watermain Trunk Charge = $3,900/ERU
  - Sewer Base Charge (Res. & Com.) = $9.00/unit
  - Sanitary Sewer Trunk Charge = $3,900/ERU
- Rates Increased from 2015
  - Sewer Gallonage Charge (Res. & Com.) = $7.16/kgal
  - Sewer Plant Charge = $5.00/connection

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Data Input Items – Estimated #'s

- Assumed Future Project Bonding Costs Based on Financing for 20 Years at Rate of 4.5%
- Estimated Water & Sewer Costs of Future Projects
- Assumed a 3% Annual Increase to Operation, Maintenance, and Salary Expenses
- Estimated the Billing Splits for the Water Tiers
- Assumed Residential & Commercial/Industrial Growth

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

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Primary Factors Affecting Estimated Year End Fund Balances

- Growth
  - 5 New SF Homes Every Year
  - 1 New Commercial/Industrial Connection Every Other Year
- Projects
  - Oak Lane / Tacoma Avenue Utility Project in 2016
  - Merger Street / Webster Street Reconstruction Project
  - Project from Previous Infrastructure Rehabilitation Plan Every 3 Years (Starting in 2020)
  - Water Plant Expansion in 2024
  - Sewer Plant Upgrade in 2026
- Rate Increases

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Future Rate Increases

- Water & Sewer Rate Increase Options (2017 & Beyond)
  - Option 1 = 3% Increase to Rates & $50 Increase to Trunk Charges
  - Option 2 = 5% Increase to Rates & $75 Increase to Trunk Charges
  - Option 3 = 7% Increase to Rates & $100 Increase to Trunk Charges
  - Option 4 = 9% Increase to Rates & $125 Increase to Trunk Charges
- Rate Increase Options and the Resultant Fund Balances are Shown on the Following Graphs

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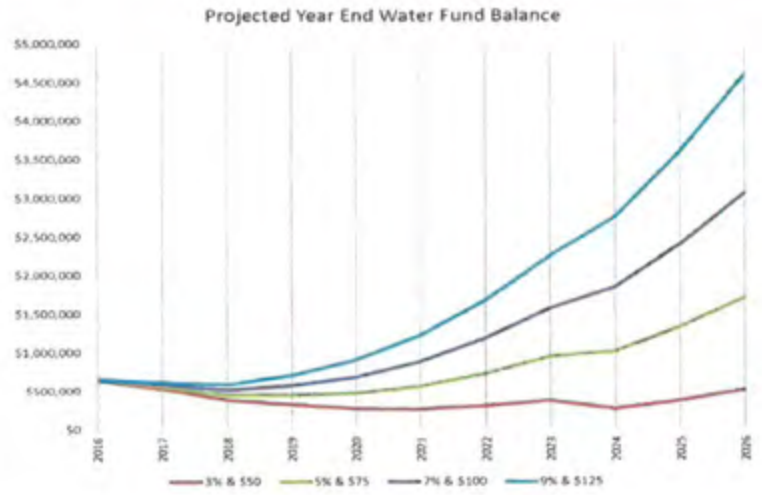
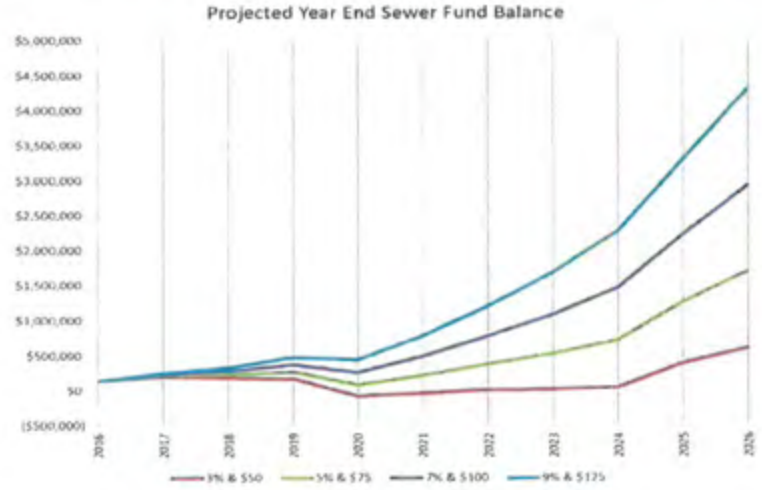
Projected Year End Fund Balance - Water



Projected Year End Fund Balance - Sewer



Primary Factors Affecting Estimated Year End Fund Balances

- Growth
  - 1 SF Home in the Meadows or Preserve Generates Approx. $7,800 in Trunk Fees + $4,000 in SAC/WAC Fees + Ongoing Revenue from User Fees (Year 1 Total ≈ $12,300 / Unit)
- Projects
  - Every $100,000 Bonded for at Term = 20 Years and Rate = 4.5% Results in a Cost of ≈ $7,700 / Year
- Water Rates - Every 1% Increase to the Water Fund Starting in 2017 Increases the 2017 Year End Fund Balance by $14,000 and the 2018 Year End Fund Balance by $33,000
- Sewer Rates - Every 1% Increase to the Sewer Fund Starting in 2017 Increases the 2017 Year End Fund Balance by $8,000 and the 2018 Year End Fund Balance by $24,000

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Summary & Conclusions

- Current Combined Utility Fund Balance is Below the Recommended Amount of ≈ $1mil
- Continued Annual Rate Increases, Particularly to the Sewer Fund, are Necessary to Achieve Adequate Funding Levels to Operate & Maintain the Water and Sewer Systems
- The Addition of a New Sewer Plant Charge Greatly Improves the Long-Term Status of the Sewer Fund
- The 2016 Billing Increase to a Typical Residential User (4,000 gal/mo.) is $0.00 for the Water Bill and $7.37 for the Sewer Bill for All Proposed Rate Increase Options

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