



## **CITY COUNCIL AGENDA**

**October 13, 2014**

6:30 PM

*City of Norwood Young America,  
310 West Elm Street, PO Box 59, NYA MN 55368  
(952) 467-1800*

### **1. Call Meeting of City Council to Order**

- 1.1 Declare October 13, 2014 a non-legal holiday for purposes of conducting city business
- 1.2 Pledge of Allegiance

### **2. Approve Agenda**

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

### **4. Consent Agenda** (NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

- 4.1 Approve minutes of September 22, 23, and 25, 2014
- 4.2 Approve payment of claims
- 4.3 Call for public hearing on assessments for delinquent utilities and invoices
- 4.4 Call for public hearing regarding 2015 Fee Schedule
- 4.5 Ordinance No. 254 Substitute Approval
- 4.6 Approve hiring of temporary Administrative Assistant I

### **5. Public Hearing**

### **6. Old Business**

- 6.1 Sports Complex – Proposed Dugouts Project

### **7. New Business**

- 7.1 Accept resignation, approve job description, and authorize advertising for job position
- 7.2 Consulting Planning Services Agreement
- 7.3 Schedule Workshop Meeting

### **8. Council Member Reports**

### **9. Mayor's Report**

### **10. Closed Meeting**

### **11. Adjournment**

**\*The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council:** Houston email, September building permit report, existing trail map

### **UPCOMING EVENTS**

- |                    |   |
|--------------------|---|
| <b>October 21</b>  | <b>Park and Rec Commission – 6:00 p.m.; Planning Commission – 7:00 p.m.</b> |
| <b>October 27</b>  | <b>EDA and City Council – 6:30 p.m.</b>                                     |
| <b>October 28</b>  | <b>City Council Workshop – 6:30 p.m.</b>                                    |
| <b>November 13</b> | <b>Senior Advisory Committee</b>  |

City of  
Norwood Young America

To: City Council and Mayor

From: Diane Frauendienst

Date: October 13, 2014

Re: Declare October 13, 2014 a non-legal holiday for purposes of  
conducting city business

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Cities have the option of determining whether Columbus Day will be observed as a holiday. In cities where Columbus Day is not a holiday, public business may be conducted on those days.

**RECOMMENDATION:** Motion to declare October 13, 2014 a non-legal holiday for purposes of conducting city business.

## Norwood Young America City Council Minutes

September 22, 2014

**Council Present:** Tina Diedrick, Mike McPadden, Jim Keller, Dick Stolz, Carol Lagergren

**Council Absent:** None

**City Staff Present:** City Administrator Steve Helget, City Clerk/Treasurer Diane Frauendienst

**Also Present:** Norwood Young America Times Reporter Adam Gruenewald, Planning Consultant Cynthia Smith-Strack, Carver County Attorney Mike Metz, Public Works Director Brent Aretz, Planning Commission Rep Craig Heher, City Attorney Jay Squires, Francis Green, CHS Softball Booster Club representatives John Lambrecht, Jeff Kroells and Pete Luskey.

Mayor Tina Diedrick called the meeting to order at 6:32 p.m.

### **Approve Agenda**

**Motion:** DS/CL, all in favor to approve the agenda with the addition of item 7.5 Trail Improvement Project.

### **Introductions, Presentations, Proclamations, Awards, and Public Comment:** None

2015 Prosecution Contract – Carver County Attorney Mark Metz was present to review the Joint Powers Agreement Prosecution Contract between the City of Norwood Young America and Carver County and updated the Council on the services performed on behalf of the city.

### **Consent Agenda**

**Motion:** MM/JK, all in favor, to approve the consent agenda as presented.

Approve minutes of September 8, 2014

Approve payment of claims

Approve temporary intoxicating on-sale liquor license for NYA West Carver Lions Club

Cancel December 22, 2014 EDA and City Council Meetings

Approve 2015 Prosecution Contract

Approve attendance to LMC Regional Meeting

### **Old Business**

Adopt Ordinance No. 254, Exterior Building Material. Planning Consultant, Cynthia Smith-Strack reported that the Council directed the Planning Commission to create language which would allow for metal siding in the C-2 District. She stated that at the August PC meeting, the members viewed samples of types of exterior building materials, reviewed illustrations depicting what certain percentages of required openings looked like, and reviewed definitions of exterior building materials to ensure a common understanding. Ordinance 254 was development as a result of the discussion. A public hearing was held at the September Planning Commission meeting. No public comment was received. The Planning Commission is recommending the City Council approve Ordinance 254.

**Motion:** DS/CL, all in favor to adopt Ordinance No. 254, an ordinance amending Section 1245.03, Subd. 3.A, relating to architectural standards and guidelines for commercial and business industrial applicable to building materials in the C-2 General Commercial and B-I Business and Industrial Districts.

Approve Summary Publication of Ordinance No. 254

**Motion:** CL/DS, all in favor to approve the summary publication of Ordinance No. 254.

### **New Business:**

Sports Complex – Dugouts Project: John Lambrecht, representing the Central High School Softball Boosters, appeared to request the City's financial support for a dugout project. Earlier this month the

Boosters appeared before the Park and Recreation Board, asking for \$1200 to assist with laying the floating slab for two dugouts. The Board voted in favor of the contribution. Mr. Lambrecht reported that to complete the project as desired, additional funding would be requested but was uncertain of the amount. Council members requested further information and a time line as to when the funds would be needed. It was stated that timing is running short, and that they would like to get the slabs poured this fall yet.

**Motion:** CL/DS, all in favor to approve the contribution of \$1,200 to the Central Softball Boosters for the dugout project and requesting the Boosters provide total cost for the project to the council.

Solar Farm Project: Planning Consultant Smith-Strack reported that City Administrator Helget received correspondence from the MN Department of Commerce regarding a proposed solar farm in Young America Township along Highway 5/25. The Department is looking for comments from local units of governments in the project area. The subject area is within Young America Township and not subject to the orderly annexation agreement and is not included in the urban growth boundary as contained in the 2008 NYA Comprehensive Plan Update. Smith-Strack is looking for council input on the questions. There was Council consensus to submit with the only suggestion being to change the name of the project area to Norwood Young America North.

Asphalt Hotbox and Trailer Purchase. Public Works Director Brent Aretz is requesting the purchase of an Asphalt Hotbox and Trailer. The purchase is included in the Capital Equipment Schedule to be purchased in 2015. Aretz stated that he had demoed this unit and it is available for purchase now, with the payment to be made after January 1, 2015.

**Motion:** CL/MM, all in favor to approve the purchase of a KMI 8000TEDD Asphalt HotBox/Reclaimer and 4 ton trailer mount from Towmaster, Inc. for a price of \$28,055 with payment after January 1, 2015.

Schedule Workshop Meetings: Administrator Helget proposes to schedule workshops to discuss the continued usage of Cartograph versus Carver County GIS for asset management and to meet with representative of Bolton and Menk to discuss infrastructure construction projects.

**Motion:** CL/DS, all in favor to schedule workshops for 6:30 on October 7 to discuss asset management systems and on October 28 to meet with representative from Bolton & Menk.

Trail Improvement Project – Morse Street Trail. Public Works Director Brent Aretz presented a quote from Wm. Mueller and Sons to pave a portion of the Morse Street trail from the MNDOT Right of Way to the culvert. MNDOT is currently doing work and will restore their right of way. The requested work will tie into the work that MNDOT is doing.

**Motion:** CL/DS, all in favor to approve repairing the sidewalk-trail by Morse Street near the Dairy Queen at a cost of \$2,760. Funding to come from Parks, line item Repair and Maintenance - Grounds

### **Council Member Reports**

MM, DS, CL no report

JK: reported that the Parks and Recreation Commission is moving forward with establishing a dog park. He and Public Works Director Aretz visited a location along Industrial Blvd, it would be an ideal location to establish a park.

TD: Reviewed the coming events including the Relay for Life on September 27 at the high school track.

### **Closed Meeting**

**Motion:** CL/DS, all in favor to recess the regular meeting and to open a Closed meeting pursuant to State Statute 13D.05 Subd 2.5 for preliminary consideration of allegations or charges against an individual under the authority of the City Council.

**Adjournment**

**Motion:** MM/CL, all in favor to adjourn the meeting at 9:30 p.m.

Respectfully Submitted,

Diane Frauendienst  
City Clerk-Treasurer

Tina Diedrick  
Mayor

**Norwood Young America**  
**Workshop Minutes**  
September 23, 2014

**Council Present:** Tina Diedrick, Mike McPadden, Jim Keller, Dick Stolz, Carol Lagergren

**Council Absent:** None

**City Staff Present:** City Administrator Steve Helget, City Clerk/Treasurer Diane Frauendienst, Public Works Director Brent Aretz, Public Utilities Operator Todd Karels, Fire Chief Steve ZumBerge

Mayor Tina Diedrick called the workshop to order at 6:30 p.m.

**Approve Agenda**

**Motion:** DS/CL, all in favor to approve the agenda.

Steve Helget informed all present that the objective of the workshop is to recap the events of the June 19<sup>th</sup> flooding. City staff reported what their department did on the day and what could have been done differently.

Discussion was held on possible changes that could be made to the ditch system within the city to divert the stormwater away from the ditch running by the wastewater treatment system.

Other discussion points included: communication between staff and communication to the residents, establishing a command center or centralized location to go for information, and developing a City of Norwood Young America Emergency Plan,

Motion: MM/DS, all in favor to adjourn.

**Norwood Young America  
City Council Special Meeting  
Minutes  
September 25, 2014**

***Council Present:*** Tina Diedrick, Mike McPadden, Jim Keller, Carol Lagergren, Dick Stolz.

***City Staff Present:*** City Administrator, Steve Helget.

***Others Present:*** Commander Paul Tschida, Carver County Sheriff's Office

Mayor Tina Diedrick called the meeting to order at 6:30 p.m.

Motion was made by Keller to approve the agenda. Seconded by Stolz and unanimously carried.

Mayor Diedrick stated the purpose of the meeting is to discuss the 2015 Law Enforcement Contract with Carver County.

Commander Tschida reviewed the current law enforcement coverage the City receives from the Carver County Sheriff's Office. At any given time there are 18 deputies on duty within the County and about 5 to 7 are roaming the County. Lengthy discussion was held on the times when the City is without a day or night time officer due to the schedule, PTO, or holidays. Commander Tschida stated the County could provide additional coverage but it would be at an overtime rate.

The Council expressed concerns of not being informed when major incidents occur within the city. Commander Tschida stated in the future he will ensure their communication to the City is better and will ensure the City is informed of all major incidents. The Council also requested to have included in their end of year report the day of the week and time of day of when calls came in. In addition, requested was a report on when mutual aid was provided.

There being no further business, motion was made by Lagergren to adjourn the meeting. Seconded by McPadden and unanimously carried the meeting was declared adjourned at 8:03 p.m.

Respectfully Submitted,

Diane Frauendienst  
City Clerk-Treasurer

**CITY OF NORWOOD YOUNG AMERICA**

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

**To Be Approved: October 13, 2014**

<b>Pre-Paid Claims</b> (Check Sequence #502893-502908; 23652-23655)	<b><u>\$24,091.93</u></b>
<b>Voided Checks</b> (Check Sequence #23648-23651)	<b><u>\$0.00</u></b>
<b>Claims Pending Payment</b> (Check Sequence#23656-23715)	<b><u>\$98,086.02</u></b>
<b>Grand Total</b>	<b><u>\$122,177.95</u></b>

Check #	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date
502893	BARTHEL, JOLENE F.	18	SEMI-MONTHLY	\$167.86	30-Sep-14
502894	Hormann, Duane	18	SEMI-MONTHLY	\$207.49	30-Sep-14
502895	SCHRUPP, CHAD J	18	SEMI-MONTHLY	\$837.33	30-Sep-14
502896	ARETZ, BRENT R	18	SEMI-MONTHLY	\$2,035.86	30-Sep-14
502897	FRAUENDIENST, DIANE J.	18	SEMI-MONTHLY	\$1,436.47	30-Sep-14
502898	HOEN, KEN D	18	SEMI-MONTHLY	\$470.18	30-Sep-14
502899	KARELS, TODD	18	SEMI-MONTHLY	\$1,495.31	30-Sep-14
502900	KROELLS, RICHARD G	18	SEMI-MONTHLY	\$282.71	30-Sep-14
502901	LENZ, DEBRA A	18	SEMI-MONTHLY	\$1,262.27	30-Sep-14
502902	MENZEL, ALICIA	18	SEMI-MONTHLY	\$996.97	30-Sep-14
502903	NEUBARTH, RICHARD	18	SEMI-MONTHLY	\$177.77	30-Sep-14
502904	SCHRUPP, JOHN O	18	SEMI-MONTHLY	\$1,231.37	30-Sep-14
502905	STENDER, DANIEL H	18	SEMI-MONTHLY	\$1,512.49	30-Sep-14
502906	Helget, Steven P	18	SEMI-MONTHLY	\$2,173.02	30-Sep-14
502907	KLOEMPKEN, JASON A	18	SEMI-MONTHLY	\$218.33	30-Sep-14
502908	Klein Bank	18	Summary Check	\$14,505.43	30-Sep-14
				\$14,505.43	

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\*Check Summary Register©

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Name	Check Date	Check Amt
<b>10100 CHECKING</b>		
Paid Chk# 023652 CITIZEN STATE BANK HSA ACC	10/2/2014	\$4,000.00 4th quarter 2014
Paid Chk# 023653 HEALTH EQUITY	10/2/2014	\$824.00 4th Quarter 2014
Paid Chk# 023654 KLEINBANK HSA ACCOUNTS	10/2/2014	\$4,500.00 4th quarter 2014
Paid Chk# 023655 MANKOWSKI, JAIMIE	10/2/2014	\$262.50 Sept 20 rental
<b>Total Checks</b>		<b>\$9,586.50</b>

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			Check Amt	Invoice	Comment
<b>10100 CHECKING</b>					
Paid Chk#	023656	10/13/2014	ANCOMCOMMUNICATIONS, INC.		
E 101-42200-323	Radio Units		\$95.00	48054	PAGER REPAIRS
	<b>Total</b>	<b>ANCOMCOMMUNICATIONS, INC.</b>	<b>\$95.00</b>		
Paid Chk#	023657	10/13/2014	BIXBY, ALANNA		
E 601-49400-430	Miscellaneous (GENERAL)		\$60.43		OVERPAYMENT OF UTILITY BILL
	<b>Total</b>	<b>BIXBY, ALANNA</b>	<b>\$60.43</b>		
Paid Chk#	023658	10/13/2014	BRYAN ROCK PRODUCTS, INC.		
E 101-43100-224	Street Maint Materials		\$519.17	4454	
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$450.86	4876	
E 101-43100-221	Repair/Maintenance Equipment		\$268.94	4876	
	<b>Total</b>	<b>BRYAN ROCK PRODUCTS, INC.</b>	<b>\$1,238.97</b>		
Paid Chk#	023659	10/13/2014	CARQUEST AUTO PARTS		
E 101-42200-221	Repair/Maintenance Equipment		\$36.07		FIRE DEPT ACCOUNT
E 602-49450-221	Repair/Maintenance Equipment		\$3.89	5927-95851	# 3 & 4 EASY OUT
E 601-49400-221	Repair/Maintenance Equipment		\$3.89	5927-95851	# 3 & 4 EASY OUT
E 601-49400-221	Repair/Maintenance Equipment		\$6.57	5927-96166	SEA FOAM
E 602-49450-221	Repair/Maintenance Equipment		\$6.58	5927-96166	SEA FOAM
	<b>Total</b>	<b>CARQUEST AUTO PARTS</b>	<b>\$57.00</b>		
Paid Chk#	023660	10/13/2014	CARVER CO ABSTRACT & TITLE CO		
G 101-22000	Deposits		\$900.00		DEPOSIT FROM 900 MEADOWS BLVD HOMELAND BLDERS
	<b>Total</b>	<b>CARVER CO ABSTRACT &amp; TITLE CO</b>	<b>\$900.00</b>		
Paid Chk#	023661	10/13/2014	CARVER COUNTY		
E 101-41400-430	Miscellaneous (GENERAL)		\$20.00		LENZ NORATY COMMISSION
	<b>Total</b>	<b>CARVER COUNTY</b>	<b>\$20.00</b>		
Paid Chk#	023662	10/13/2014	CARVER COUNTY ATTORNEYS OFF		
E 101-41500-307	Prosecution Contract		\$1,263.02		PROSECUTION CONTRACT
E 101-42100-407	Fine Expenses		\$1,409.71		PROSECUTION CONTRACT
	<b>Total</b>	<b>CARVER COUNTY ATTORNEYS OFF</b>	<b>\$2,672.73</b>		
Paid Chk#	023663	10/13/2014	CENTER POINT		
E 602-49450-383	Gas Utilities		\$226.52		
E 101-43100-383	Gas Utilities		\$92.88		
E 101-42200-383	Gas Utilities		\$10.09		
E 101-41940-383	Gas Utilities		\$35.08		
E 601-49400-383	Gas Utilities		\$46.21		
E 101-45200-383	Gas Utilities		\$82.44		
E 101-49860-383	Gas Utilities		\$306.46		
	<b>Total</b>	<b>CENTER POINT</b>	<b>\$799.68</b>		
Paid Chk#	023664	10/13/2014	CENTURY LINK		
E 601-49400-321	Telephone		\$51.12		

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			Check Amt	Invoice	Comment
E 602-49450-321	Telephone		\$348.47		
E 101-41940-321	Telephone		\$43.20		
E 101-45200-321	Telephone		\$8.31		
<b>Total CENTURY LINK</b>			\$451.10		
Paid Chk# 023665	10/13/2014	<b>CITY OF WATERTOWN</b>			
E 601-49400-314	Contracts Payments		\$460.00	10314N	SHARED HOURS
E 602-49450-314	Contracts Payments		\$460.00	10314N	SHARED HOURS
<b>Total CITY OF WATERTOWN</b>			\$920.00		
Paid Chk# 023666	10/13/2014	<b>CNA - GROUP LONG TERM CARE</b>			
G 101-21711	Long-Term Care Ins		\$118.06	1446471	LONG TERM CARE INSURANCE
<b>Total CNA - GROUP LONG TERM CARE</b>			\$118.06		
Paid Chk# 023667	10/13/2014	<b>CNH CAPITAL</b>			
E 101-45200-221	Repair/Maintenance Equipment		\$29.01		MOWER REPAIRS
<b>Total CNH CAPITAL</b>			\$29.01		
Paid Chk# 023668	10/13/2014	<b>CONNELLY INDUSTRIAL ELECTRONIC</b>			
E 253-49450-223	Repair/Maintenance Bldg/Ground		\$22,121.25	13547	FLOODING
<b>Total CONNELLY INDUSTRIAL ELECTRONIC</b>			\$22,121.25		
Paid Chk# 023669	10/13/2014	<b>CULLIGAN WATER CONDITIONING</b>			
E 602-49450-216	Chemicals and Chem Products		\$9.00		DEIONIZATION SERVICE
<b>Total CULLIGAN WATER CONDITIONING</b>			\$9.00		
Paid Chk# 023670	10/13/2014	<b>DPC INDUSTRIES INC</b>			
E 601-49400-216	Chemicals and Chem Products		\$258.75	827001753-14	HYDROFLUOROSILICIC ACID
<b>Total DPC INDUSTRIES INC</b>			\$258.75		
Paid Chk# 023671	10/13/2014	<b>ECONO FOODS</b>			
E 101-41400-200	Office Supplies (GENERAL)		\$57.01		
<b>Total ECONO FOODS</b>			\$57.01		
Paid Chk# 023672	10/13/2014	<b>EMERGENCY RESPONSE SOLUTIONS</b>			
E 101-42200-221	Repair/Maintenance Equipment		\$146.93	2750	HOSE ASSY, SCBA FLOW TEST, STRAP KIT
E 101-42200-210	Operating Supplies (GENERAL)		\$669.49	2763	ULTRA ELITE, RECEIVER ASSY
<b>Total EMERGENCY RESPONSE SOLUTIONS</b>			\$816.42		
Paid Chk# 023673	10/13/2014	<b>FRANCK S SANITATION INC</b>			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$186.32		GARBAGE REMOVAL
<b>Total FRANCK S SANITATION INC</b>			\$186.32		
Paid Chk# 023674	10/13/2014	<b>G &amp; K SERVICES</b>			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$691.51		
E 101-43100-417	Uniform		\$261.54		
E 101-45200-417	Uniform		\$112.09		
E 601-49400-417	Uniform		\$64.71		
E 602-49450-417	Uniform		\$64.71		

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		Check Amt	Invoice	Comment
<b>Total G &amp; K SERVICES</b>		<b>\$1,194.56</b>		
Paid Chk# 023675	10/13/2014 GOPHER STATE ONE-CALL, INC.			
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$37.80	125373	LOCATES
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$37.80	125373	LOCATES
<b>Total GOPHER STATE ONE-CALL, INC.</b>		<b>\$75.60</b>		
Paid Chk# 023676	10/13/2014 HACH COMPANY			
E 601-49400-216	Chemicals and Chem Products	\$179.87	9051753	PH SOLUTION, CHLORINE, BUFFER
<b>Total HACH COMPANY</b>		<b>\$179.87</b>		
Paid Chk# 023677	10/13/2014 HOLIDAY FLEET			
E 101-43100-212	Motor Fuels	\$453.27		CITY FUEL
<b>Total HOLIDAY FLEET</b>		<b>\$453.27</b>		
Paid Chk# 023678	10/13/2014 HOME SOLUTIONS			
E 101-45200-221	Repair/Maintenance Equipment	\$76.45		
E 601-49400-221	Repair/Maintenance Equipment	\$10.59		
<b>Total HOME SOLUTIONS</b>		<b>\$87.04</b>		
Paid Chk# 023679	10/13/2014 HYDRO ENGINEERING INC			
E 253-49450-221	Repair/Maintenance Equipment	\$23.63	67662	SHOP LABOR
E 253-49450-221	Repair/Maintenance Equipment	\$3,907.11	67816	FITTINGS, PIPE, HOSE, CAMLOCK
<b>Total HYDRO ENGINEERING INC</b>		<b>\$3,930.74</b>		
Paid Chk# 023680	10/13/2014 INFRATECH TECHNOLOGIES INC			
E 253-49450-410	Rentals (GENERAL)	\$1,305.00	1400388	FLOODING RENTAL
<b>Total INFRATECH TECHNOLOGIES INC</b>		<b>\$1,305.00</b>		
Paid Chk# 023681	10/13/2014 LENZ, DEBRA			
E 101-41400-331	Travel/Meeting Expense	\$47.32		MILEAGE REIMBURSEMENT
<b>Total LENZ, DEBRA</b>		<b>\$47.32</b>		
Paid Chk# 023682	10/13/2014 LINDS HOMETOWN HARDWARE			
E 101-42200-221	Repair/Maintenance Equipment	\$4.22		FIRE DEPT ACCOUNT
E 602-49450-221	Repair/Maintenance Equipment	\$103.79		
E 101-41400-430	Miscellaneous (GENERAL)	\$18.13		
E 101-41400-200	Office Supplies (GENERAL)	\$76.92		
<b>Total LINDS HOMETOWN HARDWARE</b>		<b>\$203.06</b>		
Paid Chk# 023683	10/13/2014 LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract	\$155.78	1835226	OVERAGES ON COPIER
<b>Total LOFFLER BUSINESS SYS LLC</b>		<b>\$155.78</b>		
Paid Chk# 023684	10/13/2014 LOFFLER COMPANIES, INC.			
E 101-41400-437	Maintenance Contract	\$296.31	15914021	COPIER RENT
<b>Total LOFFLER COMPANIES, INC.</b>		<b>\$296.31</b>		
Paid Chk# 023685	10/13/2014 MARSHALL-BOND PUMPS, INC			

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			Check Amt	Invoice	Comment
E 253-49450-223	Repair/Maintenance Bldg/Ground		\$6,462.00	36975 0	CONTROLLERS FOR 2 PUMPS
<b>Total</b>	<b>MARSHALL-BOND PUMPS, INC</b>		<b>\$6,462.00</b>		
<hr/>					
Paid Chk# 023686	10/13/2014	MID-COUNTY CO-OP OIL ASSN			
E 101-45200-212	Motor Fuels		\$772.09	12358	DYED DIESEL
<b>Total</b>	<b>MID-COUNTY CO-OP OIL ASSN</b>		<b>\$772.09</b>		
<hr/>					
Paid Chk# 023687	10/13/2014	MINI BIFF			
E 101-45200-418	Other Rentals (Biffs)		\$108.15	A-66744	SPORTS COMPLEX
E 101-45200-418	Other Rentals (Biffs)		\$108.15	A-66745	POOL PARK
E 101-45200-418	Other Rentals (Biffs)		\$108.15	A-66755	FRIENDSHIP PARK
E 101-45200-418	Other Rentals (Biffs)		\$108.15	A-66833	FRIENDSHIP PARK
E 101-45200-418	Other Rentals (Biffs)		\$108.15	A-67136	WILLKOMMEN PARK
<b>Total</b>	<b>MINI BIFF</b>		<b>\$540.75</b>		
<hr/>					
Paid Chk# 023688	10/13/2014	MINNESOTA RURAL WATER ASSOC			
E 601-49400-207	Training Instructional		\$150.00		OPERATOR EXPO
E 602-49450-207	Training Instructional		\$150.00		OPERATOR EXPO
<b>Total</b>	<b>MINNESOTA RURAL WATER ASSOC</b>		<b>\$300.00</b>		
<hr/>					
Paid Chk# 023689	10/13/2014	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217	Lab Fees		\$36.20	721347	PHOSPHORUS
E 601-49400-217	Lab Fees		\$89.00	721946	COLIFORM
E 602-49450-217	Lab Fees		\$36.20	722489	PHOSPHORUS
E 602-49450-217	Lab Fees		\$36.20	723523	PHOSPHORUS
<b>Total</b>	<b>MINNESOTA VALLEY TESTING LAB</b>		<b>\$197.60</b>		
<hr/>					
Paid Chk# 023690	10/13/2014	MINNESOTA/WISCONSIN PLAYGROUND			
E 101-45200-430	Miscellaneous (GENERAL)		\$20,000.00	2014349	SPORTS COMPLEX PLAYGROUND
<b>Total</b>	<b>MINNESOTA/WISCONSIN PLAYGROUND</b>		<b>\$20,000.00</b>		
<hr/>					
Paid Chk# 023691	10/13/2014	MN DEPT OF LABOR & INDUSTRY			
G 101-21721	State Bldg Surcharge Fee		\$1,027.44		3RD QTR SURCHARGE REPORT
<b>Total</b>	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>		<b>\$1,027.44</b>		
<hr/>					
Paid Chk# 023692	10/13/2014	MN STATE FIRE DEPT ASSOCIATION			
E 101-42200-433	Dues and Subscriptions		\$170.00	2015	MEMBERSHIP DUES
<b>Total</b>	<b>MN STATE FIRE DEPT ASSOCIATION</b>		<b>\$170.00</b>		
<hr/>					
Paid Chk# 023693	10/13/2014	MN VALLEY ELECTRIC COOPERATIVE			
E 601-49400-381	Electric Utilities		\$123.35		640 TACOMA BLVD
E 101-43100-380	Street Lighting		\$95.39		STREET LIGHTS
E 602-49450-381	Electric Utilities		\$30.21		LIFT STATION
<b>Total</b>	<b>MN VALLEY ELECTRIC COOPERATIVE</b>		<b>\$248.95</b>		
<hr/>					
Paid Chk# 023694	10/13/2014	NCPERS 855401LIFE INS			
G 101-21705	PERA Life		\$36.00		LIFE INSURANCE
<b>Total</b>	<b>NCPERS 855401LIFE INS</b>		<b>\$36.00</b>		

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			Check Amt	Invoice	Comment
Paid Chk# 023695	10/13/2014	NEC FINANCIAL SERVICES LLC			
E 101-41400-321	Telephone		\$385.85	0001741981	PHONE RENTAL
	<b>Total</b>	<b>NEC FINANCIAL SERVICES LLC</b>	<b>\$385.85</b>		
Paid Chk# 023696	10/13/2014	NORWOOD ELECTRIC INC			
E 101-43100-221	Repair/Maintenance Equipment		\$25.36	13861	HIGH PRESSURE LAMP
	<b>Total</b>	<b>NORWOOD ELECTRIC INC</b>	<b>\$25.36</b>		
Paid Chk# 023697	10/13/2014	NYA TIMES			
E 101-41110-350	Print/Publishing/Postage		\$34.02	144192	COUNCIL MINS
E 101-41110-350	Print/Publishing/Postage		\$22.68	144193	EDA MIN
E 101-41110-350	Print/Publishing/Postage		\$18.90	144194	WORKSHOP
E 101-41110-350	Print/Publishing/Postage		\$26.46	148440	EDA MINS
E 101-41110-350	Print/Publishing/Postage		\$90.72	148441	COUNCIL MINS
E 101-41320-350	Print/Publishing/Postage		\$26.45	148442	ORD 254
E 101-41110-350	Print/Publishing/Postage		\$18.90	148443	WORKSHOP NOTICE
	<b>Total</b>	<b>NYA TIMES</b>	<b>\$238.14</b>		
Paid Chk# 023698	10/13/2014	PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221	Repair/Maintenance Equipment		\$398.48	0046508	UNIT 1218
	<b>Total</b>	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>	<b>\$398.48</b>		
Paid Chk# 023699	10/13/2014	QUILL CORPORATION			
E 101-41400-200	Office Supplies (GENERAL)		\$128.90	71318891	DESKPAD & BINDER
	<b>Total</b>	<b>QUILL CORPORATION</b>	<b>\$128.90</b>		
Paid Chk# 023700	10/13/2014	RIDGEVIEW MEDICAL CENTER			
E 101-42200-430	Miscellaneous (GENERAL)		\$370.00		LIVE BURN AMBULANCE 9/13/14
	<b>Total</b>	<b>RIDGEVIEW MEDICAL CENTER</b>	<b>\$370.00</b>		
Paid Chk# 023701	10/13/2014	ROCK, CHRISTIE			
E 101-46500-331	Travel/Meeting Expense		\$50.11	197.5	EDC LUNCH
E 101-46500-305	Other Professional Fees		\$1,520.00	198	EDC SERVICES
	<b>Total</b>	<b>ROCK, CHRISTIE</b>	<b>\$1,570.11</b>		
Paid Chk# 023702	10/13/2014	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304	Legal Fees		\$163.90		MISC ATTORNEY
E 101-41500-304	Legal Fees		\$58.00		ALLISON PROPERTY
E 101-41500-304	Legal Fees		\$188.50		CHURCH EASEMENT
E 101-41500-304	Legal Fees		\$87.00		CENTRA HOMES
E 101-41500-304	Legal Fees		\$43.50		HARBOR
	<b>Total</b>	<b>RUPP, ANDERSON, SQUIRES, PA</b>	<b>\$540.90</b>		
Paid Chk# 023703	10/13/2014	SMITH OIL CO			
E 101-45200-212	Motor Fuels		\$158.17		
E 101-42200-212	Motor Fuels		\$430.60		FIRE DEPT FUEL
E 602-49450-212	Motor Fuels		\$221.54		
E 601-49400-212	Motor Fuels		\$221.53		
E 101-43100-212	Motor Fuels		\$369.05		

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<b>Total SMITH OIL CO</b>		\$1,400.89		
Paid Chk# 023704	10/13/2014 SUN LIFE ASSURANCE COMPANY			
G 101-21707	Disability Insurance	\$294.88		LONG & SHORT TERM DISABILITY
<b>Total SUN LIFE ASSURANCE COMPANY</b>		\$294.88		
Paid Chk# 023705	10/13/2014 TECHSTAR IT SOLUTIONS			
E 101-41400-437	Maintenance Contract	\$238.50	4175	SEPT BACKUP
E 101-41400-437	Maintenance Contract	\$1,007.00	MSP-4167	MONTHLY BILLING FOR SEPT
<b>Total TECHSTAR IT SOLUTIONS</b>		\$1,245.50		
Paid Chk# 023706	10/13/2014 TITLE MARK			
G 101-22000	Deposits	\$900.00		2012155 840 FOX COURT
G 101-22000	Deposits	\$900.00		PERMIT 2013037 820 FOX COURT
G 101-22000	Deposits	\$900.00		2012152 1020 FOX CROSSING
G 101-22000	Deposits	\$900.00		2012032 855 FOX COURT
G 101-22000	Deposits	\$900.00		2013010 835 FOX COURT
<b>Total TITLE MARK</b>		\$4,500.00		
Paid Chk# 023707	10/13/2014 TOWMASTER			
E 101-43100-221	Repair/Maintenance Equipment	\$139.00	362232	BOX LIGHT, STOBE LIGHT
<b>Total TOWMASTER</b>		\$139.00		
Paid Chk# 023708	10/13/2014 UFC			
E 101-45200-212	Motor Fuels	\$114.74	53692	LP GAS
<b>Total UFC</b>		\$114.74		
Paid Chk# 023709	10/13/2014 US POSTAL SERVICE			
E 602-49450-350	Print/Publishing/Postage	\$134.49		OCT H2O BILLS
E 601-49400-350	Print/Publishing/Postage	\$134.48		OCT H2O BILLS
E 603-49500-350	Print/Publishing/Postage	\$134.49		OCT H2O BILLS
<b>Total US POSTAL SERVICE</b>		\$403.46		
Paid Chk# 023710	10/13/2014 US POSTAL SERVICE			
E 101-41400-350	Print/Publishing/Postage	\$220.00		PERMIT #20
<b>Total US POSTAL SERVICE</b>		\$220.00		
Paid Chk# 023711	10/13/2014 UTILITY CONSULTANTS			
E 602-49450-217	Lab Fees	\$811.50	87170	CBOD TSS TESTING
<b>Total UTILITY CONSULTANTS</b>		\$811.50		
Paid Chk# 023712	10/13/2014 VERIZON WIRELESS			
E 101-45200-321	Telephone	\$129.54		
E 101-43100-321	Telephone	\$301.48		
E 602-49450-321	Telephone	\$307.30		
E 601-49400-321	Telephone	\$306.94		
<b>Total VERIZON WIRELESS</b>		\$1,045.26		
Paid Chk# 023713	10/13/2014 WATER CONSERVATION SERVICE INC			

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		Check Amt	Invoice	Comment
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$379.70	5403	LEAK LOCATE
<b>Total WATER CONSERVATION SERVICE INC</b>		<b>\$379.70</b>		
<hr/>				
Paid Chk# 023714	10/13/2014 WM MUELLER & SONS INC			
E 101-45200-221	Repair/Maintenance Equipment	\$2,500.00	14-556	PAVE TRAIL
E 101-43100-221	Repair/Maintenance Equipment	\$87.40	197359	TACK OIL
E 101-43100-224	Street Maint Materials	\$127.43	197360	3/8 MINUS
<b>Total WM MUELLER &amp; SONS INC</b>		<b>\$2,714.83</b>		
<hr/>				
Paid Chk# 023715	10/13/2014 XCEL ENERGY			
E 101-43100-381	Electric Utilities	\$642.01		
E 101-45200-381	Electric Utilities	\$23.30		VETERANS PARK
E 101-49860-381	Electric Utilities	\$656.71		
E 602-49450-381	Electric Utilities	\$3,558.22		
E 601-49400-381	Electric Utilities	\$369.89		
E 101-45200-381	Electric Utilities	\$912.15		
E 101-43100-380	Street Lighting	\$2,246.16		
E 101-42500-381	Electric Utilities	\$10.91		
E 101-42200-381	Electric Utilities	\$361.30		
E 101-41940-381	Electric Utilities	\$2,687.50		
E 101-45500-381	Electric Utilities	\$1,196.26		
<b>Total XCEL ENERGY</b>		<b>\$12,664.41</b>		
<b>10100 CHECKING</b>		<b>\$98,086.02</b>		

**Fund Summary**

<b>10100 CHECKING</b>	
101 GENERAL FUND	\$54,595.09
253 2014 FLOODING EVENT	\$33,818.99
601 WATER FUND	\$2,954.83
602 SEWER FUND	\$6,582.62
603 STORM WATER UTILITY	\$134.49
	<b>\$98,086.02</b>

# City of Norwood Young America

Date: October 13, 2014  
To: City Council  
From: Debbie Lenz, Deputy Clerk  
RE: Public hearing for delinquent utilities and special assessments

---

The council holds a public hearing to receive objections and consider the proposed certification of delinquent utilities and special assessments (fees for lawn abatement, etc.).

Delinquent utilities and special assessments are assessed to the property owners' real estate taxes if not paid by November 26, 2014.

Proper notices will be sent to all affected property owners.

**Requested Action:** Motion to call for a public hearing on assessments for delinquent utilities and special assessments on certain properties on Monday, November 24, 2014 at 6:30 p.m.

# City of Norwood Young America

Date: October 13, 2014

To: Mayor and City Council

From: Diane Frauendienst, City Clerk-Treasurer

RE: Call for Public Hearing to amend Chapter 20 of the City Code  
pertaining to the 2015 Fee Schedule

---

A public hearing is required to be held when changes are made to any city ordinance. City Council will be amending Chapter 20 of the City Code at the November 24, 2014 City Council meeting. Chapter 20 of the City Code pertains to fees charged by the city for services and licenses provided.

The proper notice will be published in the *Norwood Young America Times* announcing a public hearing to amend Chapter 20 of the City Code to establish a fee schedule for the year 2015.

Enclosed in your packet is the current 2014 Fee Schedule for you to review. Please contact city staff with any changes by November 10, 2014.

**Recommendation: Motion to call for a Public Hearing to amend Chapter 20 of the City Code pertaining to the 2015 Fee Schedule**

**Schedule A**  
**City of Norwood Young America**  
**Fee Schedule**

Type	Terms & Conditions	2013 Fee	2014 Fee
<b>A. <u>Animals</u></b>			
Animal License			5.00
Duplicate Animal License Fee			5.00
Unlicensed fine			50.00
Animal pick-up charge	Base Charge		50.00
Impound Expenses	Actual Cost		-
Animal running at large/creating nuisance	1st Offense		10.00
	2nd Offense		50.00
	3rd Offense		150.00
	Subsequent Offenses (each)		250.00
Backyard Chickens Permit	Biennial		50.00
<b>B. <u>Business Permits/Service Charges</u></b>			
Copy Cost	Per Page		0.25
Fax Cost	Per Page		1.00
Laminating Costs	Per 8 1/2 x 11 page		2.50
	Per 11 x 17 page		4.00
	Per card tag - including clip		3.00
Copy: Comprehensive Plan	Per Document		50.00
Copy: Zoning Ordinance	Per Document		25.00
Copy: Subdivision Ordinance	Per Document		20.00
Certification Fee	Per delinquent account assessment		25.00
Special Assessment Search			30.00
Returned Check Charge	Fee		35.00
Peddler License	Annual License		50.00
Solicitor License	Annual License		N/C
Telecommunications Permit			N/C
Waste Hauler Permit		50.00	100.00
Transient Merchant License			50.00
Fire Works - Temporary Tent/Stand			350.00
Fire Works - Permanent Store			100.00
City Facility Rental (per day)			
Buildings Included:	Damage Deposit		200.00
Clay Community Building	Non-Profit Local Group - regular meetings		No Charge
Lions Shelter	Non-Profit local group/local church- other events		75.00
Legion Shelter (pool)	All other rentals	100.00	125.00
Willkommen Park Pavilion	All events	300.00	350.00
	Non-Profit Local Group Rental		100.00
	Damage Deposit		300.00
Willkommen Pavilion sound system	Rental per day		50.00
Willkommen Park Gazebo	Per day		50.00
	Damage Deposit		100.00
Cemetery Lot Sales	Resident	300.00	400.00
	Non-Resident	500.00	600.00
Fire Dept. Fire/Rescue Emergency Call- non-resident of fire district	Per call	450.00	500.00
Fire Department Service Call - Billing Rate	1st Hour (Minimum)		500.00
	Each Additional Hour		300.00
<b>C. <u>Equipment Rental - per staff approval (certain equipment rental required to be operated by staff).</u></b>			
12 KW Portable Generator	Per Hour - Plus Deposit *		200.00
120/230 Generator	Per Hour - Plus Deposit *		35.00
2 way plow for Loader	Per Hour - Plus Deposit *		30.00
4' Pump	Per Hour - Plus Deposit *		75.00
4 way plow	Per Hour - Plus Deposit *		30.00
Barricades	Per Day - Plus Deposit *		10.00
Beaver Tail Trailer	Per Hour - Plus Deposit *		40.00
Bobcat S-250	Per Hour - Plus Deposit *		90.00
Bobcat Tools (level bar, grapple forks, etc)	Per Hour - Plus Deposit *		20.00
Bobcat Workmates	Per Hour - Plus Deposit *		40.00
Bucket Truck	Per Hour - Plus Deposit *		150.00
Chipper	Per Hour - Plus Deposit *		50.00

Dump Truck	Per Hour - Plus Deposit *		100.00
Flail Mower	Per Hour - Plus Deposit *		90.00
Hand Tools	Per Day - Plus Deposit *		10.00
Jetter	Per Hour - 1 hour min. Operated by City Staff	250.00	300.00
Jetter plus Vacuum	Per Hour - 1 hour min. Operated by City Staff	450.00	500.00
Loader	Per Hour - Plus Deposit *		150.00
Mower	Per Hour - 1 hour min. Operated by City Staff		35.00
Camera equipment	Per Hour - Operated by 2 City Staff	75.00	100.00
Roller	Per Day - Plus Deposit *		30.00
Rotary Mower	Per Hour - Plus Deposit *		60.00
Rotating laser	Per Hour - Plus Deposit *		40.00
Tanker w/ pump	Per Hour - Plus Deposit *		100.00
Tractor	Per Hour - Plus Deposit *		90.00
Trailer	Per Day - Plus Deposit *		40.00
Trash Pump	Per Day - Plus Deposit *		20.00
Vacuum	Per Hour - 1 hour min. Operated by City Staff	200.00	250.00
Weed Whip	Per Hour - 1 hour min. Operated by City Staff		35.00
Wire Feed Welder	Per Hour - Plus Deposit *		35.00
Chain Saw	Per Hour - Plus Deposit *		30.00
125 KW Portable Generator - dual voltage	Per Hour - Plus Deposit *	200.00	250.00
Engine Powered Hydraulic Pump/PTO drive 0-2000/min	Per Hour - Plus Deposit *	200.00	300.00
Push Camera	Per Occurrence - Operated by City Staff		25.00
Labor - Business Hours	Per Hour - 1 hour Minimum		50.00
Labor - After Hours	Per Hour - 1 hour Minimum		90.00
*Deposit for Rentals			500.00

**D. Liquor/Alcoholic Beverages**

Intoxicating Liquor On-Sale		1,200.00
Intoxicating Liquor Off-Sale		100.00
Wine License On-Sale		100.00
Sunday Liquor On-Sale		200.00
Temporary Intoxicating Liquor (1-3 Day)		25.00
3.2 Beer On-Sale		150.00
3.2 Beer Off-Sale		50.00
Temporary 3.2 Beer		25.00
Consumption & Display Permit		100.00
Extended hours 2 am liquor license fee	On-Sale Intoxicating License Holder Permit	500.00
	3.2% Malt Liquor or Set Up Holder Permit	250.00
Liquor License Investigation Fee		up to 500.00
Wine License Investigation Fee		up to 500.00

**E. Adult Use**

Adult Use License Fee		1,500.00
Adult Use Investigation Fee/Additional Investigation Fee		500.00

**F. Fines & Violations**

Nuisance Tree Abatement	Fine + cost	50.00
RV Parking (Temporary)	Permit	N/C
False Alarm (per 12 months)	First 3 Offenses	N/C
	4th Offense	50.00
	5th offense	100.00
	6th offense	150.00
	each additional offense increases in increments of \$50.00	
Sprinkling Ban Violation	First Offense	Warning
	2nd offense	50.00
	3rd offense	100.00
	4th offense	200.00
	each additional offense	200.00
Rental Dwelling Fines	Unlicensed Fee	250.00
	Unlicensed fee per day until license is obtained	10.00
	Violation Fee	50.00
	Violation fee per day until corrections are completed	5.00
Towing and Storage of Vehicles	Actual Cost from Tow Company	-

Nuisance Violation	Per Violation + Administrative Penalty + Cost of Abatement	50.00	
Administrative Penalties	1st offense	50.00	
	2nd offense	62.50	
	3rd offense	78.13	
	4th offense	97.66	
	each additional offense increases by 25%		

**G. Utility Rates**

<i>Water</i>	Residential Water Base Charge per unit	Per month	13.79	14.48
	Commercial Water Base Charge per unit	Per month	23.93	25.13
	Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.13	3.29
		Tier II - 6,001 to 52,000 gallons used	4.05	4.25
		Tier III - 52,001 to 88,000 gallons used	4.76	5.00
		Tier IV - 88,001+ gallons used	6.14	6.45
	Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.13	3.29
		Tier II - 6,001 to 52,000 gallons used	4.05	4.25
		Tier III - 52,001+ gallons used	4.76	5.00
	Water Plant Charge	Per month	7.44	7.81
<i>Sewer</i>	Residential Sewer Base Charge per unit	Per month	6.95	7.30
	Commercial Sewer Base Charge per unit	Per month	6.95	7.30
	Residential Sewer Usage Charge (Per 1,000 gallons)	Based on average water used in winter quarter	5.96	6.26
	Commercial Sewer Usage Charge (Per 1,000 gallons)	Based on average water used in winter quarter	5.96	6.26
	Water Sales	Private Truck		25.00
		Per 1000 gallons for NYA residents		3.60
		Per 1000 gallons for non-residents		8.30
	On-line Utility Payment User Fee	Per transaction		3.50
	Late Payment Penalty	% of unpaid balance		10 percent
<i>Storm Water Drainage</i>	REC Unit	Per month	4.45	4.67
	Special Parcels			
	Impervious Area	Per month	16.72/acre	17.56/acre
	Pervious Area	Per month	5.27/acre	5.53/acre
	SF Attached (Townhouse)	Per month	2.24	2.35
	Commercial/Industrial			
	0%-50% Impervious	Per month	8.14/acre	8.55/acre
	>50%-75% Impervious	Per month	12.42/acre	13.04/acre
	>75% Impervious	Per month	15.28/acre	16.04/acre
	Open Space	Per month	5.27/acre	5.53/acre
<b>H. Utility Connection Charges</b>				
	Watermain Trunk Charge - per ERU		3,750.00	3,825.00
	Sewermain Trunk Charge - per ERU		3,750.00	3,825.00
	Water Hook-up Charge		100.00	125.00
	Sewer Hook-up Charge		100.00	125.00
	Storm Sewer Trunk Charge	Per ERU	700.00	750.00
	Barnes Lake Outlet	Per ERU		250.00
	Tacoma Ave N Improvement Fee			634.00
	SAC/WAC Fees	See Spreadsheet		-
	3/4" Residential Water Meter	Includes Meter, Horn, Swivels & Remote	330.00	350.00
	1" Residential Water Meter	Includes Meter, Horn, Swivels & Remote	425.00	450.00
	1 1/2" Commercial Water Meter	Includes Meter, Flange, & Remote	650.00	1,370.00
	2" Commercial Water Meter	Includes Meter, Flange, & Remote	780.00	1,570.00
	3" Commercial Water Meter	Includes Meter, Flange, & Remote		1,920.00
	3/4" Residential Water Meter	Meter only		170.00
	1" Residential Water Meter	Meter only		240.00

1 1/2" Commercial Water Meter	Meter only		1,230.00
2" Commercial Water Meter	Meter only		1,420.00
3" Commercial Water Meter	Meter only		1,780.00
5/8 x 3/4 Meter Horn	Sales tax additional		52.00
1" Meter Horn - no lead	Sales tax additional		102.00
3/4 Swivel - no lead	Sales tax additional		15.00
1" Swivel - no lead	Sales tax additional		19.00
1" Male Swivel - no lead	Sales tax additional		20.00
1" Solder Swivel - no lead	Sales tax additional		20.00
Single Port Radio	Sales tax additional		125.00
Dual Port Radio	Sales tax additional		140.00
1 1/2" flange	Sales tax additional		35.00
2" flange	Sales tax additional		41.00
3" flange	Sales tax additional		35.00
Non-Seasonal Disconnect/Reconnect Charge	Each	50.00	75.00
Seasonal Disconnect/Reconnect Charge	Each	25.00	50.00
Curb Box Cover	Sales tax additional	100.00	110.00

I. **Planning & Zoning**

Comprehensive Plan Amendment/Change	Fee + Escrow*		500.00
City Code Amendment	Fee		250.00
Conditional Use Permit - Residential			200.00
Conditional Use Permit - Non-Residential			300.00
Interim Use Permit - Residential			200.00
Interim Use Permit - Non-Residential			300.00
Rezoning Application	Map		350.00
Zoning Amendment	Text		300.00
Variance - Residential		150.00	200.00
Variance - Non-Residential		200.00	300.00
Variance - Commercial			300.00
Site Plan Review	Fee + Escrow**		300.00
Lot Split			200.00
Boundary Line Adjustment			100.00
Sketch Plat Review	Fee + Escrow***		200.00
Subdivision	*Preliminary Plat (fee + \$10/lot)		350.00
	*Final Plat (fee + \$10/lot)		250.00
Planned Unit Development (PUD)	PUD Sketch Plan Fee + Escrow***		200.00
	*PUD General Concept Plan		400.00
	*PUD Final Plan		300.00
	*PUD Plan Amendment		300.00
	(PUD fees are in addition to plat fees)		
Street/Alley/Easement Vacation Application Fee			150.00
Annexation Application Fee			300.00
Storm Water Plan			250.00
Wetland Mitigation Plan	Fee + Escrow		100.00
Parking Reduction			100.00
Application for Appeal			150.00
Carver County Recording Fee			46.00
<b>*Developer Escrow Deposit - Payment by Certified Check</b>			2,000.00
<b>**Developer Escrow Deposit - Site Plan Review - Payment by Certified Check</b>			5,000.00
<b>**Developer Escrow Deposit - Site Plan Review for Tacoma West Industrial Park - Payment by Certified Check</b>	7,500.00		15,000.00
<b>***Developer Escrow Deposit - Development Review paid at Sketch Plan - Payment by Certified Check</b>			10,000.00

All Planning & Zoning application fees are in addition to legal, engineering, and associated costs.

J. **Park Dedication**

Single Family	Per Lot		2,500.00
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Two Family	Per Unit	2,500.00
Townhome	Per Unit	2,500.00
Multi-Family	Per Unit	2,000.00
Commercial/Industrial	Per Acre	5,000.00

**K. Storm Water**

Basin Connection	Actual Cost	-
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**L. Building Construction****1. Building Permit Fee Calculation***Valuation*

\$1 to 500

\$501 to 2000

\$2001 to 25,000

\$25,001 to 50,000

\$50,001 to 100,000

\$100,001 to 500,000

\$500,001 to 1,000,000

\$1,000,001 and up

**1997 Fee Schedule + 10%***Fee*

\$25.85

\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and including 2,000.00

\$76.25 for the first 2000 plus 15.40 for each additional 1000 or fraction thereof, to and including 25,000

\$430.45 for the first 25,000 plus 11.11 for each additional 1000 or fraction thereof, to and including 50,000

\$708.20 for the first 50,000 plus 7.70 for each additional 1000 or fraction thereof, to and including 100,000

\$1,093.20 for the first 100,000 plus 6.16 for each additional 1000 or fraction thereof, to and including 500,000

\$3,557.20 for the first 500,000 plus 5.23 for each additional 1000 or fraction thereof, to and including 1,000,000

\$6,172.20 for the first 1,000,000 plus 4.02 for each additional 1000 or fraction thereof.

**2. Building Department Inspection Fees**

Building Permit Fee

100% of above fee schedule + state surcharge

Residential Plan Check Fee

65% of building permit fee

Commercial Plan Check Fee

65% of building permit fee

Building Permit Investigation Fee

Charge when work done w/o permit (previous \$45). Up to actual permit amount

Reinspection Fees/Additional Inspection fees

Each inspection

45.00

Rental Dwelling Inspection Fee

Minimum Fee

54.00

3-5 units

18.00/unit

6-10 units

17.00/unit

11-20 units

15.75/unit

21-40 units

14.75/unit

41-100 units

13.50/unit

101-200 units

12.50/unit

200+ units

11.25/unit

Rental Dwelling Reinspection fee - beyond first follow-up inspection

Each inspection

45.00

Pre-Move Structure Inspections:

House or shed/garage located outside city limits

\$45.00 per hour plus mileage from inspector's office

House located inside city limits

\$45.00 per hour plus mileage from inspector's office

Shed/garage located inside city limits

\$45.00 per hour plus mileage from inspector's office

Moved-In Structure Permit Fee:

Moved-in House

fee + permit, plan review and state surcharge fees for foundation, interior remodel, and/or addition, including garage

250.00

Moved-In Shed/Garage

fee + permit, plan review and state surcharge fees for foundation, interior remodel and/or addition, including garage

125.00

**3. Mechanical Permits**

Heating/Cooling Permit - Residential

surcharge additional

60/fixture + surcharge

Heating/Cooling Permit - Commercial

Based on value, 1997 fee schedule + 10%

**4. Single Family Residential Plumbing Permits**

Plumbing Permit	\$5 per fixture (13+ fixtures)/minimum \$60.00 surcharge additional		
Residential Plbg Fixture Change Out (water heater/softner)	\$15.00 plus \$5.00 surcharge		20.00

**5. Commerical/Industrial Plumbing Plan Review**

Based on value, 1997 fee schedule + 10%

**6. General Permits (minor residential alteration)**

Rewindow	55.00 permit + 5.00 surcharge		60.00
Reside	55.00 permit + 5.00 surcharge		60.00
Reroof	55.00 permit + 5.00 surcharge		60.00
Fence	55.00 permit + 5.00 surcharge		60.00

**7. Miscellaneous**

Mobile Home Move-In Permit			250.50
House Move-In Application	(In addition to building permit)		N/C
Curb Cut Damage Deposit			-
Curb Cut Inspection Fee			5.00
Street/Landscape/Driveway Deposit	Refundable		900.00
Utility Damage Deposit	Refundable		500.00
Tree Permit			N/C
Excavation Permit	Actual Cost from Engineer		-
Fill Permit	Actual Cost from Engineer		-
General Sign Permit (no plan review required)	55.00 permit + 5.00 surcharge		60.00
Residential Demolition Permit	100.00 permit + 5.00 surcharge	60.00	105.00
Commercial Demolition Permit	200.00 permit + 5.00 surcharge		205.00

**M. Swimming Pool Rates**

Season Pass	Family - includes immediate family	100.00	125.00
	Adults	75.00	100.00
	Students	60.00	75.00
Daily Admission	Adults, per person per day		5.00
	Students, per person per day		4.00
Aqua Aerobics	per time	5.00	6.00
	one month pass	35.00	40.00
Swim Lesson Fees	per person per session	40.00	45.00

**N. Labor/Staff Time (Billable Rates)**

Staff Time	Research	40.00/hour	50.00/hour
Public Notice			75.00
Notary Public			N/C
Full Time Skilled	Business Hours	40.00/hour	50.00/hour
	After hours	80.00/hour	90.00/hour
Temporary Unskilled			15.00/hour

**O. Special Use Vehicle Permits**

Golf cart permit	Triennial Fee		40.00
Extra Vehicle Permit	Per Vehicle		10.00

TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: October 9, 2014

SUBJECT: Ordinance No. 254 Substitute Approval

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At the regular City Council meeting held on September 22, 2014, the Council adopted Ordinance No. 254. After such, City staff discovered some formatting errors in the ordinance. Enclosed are an updated version and a copy of the version approved on September 22<sup>nd</sup>.

**Suggested Motions:**

**Motion to rescind City Council action on September 22, 2014 to adopt Ordinance No. 254 and to approve substitute Ordinance No. 254 reflecting formatting corrections.**

**Motion to rescind City Council action on September 22, 2014 approving summary publication of Ordinance No. 254 and to approve substitute summary publication of Ordinance No. 254 and its publication.**

**CITY OF NORWOOD YOUNG AMERICA**  
**ORDINANCE NO. 254**

AN ORDINANCE AMENDING SECTION 1245.03, SUBD. 3,A RELATING TO ARCHITECTURAL STANDARDS AND GUIDELINES FOR COMMERCIAL AND BUSINESS INDUSTRIAL APPLICABLE TO BUILDING MATERIALS IN THE C-2 GENERAL COMMERCIAL AND B-I BUSINESS AND INDUSTRIAL DISTRICTS.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12, SECTION 1245.03, SUBD. 3 SHALL BE AMENDED AS FOLLOWS:

**SUBD. 3 Building Material and Detail.**

- A. *Exterior Wall Finish.* All exterior wall finishes on any building structure shall be constructed of the following materials or combination of materials:

1. Brick
2. Stone
3. Glass
4. Textured masonry units
5. Wood, consisting of lap siding and painted
6. Stucco
7. Tilt up concrete panels
8. Prefabricated steel or sheet metal panels or pre-engineered buildings for Permitted Industrial Uses in the B-1 District only, assuming that permitted materials listed in 1-7 above shall occupy 100% of the street-facing side(s) of the building and the lot shall be landscaped as required by the City which solely reserves the right to require additional landscaping in exchange for allowing the pre-engineered or prefabricated application. Commercial uses (retail or service occupying fifty percent or more of the site) are specifically excluded from this clause (1245.03, A, 10) as may be amended.
9. Fiber cement or cement/concrete board lapsiding
10. Metal subject to the following limitations:
  - a. Aluminum is prohibited in any form.
  - b. Minimum metal gauge of 24.
  - c. Concealed fasteners required.
  - d. Horizontal application is required, that is lapsiding versus vertical steel panel.
  - e. When façade of building faces a public right of way: a minimum of twenty-seven percent (27%) of the façade must be transparent (e.g. window, door openings) and twenty five percent (25) must be an accent material consisting of brick, stone, textured masonry units, or stucco.
  - f. Portions of facades not facing public streets are exempt from subsection (e) relating to transparency and accent material.
  - g. Metal roofing shall feature standing seams, concealed fasteners, and guards above building openings to prevent snow from accumulating in entrances.

Accent material may occupy up to 25 percent of the building's façade. These may include:

1. Metal
2. Glass Block
3. Spandrel glass
4. Similar materials as approved by the City

The following materials may not be used in any visible exterior application except when specifically permitted by the City in areas with limited public view or accent areas:

1. Unadorned plain or painted concrete block
2. Painted brick
3. ~~Prefabricated steel or~~ **Unfinished, corrugated, or galvanized sheet** metal panels.
4. Reflective glass
5. Aluminum, vinyl, fiberglass, asphalt or fiberboard siding

- B. *Color.* Colors shall be harmonious and consist of muted colors with low reflectance. Recommended colors include brown, grays, tans, beiges and dark or muted greens, blues and reds. Bright or brilliant colors and sharply contrasting colors may be used only for accent purposes.
- C. *Horizontal Articulation.* To avoid long unbroken expanses, building of more than 40 feet in width shall be divided into smaller increments through articulation of the façade. This can be achieved through combinations of the following techniques:
1. Façade modulation - stepping back or forward or extending a portion of the façade.
  2. Vertical divisions using different textures or materials.
  3. Variation in the rooflines by alternating dormers and stepped roofs, gables or other roof elements to reinforce the modulation or articulation intervals.
- D. *Ground-level Articulation.* The ground level of any multi-story structure shall be visually distinct from the upper stories. This can be achieved through the use of one or more of the following techniques. Others that may meet the objective shall be reviewed and approved by the Planning Commission:
1. An intermediate cornice line
  2. A sign band
  3. An awning arcade or portico
  4. A change in the building materials, texture or detailing
  5. A change in window shape or treatment
- E. *Entries.* The main entrance should always face the primary street and shall be placed at grade. Main entries shall be designed with one or more of the following:
1. Canopy, portico, overhang or arch above the entrance
  2. Recesses or projections in the building façade surrounding the entrance
  3. Peaked roof or raised parapet over the door
  4. Display windows surrounding the entrance
  5. Architectural detailing such as tile work or ornamental moldings
- F. *Building Placement.* All buildings in the General Commercial District shall be located as close as possible to the front yard setback line and building entrances shall be as close as possible to abutting streets. Parking shall be to the rear or side of the building to the greatest extent possible.
- G. **Pre-fabricated and/or pre-engineered buildings are prohibited in the C-2 and B-I Districts, except as provided under 1245.03, Subd. 3, A, 10. Prefabricated buildings are those primarily built in a factory off-site and then shipped to and assembled on site. Pre-engineered buildings are products generally designed by manufacturers according to standard design models as opposed to buildings designed by a stand-alone architect and**

project engineer who select/employ materials from a variety of independent sources for the specific needs of the property and building.

**Subd. 4 Loading and Refuse Areas.** Screening of service yards, refuse, and waste-removal areas, loading docks, truck parking areas, and other areas which tend to be unsightly shall be accomplished by use of walls, privacy fencing, dense planting, or any combination of these elements. Screening shall block views from public right-of-way.

**Subd. 5 Lot Frontage and Parking Location.**

- A. *Highway 212 and Highway 5 Corridor.*
  - 1. In any lot that abuts Highway 212 or Highway 5, directly, the lot line abutting the highway shall be considered the front lot line.
  - 2. In any lot that abuts either an access boulevard parallel to Highway 212 or Highway 5, the lot line abutting the boulevard shall be considered the front lot line.
  - 3. The majority of parking shall be located to the side or rear yards of the building.
- B. *All other non-commercial districts listed under the provisions of this section.* Parking areas should be distributed around large buildings in order to shorten the distance to the entrance and to other buildings and reduce the overall scale of the paved surface. No more than 50 percent of the parking area for the site shall be located between the front façade of the principal building and the primary abutting street.

**Subd. 6 Franchise Architecture.** Franchise architecture (building design that is trademarked or identified with a particular chain or corporation and is generic in nature) shall be incorporated in such a manner to comply with the design standards of the Section.

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

Adopted by the City Council of the City of Norwood Young America on this 13<sup>th</sup> day of October 2014.

\_\_\_\_\_  
Tina Diedrick, Mayor

Attest:

\_\_\_\_\_  
Diane Frauendienst, City Clerk-Treasurer

**CITY OF NORWOOD YOUNG AMERICA**  
**ORDINANCE NO. 254**

AN ORDINANCE AMENDING SECTION 1245.03, SUBD. 3,A RELATING TO ARCHITECTURAL STANDARDS AND GUIDELINES FOR COMMERCIAL AND BUSINESS INDUSTRIAL APPLICABLE TO BUILDING MATERIALS IN THE C-2 GENERAL COMMERCIAL AND B-I BUSINESS AND INDUSTRIAL DISTRICTS.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12, SECTION 1245.03, SUBD. 3 SHALL BE AMENDED AS FOLLOWS:

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2. *Stone*
3. *Glass*
4. *Textured masonry units*
5. *Wood, consisting of lap siding and painted*
6. *Stucco*
7. *Tilt up concrete panels*
8. *Fiber cement or cement/concrete board lapsiding*
9. *Metal subject to the following limitations:*
  - a. *Aluminum is prohibited in any form.*
  - b. *Minimum metal gauge of 24.*
  - c. *Concealed fasteners required.*
  - d. *Horizontal application is required, that is lapsiding versus vertical steel panel.*
  - e. *When façade of building faces a public right of way: a minimum of twenty-seven percent (27%) of the façade must be transparent (e.g. window, door openings) and twenty five percent (25) must be an accent material consisting of brick, stone, textured masonry units, or stucco.*
  - f. *Portions of facades not facing public streets are exempt from subsection (e) relating to transparency and accent material.*
  - g. *Metal roofing shall feature standing seams, concealed fasteners, and guards above building openings to prevent snow from accumulating in entrances.*
10. *Prefabricated steel or sheet metal panels or pre-engineered buildings for Permitted Industrial Uses in the B-1 District only, assuming that permitted materials listed in 1-7 above shall occupy 100% of the street-facing side(s) of the building and the lot shall be landscaped as required by the City which solely reserves the right to require additional landscaping in exchange for allowing the pre-engineered or prefabricated application. Commercial uses (retail or service occupying fifty percent or more of the site) are specifically excluded from this clause (1245.03, A, 10) as may be amended.*

B. Accent material may occupy up to 25 percent of the building's façade. These may include:

1. Metal
2. Glass Block
3. Spandrel glass
4. Similar materials as approved by the City

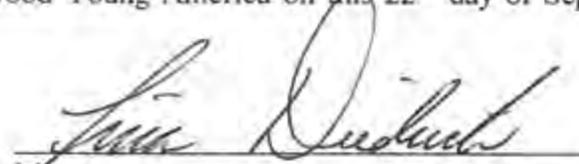
C. The following materials may not be used in any visible exterior application except when specifically permitted by the City in areas with limited public view or accent areas:

1. Unadorned plain or painted concrete block
2. Painted brick
3. ~~Prefabricated steel or~~ Unfinished, corrugated, or galvanized sheet metal panels.
4. Reflective glass
5. Aluminum, vinyl, fiberglass, asphalt or fiberboard siding

D. Pre-fabricated and/or pre-engineered buildings are prohibited in the C-2 and B-1 Districts, except as provided under 1245.03, Subd. 3, A, 10. Prefabricated buildings are those primarily built in a factory off-site and then shipped to and assembled on site. Pre-engineered buildings are products generally designed by manufacturers according to standard design models as opposed to buildings designed by a stand-alone architect and project engineer who select/employ materials from a variety of independent sources for the specific needs of the property and building.

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

Adopted by the City Council of the City of Norwood Young America on this 22<sup>nd</sup> day of September 2014.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
Diane Frauchdienst, City Clerk-Treasurer

## **PUBLIC NOTICE**

The Norwood Young America City Council at a regular meeting held on October 13, 2014 adopted Ordinance No. 254, an Ordinance Amending Chapter 12, Section 1245.03 of the Norwood Young America City Code.

City of Norwood Young America  
Ordinance No. 254

AN ORDINANCE AMENDING SECTION 1245.03, SUBD. 3,A RELATING TO ARCHITECTURAL STANDARDS AND GUIDELINES FOR COMMERCIAL AND BUSINESS INDUSTRIAL APPLICABLE TO BUILDING MATERIALS IN THE C-2 GENERAL COMMERCIAL AND B-I BUSINESS AND INDUSTRIAL DISTRICTS.

A complete printed copy of Ordinance No. 254 is available for inspection by any person during regular office hours in the office of the City Administrator.

Diane Frauendienst,  
City Clerk  
(Published in the NYA Times October 23, 2014)



October 13, 2014

CITY COUNCIL MEMO

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To: Honorable Mayor Diedrick and Members of the City Council

CC: Steve Helget, City Administrator

From: Diane Frauendienst, City Clerk

RE: Approve Appointing a Temporary Administrative Assistant I

At the July 14<sup>th</sup> meeting the Council approved the hiring of a Temporary Administrative Assistant I to fill the temporary replacement for staff member Alicia Menzel. At the September 8<sup>th</sup> meeting, the Council approved appointing a candidate for the position. Before she was scheduled to begin working, she called and said that she would not be able to accept the position.

The Personnel Committee interviewed two additional candidates for the position and recommends the hiring of Tamara Schuler beginning October 14th at \$13.38 an hour.

**RECOMMENDATION: A motion to appoint Tamara Schuler to the temporary Administrative Assistant I position with compensation at \$13.38 per hour.**

---

*City of Norwood Young America*

Tel: 952-467-1800  
Fax: 952-467-1818

310 Elm Street West  
NYA, MN 55368

[www.cityofnya.com](http://www.cityofnya.com)  
[cityclerk@cityofnya.com](mailto:cityclerk@cityofnya.com)



310 Elm Street West · P.O. Box 59 · Norwood Young America MN 55368

Phone: (952) 467-1800 Fax: (952) 467-1818 email: [info@cityofnya.com](mailto:info@cityofnya.com) Internet: [www.cityofnya.com](http://www.cityofnya.com)

TO: Honorable Mayor Diedrick and City Council Members  
FROM: Steve Helget, City Administrator  
DATE: October 9, 2014  
SUBJECT: Sports Complex – Proposed Dugouts Project

---

At the City Council's September 22, 2014 regular meeting, the Council approved contributing \$1,200 to the Central Softball Booster Club for the construction of enclosed dugouts on the north softball field at the Sports Complex. On behalf of the Booster Club, Jon Lambrecht was present at the September 22<sup>nd</sup> meeting requesting additional financial assistance. The Council directed Mr. Lambrecht to establish a projected cost for the entire project and a timeframe for completion and report back at a future meeting.

Mr. Lambrecht will be present at the meeting to review the enclosed information on the estimated cost and project schedule.

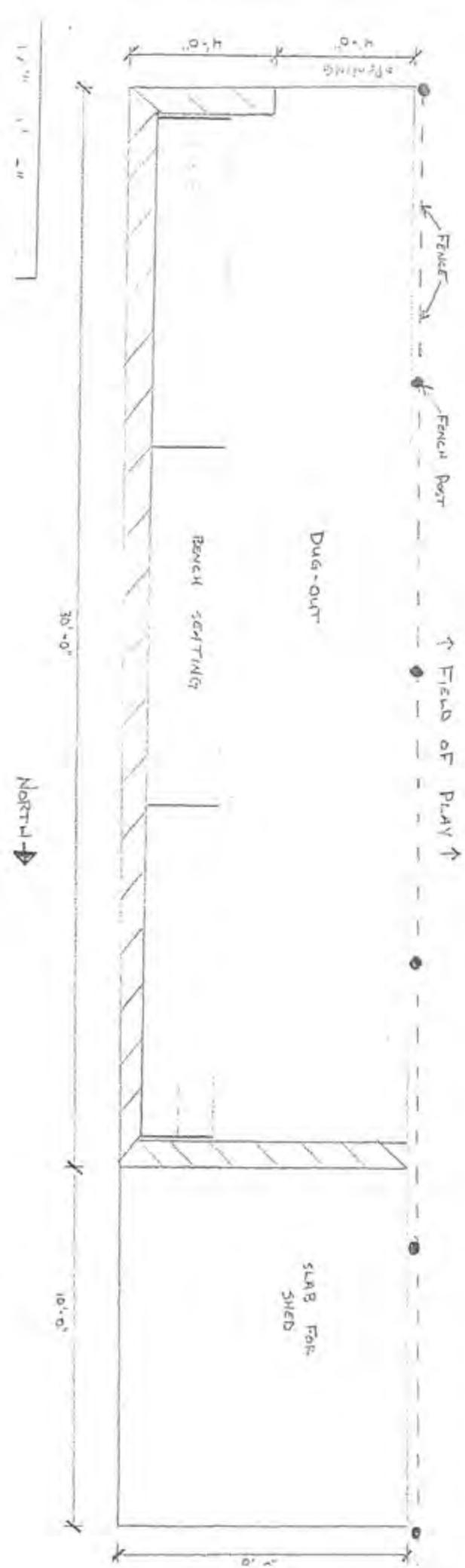
10-13-14 6:30pm

To: NYA City council members, and Mayer – Tina Dietrich

From: NYA Softball Boosters

Estimate total cost for Norwood Sports complex softball field improvement project (Permanent Dugouts)

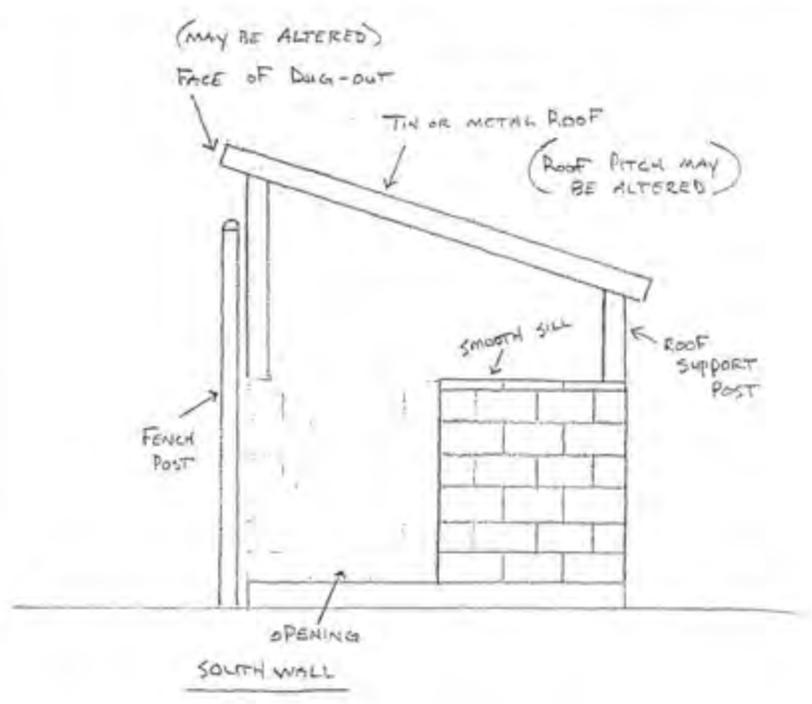
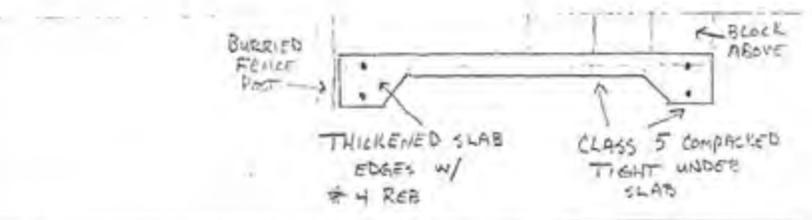
1. **Foundations** of dugouts.
  - a. Fall of 2014 - Home dugout on North field – 40 x 8 feet slab. Visitor dugout 30x7 feet.
    - i. Total estimated cost of foundations for project – \$ **4,000.00** per field or **\$2000.00 per dugout**. Concrete bid won by Dan & Randy Nuebarth of NYA.
2. **Block work & Masonry costs** – Approximately **\$930.00** per field.
  - a. Labor – Free. Labor donated by Brian Fritz & friends of the NYA softball boosters
3. **Metal support posts** for front and rear of dugout structure (4x4 steel posts)
  - a. **Free / no charge** – donated by Brian Crown & friends & supporters of the NYA softball boosters.
  - b. **Free / no charge**– labor – covered by friends of NYA softball boosters.
4. **Lumber** costs, (4x8 plywood sheeting) & wood framing for roof, steal roofing sheets.
  - a. Estimate provided by Mayer Lumber of approximately **1,600.00** per field.  
Lumber cost for benches, sheeting for roof, fasteners and hardware, and molding trim for corners. Each dugout will house 2 ten foot long benches for a total of 20 feet of bench per dugout
5. **Total estimated cost for North field**
  - a. Total cost of project (fall 2014 - spring 2015) – 2 permanent dugouts
    - i. \$4,000.00 total for poured foundations
      1. (material and labor included)
    - ii. \$1,000.00 total for all Masonry materials
      1. (labor donated)
    - iii. \$0.00 for 4x4 steel support beams
      1. (donated materials and labor) (front and back of each dugout)
    - iv. \$1,600.00 For lumber materials, fasteners, cost for Benches and roofing
      1. (no cost for Labor / donated by friends of NYA softball.)
  - b. Total cost of field one estimate = **\$6,600.00**
  - c. Estimate of total cost of entire project (2 fields / 4 permanent dugouts) = **\$13,200.00**



- HOME DUG-OUT 8'x40' SLAB, w/ 8'-10' SHED SLAB
  - APPROX 200-B' BLOCK
  - 30 BAGS PRE-MIXED MORTAR
  - APPROX PRICE ON MASONRY = \$490<sup>00</sup>
  - LABOR COST WILL BE DONATION

- VISITOR DUG-OUT 6'-8" x 30'-0"
  - APPROX 190-B' BLOCK
  - 27 BAGS PRE-MIXED MORTAR
  - APPROX PRICE ON MASONRY = \$440<sup>00</sup>
  - LABOR COST WILL BE DONATION

- 2 DUG-OUTS COST APPROX \$930<sup>00</sup> IN MASONRY
- NO ROOF, WOOD SUPPORT POSTS OR WOOD PRODUCTS
- ALL LABOR FOR MASONRY CONSTRUCTION IS DONATION
- NO CONCRETE FIGURED IN MASONRY PRICE



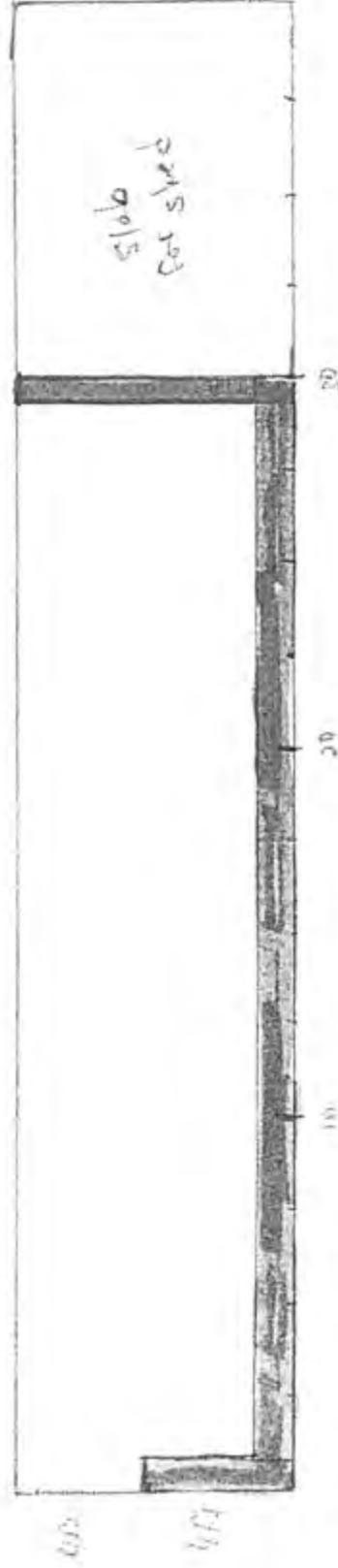
# Norwood Sports Complex

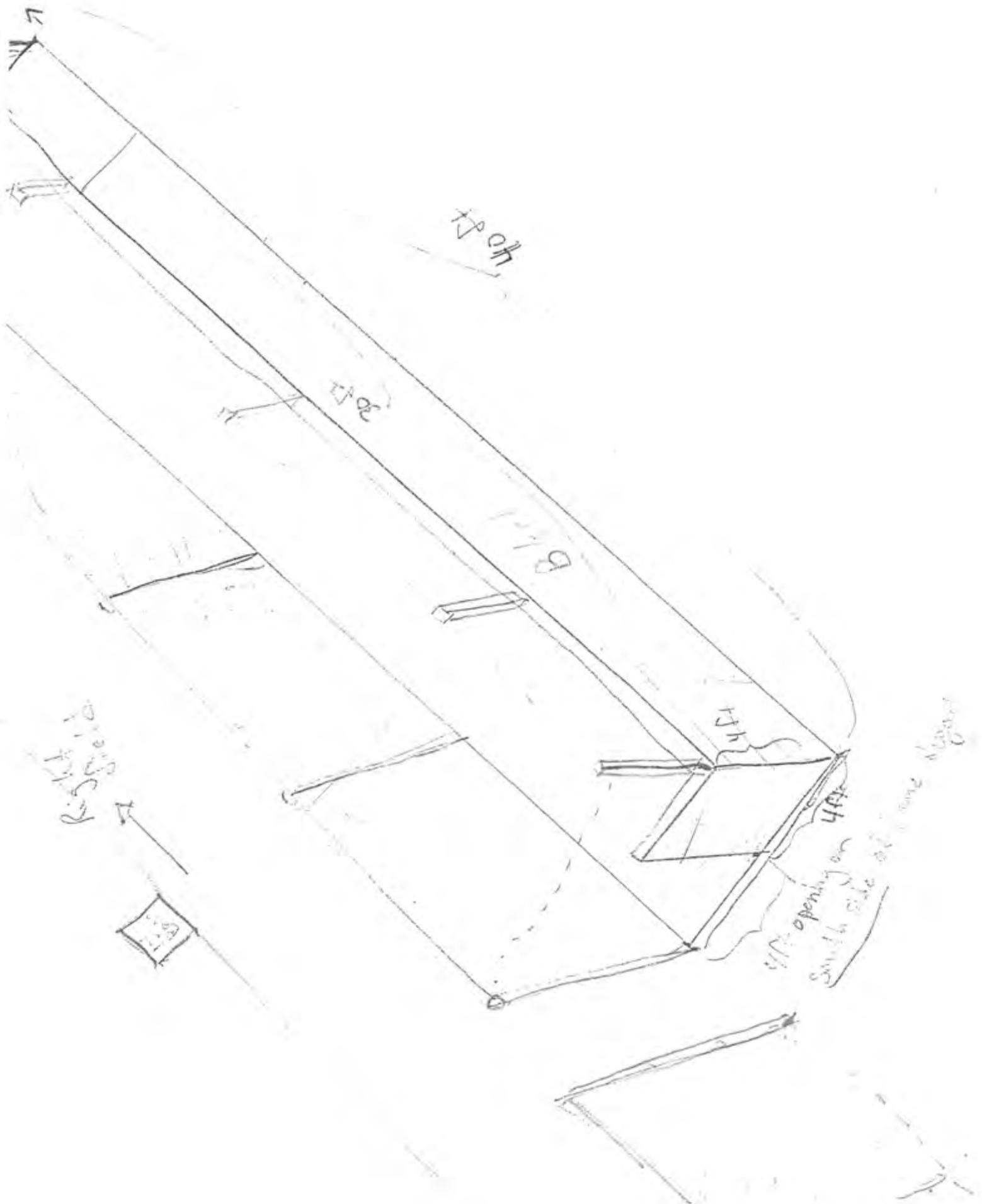
Plane Diagram

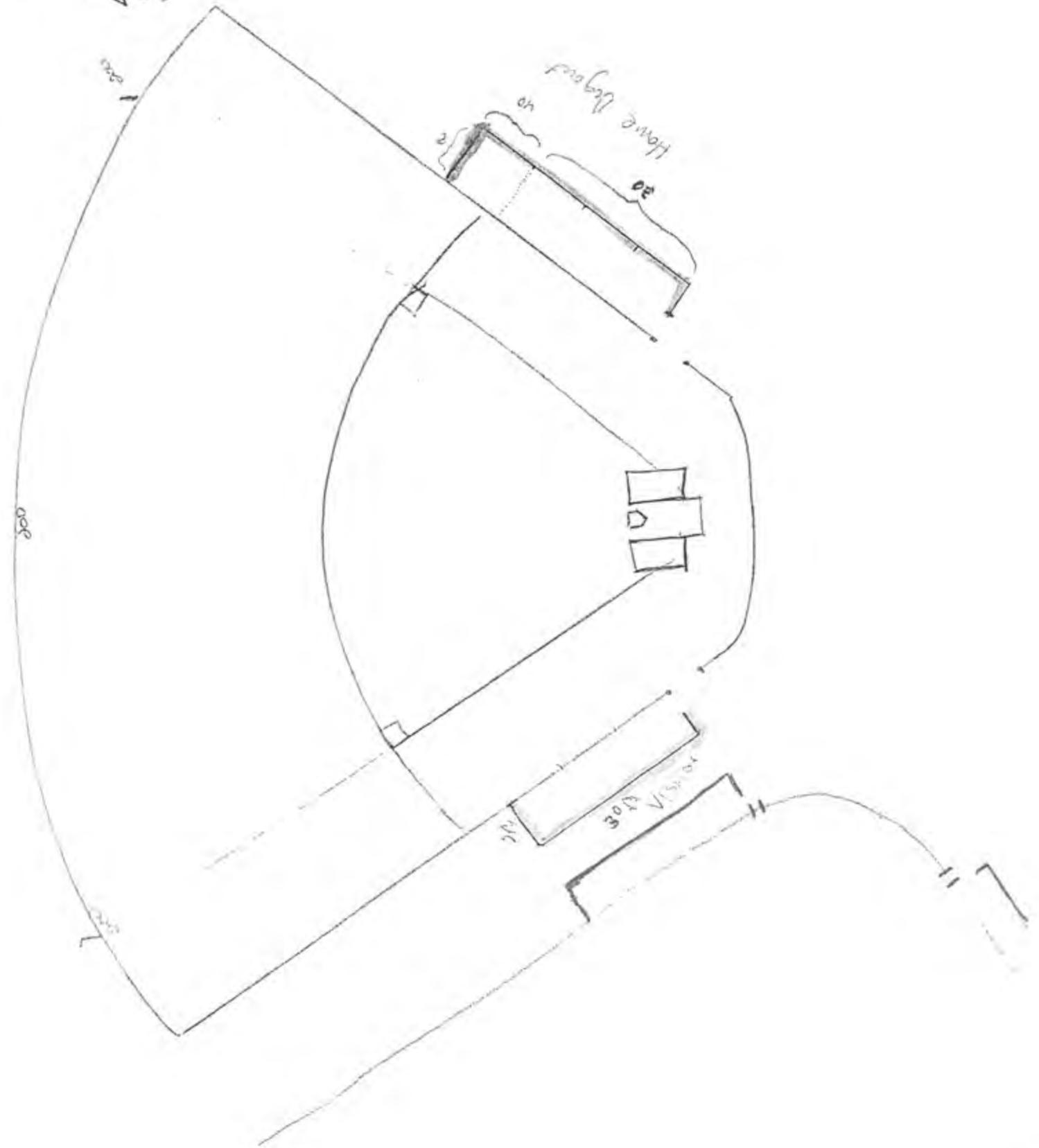
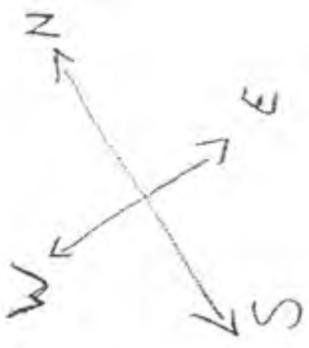
\* 40 ft long by 8 feet.

South side of block - (4 ft opening)

\* Away / visitors similar (30 ft x 7) feet.  
with 3/2 opening









October 13, 2014

CITY COUNCIL MEMO

---

To: Honorable Mayor Diedrick and Members of the City Council

From: Diane Frauendienst, City Clerk

RE: Public Utilities Personnel Items:

1. Accept Resignation of Todd Karels
2. Approve Job Description for Public Utilities Director
3. Authorize to Advertise to fill position of Public Utilities Director.

---

Todd Karels, Public Utility Operator II, has submitted his voluntary resignation from employment with the City of Norwood Young America to be effective October 17, 2014. Todd has accepted a position with the City of Waconia. We wish Todd well in his new endeavors.

Recommendation: **A motion to accept the resignation of Todd Karels from the City of Norwood Young America's Public Utilities Department with his last day of employment with the city being October 17, 2014.**

The Personnel Committee has reviewed the attached job description for Public Utilities Director and recommends its approval.

Recommendation: **A motion to approve the job description of the Public Utilities Director for the City of Norwood Young America.**

With the resignation of Todd Karels, the City will need to fill a position in the Utilities Department. The Personnel Committee discussed available options and recommends hiring a Public Utilities Director

Recommendation: **A motion to authorize the advertisement for the hiring of a Public Utilities Director for the City of Norwood Young America.**

Attachments: Resignation from Todd Karels  
Job description for Public Utilities Director  
Job Posting for Public Utilities Director  
Anticipated Time Line for Hiring

## Anticipated Time Line for Hiring

October 13	Council approval for advertise for hiring
October 14	Post on LMC and MRWA Job Search
October 16, 23 & 30	Publish job posting
October 31 - 4:00	Application Deadline
November 3-7	Review Applications
November 12-19	Interview Candidates
November 24	Council Approval
January 2, 2015	Start Date

## PUBLIC UTILITIES DIRECTOR

**Position Title:** Public Utilities Director  
**Department:** Public Utilities  
**Supervisor's Title:** City Administrator

**Pay Grade:** 13  
**FLSA Status:** Non-exempt  
**Work Status:** Full-time

---

### **Purpose**

Serves as department head with primary responsibility to manage the daily operations and maintenance of the City's water and wastewater systems and facilities, including regular inspections, treatment, sampling and testing, and line maintenance. Performs budgeting and purchasing, staff supervision, mandatory and other reporting and related record keeping. Responds to urgent and emergency situations and coordinates staff, equipment and materials. Works as needed, on weekends, evenings, holidays, and beyond normal work hours.

### **RELATIONSHIPS:**

IMMEDIATE SUPERVISOR  
City Administrator

SUPERVISES  
Public Utilities Personnel

EMPLOYEE CONTACTS  
Considerable contact with most employees, City Council, and Boards and Commissions.

OUTSIDE CONTACTS  
Considerable contact with the public both on the telephone, email, and in person. Contact with private vendors and/or contractors and engineering firms City consultants. ~~Acts as liaison~~ May also be in contact with private utilities, County, State, Federal and other municipal agencies.

### **Organizational Relationships**

**Reports to:** City Administrator, City Council

#### **Communicates with:**

- ~~Internally~~ All City departments, City Council;
- ~~Externally~~ Various engineers, various vendors/suppliers, MPCA, MDH, DNR, EPA, MRWA, AWWA, local contractors, sales representatives, local clubs and community organizations, school personnel, local business people, utility customers and residents.

**Supervises:** All departmental staff.

### **ESSENTIAL FUNCTIONS**

*Performs a variety of Management and Operations duties*

- Operates and maintains the wastewater treatment and water treatment facilities including inspecting, cleaning, servicing, and maintaining or repairing equipment.
- Oversees and maintains pumps and lift stations.
- Oversees and maintains water towers and wells.
- Ensures the City meets the standards of the MPCA Quality Assurance Program.
- Prepares and evaluates WWTF and water treatment facility operations and maintenance records as required.

# PUBLIC UTILITIES DIRECTOR

- Coordinates emergency operations.
- Operates snowplow or dump truck to remove snow.

## *Performs a variety of administrative duties*

- Oversees purchasing of equipment, parts, and materials as in accordance with annual budget and cost effectiveness; assists in planning capital improvements and equipment replacement.
- Prepares the department's operating budget. Maintains departmental inventory through continual monitoring and periodic checks.
- ~~Prepares the Department's operating budget and purchases items, seeking Council approval for items over \$250.~~
- Works with engineering firm(s) and oversees contractors on utility-related projects.
- Responds to concerns, issues, and complaints from the public, elected officials, and regulatory agencies; resolves as appropriate or refers to City Administrator.
- Responds to a variety of problems and emergencies during and outside normal work hours.
- Checks or oversees checks on treatment facilities, distribution, and collection lines. Inspects or oversees inspections of other departmental facilities, buildings and equipment.
- Oversees and participates in the preventive maintenance actions of equipment, tools and machinery; secures outside repair service when needed.
- Maintains appropriate records and prepares reports, regularly and as requested.
- Informs the City Administrator and City Council of necessary repairs and projects, making appropriate recommendations.
- Coordinates or performs utility locates as requested through Gopher State One Call system.
- Carries out Council-approved policies and procedures.

## *Performs a variety of supervisory duties*

- Prepares regular work schedule for departmental staff and schedule for weekend rotation.
- Supervises preparation of reports and maintenance of departmental records.
- Oversees work and reviews/inspects work results; regularly participates in daily activities and tasks.
- Ensures employees receive proper safety training; promotes work place safety on a daily basis, ensuring federal, state, and City requirements are followed. Maintains material safety data sheets as required by OSHA; completes other forms and reports as required.
- Attends related workshops, seminars and other job-related training to maintain licensure and keep ~~up to date~~ current on new technologies and practices.
- Coordinates work with, and provides assistance to, other City departments.
- Performs all of the essential functions of a Public Utilities Operator.
- Provides staff assistance to the Public Utilities Commission.
- Works with appropriate staff and consultants to prepare plans and specifications for public improvement projects as well as maintenance and repair of infrastructure and develop improvement plans.
- Supervises operation and maintenance of water and wastewater system ensuring that all State and Federal guidelines and permits are followed.

# PUBLIC UTILITIES DIRECTOR

*Oversees and participates in preparation of a variety of water- and wastewater-related reports and statistics*

- Completes and signs MPCA DMR's on a monthly and annual basis.
- Completes and signs MDH reports on a monthly, quarterly and annual basis.
- Provides operating information such as trends and statistics.
- Coordinates and completes permit renewals.
- Administrates Wellhead Protection Plan.
- Represents City in renewing National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) permit.

*Oversees and participates in routine testing and sampling*

- Performs operational and DMR testing in operator's absence.
- Ensures Nitrate, lead and copper, other parameters, as required by MDH, are met.
- Oversees and participates in other sampling such as VOC, bio-solids, and soil as required by MPCA, MDH, or City requirements.

## **Other Duties and Responsibilities**

- Attends and participates in City Council meetings, committees, workshops and seminars to provide technical advice and reports as assigned.
- Performs other related duties as directed by the City Administrator and City Council or apparent.

## **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

Knowledge of the City's infra- and superstructure, geography, and overall operations.

Knowledge of principles, practices, equipment, and materials used in the operation and maintenance, construction and repair of water and wastewater systems and facilities.

Knowledge of vehicle, equipment, and tool maintenance and repair.

Knowledge of applicable federal and state laws/rules/regulations related to water, wastewater, and workplace safety.

Knowledge of relevant City policies and ordinances.

Ability to operate heavy and light equipment as needed.

Ability to supervise staff, schedule work, and effectively direct multiple projects.

Ability to communicate effectively and tactfully, to mediate disputes, and explain technical requirements in lay language.

Ability to develop effective working relationships with residents, businesses, contractors, government officials, consultants, elected officials, and City staff.

Ability to prepare and administer a departmental budget and make purchasing decisions.

Ability to understand/perform basic and advanced mathematical calculations and understand/compute simple statistical calculations.

Ability to maintain accurate and thorough records.

~~Ability regularly to stand, walk, and sit for extended periods of time.~~

Ability to operate a vehicle, heavy and light equipment, telephones, and radios.

Ability to safely work around loud noise, irritants, fumes, infectious diseases, and hazardous chemicals such as chlorine.

Ability to perform in a variety of stressful situations involving the use of equipment/machinery and sometimes under urgent/emergency conditions.

Ability to respond quickly and decisively to emergency situations.

Ability to read and interpret documents such as technical manuals, mechanical and electrical drawings, safety rules, operating and maintenance instructions.

Ability to supervise staff and ensure safety in the work place.

# PUBLIC UTILITIES DIRECTOR

Ability to effectively communicate with other city employees and citizens utilizing both written and verbal skills.

Knowledge of SCADA and telemetry, integration and troubleshooting.

Ability to read construction drawings, facility plans, etc.

Ability to respond to emergencies after regular working hours.

Considerable knowledge of tools, methods, operations and materials used in water and wastewater treatment.

Considerable knowledge of laboratory testing and laboratory equipment involved in water and wastewater treatment.

Working knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with water and wastewater systems.

Working knowledge of the rules and regulations related to water and wastewater treatment and plant operation.

Considerable skill in the inspection, repair and maintenance of water and wastewater equipment and facilities.

Considerable skill in testing water, wastewater and sludge samples and evaluating results.

Considerable ability to work independently and to prioritize work.

Working ability to see and interpret computer screens, reports, infrastructure maps, records, forms, control panels and gauges in the treatment plant and lift stations.

Working ability to work with some exposure to infectious diseases.

Ability and analytically skilled to problem solve.

*Machines, tools, and equipment used: Pick-up, dump truck, loader, backhoe, lawn mower, sewer rodder/jetter/vac, water sampling/testing equipment, other lab equipment, locators, shovel/pick, welder, and various hand/power and other shop tools.*

## **EQUIPMENT**

*Machines, tools, and equipment used: Pick-up, dump truck, loader, lawn mower, sewer rodder/jetter/vac, water sampling/testing equipment, other lab equipment, locators, shovel/pick, welder, and various hand/power and other shop tools.*

## **MINIMUM TRAINING & EXPERIENCE**

- High degree or equivalent. Technical or Associates Degree in Water and/or Wastewater Management.
- Possess and maintain Class B wastewater license, Type 4 biosolids license, and Class C water license or ability to obtain within one year of hire.
- Valid Minnesota Class B commercial driver's license.
- Experience with Microsoft Word, Excel, PowerPoint and Access.
- Valid Minnesota Class A or Class B commercial driver's license with airbrakes endorsement or ability to obtain within 90-days of hire.
- Tanker Endorsement or ability to obtain within six months of hire.

## **PREFERRED QUALIFICATIONS**

- Class B wastewater, Class C water licenses and Type 4 biosolids license.
- Previous supervisory experience.
- Experience working with governmental agencies.
- Three to five years of supervisory experience.

# PUBLIC UTILITIES DIRECTOR

- Five to seven years of experience in Public Utilities.
- Two to four year degree in related field.
- Valid Minnesota Class A or Class B commercial driver's license with airbrakes endorsement.
- Tanker Endorsement.

## **CONDITIONS OF EMPLOYMENT**

- Satisfactory completion of a background examination.
- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational and departmental policies.

## **Working Conditions**

~~Can be exposed to the same working conditions as a public utilities operator depending on the work task.~~

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Ability to use large motor skills when performing public works activities and fine motor skills.
- ~~Ability to perform work at heights and to maintain balance.~~
- Ability to perform work requiring moderate to considerable physical effort including climbing and working at heights and below ground level.
- Ability to perform various movements such as lifting, bending, carrying while performing the position's essential functions.
- Ability to safely enter and work in confined spaces such as lift stations, manholes, etc.
- Ability to work outside in inclement weather or extremes of temperature.
- Requires employee to work inside, outside, on uneven ground, in confined areas, alone, with others, around others, and have contact with the public.
- Requires employee to work with or around pressurized equipment, burning material/equipment, explosive material/equipment and moving objects.
- Requires employee to drive an automobile.
- Requires employee to drive other motorized vehicles including tractor with attachments, pickup, truck, skid steer or other similar City equipment.
- Exposes the employee to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, heat, cold, extreme cold, wetness, and humidity.
- Activities that occur frequently (from 4 to 7 hours) are: bend/stoop, handling, sense of touch, use of feet/foot for repetitive movements, talk, hear, near vision, color vision, field of vision/peripheral vision, smell, carry up to 50 pounds, and lift up to 75 pounds.
- Activities that occur occasionally (from 1 to 3 hours) are: squat, crawl, crouch, kneel, push, pull, twist, climb staircase, reach at, above, and below shoulder level using one or both shoulders at the same time, use fingers and hands for repetitive, non-repetitive, or consistent actions such as fine manipulating, use of foot/feet for repetitive movements using one or both feet at the same time, far vision, depth perception, accommodation, carry over 75 pounds, and lift over 100 pounds.
- Activities that occur infrequently (up to 60 minutes) are: climb height other than staircase up to 200 feet and maintain balance.

# PUBLIC UTILITIES DIRECTOR

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Amended: October 13, 2014

## **Public Utilities Director – City of Norwood Young America**

The City of Norwood Young America, Minnesota, seeks qualified candidates for the position of Public Utilities Director. The successful candidate will serve as department head for the City's water and wastewater departments. Primary responsibilities include managing the daily operations of the departments' systems and facilities, including regular inspections, treatment, sampling and testing and line maintenance. Additional duties include budgeting and purchasing, staff supervision, mandatory and other reporting and related record keeping. Preferred qualifications include Minnesota Class B wastewater, Class C water licenses and Type IV biosolids license, experience working with governmental agencies, three to five years of supervisory experience, five to seven years of experience in Public Utilities, a two or four year degree in related field, and a valid Minnesota Class A or Class B commercial driver's license with airbrakes endorsement and a tanker endorsement. Salary range \$53,329-\$63,391.

A City application and supplemental questions, resume, and cover letter are required and may be obtained on the City's website at [www.cityofnya.com](http://www.cityofnya.com), or may be picked up at the Norwood Young America City Office – 310 Elm Street West, Norwood Young America, MN 55368.

Submit application by 4:00 p.m. October 31, 2014, to City of Norwood Young America, P.O. Box 59, Norwood Young America, MN 55368. EOE



310 Elm Street West · P.O. Box 59 · Norwood Young America MN 55368

Phone: (952) 467-1800 · Fax: (952) 467-1818 · email: [info@cityofnya.com](mailto:info@cityofnya.com) · Internet: [www.cityofnya.com](http://www.cityofnya.com)

TO: Honorable Mayor Diedrick and City Council Members  
FROM: Steve Helget, City Administrator  
DATE: October 9, 2014  
SUBJECT: Agreement for Planning Consulting Services

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The current contract with the Municipal Development Group, Inc. has expired. Proposed is to renew the contract under the same terms as the previous contract. Cynthia Smith-Strack would continue to be the City's Planning Consultant. Enclosed is the proposed contract.

**Suggested Motion:**

**Motion to approve the Agreement for Consulting Services with Municipal Development Group, Inc.**

## AGREEMENT FOR CONSULTING SERVICES

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of October, 2014 by and between the City of Norwood Young America, a Municipal Corporation, hereinafter referred to as the "City" and Municipal Development Group, Inc., a Corporation, hereinafter referred to as the "Company".

### I. DEFINITIONS

- A. City – The "City" shall be defined as the City of Norwood Young America, a Municipal corporation.
- B. Company – The "Company" shall be defined as Municipal Development Group, Inc., a Minnesota corporation.
- C. Consulting Planner Services – "Consulting Planner Services" shall be defined as consulting services relating to municipal planning for the City of Norwood Young America.
- D. Hourly Fee- The "Hourly Fee" shall be defined as \$80 per hour fee charge for Consulting Planner Services. Invoicing will occur on a monthly basis for the contracted hours. The Company shall be reimbursed for additional expenses including, but not limited to, mileage (at federal rate), long-distance phone charges, postage and copying.
- E. Off-Site – "Off-Site" shall be defined as consulting services provided for the City of Norwood Young America at the company's office.
- F. On-Site - "On-Site" shall be defined as consulting services provided at the City of Norwood Young America's offices as opposed to those services provided at the Company's offices.
- G. Reimbursable Expenses- "Reimbursable Expenses" shall be defined as the expenses associated with projects completed for the City including long distance telephone service fees, long distance fax charges, printing and reproduction, supplies directly related to a specific service or project and mileage expenses based on the federal reimbursable rate for mileage.

## II. SCOPE OF SERVICES AND FEES

The Company will work with the development applicants, City staff, City Consultants, the Planning Commission, the Parks and Recreation Commission, the City Council, and others on various planning projects as outlined below. It is the intent of this agreement that there will be a close cooperative working relationship between the Company and the City.

Basic services and fees shall include:

- A. The Company shall provide contracted off-site office hours on an as needed basis. In addition, the Company shall be available for meetings and to answer questions at other times as directed or approved by the City Administrator.
- B. The Company shall attend approximately one Planning Commission and/or one City Council meeting per month as well as additional meetings as directed by the City.
- C. As directed, the Company shall perform the following types of tasks:
  1. Review, evaluate and make recommendations on development/site plans, conditional use permit applications, rezoning/zoning amendment applications, variance requests and requests for subdivision approval;
  2. Develop and implement policies, strategies, plans, programs and regulations related to: future development & redevelopment (planning); existing & proposed uses of land (zoning); platting of property (subdivision & resubdivision); and, annexation that encourage and guide the City's growth and development;
  3. Advise builders, developers and property owners on ordinance requirements and provide technical design assistance as directed;
  4. Inform property owners of ordinance violations and initiate zoning enforcement procedures as directed;
  5. Revise, update and develop new ordinances relating to land use planning and property subdivision if directed;
  6. Serve as professional staff for Planning Commission by preparing reports, presentations and resolutions as directed/warranted;
  7. Prepare reports for City Council meetings regarding recommendations by the Planning Commission;
  8. Conduct research and develop policies related to City planning activities as requested/directed;
  9. Coordinate development review process with City Staff, the City Engineer and Building Official;
  10. Assist with other park, trail, and recreation planning efforts as directed;
  11. Assist with other planning and zoning related duties as assigned or apparent.

- D. The Company shall invoice the City on a monthly basis for contract hours, plus reimbursable expenses as approved by the City. An itemized monthly invoice of the total hours and projects completed by the Company shall be provided to the City.
- E. The Company may provide additional assistance in conjunction with specific projects as authorized by the City for a lump sum project fee or on an hourly basis.
- F. The Company shall be reimbursed for other reimbursable expenses directly related to consulting planning services provided for the City, including mileage and travel, long distance phone/fax and copies (estimated at an average of \$45 per month). The Company shall be reimbursed for mileage at the federal tax rate. All such expenses shall be subject to the approval of the City and generally consistent with the attached schedule.

### **III. RESPONSIBILITIES**

- A. The Company shall respond to inquiries from the City or development applicants in a timely fashion, generally within twenty-four (24) business hours.
- B. The Company shall prepare and submit itemized invoices detailing the projects completed and the dates in which services were provided by the tenth (10<sup>th</sup>) of each month following the service.
- C. If the City requires the Company to provide on-site office hours, the City shall be responsible for providing a work space for the Company to utilize while completing said on-site consulting service hours. The Company shall be responsible for providing a computer.
- D. The Company shall provide office space for consulting services provided off-site.

### **IV. MISCELLANEOUS PROVISIONS**

- A. **Assignment.** Neither party hereto may assign, pledge or transfer their interest, obligation and responsibilities under and pursuant to this Agreement, without the other party's prior written consent.
- B. **Right of Termination.** The City may terminate this Agreement upon thirty (30) days written notice to the Company. The Company may terminate this agreement upon thirty (30) days written notice to the City. In such event, the City will pay the Company for all billable hours provided by the Company and all approved reimbursable expenses up to the date of termination.
- C. **Binding Effect.** This Agreement shall inure to the benefit of, and is binding upon the parties hereto and their respective heirs, representatives, successors and assigns.

D. Amendments. This Agreement can be amended only in writing signed by both parties.

V. **TERM OF AGREEMENT**

This Agreement covers the period beginning October \_\_\_\_, 2014 through December 31, 2015. This agreement shall renew for successive one year terms unless terminated by either of the parties hereto.

IN WITNESS WHEREOF, the parties have set their hand as of the date first written above.

City of Norwood Young America, a  
Municipal Corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

MUNICIPAL DEVELOPMENT GROUP,  
INC. a Minnesota Corporation

By: *Cynthia Smith*

Its: *Vice President*

Dated: *10/2/14*

**Reimbursement Rate Schedule – Municipal Development Group, Inc.**

Mileage	Current federal reimbursable rate.
Telephone – long distance	Actual long distance charge (based on \$.05 per minute)
Fax – long distance	Actual long distance charge (based on \$.05 per minute)
Photocopies	\$0.08 per copy black & white; \$0.20 duplex black/white; \$0.80 per copy color
Supplies	As pre-approved by City Staff for proposals to companies, etc. at actual cost of supplies.

TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: October 9, 2014

SUBJECT: Schedule Workshop Meeting

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Proposed is schedule a City Council Workshop meeting for the purpose of meeting with Kreg Schmidt, Bolton & Menk and discussing previous street reconstruction projects.

Possible meeting dates include November 6<sup>th</sup>, 17<sup>th</sup>, and 20<sup>th</sup>.

**Suggested Motion:**

**Motion to schedule a special City Council meeting for 6:30 p.m., November , 2014.**

TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: October 9, 2014

SUBJECT: Closed Meeting

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The purpose of the Closed meeting is pursuant to Minn. Stat. § 13D.05, client and attorney privilege, to discuss potential initiation of litigation for construction defects in the windows at The Harbor.

## Alicia Neubarth

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**From:** Debbie Lenz  
**Sent:** Monday, September 29, 2014 12:49 PM  
**To:** Alicia Neubarth  
**Subject:** FW: Attn: Alicia Menzel - Violation of City Code 550.03 of NYA Ordinance No. 250

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**From:** Houston [<mailto:skim83@embarqmail.com>]  
**Sent:** Monday, September 29, 2014 12:24 PM  
**To:** Debbie Lenz  
**Subject:** Attn: Alicia Menzel - Violation of City Code 550.03 of NYA Ordinance No. 250

Dear Alicia Menzel and City of NYA,

September 29, 2014

We have been notified that we are in violation of City Code 550.03, keeping backyard chickens without a permit from the City of NYA.

Our first choice was to apply for and hopefully obtain a permit from the city of NYA that would enable us to keep our (2) Buff Orpington Laying Hens.

After reviewing Ordinance No. 250 Section 550.03 and the "Chicken Permit Application", we have concluded that the City of NYA has made it impossible for us to comply with the conditions prescribed by the City Administrator for the keeping of Backyard Chickens. Specifically, the conditions prescribed in Section 550.03 do not align with any standard definition or widely agreed upon concept of a "Backyard Chicken".

After more than a year of research, we chose to raise (2) pet chickens in an environment which we specifically designed, and purchased to be environmentally safe and healthy for our pet chickens, our family and our neighbors. We purchased our handcrafted redwood "Chicken Ark" (chicken tractor) movable coop - constructed without the use of any toxic chemicals - based on that research. This type of coop has been used for more than a century on the continents of North America, Europe and Australia for the safe and healthy keeping of very small flocks in small yards now commonly referred to as "Backyard Chickens". Our purpose was to provide our family with healthy eggs and healthy calcium that were produced from healthy chickens raised in a healthy environment, keeping in mind the health and happiness of our neighbors as well. We purchased our (2) chickens from a reputable, out of state, hatchery renowned for having quality, healthy poultry and we were raising those (2) chickens in a "Closed Flock" according to the safe practices as prescribed by the Centers of Disease Control and Prevention and a very informative, highly respected, reference for disease prevention and disease management strategies—The Chicken Health Handbook, by Gail Damerow.

We believe the conditions prescribed in City Code 550.03 are contrary to the safe and healthy practices of raising "Backyard Chickens" for the production of safe and healthy eggs and that it would be detrimental to all our best efforts to maintain healthy pets and healthy people if we were to agree to comply with NYA City Code 550.03. Therefore, we

are choosing to remove our chickens from our property for their safe health. They will be removed by noon, Friday October 10<sup>th</sup> - the time specified in the notice prepared by Administrative Assistant Alicia Menzel.

Thank you for providing us with the opportunity and the time to remedy this violation in a manner that will allow us to find a suitable new home for our (2) chickens that we believe will allow them to continue living a safe, healthy and productive life. Please know that it was not our intention to violate any city code by the keeping of the (2) pet hens on our property. Please reply if only to assure us that you have received this communication.

Sincerely and respectfully, Scott and Kim Houston

Scott and Kim Houston  
106 2nd Ave SW  
Norwood Young America, MN 55397-9206

**CITY OF NORWOOD YOUNG AMERICA  
YEAR TO DATE  
BUILDING PERMITS AND VALUATION FOR 2014**

RESIDENTIAL	SEPTEMBER		2014 YTD	
	PERMITS	VALUATION	PERMITS	VALUATION
New Single Family Homes	0	\$0.00	7	\$2,131,634.00
Townhouse/Twin Home	0	\$0.00	0	\$0.00
House Additions	1	\$24,174.00	1	\$24,174.00
House Remodels/Bsmt Finish	0	\$0.00	2	\$9,000.00
Garages	0	\$0.00	1	\$2,400.00
Garage Additions/Remodels	0	\$0.00	0	\$0.00
3-Season Porches/Sun Rooms	0	\$0.00	1	\$15,500.00
Decks/Deck Ftgs Only	0	\$0.00	3	\$19,240.00
Fire Damage Repair	0	\$0.00	0	\$0.00
Swimming Pools	1	\$2,000.00	1	\$2,000.00
Voided Permits	0	\$0.00	0	\$0.00
Demolition Permits	0	\$0.00	1	\$0.00
Sheds and Accessory Structures	2	\$41,520.00	3	\$72,640.00
Renewals	0	\$0.00	0	\$0.00
Move-In House/Garage	0	\$0.00	0	\$0.00
Mechanical Permits	1	\$0.00	8	\$1,443.00
Plumbing Permits	0	\$0.00	6	\$0.00
Re-Roof, Re-Window, Re-Side	11	\$0.00	47	\$0.00
Fence	1	\$0.00	7	\$0.00
Miscellaneous	1	\$8,500.00	6	\$19,000.00

<b>TOTAL RESIDENTIAL</b>	18	\$76,194.00	94	\$2,297,031.00
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**COMMERICAL/INDUSTRIAL**

New Buildings	0	\$0.00	1	\$1,290,000.00
Remodels/Additions	0	\$0.00	2	\$245,000.00
Re-Roofs, Re-Window, Re-Side	0	\$0.00	1	\$34,000.00
Mechanical Permits	0	\$0.00	5	\$159,625.00
Plumbing Permits	0	\$0.00	4	\$18,900.00
Fire Sprinklers	0	\$0.00	2	\$21,255.00
Miscellaneous	1	\$6,500.00	15	\$766,908.00

<b>TOTAL COMMERCIAL/INDUSTRIAL</b>	1	\$6,500.00	30	\$2,535,688.00
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**PUBLIC & INSTITUTIONAL**

New Buildings	0	\$0.00	0	\$0.00
Remodel/Additions	0	\$0.00	1	\$1,608,000.00
Re-Roofs, Re-Window, Re-Side	0	\$0.00	0	\$0.00
Mechanical Permits	1	\$360,450.00	3	\$562,750.00
Plumbing Permits	0	\$0.00	0	\$0.00
Fire Sprinklers	0	\$0.00	0	\$0.00
Miscellaneous	0	\$0.00	1	\$2,285.00

<b>TOTAL PUBLIC &amp; INSTITUTIONAL</b>	1	\$360,450.00	5	\$2,173,035.00
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<b>GRAND TOTAL</b>	20	\$443,144.00	129	\$7,005,754.00
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