

City of Norwood Young America - CITY COUNCIL AGENDA  
July 11, 2016 – 6:30 p.m.

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

1.1 Pledge of Allegiance

2. **Approve Agenda**

3. **Introductions, Presentations, Proclamations, Awards, and Public Comment** (Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, 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 June 27, 2016 meeting

4.2 Approve payment of claims

4.3 Approve Thirsty's Bar & Grill Outdoor Event

5. **Public Hearing**

6. **Old Business**

7. **New Business**

7.1 2016 Water Supply Plan Update – Engineering Proposals

7.2 WWTF Gate Valves Replacement

7.3 WWTF Methane Gas Unit and Valves Repair

7.4 WWTF RAS Pumps Check Valves Replacement

7.5 OrangeBall Creative Service Agreement

7.6 Sidewalk Removal Request

7.7 Schedule Special City Council Meetings

8. **Council Member Reports**

9. **Mayor's Report**

10. **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:

**UPCOMING MEETINGS/EVENTS**

July 13 EDA and City Council – 6:30 p.m.

July 14 Senior Advisory Committee – 9:00 a.m.

July 19 Parks and Rec. Commission – 5:30 p.m.; Planning Commission – 7:00 p.m.

July 25 City Council – 6:30 p.m.

City of Norwood Young America – City Hall  
City Council Minutes  
**June 27, 2016 – 6:30 pm**

Council Members Present: Tina Diedrick, Craig Heher, Carol Lagergren, Mike McPadden

Council Members Absent: Dick Stolz

City Staff Present: City Administrator Steve Helget, City Clerk/Treasurer Kelly Hayes, Public Utilities Director Ryan Winter

Others Present: Justin Black – SEH, Sharilyn Feltmann – Park Board, JR Hoernemann, Tim Fahey, Andy Strong, Tom Sudheimer, Nick Anhut – Ehlers & Associates, Bill Grundahl

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

**2. Approve Agenda**

**Motion:** MM/CL to approve the agenda as written. Vote 4 – 0. Motion carried.

**3. Introductions, Presentations, Proclamations, Awards, and Public Comment**

Bill Grundahl requesting feedback from the community for the Planning, Parks, EDC, Council etc. Don't just talk at the coffee shop or bar, please come to the meetings, write a letter, or contact someone on the Committee.

**4. Consent Agenda**

- 4.1 Approve minutes of June 13 and 22, 2016 meetings
- 4.2 Approve payment of claims
- 4.3 Approve Resolution 2016-12 – Appointment of Election Judges
- 4.4 Approve amendments to Personnel Policy Handbook
- 4.5 Approve Street Closing for Stiftungsfest Parade

**Motion:** CL/MM to approve the consent agenda. Vote 4 - 0. Motion carried.

**5. Old Business**

5.1 Resolution 2016-13, General Obligation Refunding Bonds, Series 2016A

Nick Anhut from Ehlers and Associates gave a presentation on the refinancing and selling of some of the City bonds. S & P gave the City a grade of AA-, a great rating. Three bids were received, all within .05%. The difference between them is \$16,000 of interest. By refinancing these bonds, there will be a total savings of \$795,332. Closing date scheduled for July 21.

**Motion:** CL/MM to approve Resolution 2016-13, a resolution ratifying the sale of General Obligation Refunding Bonds, Series 2016A, in the original aggregate principal amount of \$3,875,000; fixing their form and specifications; directing their execution and delivery; providing for their payment; providing for the escrowing and investment of portion of the proceeds thereof; and providing for the redemption of bonds refunded thereby. Vote 4 – 0. Motion carried.

5.2 Willkommen Memorial Park Restrooms Project

Justin Black from SEH received one bid for the Willkommen Memorial Park Restroom project from RAM for \$165,700. The reason for only one bid and it being very high was because it is in the middle of construction season and the very short timeline. Community resident, Tom Sudheimer, voiced his concerns on the process that was taken for this project. He had contacted someone else that said they could do it for \$54,000. He said that he contacted someone from the state and that an architectural design is not needed. Tom is going to supply the council and administrator with the name and number of who he spoke to. Mr. Black said that any public building requires an architectural design.

**Motion:** CL/MM to reject the bid received for the Willkommen Memorial Park restroom. Vote 4 – 0. Motion carried.

**6. New Business**

6.1 Ordinance No. 273, Zoning Code Amendment

It is suggested to amend this resolution and to specify the differences between industrial light and industrial heavy.

**Motion:** CH/MM to approve Ordinance No. 273 an ordinance amending section 1200.04 of the city code relating to definitions. Vote 4 – 0. Motion carried.

**Motion:** CH/CL to approve publishing a summary of Ordinance No. 273. Vote 4 – 0. Motion carried.

6.2 Ordinance No. 274, Zoning Code Amendment

**Motion:** CH/CL to approve Ordinance No. 274 amending section 1230.10 of the city code relating to conditional use in the C-3 downtown district. Vote 3 – 0. MM abstained due to his involvement with the company selling the property. Motion carried.

**Motion:** CH/CL to approve publishing a summary of Ordinance No. 274, Zoning Code Amendment. Vote 3 – 0. MM abstained. Motion carried.

6.3 Resolution 2016-14, Waconia Dodge Conditional Use Permit

Andy Strong from Waconia Dodge is requesting to lease a building to clean and detail cars, oil changes, and other minor service and repair of vehicle.

**Motion:** CH/CL to approve Resolution 2016-14, Waconia Dodge Conditional Use Permit. Vote 3 – 0. MM abstained. Motion carried.

6.4 Vickerman Building Expansion Project - Watermain Extension and Fire Hydrant Installation

Received two bids to have the fire hydrant installation west of Vickerman: Schneider Excavating \$53,119.12, Swan Companies \$56,406.75. Fire code requires a hydrant. This was not budgeted, however, we have had an increase in the new home permits, budgeted 5 and currently have 12. The amount would nearly even out.

**Motion:** CL/CH to award the project to Schneider Excavating. Vote 4 – 0. Motion carried.

6.5 Schedule Special City Council Meeting

Special meeting would be to discuss applying for a Safe Route to School grant. SH suggested completing the application and holding a special meeting to discuss the project at a later date. The application can always be pulled if it is decided not to proceed with the project.

**7. Council Member Reports**

MM – EDC looking at hiring a firm to do marketing and promoting of the City. Stiftungsfest is working on the parade.

CH – State is proposing an Accessory Dwelling for hospice care.

CL – Smartlink – looking for volunteer drivers. Slight increase in fees to offset the long rides but the costs are very reasonable. Tour de Tonka coming through town on August 6.

**8. Mayor's Report**

Went to the capital to show support of Highway 212 feasibility study.

**9. Adjournment**

**Motion:** MM/CL to adjourn at 7:51pm. Vote 4 – 0. Motion carried.

Respectfully Submitted,

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Kelly Hayes  
City Clerk / Treasurer

**UPCOMING MEETINGS/EVENTS**

July 11 City Council – 6:30pm  
July 13 Economic Development Commission – 6:30pm  
July 14 Senior Advisory Committee – 9:00am  
July 19 Parks and Rec. Commission – 5:30pm; Planning Commission – 7:00pm  
July 25 EDA and City Council – 6:30pm

**CITY OF NORWOOD YOUNG AMERICA**

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

**To Be Approved: July 11, 2016**

**Pre-Paid Claims** **\$41,896.02**  
(Check Sequence #503699-503768; 25794-25795)

**Claims Pending Payment** **\$1,833,202.15**  
(Check Sequence #25796-25853)

**Grand Total** **\$1,875,098.17**

# PAYROLL JUNE 30, 2016

CHECK #	EMPLOYEE		
503699	HEHER, CRAIG		\$1,200.00
503700	McPADDEN, MICHAEL W.		\$1,200.00
503701	DIEDRICK, TINA		\$1,800.00
503702	LAGERGREN, CAROL		\$1,200.00
503703	STOLZ, RICHARD		\$1,200.00
		GROSS	<u>\$6,600.00</u>
503704	Kleinbank	NET	\$5,972.28

Void Checks 503705 - 503736

503737	ARETZ, BRENT R		\$2,631.94
503738	BIXBY, ATTICUS		\$254.13
503739	BRINKMAN, MATTHEW J.		\$933.60
503740	CARLSON, COURTNEY		\$211.38
503741	EICHNER, REESE, W.		\$584.30
503742	FRAHM, KEVIN		\$1,336.00
503743	GOLBERG, KAILEY		\$532.78
503744	GOLBERG, KATANA J.		\$796.50
503745	HAAG, HERMAN		\$104.96
503746	HAYES, KELLY		\$2,136.00
503747	HOEN, ROBERT G.		\$490.77
503748	JACOBS, CAMBRIA S		\$247.79
503749	LAGERGREN, BEN		\$544.49
503750	LANGE, TAYLOR D		\$9.50
503751	MICHNIEWICZ, ERIKA		\$389.45
503752	NIESEN, CHRISTOPHER D.		\$1,504.80
503753	ORR, AMBER G		\$271.59
503754	PEREZ, ANGEL M		\$220.88
503755	SCHNEEDWIND, BRIAN O		\$1,085.50
503756	SWANSON, ELLE L		\$396.75
503757	WICKENHAUSER, GRACE		\$327.75
503758	WILABY, TYLER L		\$121.13
503759	LENZ, DEBRA A		\$1,844.00
503760	MENZEL, ALICIA		\$1,511.20
503761	SCHRUPP, JOHN O		\$1,548.80
503762	STENDER, DANIEL H		\$1,990.94
503763	WINTER, RYAN P		\$2,475.20
503764	HELGET, STEVE		\$3,434.40
503765	KLOEMPKEN, JASON A		\$1,451.08
503766	HOOF, DALE H		\$354.24
503767	JOHNSON, MATTHEW		\$933.60
		GROSS	\$30,675.45
503768	Kleinbank	NET	\$22,673.74

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\*Check Summary Register©

JUNE 2016 to JULY 2016

Name	Check Date	Check Amt
10100 CHECKING		
Paid Chk# 025795 FIRE SAFETY USA	6/29/2016	\$13,250.00
		2012 f500 mini pumper truckvin
	<b>Total Checks</b>	<b>\$13,250.00</b>

25794 Void

~~4~~ 0.00

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JULY 2016

			Check Amt	Invoice	Comment
<b>10100 CHECKING</b>					
Paid Chk#	025796	7/11/2016	<b>ALL AMERICAN TITLE CO INC</b>		
E	801-49400-430	Miscellaneous (GENERAL)	\$95.00		OVERPAYMENT OF UTILITY BILL 729 ELM ST W
	<b>Total</b>	<b>ALL AMERICAN TITLE CO INC</b>	<b>\$95.00</b>		
Paid Chk#	025797	7/11/2016	<b>AQUA-PHIN INC</b>		
E	101-49860-221	Repair/Maintenance Equipment	\$437.58	16-1787-30	TURTLE REPAIRS
	<b>Total</b>	<b>AQUA-PHIN INC</b>	<b>\$437.58</b>		
Paid Chk#	025798	7/11/2016	<b>BOND TRUST SERVICES CORP.</b>		
E	516-49330-604	Bond Service Charge	\$450.00	31352	2008B
E	518-49330-604	Bond Service Charge	\$450.00	31354	2010B
E	519-49330-604	Bond Service Charge	\$450.00	31355	2011A
E	520-49330-604	Bond Service Charge	\$450.00	31356	2013B
E	516-49330-610	Interest	\$16,112.50	31541	2008A
E	601-49400-611	Bond Interest	\$49,176.25	31542	2008B
E	517-49331-611	Bond Interest	\$43,425.00	31543	2009A
E	517-49331-601	Debt Srv Bond Principal	\$1,420,000.00	31543	2009A
E	501-49330-611	Bond Interest	\$8,852.50	31544	GO BOND 2010A
E	518-49330-611	Bond Interest	\$74,990.63	31545	2010B
E	519-49330-611	Bond Interest	\$39,640.63	31546	2011A
E	602-49450-611	Bond Interest	\$21,299.38	31547	2012A
E	517-49330-611	Bond Interest	\$23,525.00	31548	2013A
E	520-49330-610	Interest	\$18,525.00	31549	2013B
	<b>Total</b>	<b>BOND TRUST SERVICES CORP.</b>	<b>\$1,717,346.89</b>		
Paid Chk#	025799	7/11/2016	<b>BRYAN ROCK PRODUCTS, INC.</b>		
E	101-43100-224	Street Maint Materials	\$279.80	15822	
	<b>Total</b>	<b>BRYAN ROCK PRODUCTS, INC.</b>	<b>\$279.80</b>		
Paid Chk#	025800	7/11/2016	<b>CARVER COUNTY</b>		
E	101-41400-438	Taxes and Assessments	\$1,674.88		2013 INFRASTRUCTURE ASSESSMENT
	<b>Total</b>	<b>CARVER COUNTY</b>	<b>\$1,674.88</b>		
Paid Chk#	025801	7/11/2016	<b>CARVER COUNTY</b>		
E	101-41500-305	Other Professional Fees	\$250.00	SHERI002668	BACKGROUND CHECKS
	<b>Total</b>	<b>CARVER COUNTY</b>	<b>\$250.00</b>		
Paid Chk#	025802	7/11/2016	<b>CARVER COUNTY RECORDER</b>		
E	101-41320-305	Other Professional Fees	\$46.00		WACONIA DODGE CUP
	<b>Total</b>	<b>CARVER COUNTY RECORDER</b>	<b>\$46.00</b>		
Paid Chk#	025803	7/11/2016	<b>CENTER POINT</b>		
E	101-45200-383	Gas Utilities	\$137.51		
E	601-49400-383	Gas Utilities	\$55.21		
E	602-49450-383	Gas Utilities	\$314.21		
E	101-49860-383	Gas Utilities	\$262.32		
E	101-41940-383	Gas Utilities	\$39.58		

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		Check Amt	Invoice	Comment
E 101-43100-383	Gas Utilities	\$121.88		
E 101-42200-383	Gas Utilities	\$11.86		
<b>Total CENTER POINT</b>		<b>\$942.57</b>		
Paid Chk# 025804	7/11/2016	<b>CITIZEN STATE BANK HSA ACCTS</b>		
G 101-21718	HSA ACCOUNT	\$1,666.65		HSA MONEY
<b>Total CITIZEN STATE BANK HSA ACCTS</b>		<b>\$1,666.65</b>		
Paid Chk# 025805	7/11/2016	<b>CITIZENS STATE BANK WAVERLY</b>		
G 101-21718	HSA ACCOUNT	\$166.67		HSA MONEY
<b>Total CITIZENS STATE BANK WAVERLY</b>		<b>\$166.67</b>		
Paid Chk# 025806	7/11/2016	<b>CNH CAPITAL</b>		
E 101-45200-221	Repair/Maintenance Equipment	\$107.73		
<b>Total CNH CAPITAL</b>		<b>\$107.73</b>		
Paid Chk# 025807	7/11/2016	<b>DELTA DENTAL</b>		
G 101-21714	Dental Insurance	\$2,154.30		DENTAL INSURANCE
<b>Total DELTA DENTAL</b>		<b>\$2,154.30</b>		
Paid Chk# 025808	7/11/2016	<b>DIAMOND VOGEL PAINTS</b>		
E 101-43100-224	Street Maint Materials	\$1,942.66	257286652	YELLOW & WHITE PAINT
<b>Total DIAMOND VOGEL PAINTS</b>		<b>\$1,942.66</b>		
Paid Chk# 025809	7/11/2016	<b>DPC INDUSTRIES INC</b>		
E 601-49400-216	Chemicals and Chem Products	\$72.00	827000757-16	CHLORINE
E 602-49450-216	Chemicals and Chem Products	\$432.00	827000758-16	SULFUR DIOXIDE, CHLORINE
<b>Total DPC INDUSTRIES INC</b>		<b>\$504.00</b>		
Paid Chk# 025810	7/11/2016	<b>ELECTRIC PUMP</b>		
E 602-49450-221	Repair/Maintenance Equipment	\$117.50	0058152-IN	DOWCAL
<b>Total ELECTRIC PUMP</b>		<b>\$117.50</b>		
Paid Chk# 025811	7/11/2016	<b>G &amp; K SERVICES</b>		
E 101-43100-417	Uniform	\$151.90	93842764	KEVIN & BRIAN
<b>Total G &amp; K SERVICES</b>		<b>\$151.90</b>		
Paid Chk# 025812	7/11/2016	<b>GOPHER STATE ONE-CALL, INC.</b>		
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$29.70	6050610	LOCATES
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$29.70	6050610	LOCATES
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$35.10	6060610	LOCATES
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$35.10	6060610	LOCATES
<b>Total GOPHER STATE ONE-CALL, INC.</b>		<b>\$129.60</b>		
Paid Chk# 025813	7/11/2016	<b>HAWKINS WATER TREATMENT GROUP</b>		
E 101-49860-216	Chemicals and Chem Products	\$33.55	3901374	UNIVERSAL DIFFUSER
E 101-49860-216	Chemicals and Chem Products	\$1,327.74	3902123	SWIMMING POOL
E 101-49860-216	Chemicals and Chem Products	\$25.67	3904571	POOL
E 101-49860-216	Chemicals and Chem Products	\$744.02	3908465	SWIMMING POOL CHEMICALS

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			Check Amt	Invoice	Comment
<b>(al) HAWKINS WATER TREATMENT GROUP</b>			<b>\$2,130.98</b>		
Paid Chk#	025814	7/11/2016 HAYES, KELLY			
E 101-49860-251	Concessions		\$46.88		POOL CONCESSIONS
<b>Total HAYES, KELLY</b>			<b>\$46.88</b>		
Paid Chk#	025815	7/11/2016 HD SUPPLY WATERWORKS			
E 601-49400-229	Water Meters		\$38.48	F727182	GASKETS
E 601-49400-221	Repair/Maintenance Equipment		\$111.42	F740278	O-RINGS
<b>Total HD SUPPLY WATERWORKS</b>			<b>\$149.90</b>		
Paid Chk#	025816	7/11/2016 HEALTH EQUITY			
G 101-21718	HSA ACCOUNT		\$2,324.36		HSA MONEY
<b>Total HEALTH EQUITY</b>			<b>\$2,324.36</b>		
Paid Chk#	025817	7/11/2016 HERMEL WHOLESALE			
E 101-49860-251	Concessions		\$353.19	585237	
E 101-49860-251	Concessions		\$275.62	586671	
E 101-49860-251	Concessions		\$411.75	588209	
<b>Total HERMEL WHOLESALE</b>			<b>\$1,040.56</b>		
Paid Chk#	025818	7/11/2016 HILGERS PLUMBING & HEATING, IN			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$1,180.00	10763	REPAIRS AT SEWER PLANT
E 101-49860-223	Repair/Maintenance Bldg/Ground		\$215.00	10826	SHOWER VALVE AT POOL
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$355.00	10837	AC IN AV ROOM
<b>Total HILGERS PLUMBING &amp; HEATING, IN</b>			<b>\$1,750.00</b>		
Paid Chk#	025819	7/11/2016 HOLIDAY FLEET			
E 101-43100-212	Motor Fuels		\$105.70		
<b>Total HOLIDAY FLEET</b>			<b>\$105.70</b>		
Paid Chk#	025820	7/11/2016 HOLLIDAY, MARK			
E 101-45200-432	Rental Refund		\$250.00		PARTIAL REFUND OF DAMAGE DEPOSIT
<b>Total HOLLIDAY, MARK</b>			<b>\$250.00</b>		
Paid Chk#	025821	7/11/2016 HOME SOLUTIONS			
E 101-49860-223	Repair/Maintenance Bldg/Ground		\$26.15		
E 101-43100-221	Repair/Maintenance Equipment		\$153.72		
E 101-49860-221	Repair/Maintenance Equipment		\$172.59		
E 101-45200-221	Repair/Maintenance Equipment		\$317.10		
E 601-49400-221	Repair/Maintenance Equipment		\$130.72		
E 602-49450-221	Repair/Maintenance Equipment		\$250.58		
E 101-49860-216	Chemicals and Chem Products		\$39.56		
<b>Total HOME SOLUTIONS</b>			<b>\$1,090.42</b>		
Paid Chk#	025822	7/11/2016 INTERSTATE POWER SYSTEMS			
E 602-49450-437	Maintenance Contract		\$679.00	R001114445:0	KATO GENERATOR
<b>Total INTERSTATE POWER SYSTEMS</b>			<b>\$679.00</b>		

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Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 025823	7/11/2016	<b>KLEINBANK</b>			
G 101-21718		HSA ACCOUNT	\$833.33		HSA MONEY
		<b>Total KLEINBANK</b>	\$833.33		
Paid Chk# 025824	7/11/2016	<b>KWIK TRIP INC.</b>			
E 101-43100-212		Motor Fuels	\$151.52		FUEL
E 601-49400-212		Motor Fuels	\$86.93		FUEL
E 602-49450-212		Motor Fuels	\$86.92		FUEL
		<b>Total KWIK TRIP INC.</b>	\$325.37		
Paid Chk# 025825	7/11/2016	<b>LANO EQUIPMENT</b>			
E 101-43100-221		Repair/Maintenance Equipment	\$839.74	13299A	TRACTOR REPAIR
E 101-43100-221		Repair/Maintenance Equipment	\$375.00	98609	MINI EXCAVATOR RENTAL
		<b>Total LANO EQUIPMENT</b>	\$1,214.74		
Paid Chk# 025826	7/11/2016	<b>LINDS HOMETOWN HARDWARE</b>			
E 101-43100-221		Repair/Maintenance Equipment	\$53.05		
E 602-49450-221		Repair/Maintenance Equipment	\$22.45		
		<b>Total LINDS HOMETOWN HARDWARE</b>	\$75.50		
Paid Chk# 025827	7/11/2016	<b>LOFFLER COMPANIES, INC.</b>			
E 101-41400-437		Maintenance Contract	\$296.31	18978823	COPIER RENT
		<b>Total LOFFLER COMPANIES, INC.</b>	\$296.31		
Paid Chk# 025828	7/11/2016	<b>MAYER LUMBER CO.</b>			
E 101-45200-221		Repair/Maintenance Equipment	\$11.99		
		<b>Total MAYER LUMBER CO.</b>	\$11.99		
Paid Chk# 025829	7/11/2016	<b>MID COUNTRY BANK</b>			
G 101-21718		HSA ACCOUNT	\$333.33		HSA MONEY
		<b>Total MID COUNTRY BANK</b>	\$333.33		
Paid Chk# 025830	7/11/2016	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-45200-221		Repair/Maintenance Equipment	\$40.57		
		<b>Total MID-COUNTY CO-OP OIL ASSN</b>	\$40.57		
Paid Chk# 025831	7/11/2016	<b>MINI BIFF</b>			
E 101-45200-418		Other Rentals (Biffs)	\$240.21	A-79104	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$107.61	A-79105	LEGION PARK
E 101-45200-418		Other Rentals (Biffs)	\$107.61	A-79116	FRIENDSHIP PARK
E 101-45200-418		Other Rentals (Biffs)	\$107.61	A-79217	FRIENDSHIP PARK
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-79219	WILLKOMMEN PARK
E 101-45200-418		Other Rentals (Biffs)	\$368.22	A-79428	WILLKOMMEN PARK
		<b>Total MINI BIFF</b>	\$1,089.36		
Paid Chk# 025832	7/11/2016	<b>MINNESOTA VALLEY TESTING LAB</b>			
E 602-49450-217		Lab Fees	\$36.20	815115	PHOSPHORUS
E 602-49450-217		Lab Fees	\$36.20	816044	PHOSPHORUS

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			Check Amt	Invoice	Comment
<b>Total MINNESOTA VALLEY TESTING LAB</b>			\$72.40		
Paid Chk#	025833	7/11/2016	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>		
G	101-21721	State Bldg Surcharge Fee	\$2,118.23		2ND QTR 2016
<b>Total MN DEPT OF LABOR &amp; INDUSTRY</b>			\$2,118.23		
Paid Chk#	025834	7/11/2016	<b>MN VALLEY ELECTRIC COOPERATIVE</b>		
E	601-49400-381	Electric Utilities	\$332.60		640 TACOMA BLVD
E	602-49450-381	Electric Utilities	\$35.02		LIFT STATION
E	101-43100-380	Street Lighting	\$101.63		STREET LIGHTS
<b>total MN VALLEY ELECTRIC COOPERATIVE</b>			\$469.25		
Paid Chk#	025835	7/11/2016	<b>NCPERS 855401LIFE INS</b>		
G	101-21705	PERA Life	\$16.00		LIFE INSURANCE
<b>Total NCPERS 855401LIFE INS</b>			\$16.00		
Paid Chk#	025836	7/11/2016	<b>POWERPLAN</b>		
E	603-49500-223	Repair/Maintenance Bldg/Ground	\$5,245.16		EXCAVATOR RENTAL FOR DITCH CLEANING
<b>Total POWERPLAN</b>			\$5,245.16		
Paid Chk#	025837	7/11/2016	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>		
E	601-49400-221	Repair/Maintenance Equipment	\$273.69	0053245	JETTER
E	602-49450-221	Repair/Maintenance Equipment	\$273.68	0053245	JETTER
E	601-49400-221	Repair/Maintenance Equipment	\$698.97	0053354	W2 BRAKES
E	602-49450-221	Repair/Maintenance Equipment	\$698.96	0053354	W2 BRAKES
<b>Total PRO AUTO &amp; TRANSMISSION REPAIR</b>			\$1,945.30		
Paid Chk#	025838	7/11/2016	<b>PUBLIC FACILITIES AUTHORITY</b>		
E	601-49400-611	Bond Interest	\$21,078.47		
E	601-49400-601	Debt Srv Bond Principal	\$53,000.00		
<b>Total PUBLIC FACILITIES AUTHORITY</b>			\$74,078.47		
Paid Chk#	025839	7/11/2016	<b>QUILL CORPORATION</b>		
E	101-43100-200	Office Supplies (GENERAL)	\$44.09	6992941	PRINTER INK
E	101-45200-210	Operating Supplies (GENERAL)	\$18.89	6992941	PRINTER INK
<b>Total QUILL CORPORATION</b>			\$62.98		
Paid Chk#	025840	7/11/2016	<b>RUPP, ANDERSON, SQUIRES, PA</b>		
E	101-41500-304	Legal Fees	\$23.40	4415	MISC ATTORNEY
E	101-41500-304	Legal Fees	\$945.50	4415	FRANCHISE
E	101-41500-304	Legal Fees	\$170.50	4415	FIRE DEPT
E	101-41500-304	Legal Fees	\$93.00	4415	COUNCIL
<b>Total RUPP, ANDERSON, SQUIRES, PA</b>			\$1,232.40		
Paid Chk#	025841	7/11/2016	<b>SMITH OIL CO</b>		
E	101-42200-212	Motor Fuels	\$222.67		FIRE DEPT FUEL
E	601-49400-212	Motor Fuels	\$119.03		
E	602-49450-212	Motor Fuels	\$119.02		
E	101-43100-212	Motor Fuels	\$197.11		

CITY OF NORWOOD YOUNG AMERICA

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			Check Amt.	Invoice	Comment
E 101-45200-212	Motor Fuels		\$84.47		
	<b>Total SMITH OIL CO</b>		\$742.30		
Paid Chk# 025842	7/11/2016	<b>STRACK CONSULTING LLC</b>			
E 101-41320-305	Other Professional Fees		\$580.00	1025	PLANNING SERVICES
	<b>Total STRACK CONSULTING LLC</b>		\$580.00		
Paid Chk# 025843	7/11/2016	<b>TECHSTAR IT SOLUTIONS</b>			
E 101-41400-437	Maintenance Contract		\$322.50	5842	BACKUP
E 101-41400-437	Maintenance Contract		\$617.00	MSP-5831	MANAGED SERVICE
	<b>Total TECHSTAR IT SOLUTIONS</b>		\$939.50		
Paid Chk# 025844	7/11/2016	<b>THE HOME DEPOT</b>			
E 101-45200-221	Repair/Maintenance Equipment		\$137.13		
	<b>Total THE HOME DEPOT</b>		\$137.13		
Paid Chk# 025845	7/11/2016	<b>UNITED LABORATORIES</b>			
E 101-49860-221	Repair/Maintenance Equipment		\$402.79	INV158314	HEPACIDE
	<b>Total UNITED LABORATORIES</b>		\$402.79		
Paid Chk# 025846	7/11/2016	<b>US HEALTH WORKS MEDICAL GRP</b>			
E 601-49400-208	Medical-Physicals		\$30.00	0056365-MN	AUDIOGRAMS
E 101-43100-208	Medical-Physicals		\$60.00	0056365-MN	AUDIOGRAMS
	<b>Total US HEALTH WORKS MEDICAL GRP</b>		\$90.00		
Paid Chk# 025847	7/11/2016	<b>US POSTAL SERVICE</b>			
E 601-49400-350	Print/Publishing/Postage		\$131.03		JULY BILLS
E 603-49500-350	Print/Publishing/Postage		\$131.03		JULY BILLS
E 602-49450-350	Print/Publishing/Postage		\$131.03		JULY BILLS
	<b>Total US POSTAL SERVICE</b>		\$393.09		
Paid Chk# 025848	7/11/2016	<b>USA BLUE BOOK</b>			
E 601-49400-221	Repair/Maintenance Equipment		\$592.46	986680	HOSE HOG
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$68.39	986916	INVERTED PAINT
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$68.39	986916	INVERTED PAINT
	<b>Total USA BLUE BOOK</b>		\$729.24		
Paid Chk# 025849	7/11/2016	<b>UTILITY CONSULTANTS</b>			
E 602-49450-217	Lab Fees		\$628.55	92311	CBOD, TSS TESTING
	<b>Total UTILITY CONSULTANTS</b>		\$628.55		
Paid Chk# 025850	7/11/2016	<b>VERIZON WIRELESS</b>			
E 101-43100-321	Telephone		\$172.23		
E 101-42200-321	Telephone		\$140.04		FIRE DEPT
E 602-49450-321	Telephone		\$187.10		
E 101-45200-321	Telephone		\$73.81		
E 601-49400-321	Telephone		\$187.10		
	<b>Total VERIZON WIRELESS</b>		\$760.28		

CITY OF NORWOOD YOUNG AMERICA

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JULY 2016

			Check Amt	Invoice	Comment
Paid Chk#	025851	7/11/2016	<b>WASTE MANAGEMENT</b>		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$252.72	6931690-1593-	GARBAGE REMOVAL
	<b>Total WASTE MANAGEMENT</b>		\$252.72		
Paid Chk#	025852	7/11/2016	<b>WM MUELLER &amp; SONS INC</b>		
E 101-43100-224	Street Maint Materials		\$90.25	214327	TACK OIL
E 101-43100-224	Street Maint Materials		\$56.96	214328	1/2" MINUS
E 101-43100-224	Street Maint Materials		\$112.24	214554	1/2" MINUS
E 101-43100-224	Street Maint Materials		\$57.00	214890	TACK OIL
E 101-43100-224	Street Maint Materials		\$169.76	214891	1/2" MINUS
	<b>Total WM MUELLER &amp; SONS INC</b>		\$486.21		
Paid Chk#	025853	7/11/2016	<b>XCEL ENERGY</b>		
E 101-45200-381	Electric Utilities		\$18.12		VETERANS PARK
	<b>Total XCEL ENERGY</b>		\$18.12		
	<b>10100 CHECKING</b>		\$1,833,202.15		

**Fund Summary**

<b>10100 CHECKING</b>	
101 GENERAL FUND	\$27,951.16
501 2010 INFRA DEBT SERVICE	\$8,852.50
516 2008 DEBT FUND	\$16,562.50
517 Oak Grove Debt Service	\$1,486,950.00
518 2010B Gen OBLIGATION REFUNDING	\$75,440.63
519 2011A GO Debt Service	\$40,090.63
520 2013 INFRASTRUCTURE	\$18,975.00
601 WATER FUND	\$126,342.55
602 SEWER FUND	\$26,660.99
603 STORM WATER UTILITY	\$5,376.19
	<b>\$1,833,202.15</b>



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

TO: Honorable Mayor Diedrick and Members of the City Council  
FROM: Kelly Hayes, City Clerk / Treasurer  
DATE: July 11, 2016  
RE: Thirsty's Bar and Grill – request for outdoor event

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Thirsty's Bar and Grill are requesting approval to allow an outside/patio event to celebrate their 4 year anniversary with live music and a pig roast during the MN-E-Rod Pull on August 20, 2016.

Thirsty's Bar and Grill is also requesting approval for an outside/patio event during the weekend of Stiftungfest, August 26 – 28, 2016. The event would include a bean bag tournament and musical entertainment.

These events would both take place on the property at 105 Main Street.

Attached is the request from Andria Johnson.

**Requested City Council Action:**

**A motion to allow outdoor events within the fenced in area of the back yard of Thirsty's Bar and Grill at 105 Main Street, on Saturday, August 20, 2016, as well as during Stiftungfest Friday- Sunday, August 26 – 28, 2016.**

Dear City of NYA & Neighbors,

We are coming up on our Fourth -year anniversary and Stiftungsfest. We plan to celebrate.

**Saturday Aug 20<sup>th</sup> 2016**

We are planning on hosting another Pig roast Saturday Aug. 20<sup>th</sup> for our yearly anniversary. This will be combined with the Tractor pull that will be happening during the day. We intend to have outdoor festivities provided the weather cooperates. We will have outdoor entertainment in our back patio as we have had in previous years. We are anticipating our start time to be 11am and go into the evening. We will have live music outdoors thru out the day. We will then move indoors a have a Dj indoors around 11 at this time I can anticipate all customers moving indoors.

In the front of the building on the sidewalk We would like to have a few outdoor seating arrangements for this event so customers can enjoy sitting out front to watch the tractor pull event. This would include having a beverage in a plastic glass while the event is going on. We also would like to add sno cones, slushies and cotton candy to this event for all the families and kiddos.

**Friday August 26<sup>th</sup>- Sunday Aug 28<sup>th</sup>**

Stiftungsfest being Aug 26<sup>th</sup>- August 28<sup>th</sup>. We intend to have outdoor festivities as well. We will have a portable outside bar in place for this event, as well as bean bag toss, outdoor games and entertainment. As last year we will have security at each entrance and among the entire property. We would like to incorporate acoustic music outdoors as we did in the previous year.

We as all outdoor events we would like to clear with our neighbors prior to getting city's approval.

If any questions or concerns, please contact Beth @ 763-442-0870, AJ @ 612-236-8971 or Nick @ 952-300-0145

Thank you

We would like to get our neighbors blessing, please sign below if you are ok with the events described above.



TO: Honorable Mayor Diedrick and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: July 11, 2016  
SUBJECT: 2016 Water Supply Plan Update – Engineering Proposals

---

Every ten years cities with populations greater than 1,000 and/or are located within the seven-county metropolitan area are required to prepare a Water Supply Plan (WSP) and submit it to the MN Department of Natural Resources. Cities located in the seven-county metro area are also required to submit their plans to the Metropolitan Council for their review.

The goal of the WSP is to help water suppliers: 1) implement long term water sustainability and conservation measures; and 2) develop critical emergency preparedness measures.

Enclosed is a copy of the City's WSP that was completed in 2006.

The City will need the assistance of an engineer to complete the WSP. The following proposals were solicited (see enclosures):

Bolton & Menk	\$6,400
Short Elliott Hendrickson (SEH)	\$7,400

**Suggested Motion:**

**Motion to accept Bolton & Menk's service proposal to complete the City's 2016 Water Supply Plan.**



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172

Phone (952) 448-8838 • Fax (952) 448-8805

www.bolton-menk.com

June 24, 2016

City of Norwood Young America  
Attn: Steve Helget  
310 W. Elm St.  
P.O. Box 59  
Norwood Young America, MN 55368

RE: 2016 Water Supply Plan Update

Dear Mr. Helget:

Pursuant to your request, we have prepared the following information for the above referenced project. This letter defines the scope of work and the fee to complete the project.

Background:

Water Supply Plans have been a requirement of the DNR for nearly 30 years. They are required to be updated approximately every 10 years generally in conjunction with Comprehensive Plan updates. In addition, approved Water Supply Plans become part of the approved Comprehensive Plan update.

Scope:

Bolton & Menk, Inc. will coordinate with City staff to collect the available data to complete the Water Supply Plan in accordance with DNR and Metropolitan Council requirements and guidelines, and submit the Plan to the DNR and Metropolitan Council for approval.

City staff efforts are required to complete the Plan as Bolton & Menk does not have or maintain the monthly and annual water use, pumping, well operation, emergency and conservation measures, etc. information required to complete the Plan.

Fee:

Bolton & Menk, Inc. proposes to complete the 2016 Water Supply Plan update for the LUMP SUM fee of \$6400.00.

We are available to discuss this matter at your convenience.



If this proposal meets your approval, please sign below and return one copy to our office.

Sincerely,  
**BOLTON & MENK, INC.**

A handwritten signature in cursive script that reads "Kreg J. Schmidt".

Kreg J. Schmidt, PE

**ACCEPTED BY:**

\_\_\_\_\_

City Administrator

\_\_\_\_\_

Date



Building a Better World  
for All of Us®

June 15, 2016

RE: City of Norwood Young America  
Water Supply Plan  
SEH No. NYA 14.00

Steve Helget  
City Administrator  
City of Norwood Young America  
310 Elm St. W.  
NYA, MN 55368

Dear Ms. Helget:

Per your request, we are submitting this letter proposal to work with the City of Norwood Young America to complete the 2016 Water Supply Plan and secure approval of the Plan from the Minnesota Department of Natural Resources (DNR).

#### Background

The last Water Supply Plan was completed in 2006. The DNR requires Water Supply Plans to be updated every 10 years. The template for the Water Supply Plan is provided by the DNR and is located on their website. The current template is for 2016-2018. This template will be used for the 2016 Water Supply Plan for Norwood Young America which is due by October 17, 2016.

#### Work Plan

SEH will work closely with the City of Norwood Young America (City) to complete the Water Supply Plan and secure approval of the Plan from the DNR. The level of effort to complete the Plan is broken down into 6 tasks as shown on Table 1. Each task is further broken down into sub-tasks that identify the work to be done and responsibilities of SEH/City. It has been assumed that data provided by the City will be incorporated into the Water Supply Plan by SEH.

SEH would start the project within two weeks of approval to proceed. At that time SEH would forward a request for information to the City outlining specific data needed from the City for the Plan. SEH would compile this data and complete the tables in the report with the information provided and sections noted to be completed by SEH for the first draft of the Plan. Additional information required to provide clarity, questions regarding the Plan or items of concern will be identified while completing the draft Water Supply Plan. These items along with the draft will be forwarded to the City for review. This would be

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 12 Civic Center Plaza, Suite 2088, Mankato, MN 56001-7787  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 507.388.1989 | 877.316.7636 | 888.908.8166 fax

followed by a meeting in Norwood Young America to review the draft Plan. Meeting minutes will be provided following the meeting. The meeting minutes will include action items and identify any additional information required based upon review of the draft Plan and comments or modifications to be incorporated into the Plan.

The Plan will be updated based on comments from the meeting and additional data received. Once updated, the Water Supply Plan will be submitted to the City for a final review. A conference call (go-to-meeting) will be held to review the final Plan and make final modifications to the Plan. Upon completion and City approval, the Plan will be submitted to the DNR for review and approval. SEH will respond to any questions the DNR may have regarding the Plan as required to secure plan approval. The proposed schedule follows.

**Schedule**

The proposed schedule is shown below and can be modified to best fit the CITY's schedule. SEH will begin implementation plan within two weeks of approval to proceed.

Item	After Notice to Proceed	Estimated Dates
Notice to Proceed	~	1-Jul-16
Start Water Supply Plan – SEH send request for information to City	<2 weeks	15-Jul-16
City to send requested information to SEH (2 weeks)	4 weeks	29-Jul-16
SEH complete draft of Water Supply Plan for review and send list of questions to City (3 weeks)	7 weeks	19-Aug-16
Meeting in Norwood Young America – review draft of Plan and questions	8 weeks	26-Aug-16
Meeting minutes sent to City (includes request for additional information as needed).	8 weeks	26-Aug-16
City send additional information (1 weeks)	9 weeks	2-Sep-16
Conference call (go-to-meeting) - Water Supply Plan to 90-95% complete - review recommendations with City	11 weeks	16-Sep-16
Incorporate comments, send Plan to City for final review (2 weeks)	12 weeks	23-Sep-16
Incorporate final comments and submit final Water Supply Plan to DNR for approval	14 weeks	7-Oct-16
Response to DNR comments (as required) for final approval	Within 2 weeks of receiving DNR comments	

**Cost**

We propose to perform these services for the lump sum fee is \$7,400 including expenses and equipment.

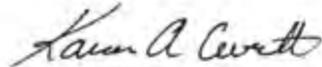
Steve Helget  
June 15, 2016  
Page 3

Closure

It is very important to us our services meet your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns or questions you may have please call me at 507-237-8382.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Karen A. Cavett, P.E.  
Project Manager

MNT

Attachments:

- Agreement for Professional Services
- Table 1 – Level of Effort Estimate
- Exhibit A-2
- General Conditions of the Agreement for Professional Services

**Table 1 - Level of Effort Estimate**

Work to be Completed		Responsibilities	Hours	Fee
<b>Task 1 - Water Supply System Description and Evaluation</b>				
<b>1.A</b>	<b>Analysis of Water Demand</b>			
1.A.1	Table 2. Historic Water Demand & discussion block on pg 9	Information (population, connections, water use by customer category, metered, unmetered water, average day and peak flow day) provided by the City/Table completed by SEH	13.5	\$1,210
1.A.2	Table 3. Large Volume Users	Data Provided by the City/Completed by SEH		
<b>1.B Treatment and Storage Capacity</b>				
1.B.1	Table 4. Water Treatment capacity and treatment processes	Information (residual/disposal/etc.) provided by City. Table completed by SEH		
1.B.2	Table 5. Storage capacity, as of the end of the last calendar year	Completed by SEH		
1.B.3	Treatment and Storage Capacity Versus Demand discussion block	Completed by the City		
<b>1.C Water Sources</b>				
1.C.1	Table 6. Water sources and statuses	Completed by SEH		
1.C.2	Limits on Emergency Interconnections discussion block	Completed by SEH		
<b>1.D Future Demand Projections - Key Metropolitan Council Benchmark</b>				
1.D.1	Water Use Trends discussion block	Completed by SEH		
1.D.2	Table 7. Projected Annual Water Demand	Data provided by the City/Completed by SEH		
1.D.3	Projection Method discussion block	Completed by SEH		
<b>1.E Resource Sustainability</b>				
1.E.1	Table 8. Information about source water quality monitoring	Completed by the City & SEH		
1.E.2	Table 9. Water Level Data	Data provided by the City/Completed by SEH		
1.E.3	Table 10. Natural Resource Impacts	Completed by SEH		
1.E.4	Table 11. Status of Wellhead Protection and Source Water Protection Plans	Completed by SEH		
<b>1.F Capital Improvement Plan (CIP)</b>				
1.F.1	Table 12. Adequacy of Water Supply System	City has up to date CIP/Completed by SEH		
1.F.2	Table 13. Proposed Future installation/sources	Stay with GW, no interconnect/Completed by SEH		
1.F.3	Table 14. Alternative Water Sources	SEH provides recommendations		
<b>Task 2 - Emergency Preparedness Procedures</b>				
<b>2.A</b>	<b>Federal Emergency Response Plan</b>			
2.A.1	Federal Emergency Response Plan	City to verify 2004 response plan is up to date. SEH to reference existing plan	7.5	\$680
2.A.2	Table 15. Emergency Preparedness Plan contact information	Provided by the City/Completed by SEH		
<b>2.B Operational Contingency Plan</b>				
2.B.1	Operational Contingency Plan	Completed by the City		
<b>2.C Emergency Response Procedures</b>				
2.C.1	Emergency Telephone List	Completed by the City		
2.C.2	Current Water Sources and Service Area	Completed by the City		
2.C.3	Table 16. Interconnections with other water supply systems to supply water in an emergency	Data provided by the City/Completed by SEH (assume no interconnections)		
2.C.4	Table 17. Utilizing surface water as an alternative source & discussion block on pg 24	Provided by the City/Completed by SEH (assume no surface water use)		
2.C.5	Table 18. Water use priorities	SEH provides recommendations		
2.C.6	Table 19. Emergency demand reduction conditions, triggers and actions	SEH provides recommendations		
2.C.7	Table 20. Plan to inform customers regarding conservation requests, water use restrictions, and suspensions	SEH provides recommendations		
2.C.8	Enforcement	Completed by the City		
<b>Task 3 - Water Conservation Plan</b>				
3.0.1	Progress since 2006; Table 21. & two discussion blocks pg 29	Completed by the City		
<b>3.A Triggers for Allocation and Demand Reduction Actions</b>				
3.A.1	Table 22. Short and long-term demand reduction conditions, triggers and actions	SEH provides recommendations		
<b>3.B Conservation Objectives and Strategies - Key benchmark for DNR</b>				
3.B.1	10-year average unaccounted water use question pg 30	Completed by SEH (10 year average is above 10%)		
3.B.2	Leak detection monitoring schedule discussion block pg 30-31	Completed by the City (Add to leak detection data collected for Demand Reduction Measures)		
3.B.3	Water Audits & Water Audits discussion block pg 31	Completed by the City		
3.B.4	Table 23. Information about customer meters	Provided by the City/Completed by SEH		
3.B.5	Unmetered system discussion block pg 32	Completed by the City		
3.B.6	Table 24. Water Source Meters	Provided by the City/Completed by SEH		
3.B.7	Objective 2: Achieve Less than 75 residential GPCD & discussion block pg 32	Completed by SEH		
3.B.8	Table 25. Strategies and timeframe to reduce residential per capita demand	SEH provides recommendations		

3.B.9	Table 26. Strategies and timeframe to reduce institutional, commercial industrial, and agricultural and non-revenue use demand	SEH provides recommendations	13.5	\$1,110
3.B.10	Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand discussion block	SEH provides recommendations		
3.B.11	Objective 5: Reduce Peak Day Demand so that the Ratio of Average Maximum day to the Average Day is less than 2.6	Completed by SEH		
3.B.12	Current Water Rates	Completed by the City		
3.B.13	Table 27. Rate structures for each customer category and discussion block pg 37-38	Completed by the City		
3.B.14	Table 28: Additional Strategies to Reduce Water Use & Support Wellhead Protection	Completed by the City		
3.B.15	Objective 8: Tracking Success discussion block	SEH provides recommendations		
3.C	<b>Regulation</b>			
3.C.1	Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies	Completed by the City		
3.D	<b>Retrofitting Programs</b>			
3.D.1	Table 30. Retrofitting programs & discussion block pg 40	Completed by the City		
3.E	<b>Education and Information Programs</b>			
3.E.1	Table 31. Current and Proposed Education Programs	City provide current/SEH provide proposed		
3.E.2	Future education and information activities discussion block pg 42	SEH provides recommendations		
<b>Task 4 - Items for Metropolitan Area Communities</b>				
4.A	<b>Water Demand Projections through 2040</b>		6	\$540
4.A.1	Table 7. through 2040	Provided by the City/Completed by SEH		
4.B	<b>Potential Water Supply Issues</b>			
4.B.1	Table 10. through 2040	Completed by the City		
4.C	<b>Proposed Alternative Approaches to Meet Extended Water Demand Projections</b>			
4.C.1	Table 12. through 2040	SEH provides recommendations SEH/City		
4.C.2	Table 14. through 2040	SEH provides recommendations SEH/City		
4.D	<b>Value-Added Water Supply Planning Efforts (Optional)</b>			
4.D.1	Source Water Protection Strategies	Completed by the City		
4.D.2	Table 32. Local controls and schedule to protect Drinking Water Supply Management Area	Completed by the City		
4.D.3	Technical Assistance	Completed by the City		
<b>Task 5 - Appendices to Be Submitted by the Water Supplier</b>				
5.A	Appendix 1: Well records and maintenance summaries	Completed by the City	7.5	\$680
5.B	Appendix 2: Water level monitoring plan	Completed by the City		
5.C	Appendix 3: Water level graphs for each water supply well	Completed by the City		
5.D	Appendix 4: Capital Improvement Plan	Completed by the City		
5.E	Appendix 5: Emergency Telephone List	Completed by the City		
5.F	Appendix 6: Cooperative Agreements for Emergency Service	Completed by the City		
5.G	Appendix 7: Municipal Critical Water Deficiency Ordinance	Completed by the City		
5.H	Appendix 8: Graph showing annual per capita water demand for each customer category during the last ten-years	Completed by SEH		
5.I	Appendix 9: Water Rate Structure	Completed by the City		
5.J	Appendix 10: Adopted or proposed regulations to reduce demand or	Completed by the City		
5.K	Appendix 11: Implementation Checklist	Completed by SEH		
<b>Task 6 - Data Requests - Meetings - Misc.</b>				
6.1	Request for Information - Letter	SEH	23.5	\$3,080
6.2	Kick-Off - Conference Call	SEH		
6.3	Conference Call - 90% review prior to completion/incorporate modifications from City	SEH		
6.4	Respond to DNR review comments	SEH		
6.5	Administration	SEH		
6.6	QA QC	SEH		
<b>Total</b>			<b>72</b>	<b>\$7,400</b>

## Agreement for Professional Services

This Agreement is effective as of June , 2016, between City of Norwood Young America (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Water Supply Plan for Norwood Young America.

**Client's Authorized Representative:** Steve Helget

**Address:** 310 Elm Street W, PO Box 59  
NYA, MN 55368

**Telephone:** 952.467.1805 **email:** shelget@cityofnya.com

**Project Manager:** Karen Cavett

**Address:** 12 Civic Center Plaza, Suite 2088  
Manakato, MN 56001

**Telephone:** 507.237.8382 **email:** kcavett@sehinc.com

**Scope:** The Basic Services to be provided by Consultant as set forth herein is provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 12.07.15), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Services to be provided are as identified in the June 15, 2016, Water Supply Plan proposal letter to the City of Norwood Young America.

**Schedule:** Work will begin 2 weeks after approval, and proceed per the above referenced proposal letter.

**Payment:** The lump sum fee is \$7,400 including expenses and equipment.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

**Other Terms and Conditions:** Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:

t:\mkwaf\users\proposals\norwood young america\3. letter agreement nya.docx

Short Elliott Hendrickson Inc.

City of Norwood Young America

By: *Karen A Cavett*  
Karen A. Cavett, P.E.  
Title: Project Manager

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

**Exhibit A-2**  
**to Agreement of Professional Services**  
**Between City of Norwood Young America (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated June , 2016**

**Payments to Consultant for Services and Expenses**  
**Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the lump sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

document268

**DEPARTMENT OF NATURAL RESOURCES - DIVISION OF WATERS and  
METROPOLITAN COUNCIL  
WATER EMERGENCY AND CONSERVATION PLANS**

These guidelines are divided into four parts. The first three parts, Water Supply System Description and Evaluation, Emergency Response Procedures and Water Conservation Planning apply statewide. Part IV, relates to comprehensive plan requirements that apply only to communities in the Seven-County Twin Cities Metropolitan Area. If you have questions regarding water emergency and conservation plans, please call (651) 259-5703 or (651) 259-5647 or e-mail your question to [wateruse@dnr.state.mn.us](mailto:wateruse@dnr.state.mn.us). Metro Communities can also direct questions to the Metropolitan Council at [watersupply@mctc.state.mn.us](mailto:watersupply@mctc.state.mn.us) or (651) 602-1066.

DNR Water Appropriation Permit Number(s)	776448
Name of Water Supplier	City of Norwood Young America
Address	10 1 <sup>st</sup> Ave. NE
Contact Person	Jim Beckendorf
Title	Public Utilities Director
Phone Number	952-212-0238
E-Mail Address	Utilities@cityofnya.com

**PART I. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION**

The first step in any water supply analysis is to assess the current status of demand and supplies. Information in Part I, can be used in the development of Emergency Response Procedures and Conservation Plans.

**A. ANALYSIS OF WATER DEMAND.**

Fill in Table 1 for the past 10 years water demand. If your customer categories are different than the ones listed in Table 1, please note the changes below.

\*Column added to account for unsold, metered water for various uses (ie. Construction and hydrant testing).

\*\*Column added to total unsold water and water sold.

**TABLE 1 Historic Water Demand**

Year	Total Population	Pipitation Served	Total Connections	Residential Water Sold (MG)	C/I/I Water Sold (MG)	Wholesale Deliveries (MG)	Total Water Sold (MG)	Misc. Municipal Uses (MG)*	Total Water Metered (MG)**	Total Water Pumped (MG)	Percent Unmetered/Unaccounted	Average Demand (MGD)	Maximum Demand (MGD)	Residential gallons/capita/day	Total gallons/capita/day
1998		3,000	968	68.01	30.79		98.80	1.40	100.20	130.13	23.00%	0.357	N/A	62.11	118.84
1999		3,000	974	68.44	29.78		98.22	0.81	99.03	125.43	21.05%	0.344	N/A	62.50	114.55
2000		3,000	983	74.10	30.68		104.79	1.17	105.96	131.43	19.38%	0.360	N/A	67.68	120.02
2001		3,108	1,005	72.10	27.96		100.06	1.70	101.76	123.93	17.89%	0.340	0.533	63.56	109.24
2002		3,108	1,018	67.18	28.41		95.59	2.98	98.57	117.66	16.23%	0.322	0.481	59.22	103.72
2003		3,139	1,068	76.00	27.23		103.24	3.32	106.56	131.64	19.05%	0.361	0.679	66.34	114.89
2004		3,272	1,137	73.30	21.13		94.43	3.53	97.96	113.83	13.94%	0.312	0.496	61.37	95.32
2005		3,340	1,204	71.84	13.15		84.99	4.13	89.12	107.14	16.82%	0.294	0.575	58.93	87.88

MG – Million Gallons      MGD – Million Gallons per Day      C/I/I- Commercial, Industrial, Institutional

**Residential.** Water used for normal household purposes, such as drinking, food preparation, bathing, washing clothes and dishes, flushing toilets, and watering lawns and gardens.

**Institutional.** Hospitals, nursing homes, day care centers, and other facilities that use water for essential domestic requirements. This includes public facilities and public metered uses. You may want to maintain separate institutional water use records for emergency planning and allocation purposes.

**Commercial.** Water used by motels, hotels, restaurants, office buildings, commercial facilities, both civilian and military.

**Industrial.** Water used for thermoelectric power (electric utility generation) and other industrial uses such as steel, chemical and allied products, food processing, paper and allied products, mining, and petroleum refining.

**Wholesale Deliveries.** Bulk water sales to other public water suppliers.

**Unaccounted.** Unaccounted for water is the volume of water withdrawn from all sources minus the volume sold.

**Residential Gallons per Capita per Day** = total residential sales in gallons/population served/365 days      **Total Gallons per Capita per Day** = total water withdrawals/population served/365 days

**NOTE:** Non-essential water uses defined by Minnesota Statutes 103G.291, include lawn sprinkling, vehicle washing, golf course and park irrigation and other non-essential uses. Some of the above categories also include non-essential uses of water.

**Water Use Trends.** Discuss factors that influence trends in water demand (i.e. growth, weather, industry, conservation). If appropriate, include a discussion of other factors that affect daily water use, such as use by non-resident commuter employees or large water consuming industry.

Weather influences water trends by typically increasing demand in the summer months. The majority of the new properties in Norwood Young America lack mature trees and contain relatively new sod, which means lawns need to be watered more frequently. Therefore, water demand for the City of Norwood Young America increases in summer months. In an effort to reduce water usage, odd/ even watering as well as limiting the time of day for watering was implemented during the summer. This type of conservation will be used in the future as well. The City has had an increase in the amount of construction activity in recent years, which has increased the demand during the summer months as well.

**TABLE 2 Large Volume Users - List the top 10 largest users.**

Customer	Gallons per year	% of total annual use
Faxon Partnership (trailer court)	1,374,400	1.28%
Peace Villa Apartments	1,060,100	0.99%
Young America Corporation	774,000	0.72%
Holiday Station	743,550	0.69%
Poplar Ridge Apartments	682,000	0.64%
Norwood Dairy Queen	680,000	0.63%
NYA Garden Center	626,600	0.58%
Crossroads Restaurant	588,000	0.55%
Econo Foods	577,000	0.54%
McDonald's Restaurant	488,000	0.46%

**B. TREATMENT AND STORAGE CAPACITY.**

**TABLE 3(A) Water Treatment**

<b>Water Treatment Plant Capacity</b>	2 at 576,000 each	Gallons per day
Describe the treatment process used (i.e., softening, chlorination, fluoridation, Fe/Mn removal, reverse osmosis, coagulation, sedimentation, filtration, others). Also, describe the annual amount and method of disposal of treatment residuals, if any.		
Chlorination, fluoridation, potassium permanganate, filtration, and Fe/Mn removal.		

**TABLE 3(B) Storage Capacity - List all storage structures and capacities.**

Total Storage Capacity	Average Day Demand (average of last 5 years)	
500,000	Gallons	325,800
Type of Structure	Number of Structures	Gallons
Elevated Storage	2	500,000
Ground Storage		
Other:		

**C. WATER SOURCES.** List all groundwater, surface water and interconnections that supply water to the system. Add or delete lines to the tables as needed.

**TABLE 4(A) Total Water Source Capacity for System (excluding emergency connections)**

<b>Total Capacity of Sources</b>	1450	Gallons per minute
<b>Firm Capacity (largest pump out of service)</b>	1050	Gallons per minute

**TABLE 4(B) Groundwater Sources** - Copies of water well records and well maintenance information should be included with the public water supplier's copy of the plan in Attachment . If there are more wells than space provided or multiple well fields, please use the List of Wells template (see Resources) and include as Attachment .

Well # or name	Unique Well Number	Year Installed	Well & Casing Depth (ft)	Well Diameter (in)	Capacity (GPM)	Geologic Unit	Status
1NOR	211962		685	16	250	Prairie du Chien	Emergency
3NOR	420969	1989	950	16	400	Mt. Simon	Active Use
3	482765	1991	391	10	400	Assumed FIG	Active Use
2	132256	1978	943	16	400	Mt. Simon	Active Use
2NOR	218999		448	16		Jordan	Active Use

Status: Active use, Emergency, Standby, Seasonal, Peak use, etc.

GPM – Gallons per Minute

Geologic Unit: Name of formation(s), which supplies water to the well

\*Map of well locations is shown in Figure 1.

**TABLE 4(C) Surface Water Sources**

Intake ID	Resource name	Capacity (GPM/MGD)
N/A		

GPM – Gallons per Minute MGD – Million Gallons per Day

**TABLE 4(D) Wholesale or Retail Interconnections** - List interconnections with neighboring suppliers that are used to supply water on a regular basis either wholesale or retail.

Water Supply System	Capacity (GPM/MGD)	Wholesale or retail
N/A		

GPM – Gallons per Minute MGD – Million Gallons per Day

**TABLE 4(E) Emergency Interconnections** - List interconnections with neighboring suppliers or private sources that can be used to supply water on an emergency or occasional basis. Suppliers that serve less than 3,300 people can leave this section blank, but must provide this information in Section II C.

Water Supply System	Capacity (GPM/MGD)	Note any limitations on use
N/A		

GPM – Gallons per Minute MGD – Million Gallons per Day

## D. DEMAND PROJECTIONS.

**TABLE 5 Ten Year Demand Projections**

Year	Population Served	Average Day Demand (MGD)	Maximum Day Demand (MGD)	Projected Demand (MGY)
2006	3,829	0.383	0.651	139.80
2007	4,029	0.403	0.685	147.10
2008	4,229	0.423	0.719	154.40
2009	4,429	0.443	0.753	161.70
2010	4,630	0.463	0.787	169.00
2011	4,917	0.492	0.836	179.58
2012	5,205	0.521	0.886	190.17
2013	5,492	0.549	0.933	200.39
2014	5,780	0.578	0.983	210.97
2015	6,068	0.607	1.032	221.56

MGD – Million Gallons per Day      MGY – Million Gallons per Year

**Projection Method.** Describe how projections were made, (assumptions for per capita, per household, per acre or other methods used).

Future populations were obtained from the City's comprehensive plan. An assumption of 100 gpcd and the average ratio of maximum day to average day of 1.7.

## E. RESOURCE SUSTAINABILITY

**Sustainable water use:** use of water to provide for the needs of society, now and in the future, without unacceptable social, economic, or environmental consequences.

**Monitoring.** Records of water levels should be maintained for all production wells and source water reservoirs/basins. Water level readings should be taken monthly for a production well or observation well that is representative of the wells completed in each water source formation. **If water levels are not currently measured each year, a monitoring plan that includes a schedule for water level readings must be explained below.**

The City will implement a plan to monitor all wells monthly with the construction of the north side water treatment plant. This plan was temporarily put on hold due to economic constraints, but it's estimated to be completed in 2009.

**TABLE 6 Monitoring Wells - List all wells being measured.**

Unique well number	Type of well (production, observation)	Frequency of Measurement (daily, monthly etc.)	Method of Measurement (steel tape, SCADA etc.)

**Water Level Data.** Summarize water level data including seasonal and long-term trends for each ground and/or surface water source. If water levels are not measured and recorded on a routine basis then provide the static water level (SWL) when the well was constructed and a current water level measurement for each production well. Also include all water level data taken during well and pump maintenance.

N/A

**Ground Water Level Monitoring** – DNR Waters in conjunction with federal and local units of government maintain and measure approximately 750 observation wells around the state. Ground water level data are available online [www.dnr.state.mn.us/waters](http://www.dnr.state.mn.us/waters). Information is also available by contacting the Ground Water Level Monitoring Manager, DNR Waters, 500 Lafayette Road, St. Paul, MN 55155-4032 or call (651) 259-5700.

**Natural Resource Impacts.** Indicate any natural resource features such as calcareous fens, wetlands, trout streams, rivers or surface water basins that are or could be influenced by water withdrawals from municipal production wells. Also indicate if resource protection thresholds have been established and if mitigation measures or management plans have been developed.

No trout streams or calcareous fens have been identified within the vicinity of the City of Norwood Young America. Many wetlands and lakes are present within and around the city; however, no negative impacts have been observed from the existing pumping activities. Observation will be continued to ensure no negative impacts occur. Mitigation measures have not been developed to this point.

**Sustainability.** Evaluate the adequacy of the resource to sustain current and projected demands. Describe any modeling conducted to determine impacts of projected demands on the resource.

The Minnesota Department of Health has completed a Source Water Assessment for the City of Norwood Young America and no indication is given that the source is in danger of depletion. The City will need to increase the capacity of the source wells in the future to accommodate the expected increase in population. The static water level monitoring plan mentioned in this plan will eventually give the City a dataset for use in determining the sustainability of the source aquifer; however, at this time the City has no such data available.

**Source Water Protection Plans.** The emergency procedures in this plan are intended to comply with the contingency plan provisions required in the Minnesota Department of Health's (MDH) Wellhead Protection (WHP) Plan and Surface Water Protection (SWP) Plan.

Date WHP Plan Adopted:	N/A
Date for Next WHP Update:	N/A
SWP Plan:	<input type="checkbox"/> In Process <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not Applicable

## F. CAPITAL IMPROVEMENT PLAN (CIP)

**Adequacy of Water Supply System.** Are water supply installations, treatment facilities and distribution systems adequate to sustain current and projected demands?  Yes  No If no, describe any potential capital improvements over the next ten years and state the reasons for the proposed changes.

The City of Norwood Young America is planning to evaluate the potential need to increase the production capability and to add ground and elevated storage. If this evaluation deems an increase in production is necessary, the City will attempt to increase the production of well #2 from 400 gpm to 1000 gpm. Should this option not work, a new well will potentially be constructed. A 500,000 gallon clear well may also be constructed. These improvements are estimated to occur in 2007. In approximately 2016, an elevated storage tower of roughly 750,000 gallons could be constructed. These improvements will be sufficient to account for the projected growth for the next 10 years and beyond.

**Proposed Water Sources.** Does your current CIP include the addition of new wells or intakes?  Yes  No If yes, list the number of new installations and projected water demands from each for the next ten years. Plans for new production wells must include the geologic source, formation, well location, and proposed pumping capacity.

Currently, the geologic source and well location have not been determined. This is due to the fact that the new well is currently an option not a certainty. The pumping capacity will be approximately 600 gpm.

**Water Source Alternatives.** If new water sources are being proposed, describe alternative sources that were considered and any possibilities of joint efforts with neighboring communities for development of supplies.

**Preventative Maintenance.** Long-term preventative programs and measures will help reduce the risk of emergency situations. Identify sections of the system that are prone to failure due to age, materials or other problems. This information should be used to prioritize capital improvements, preventative maintenance, and to determine the types of materials (pipes, valves, couplings, etc.) to have in stock to reduce repair time.

A 9-year street and infrastructure rehabilitation plan has been in place since 2003. All watermain that is undersized or is a maintenance problem (i.e. frequent breaking) will be replaced under this plan.

## PART II. EMERGENCY RESPONSE PROCEDURES

Water emergencies can occur as a result of vandalism, sabotage, accidental contamination, mechanical problems, power failures, drought, flooding, and other natural disasters. The purpose of emergency planning is to develop emergency response procedures and to identify actions needed to improve emergency preparedness. In the case of a municipality, these procedures should be in support of, and part of, an all-hazard emergency operations plan. If your community already has written procedures dealing with water emergencies we recommend that you use these guidelines to review and update existing procedures and water supply protection measures.

### Federal Emergency Response Plan

Section 1433(b) of the Safe Drinking Water Act as amended by the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Public Law 107-188, Title IV - Drinking Water Security and Safety) requires community water suppliers serving over 3,300 people to prepare an Emergency Response Plan. **Community water suppliers that have completed the Federal Emergency Response Plan and submitted the required certification to the U.S. Environmental Protection Agency have satisfied Part II, Sections A, B, and C of these guidelines and need only provide the information below regarding the emergency response plan and source water protection plan and complete Sections D (Allocation and Demand Reduction Procedures), and E (Enforcement).**

Provide the following information regarding your completed Federal Emergency Response Plan:

Emergency Response Plan	Contact Person	Contact Number
Emergency Response Lead	Thomas Simmons	952-467-1800
Alternate Emergency Response Lead	Jim Beckendorf	952-212-0238
Emergency Response Plan Certification Date	April 25, 2006	

**Operational Contingency Plan.** An operational contingency plan that describes measures to be taken for water supply mainline breaks and other common system failures as well as routine maintenance is recommended for all utilities. Check here  if the utility has an operational contingency plan. At a minimum a contact list for contractors and supplies should be included in a water emergency telephone list.

*Communities that have completed Federal Emergency Response Plans should skip to Section D.*

## EMERGENCY RESPONSE PROCEDURES

- A. Emergency Telephone List.** A telephone list of emergency contacts must be included as Attachment \_\_\_\_\_ to the plan (complete template or use your own list). The list should include key utility and community personnel, contacts in adjacent communities, and appropriate local, state and federal emergency contacts. Please be sure to verify and update the contacts on the emergency telephone list on a regular basis (once each year recommended). In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Responsibilities and services for each contact should be defined.
- B. Current Water Sources and Service Area.** Quick access to concise and detailed information on water sources, water treatment, and the distribution system may be needed in an emergency. System operation, water well and maintenance records should be maintained in a central secured location so that the records are accessible for emergency purposes and preventative maintenance. A detailed map of the system showing the treatment plants, water sources, storage facilities, supply lines, interconnections, and other information that would be useful in an emergency should also be readily available. Check here  if these records and maps exist and staff can access the documents in the event of an emergency.
- C. Procedure for Augmenting Water Supplies.** List all available sources of water that can be used to augment or replace existing sources in an emergency. In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Copies of cooperative agreements should be maintained with your copy of the plan and include in Attachment \_\_\_\_\_. Be sure to include information on any physical or chemical problems that may limit interconnections to other sources of water. Approvals from the MN Department of Health are required for interconnections and reuse of water.

**TABLE 7 (A) Public Water Supply Systems** – List interconnections with other public water supply systems that can supply water in an emergency.

Water Supply System	Capacity (GPM/MGD)	Note any limitations on use

GPM – Gallons per Minute      MGD – Million Gallons per Day

**TABLE 7 (B) - Private Water Sources** – List other sources of water available in an emergency.

Name	Capacity (GPM/MGD)	Note any limitations on use

GPM – Gallons per Minute      MGD – Million Gallons per Day

**D. Allocation and Demand Reduction Procedures.** The plan must include procedures to address gradual decreases in water supply as well as emergencies and the sudden loss of water due to line breaks, power failures, sabotage, etc. During periods of limited water supplies public water suppliers are required to allocate water based on the priorities established in Minnesota Statutes 103G.261.

**Water Use Priorities (Minnesota Statutes 103G.261)**

**First Priority.** Domestic water supply, excluding industrial and commercial uses of municipal water supply, and use for power production that meets contingency requirements.

*NOTE:* Domestic use is defined (MN Rules 6115.0630, Subp. 9), as use for general household purposes for human needs such as cooking, cleaning, drinking, washing, and waste disposal, and uses for on-farm livestock watering excluding commercial livestock operations which use more than 10,000 gallons per day or one million gallons per year.

**Second Priority.** Water uses involving consumption of less than 10,000 gallons per day.

**Third Priority.** Agricultural irrigation and processing of agricultural products.

**Fourth Priority.** Power production in excess of the use provided for in the contingency plan under first priority.

**Fifth Priority.** Uses, other than agricultural irrigation, processing of agricultural products, and power production.

**Sixth Priority.** Non-essential uses. These uses are defined by Minnesota Statutes 103G.291 as lawn sprinkling, vehicle washing, golf course and park irrigation, and other non-essential uses.

List the statutory water use priorities along with any local priorities (hospitals, nursing homes, etc.) in Table 8. Water used for human needs at hospitals, nursing homes and similar types of facilities should be designated as a high priority to be maintained in an emergency. Local allocation priorities will need to address water used for human needs at other types of facilities such as hotels, office buildings, and manufacturing plants. The volume of water and other types of water uses at these facilities must be carefully considered. After reviewing the data, common sense should dictate local allocation priorities to protect domestic requirements over certain types of economic needs. In Table 8, list the priority ranking, average day demand and demand reduction potential for each customer category (modify customer categories if necessary).

**Table 8 Water Use Priorities**

Customer Category	Allocation Priority	Average Day Demand (GPD)	Demand Reduction Potential (GPD)
Residential	1	189,873	-32,000
Institutional	2	6,956	-3,500
Commercial	3	36,018	-21,700
Industrial			
Irrigation			
Wholesale			
Non-essential			
<b>TOTALS</b>		232,847	-57,200

GPD - Gallons per Day

**Demand Reduction Potential.** The demand reduction potential for residential use will typically be the base demand during the winter months when water use for non-essential uses such as lawn watering do not occur. The difference between summer and winter demands typically defines the demand reduction that can be achieved by eliminating non-essential uses. In extreme emergency situations lower priority water uses must be restricted or eliminated to protect first priority domestic water requirements. Short-term demand reduction potential should be based on average day demands for customer categories within each priority class.

**Triggers for Allocation and Demand Reduction Actions.** Triggering levels must be defined for implementing emergency responses, including supply augmentation, demand reduction, and water allocation. Examples of triggers include: water demand >100% of storage, water level in well(s) below a certain elevation, treatment capacity reduced 10% etc. Each trigger should have a quantifiable indicator and actions can have multiple stages such as mild, moderate and severe responses. Check each trigger below that is used for implementing emergency responses and for each trigger indicate the actions to be taken at various levels or stages of severity in Table 9.

- |                                     |  |                                     |                         |
|-------------------------------------|--|-------------------------------------|-------------------------|
| <input type="checkbox"/>            | Water Demand   | <input checked="" type="checkbox"/> | Water Main Break        |
| <input type="checkbox"/>            | Treatment Capacity   | <input type="checkbox"/>            | Loss of Production      |
| <input type="checkbox"/>            | Storage Capacity   | <input type="checkbox"/>            | Security Breach         |
| <input type="checkbox"/>            | Groundwater Levels   | <input checked="" type="checkbox"/> | Contamination           |
| <input type="checkbox"/>            | Surface Water Flows or Levels  | <input type="checkbox"/>            | Other (list in Table 9) |
| <input checked="" type="checkbox"/> | Pump, Booster Station or Well Out of Service                                 |                                     |                         |
| <input type="checkbox"/>            | Governor's Executive Order – Critical Water Deficiency (required by statute) |                                     |                         |

**Table 9 Demand Reduction Procedures**

Condition	Trigger(s)	Actions
Stage 1 (Mild)	Watermain Break	Shut down segment until fixed.
Stage 2 (Moderate)	Pump, Booster Station or Wells Out of Service	Sprinkling restrictions and other water restrictions if repair will take several days.
Stage 3 (Severe)	Contamination	Total system shut down.
Critical Water Deficiency (M.S. 103G.291)	Executive Order by Governor & as provided in above triggers	Stage 1: Restrict lawn watering, vehicle washing, golf course and park irrigation and other nonessential uses Stage 2: Suspend lawn watering, vehicle washing, golf course and park irrigation and other nonessential uses

*Note:* The potential for water availability problems during the onset of a drought are almost impossible to predict. Significant increases in demand should be balanced with preventative measures to conserve supplies in the event of prolonged drought conditions.

**Notification Procedures.** List methods that will be used to inform customers regarding conservation requests, water use restrictions, and suspensions. Customers should be aware of emergency procedures and responses that they may need to implement.

The City will use newspapers (Chaska Herald, NYA Times, Star Tribune), television stations (KARE-TV, KMSP-TV, WCCO-TV), and radio stations (KARP, KSMM, WCCO) to notify the public of any issues.

**E. Enforcement.** Minnesota Statutes require public water supply authorities to adopt and enforce water conservation restrictions during periods of critical water shortages.

**Public Water Supply Appropriation During Deficiency.  
Minnesota Statutes 103G.291, Subdivision 1.**

Declaration and conservation.

(a) If the governor determines and declares by executive order that there is a critical water deficiency, public water supply authorities appropriating water must adopt and enforce water conservation restrictions within their jurisdiction that are consistent with rules adopted by the commissioner.

(b) The restrictions must limit lawn sprinkling, vehicle washing, golf course and park irrigation, and other nonessential uses, and have appropriate penalties for failure to comply with the restrictions.

An ordinance that has been adopted or a draft ordinance that can be quickly adopted to comply with the critical water deficiency declaration must be included in the plan (include with other ordinances in Attachment 7 for Part III, Item 4). Enforcement responsibilities and penalties for non-compliance should be addressed in the critical water deficiency ordinance.

Sample regulations are available at [www.dnr.state.mn.us/waters](http://www.dnr.state.mn.us/waters)

**Authority to Implement Water Emergency Responses.** Emergency responses could be delayed if city council or utility board actions are required. Standing authority for utility or city managers to implement water restrictions can improve response times for dealing with emergencies. Who has authority to implement water use restrictions in an emergency?

- Utility Manager       City Manager       City Council or Utility Board  
 Other (describe):

**Emergency Preparedness.** If city or utility managers do not have standing authority to implement water emergency responses, please indicate any intentions to delegate that authority. Also indicate any other measures that are being considered to reduce delays for implementing emergency responses.

### PART III. WATER CONSERVATION PLAN

Water conservation programs are intended to reduce demand for water, improve the efficiency in use and reduce losses and waste of water. Long-term conservation measures that improve overall water use efficiencies can help reduce the need for short-term conservation measures. Water conservation is an important part of water resource management and can also help utility managers satisfy the ever-increasing demands being placed on water resources.

Minnesota Statutes 103G.291, requires public water suppliers to implement demand reduction measures before seeking approvals to construct new wells or increases in authorized volumes of water. Minnesota Rules 6115.0770, require water users to employ the best available means and practices to promote the efficient use of water. Conservation programs can be cost effective when compared to the generally higher costs of developing new sources of supply or expanding water and/or wastewater treatment plant capacities.

**A. Conservation Goals.** The following section establishes goals for various measures of water demand. The programs necessary to achieve the goals will be described in the following section.

<b>Unaccounted Water</b> (calculate five year averages with data from Table 1)		
Average annual volume unaccounted water for the last 5 years	21,536,000	gallons
Average percent unaccounted water for the last 5 years	17.3	percent
AWWA recommends that unaccounted water not exceed 10%. Describe goals to reduce unaccounted water if the average of the last 5 years exceeds 10%.		
The City plans to meter to account for the amount of water used for construction uses.		

<b>Residential Gallons Per Capita Demand (GPCD)</b>		
Average residential GPCD use for the last 5 years (use data from Table 1)	63.63	GPCD
In 2002, average residential GPCD use in the Twin Cities Metropolitan Area was 75 GPCD. Describe goals to reduce residential demand if the average for the last 5 years exceeds 75 GPCD.		
N/A		

<b>Total Per Capita Demand:</b> From Table 1, is the trend in overall per capita demand over the past 10 years <input type="checkbox"/> increasing or <input checked="" type="checkbox"/> decreasing? If total GPCD is increasing, describe the goals to lower overall per capita demand or explain the reasons for the increase.		
N/A		

<b>Peak Demands</b> (calculate average ratio for last five years using data from Table 1)		
Average maximum day to average day ratio	1.7	
If peak demands exceed a ratio of 2.6, describe the goals for lowering peak demands.		
N/A		

**B. Water Conservation Programs.** Describe all short-term conservation measures that are available for use in an emergency and long-term measures to improve water use efficiencies for each of the six conservation program elements listed below. Short-term demand reduction measures must be included in the emergency response procedures and must be in support of, and part of, a community all-hazard emergency operation plan.

1. **Metering.** The American Water Works Association (AWWA) recommends that every water utility meter all water taken into its system and all water distributed from its system at its customer's point of service. An effective metering program relies upon periodic performance testing, repair, repair and maintenance of all meters. AWWA also recommends that utilities conduct regular water audits to ensure accountability. Complete Table 10 (A) regarding the number and maintenance of customer meters.

**TABLE 10 (A) Customer Meters**

	Number of Connections	Number of Metered Connections	Meter testing schedule (years)	Average age/meter replacement schedule (years)
Residential	1,078	1,078	N/A	¼ new, ½ / As needed 10-15 years, ¼ older than 15 years
Institutional	13	13	N/A	¼ new, ½ / As needed 10-15 years, ¼ older than 15 years
Commercial	98	98	N/A	¼ new, ½ / As needed 10-15 years, ¼ older than 15 years
Industrial				/
Public Facilities	15	15	N/A	¼ new, ½ / As needed 10-15 years, ¼ older than 15 years
Other				/
<b>TOTALS</b>	<b>1,204</b>	<b>1,204</b>		

**Unmetered Systems.** Provide an estimate of the cost to install meters and the projected water savings from metering water use. Also indicate any plans to install meters.

N/A

**TABLE 10 (B) Water Source Meters**

	Number of Meters	Meter testing schedule (years)	Average age/meter replacement schedule (years)
Water Source (wells/intakes)	4	Every 2 years	20 years / As needed
Treatment Plant	4	Every 2 years	20 years / As needed

2. **Unaccounted Water.** Water audits are intended to identify, quantify, and verify water and revenue losses. The volume of unaccounted-for water should be evaluated each billing cycle. The AWWA recommends a goal of ten percent or less for unaccounted-for water. Water audit procedures are available from the AWWA and MN Rural Water Association.

Frequency of water audits:  each billing cycle  yearly  other:

Leak detection and survey:  every year  every 2 years  periodic as needed  
Year last leak detection survey completed: 2006

**Reducing Unaccounted Water.** List potential sources and efforts being taken to reduce unaccounted water. If unaccounted water exceeds 10% of total withdrawals, include the timeframe for completing work to reduce unaccounted water to 10% or less.

A large amount of the unaccounted for water is due to unmetered construction uses. The City plans to begin metering construction water uses to help reduce the amount.

3. **Conservation Water Rates.** Plans must include the current rate structure for all customers and provide information on any proposed rate changes. Discuss the basis for current price levels and rates, including cost of service data, and the impact current rates have on conservation.

**Billing Frequency:**  Monthly  Bimonthly  Quarterly  
 Other (describe):

**Volume included in base rate or service charge:** 0 gallons

**Conservation Rate Structures**

- Increasing block rate: rate per unit increases as water use increases  
 Seasonal rate: higher rates in summer to reduce peak demands  
 Service charge or base fee that does not include a water volume

**Conservation Neutral Rate Structure**

- Uniform rate: rate per unit is the same regardless of volume

**Non-conserving Rate Structures**

- Service charge or base fee that includes a large volume of water  
 Declining block rate: rate per unit decreases as water use increases  
 Flat rate: one fee regardless of how much water is used (unmetered)

**Other (describe):**

**Water Rates Evaluated:**  every year  every \_\_\_\_\_ years  no schedule  
Date of last rate change: January 1, 2006

Declining block (the more water used, the cheaper the rate) and flat (one fee for an unlimited volume of water) rates should be phased out and replaced with conservation rates. Incorporating a seasonal rate structure and the benefits of a monthly billing cycle should also be considered along with the development of an emergency rate structure that could be quickly implemented to encourage conservation in an emergency.

<b>Current Water Rates.</b> Include a copy of the actual rate structure in an attachment or list current water rates including base/service fees and volume charges below.	
Residential water base charge per unit	\$22.50 per quarter
Commercial water base charge per unit	\$45.00 per quarter
Residential/ commercial water charge	\$2.02 per 1,000 gallons water used

**Non-conserving Rate Structures.** Provide justification for the rate structure and its impact on reducing demands or indicate intentions including the timeframe for adopting a conservation rate structure.

4. **Regulation.** Plans should include regulations for short-term reductions in demand and long-term improvements in water efficiencies. Sample regulations are available from DNR Waters. Copies of adopted regulations or proposed restrictions should be included in Attachment A of the plan. Indicate any of the items below that are required by local regulations and also indicate if the requirement is applied each year or just in emergencies.

- Time of Day: no watering between 10:00 am and 5:00 pm (reduces evaporation)  year around  seasonal  emergency only
- Odd/Even: (helps reduce peak demand)  year around  seasonal  emergency only
- Water waste prohibited (no runoff from irrigation systems)  
Describe ordinance:
- Limitations on turf areas for landscaping (reduces high water use turf areas)  
Describe ordinance:
- Soil preparation (such as 4"-6" of organic soil on new turf areas with sandy soil)  
Describe ordinance: No ordinance. Accomplished through engineering review and inspection.
- Tree ratios (plant one tree for every \_\_\_\_\_ square feet to reduce turf evapotranspiration)  
Describe ordinance:
- Prohibit irrigation of medians or areas less than 8 feet wide  
Describe ordinance:
- Permit required to fill swimming pool  every year  emergency only
- Other (describe):

**State and Federal Regulations (mandated)**

**Rainfall sensors on landscape irrigation systems.** Minnesota Statute 103G.298 requires "All automatically operated landscape irrigation systems shall have furnished and installed technology that inhibits or interrupts operation of the landscape irrigation system during periods of sufficient moisture. The technology must be adjustable either by the end user or the professional practitioner of landscape irrigation services."

**Water Efficient Plumbing Fixtures.** The 1992 Federal Energy Policy Act established manufacturing standards for water efficient plumbing fixtures, including toilets, urinals, faucets, and aerators.

**Enforcement.** Are ordinances enforced?  Yes  No If yes, indicate how ordinances are enforced along with any penalties for non-compliance.

\$25/day added on to the violator's utility bill.

**5. Education and Information Programs.** Customers should be provided information on how to improve water use efficiencies a minimum of two times per year. Information should be provided at appropriate times to address peak demands. Emergency notices and educational materials on how to reduce water use should be available for quick distribution during an emergency. If any of the methods listed in the table below are used to provide water conservation tips, indicate the number of times that information is provided each year and attach a list of education efforts used for the last three years.

<b>Current Education Programs</b>	<b>Times/Year</b>
Billing inserts or tips printed on the actual bill	
Consumer Confidence Reports	
Local news papers	
Community news letters	2-4
Direct mailings (water audit/retrofit kits, showerheads, brochures)	
Information at utility and public buildings	
Public Service Announcements	
Cable TV Programs	
Demonstration projects (landscaping or plumbing)	
K-12 Education programs (Project Wet, Drinking Water Institute)	
School presentations	
Events (children's water festivals, environmental fairs)	
Community education	
Water Week promotions	
Information provided to groups that tour the water treatment plant	
Website (include address: _____)	
Targeted efforts (large volume users, users with large increases)	
Notices of ordinances (include tips with notices)	
Emergency conservation notices (recommended)	
Other:	

List education efforts for the last three years below. Be sure to indicate whether educational efforts are on-going and which efforts were initiated as an emergency or drought management effort.

- Community newsletters are sent out 2-4 times per year as an ongoing method for informing the public of any issues.
- Odd/even watering and time of day limitations were put in place for the 2006 summer to help avoid an emergency situation.

**Proposed Education Programs.** Describe any additional efforts planned to provide conservation information to customers a minimum of twice per year (required if there are no current efforts).

The city intends to use their website to provide customers with information and the cable access channel when it becomes available.

A packet of conservation tips and information can be obtained by contacting DNR Waters or the Minnesota Rural Water Association (MRWA). The American Water Works Association (AWWA) [www.awwa.org](http://www.awwa.org) or [www.waterwiser.org](http://www.waterwiser.org) also has excellent materials on water conservation that are available in a number of formats. You can contact the MRWA 800/367-6792, the AWWA bookstore 800/926-7337 or DNR Waters 651/259-5703 for information regarding educational materials and formats that are available.

6. **Retrofitting Programs.** Education and incentive programs aimed at replacing inefficient plumbing fixtures and appliances can help reduce per capita water use as well as energy costs. It is recommended that communities develop a long-term plan to retrofit public buildings with water efficient plumbing fixtures and that the benefits of retrofitting be included in public education programs. You may also want to contact local electric or gas suppliers to see if they are interested in developing a showerhead distribution program for customers in your service area.

A study by the AWWA Research Foundation (*Residential End Uses of Water, 1999*) found that the average indoor water use for a non-conserving home is 69.3 gallons per capita per day (gpcd). The average indoor water use in a conserving home is 45.2 gpcd and most of the decrease in water use is related to water efficient plumbing fixtures and appliances that can reduce water, sewer and energy costs. In Minnesota, certain electric and gas providers are required (Minnesota Statute 216B.241) to fund programs that will conserve energy resources and some utilities have distributed water efficient showerheads to customers to help reduce energy demands required to supply hot water.

**Retrofitting Programs.** Describe any education or incentive programs to encourage the retrofitting of inefficient plumbing fixtures (toilets, showerheads, faucets, and aerators) or appliances (washing machines).

N/A

**Plan Approval.** Water Emergency and Conservation Plans must be approved by the Department of Natural Resources (DNR) every ten years. Please submit plans for approval to the following address:

DNR Waters  
Water Permit Programs Supervisor  
500 Lafayette Road  
St. Paul, MN 55155-4032

or Submit electronically to  
[wateruse@dnr.state.mn.us](mailto:wateruse@dnr.state.mn.us).

**Adoption of Plan.** All DNR plan approvals are contingent on the formal adoption of the plan by the city council or utility board. Please submit a certificate of adoption (example available) or other action adopting the plan.

Metropolitan Area communities are also required to submit these plans to the Metropolitan Council. Please see PART IV, ITEMS FOR METROPOLITAN AREA PUBLIC SUPPLIERS.

## METROPOLITAN COUNCIL

### PART IV. ITEMS FOR METROPOLITAN AREA PUBLIC SUPPLIERS

Minnesota Statute 473.859 requires water supply plans to be completed for all local units of government in the seven-county Metropolitan Area as part of the local comprehensive planning process. Much of the required information is contained in Parts I-III of these guidelines. However, the following additional information is necessary to make the water supply plans consistent with the Metropolitan Land Use Planning Act upon which local comprehensive plans are based. Communities should use the information collected in the development of their plans to evaluate whether or not their water supplies are being developed consistent with the Council's Water Resources Management Policy Plan.

**Policies.** Provide a statement(s) on the principles that will dictate operation of the water supply utility: for example, "It is the policy of the city to provide good quality water at an affordable rate, while assuring this use does not have a long-term negative resource impact."

It is the goal of the city to provide safe, reliable, sustainable and affordable water to all customers.

**Impact on the Local Comprehensive Plan.** Identify the impact that the adoption of this water supply plan has on the rest of the local comprehensive plan, including implications for future growth of the community, economic impact on the community and changes to the comprehensive plan that might result.

This plan is yet another tool for use in "smart" growth planning. For example, the implementation of a well water level monitoring plan will enable the city to draw conclusions regarding the sustainability of the source aquifer, potentially impacting the development patterns of the area.

This plan also shows the city what areas need work. With the relatively percent of water unaccounted for, the city will be focusing on increasing the number of meters to decrease that percent as well as to determine if there are any leaks in the system.

#### Demand Projections

Year	Total Community Population	Population Served	Average Day Demand (MGD)	Maximum Day Demand (MGD)	Projected Demand (MGY)
2010	4,630	4,630	0.463	0.787	169.00
2020	7,771	7,771	0.777	1.321	283.61
2030	11,871	11,871	1.187	2.018	433.26
Ultimate					

Population projections should be consistent with those in the Metropolitan Council's 2030 *Regional Development Framework* or the Communities 2008 Comprehensive Plan update. If population served differs from total population, explain in detail why the difference (i.e., service to other communities, not complete service within community etc.).

## PLAN SUBMITTAL AND REVIEW OF THE PLAN

The plan will be reviewed by the Council according to the sequence outlined in Minnesota Statutes 473.175. **Prior to submittal to the Council, the plan must be submitted to adjacent governmental units for a 60-day review period.** Following submittal, the Council determines if the plan is complete for review within 15 days. If incomplete, the Council will notify the community and request the necessary information. When complete the Council will complete its review within 60 days or a mutually agreed upon extension. The community officially adopts the plan after the Council provides its comments.

Plans can be submitted electronically to the Council; however, the review process will not begin until the Council receives a paper copy of the materials. Electronic submissions can be via a CD, 3 ½" floppy disk or to the email address below. Metropolitan communities should submit their plans to:

Reviews Coordinator  
Metropolitan Council  
390 Robert St,  
St. Paul, MN 55101

electronically to:  
[watersupply@metc.state.mn.us](mailto:watersupply@metc.state.mn.us)



TO: Honorable Mayor Diedrick and City Council Members

FROM: Ryan Winter, Public Utilities Director

DATE: July 11, 2016

SUBJECT: Wastewater Treatment Facility Gate Valves Replacement

---

In respect to the 2016 Capital Equipment Replacement Schedule, planned is to replace four Gate Valves at the WWTF and we've budgeted \$5,000 for this replacement.

The following bids were received:

Minnesota Pipe & Equipment - three 6" FL plug valves and one 8" FL plug valve with gate and hand wheel. Gate Valve does include gaskets/bolts/nuts. Their proposal is \$3,252.00. In addition, there is a cost for coupling restraint which is \$1,410.75. The total cost is \$4,662.75.

Kodru Mooney - three 6" FL plug valves and one 8" FL plug valve with gate and hand wheel. Gate Valve does include gaskets/bolts/nuts. Their proposal is \$3,586.00 and with the same cost for a coupling restraint \$1,410.75. The total cost is \$4,996.75.

Proposed is to purchase the Gate Valves from Minnesota Pipe & Equipment.

**Suggested Motion:**

**Motion to approve purchasing three 6" FL plug valves and one 8" FL plug valve with gate and hand wheel with the coupling restraint from Minnesota Pipe & Equipment for \$4,662.75.**



TO: Honorable Mayor Diedrick and City Council Members

FROM: Ryan Winter, Public Utilities Director

DATE: July 11, 2016

SUBJECT: Methane Gas Burning Unit and Valves Repair

---

In respect to the 2016 Capital Equipment Replacement Schedule, planned is to fix the methane gas burning unit which is used for burning the excess methane at the Wastewater Treatment Facility (WWTF). Budgeted is \$10,000 for this repair. Methane gas is used to heat two of the five buildings at the WWTF. When the plant isn't able to burn all of the gas from the boilers, the methane gas burning unit is utilized to burn the excess gas. Unfortunately the unit is currently not operational. This is a special item in that it's difficult to find companies that will do work on burner units. I've been in contact with 3 HVAC companies and only one is willing to work on it. Those companies are NAC, Hilgers Plumbing & Heating, and Paape Companies.

Paape Companies is from Mankato and would do the repair work at a rate of \$92 per hour.

The company that gave me a bid for doing work on the gas valves is Dowco Valve. Currently Dowco Valve has our gas valves and upon inspection of them has determined that they're not operational. Dowco Valve's proposal to fix them is \$8,330.

I'm estimating the total cost for fixing the gas valves and getting the Methane Gas Burning Unit operational would be just under \$10,000.

**Suggested Motion:**

**Motion to approve hiring Dowco Valve and Paape Companies to fix the Methane Gas Burning Unit and valves for a cost not to exceed \$10,000.**



# DOWCO VALVE COMPANY, INC.®

700 Spiral Boulevard - Hastings, Minnesota 55033-3605  
651-438-2600 - Fax 651-438-2688



# QUOTATION

Quote Number: 15966-1

Quote Date: Jan 11, 2016

Page: 1

Give Thanks to the Lord, For He is Good; His love endures forever.  
~ 1 Chronicles 16:34

### Bill To:

Young American Utilities  
310 Elm Street West  
Young America, MN 55368

### Quoted To:

Young American Utilities  
310 Elm Street West  
Young America, MN 55368

Customer ID	Good Thru	Payment Terms	Sales Rep
YOU100	2/10/16	Net 30 Days	

Quantity	Description	Unit Price	Amount
	Ryan,  Below is the test/repair quote for your (2) Varec valves. Please feel free to contact me with any questions you may have. We will need a PO to proceed.  Thank you, Amanda Noll *****		
1.00	(1509015) Standard labor to test Varec VB386021 (2" FF flg x 2" FF Flg, 2-13 in/wc)  ***Valve failed - leaks***  Low pressure regulator is not economical to repair; body and body seat would need to be replaced due to corrosion - see replacement option below	140.00	140.00
1.00	Varec VB386021 (386-02-1 2" low set single port back pressure	5,780.00	5,780.00

Subtotal	Continued
Sales Tax	Continued
Freight	
<b>TOTAL</b>	<b>Continued</b>

The total does not include freight charges. Inbound freight will be charged on non-stock orders for valves and parts. All items quoted are subject to prior sale.

All pressure relief valves will be tested to original manufacturer nameplate media (service) unless otherwise notified. An inspection fee will apply if a valve is not repaired or replaced.



# DOWCO VALVE COMPANY, INC.®

700 Spiral Boulevard ~ Hastings, Minnesota 55033-3665  
651-438-2600 ~ Fax 651-438-2688



# QUOTATION

Quote Number: 15966-1

Quote Date: Jan 11, 2016

Page: 2

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~ 1 Chronicles 16:34

### Bill To:

Young American Utilities  
310 Elm Street West  
Young America, MN 55368

### Quoted To:

Young American Utilities  
310 Elm Street West  
Young America, MN 55368

Customer ID	Good Thru	Payment Terms	Sales Rep
YOU100	2/10/16	Net 30 Days	

Quantity	Description	Unit Price	Amount
	regulator) 3-4 weeks		
1.00	Standard labor to repair and assemble low pressure regulator, flame arrestor and drip trap	900.00	900.00
1.00	Flame arrestor gasket set (13-09101-02) 2 weeks	90.00	90.00
1.00	Flame arrestor fusible element (A1068-061) 2 weeks	22.00	22.00
1.00	Drip trap maintenance kit (246.PM.KT) 2 weeks	722.50	722.50
	***Subtotal for repair of - \$7654.50***		
	*****		
1.00	(1509016) Standard labor to test Varec 7100B2TFF0P02 (2" 105# FF Flg, 8 in/wc) ***Valve Passed***	140.00	140.00

The total does not include freight charges. Inbound freight will be charged on non-stock orders for valves and parts. All items quoted are subject to prior sale.

All pressure relief valves will be tested to original manufacturer nameplate media (service) unless otherwise notified. An inspection fee will apply if a valve is not repaired or replaced.

Subtotal	7,794.50
Sales Tax	535.87
Freight	
<b>TOTAL</b>	<b>8,330.37</b>



TO: Honorable Mayor Diedrick and City Council Members  
FROM: Ryan Winter, Public Utilities Director  
DATE: July 11, 2016  
SUBJECT: WWTF RAS Pumps Check Valves Replacement

---

In respect to the 2016 Capital Equipment Replacement Schedule, planned is to replace the RAS pumps check valves. The RAS pumps are located in the Clarifier Building at the Wastewater Treatment Facility (WWTF). Budgeted is \$4,000 for this replacement. There are three RAS pumps which have three check valves. Each check valve is designed to hold back flow from going in the opposite direction. The three RAS pump check valves are not currently working properly. One of them leaks and the other two won't hold back the flow.

The following bids were received:

HD Supply Kennedy Series 1106 Weight & Lever for \$1,110.22 per check valve and it doesn't include any bolts/nuts/gaskets

Kodru Mooney Option 1  
Swing check valve with Lever weight for \$1,297.00 per check valve and it includes the bolts/nuts/gaskets

Option 2  
Swing check valve with Lever weight for \$1,161.00 per check valve and it includes the bolts/nuts/gaskets

The difference in the two options from Kodru Mooney is the type of check valves. I believe the check valves proposed in option 2 from Kodru Mooney would work well and recommend purchasing them

**Suggested Motion:**

**Motion to approve purchasing Swing Check Valves with Lever weight from Kodru Mooney for \$3,483.00.**



Bid Proposal for Valves for City of NYA

CITY OF NORWOOD YOUNG AMERICA  
Job Location: Norwood-Young America, MN  
Bid Date: 01/26/2016  
HD Supply Bid #: 47481

HD Supply Waterworks  
15800 W 79th St  
Eden Prairie, MN 55344  
Phone: 952-937-9666  
Fax: 952-937-8065

Seq#	Qty	Description	Units	Price	Ext Price
10	1	6" FLG CHECK VALVE W/LW KENNEDY SERIES 1106 L&W	EA	1,110.22	1,110.22

## TERMS AND CONDITIONS OF SALE ("Terms")

1. All references in this document to "Seller" shall include HD Supply, Inc. and / or any parent, subsidiary or affiliate of HD Supply, Inc. (including any division of the foregoing) whether or not performing any or all of the scope hereunder or specifically identified herein. All references to "Buyer" shall include all parent(s), subsidiaries and affiliates of the entity placing the order. Buyer and Seller may be referred to individually as a "Party" and collectively as "Parties".
2. All sales to Buyer are subject to these Terms, which shall prevail over any inconsistent terms of Buyer's purchase order or other documents. Additional or different terms and conditions in any way altering or modifying these Terms are expressly objected to and shall not be binding upon Seller unless specifically accepted in writing by Seller's authorized representative. No modification or alteration of these Terms shall result by Seller's shipment of goods following receipt of Buyer's purchase order, or other documents containing additional, conflicting or inconsistent terms. There are no terms, conditions, understandings, or agreements other than those stated herein, and all prior proposals and negotiations are merged herein. These Terms are binding on the Parties, their successors, and permitted assigns.
3. Prices on Seller website, catalogs or in Seller quotes are subject to change without notice, and all such prices expire and become invalid if not accepted within 10 calendar days from the date of issue, unless otherwise noted by Seller in writing. Price extensions if made are for Buyer's convenience only, and they, as well as any mathematical, stenographic or clerical errors, are not binding on Seller. Prices shown do not include any sales, excise, or other governmental tax or charge payable by Seller to any federal, state or local authority. Any taxes now or hereafter imposed upon sales or shipments will be added to the purchase price, and Buyer shall reimburse Seller for any such tax or provide Seller with an acceptable tax exemption certificate. All prices and other terms provided to Buyer shall be kept confidential except to the extent a Party is required by law to disclose the same.
4. Seller shall not be liable for delay or default in delivery resulting from any cause beyond Seller's reasonable control, including, but not limited to, governmental action, strikes or other labor troubles, fire, damage or destruction of goods, wars (declared or undeclared), acts of terrorism, manufacturers' shortages, availability or timeliness of transportation, materials, fuels, or supplies, and acts of God (each a "Force Majeure Event"). Upon the occurrence of a Force Majeure Event: (a) the time for Seller's performance shall be extended reasonably and the Parties shall adjust all affected dates accordingly; (b) the purchase price shall be adjusted for any increased costs to Seller resulting from such Force Majeure Event; and (c) Buyer shall not be entitled to any other remedy.
5. Seller is a reseller of goods only, and as such does not provide any warranty for the goods it supplies hereunder. Notwithstanding this As-Is limitation, Seller shall pass through to Buyer any transferable manufacturer's standard warranties with respect to goods purchased hereunder. BUYER AND PERSONS CLAIMING THROUGH BUYER SHALL SEEK RECOURSE EXCLUSIVELY FROM MANUFACTURERS IN CONNECTION WITH ANY DEFECTS IN OR FAILURES OF GOODS, AND THIS SHALL BE THE EXCLUSIVE RECOURSE OF BUYER AND PERSONS CLAIMING THROUGH BUYER FOR DEFECTIVE GOODS, WHETHER THE CLAIM OF BUYER OR THE PERSON CLAIMING THROUGH BUYER SHALL SOUND IN CONTRACT, TORT, STRICT LIABILITY, PURSUANT TO STATUTE, OR FOR NEGLIGENCE. BUYER SHALL PASS THESE TERMS TO SUBSEQUENT BUYERS AND USERS OF GOODS. SELLER EXCLUDES AND DISCLAIMS ALL OTHER EXPRESS AND IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SELLER ASSUMES NO RESPONSIBILITY WHATSOEVER FOR SELLER'S INTERPRETATION OF PLANS OR SPECIFICATIONS PROVIDED BY BUYER, AND BUYER'S ACCEPTANCE AND USE OF GOODS SUPPLIED HEREUNDER SHALL BE PREMISED ON FINAL APPROVAL BY BUYER OR BY BUYER'S RELIANCE ON ARCHITECTS, ENGINEERS, OR OTHER THIRD PARTIES RATHER THAN ON SELLER'S INTERPRETATION TO THE EXTENT NOT PROHIBITED BY APPLICABLE LAW. IN NO EVENT, WHETHER IN CONTRACT, WARRANTY, INDEMNITY, TORT (INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, ARISING DIRECTLY OR INDIRECTLY OUT OF THE PERFORMANCE OR BREACH OF THESE TERMS, SHALL SELLER BE LIABLE FOR (a) ANY INCIDENTAL, INDIRECT, PUNITIVE, SPECIAL, CONSEQUENTIAL OR SIMILAR DAMAGES SUCH AS LOSS OF USE, LOST PROFITS, ATTORNEYS' FEES OR DELAY DAMAGES, EVEN IF SUCH DAMAGES WERE FORESEEABLE OR CAUSED BY SELLER'S BREACH OF THIS AGREEMENT, (b) ANY CLAIM THAT PROPERLY IS A CLAIM AGAINST THE MANUFACTURER, OR (c) ANY AMOUNT EXCEEDING THE AMOUNT PAID TO SELLER FOR GOODS FURNISHED TO BUYER WHICH ARE THE SUBJECT OF SUCH CLAIM(S). ALL CLAIMS MUST BE BROUGHT WITHIN ONE YEAR OF ACCRUAL OF A CAUSE OF ACTION.
6. Buyer shall indemnify, defend, and hold Seller its officers, directors, employees and agents harmless from any and all costs (including attorneys' and accountants' fees and expenses), liabilities and damages resulting from or related to any third party (including Buyer's employees) claim, complaint and/or judgment arising from Buyer's use of any goods furnished hereunder, as well as any negligent, intentional, or tortious act or omission of Buyer or any material breach by Buyer of these Terms.
7. When goods are delivered to Buyer in Seller's own vehicles, the F.O.B. point shall be Buyer's designated delivery site. In all other cases the F.O.B. point shall be Seller's store or warehouse and all responsibility and costs of shipping and delivery beyond the applicable F.O.B. point shall be borne by Buyer. The risk of loss shall pass to Buyer at the applicable F.O.B. point, which for goods not delivered in Seller's own vehicles shall be when Seller delivers the goods to the common carrier. All claims for shortage of goods or for loss or damage to goods as to which Seller has the risk of loss shall be waived unless Buyer, within 10 calendar days after receipt of the short or damaged shipment, gives Seller written notice fully describing the alleged shortage or damage. Partial shipments are permitted at Seller's discretion.
8. Any change in product specifications, quantities, destinations, shipping schedules, or any other aspect of the scope of goods must be agreed to in writing by Seller, and may result in a price and delivery adjustment by Seller. No credit for goods returned by Buyer shall be given without Seller's written authorization. All returns are subject to a restocking charge.
9. Unless otherwise agreed in writing, payment terms are net 30 days from delivery, payable in United States of America ("U.S.") dollars. Notwithstanding the foregoing, all orders are subject to Seller's continuing approval of Buyer's credit. If Buyer's credit is not approved or becomes unsatisfactory to Seller then Seller, in its sole discretion, may suspend or cancel performance, or require different payment terms, including but not limited to cash on delivery or in advance of shipment. In addition, Seller may in its discretion require an advance deposit of up to 100% of Seller's selling price for any specially manufactured goods ordered by Buyer hereunder. Payments due hereunder shall be made in the form of cash, check, or money order, or other tender approved in writing by Seller. Seller may, in its sole discretion, apply Buyer's payment against any open charges. Past due accounts bear interest at the lesser of 1.5% per month or the maximum rate permitted by applicable law, continuing after Seller obtains judgment against Buyer. Seller may exercise setoff or recoupment to apply to or satisfy Buyer's outstanding debt. Buyer shall have no right of setoff hereunder, the same being expressly waived hereby.
10. Buyer shall not export or re-export, directly or indirectly, all or any part of the goods or related technology obtained from Seller under these Terms except in accordance with applicable export laws and regulations of the U.S. Further, a Buyer that is a non-U.S. company or citizen shall similarly limit any export or re-export activity to that which would be deemed compliant with U.S. export laws and regulations if performed by a U.S. company or citizen.
11. Buyer shall pay Seller all costs and expenses of collection, suit, or other legal action brought as a result of the commercial relationship between them, including, but not limited to, all actual attorneys' and paralegals' fees, and collection costs, incurred pre-suit, through trial, on appeal, and in any administrative or bankruptcy proceedings. Any cause of action that Seller has against Buyer may be assigned without Buyer's consent to HD Supply, Inc. or to any affiliate, parent or subsidiary of HD Supply, Inc.
12. This Agreement, Buyer's account, and the business relationship between Buyer and Seller shall be governed by and construed in accordance with the laws of Georgia without regard to conflicts of laws rules, and specifically excluding the UN Convention on Contracts for the International Sale of Goods. The Parties agree that any legal action arising under or related to this Agreement shall be brought in Cobb County, Georgia, and any right to object to such venue or to assert the unconvenience of such forum is hereby waived.
13. If Buyer fails to comply with these Terms, Seller may terminate or restrict any order immediately upon notice to Buyer. Buyer certifies that it is solvent and that it will advise Seller immediately if it becomes insolvent. Buyer agrees to send Seller written notice of any changes in the form of ownership of Buyer's business within 5 days of such changes. Buyer and Seller are the only intended beneficiaries of this document, and there are no third party beneficiaries.
14. The invalidity or unenforceability of all or part of these Terms will not affect the validity or enforceability of the other terms. The parties agree to replace any void or unenforceable term with a new term that achieves substantially the same practical and economic effect and is valid and enforceable.
15. The following provisions shall survive termination, cancellation and completed performance of this Agreement as long as necessary to allow the aggrieved party to fully enforce such clauses: 5, 6, 9, 10, 11 and 12.

# KODRU MOONEY

*DISTINGUISHED VALVE SOLUTIONS*

## Quotation

Date	Quotation No.
3/24/2016	161348

Customer
Norwood Young America Public Utilities P.O. Box 59 Norwood Young America, MN 55368

Job No.
WWTP

Reference	Lead Time	Freight Charge	Terms
Valve Replacements	1-2 Days	Included	Net 30

Description	Qty	Unit Price	Total
<b>OPTION 1:</b> 0600-9001AB1LW: 6" FLG 9001 Swing Check Valve w/ LW -Valves have 16.00" lay length (same as existing) -No piping modifications required -Includes necessary bolts/nuts/gaskets	3	1,297.00	3,891.00T

**Notes:**

1. Taxes, if applicable, are not included.
2. To ensure accurate order processing, please reference our quotation number on your PO.

**Please direct inquiries and orders to:**

Kodru Equipment, Inc.  
3650 N. Chestnut St., Suite 102  
Chaska, MN 55318

Phone: (952) 479-1045  
Fax: (952) 843-5603  
Email: matt@kodru-equipment.com

<b>Subtotal</b>	\$3,891.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$3,891.00

Prepared By:                      MH

# KODRU MOONEY

*DISTINGUISHED VALVE SOLUTIONS*

## Quotation

Date	Quotation No.
3/24/2016	161394

Customer
Norwood Young America Public Utilities P.O. Box 59 Norwood Young America, MN 55368

Ship To
WWTP

Warranty	Lead Time	Payment Terms	Terms
Valve Replacements	3-4 Weeks	Included	Net 30

Description	Qty	Unit Price	Total
<b>OPTION 2:</b> 0600-8001AB11W: 6" FLG 8001 Swing Check Valve w/ LW -Valves have 14.00" lay length (different than existing) -1.875" filler flange and extra gasket required (included herein) -Includes necessary bolts/nuts/gaskets	3	1,161.00	3,483.00

**Notes:**

1. Taxes, if applicable, are not included
2. To ensure accurate order processing, please reference our quotation number on your PO.

**Please direct inquiries and orders to:**

Kodru Equipment, Inc.  
3650 N. Chestnut St., Suite 102  
Chaska, MN 55318

Phone: (952) 479-1045  
Fax: (952) 843-5603  
Email: matt@kodru-equipment.com

<b>Subtotal</b>	\$3,483.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$3,483.00

Prepared By:                      MH



**DATE:** June 25, 2016  
**MEMO TO:** Mayor Diedrick, Members of the City Council  
**FROM:** Jo Foust, Economic Development Consultant  
**RE:** Proposal from OrangeBall Creative for Branding & Marketing

\*\*\*\*\*  
**Background:**

The EDC has discussed the need to establish an identity to assist with marketing the community. The Commercial Market Study, recently completed, also recommends the branding and marketing of the City.

The EDC distributed a Request for Proposals in April, 2016 to assist with branding and marketing. Two firms were interviewed at the June 8, 2016, to assist with this endeavor. OrangeBall Creative participated in a second interview at a joint City Council, EDC and Chamber meeting on June 20, 2016. Following the interview, those present recommended the City retain OrangeBall Creative to assist with the following:

**Phase 1:** Internal Discovery • Overall Strategy/Brand Voice Development - \$2,970

**Phase 2:** Brand Development

- Logo Design - \$2,160
- Tagline Development - \$1,680
- Style Guide Development - \$1,145

**Total Investment for Phases 1 and 2: \$7,955.**

The EDC has funding within their budget for Phases 1 and 2, in 2016.

**Timeline:** OrangeBall Creative has identified a timeline for completion of Phases 1 and 2. Attached is more detailed information on activities completed within each of the Phases. To summarize:

- Phase 1: Brand Discovery 3-4 week (July-August)
- Phase 2: Logo Development 3-4 weeks (August – September)
- Phase 2: Tagline Development 3-4 weeks (September – October)
- Phase 2: Style Guide (October-early November)

This timeline would allow for the launching of the new marketing information for the 20<sup>th</sup> Anniversary of the merger of Norwood Young America, which will occur in 2017.

**Future Phases:** Additional marketing may be completed in the future. Following are cost estimates provided as a part of the 2016 proposal:

**Phase 3: Additional Deliverables** (the City could select which item(s) to complete):

- Brand Stationary/Collateral - \$1,080
- Print Piece Development (1) - \$1,350
- Website Landing Page - \$1,755
- Billboard (2) - \$810
- Social Media Strategy - \$1,620

**Total Phase 3 Investment: \$6,615.** The EDC will be discussing the items from Phase 3, which they would like to include in the 2017 budget, at their July 13, 2016 meeting.

**Action:**

At the June 8, 2016 meeting, the EDC recommended the City Council authorize retaining OrangeBall Creative for Phases 1 and 2. The City Council is asked to take action on this recommendation, at the July 11, 2016 meeting.

It was also recommended a Marketing Committee be established to work on the project. It was suggested this include representation from the City Council, EDC and Chamber of Commerce.



PO Box 403  
Chaska, MN 55318  
orangeballcreative.com

# PROPOSAL

## SUBMITTED BY

### DATE

7.7.16

John Gamades  
952.994.0682

john@orangeballcreative.com

### ORANGE I.D.

NYA001

## CLIENT INFORMATION

**Name** Norwood Young America

**Contact** Steve Helget

**Email** cityadmin@cityofnya.com

### PROJECT

**Name** Norwood Young America Branding Project

### DETAILS

OrangeBall Creative will handle the development of the following items:

#### Overall Strategy/Brand Voice

We will begin by connecting with a selected group of stakeholders using facilitator-led exercises and tools focused on defining existing perceptions, values, future vision, goals and the competitive landscape. Based on the insights collected here, OrangeBall will collaborate with the Norwood Young America team to define who they are, and how they will talk about the community from a brand and marketing perspective. This voice and messaging will then become the foundation for all marketing efforts and creative development moving forward. The main goal of this portion of the project is creating alignment within the team and the community, creating a vision that everyone can strive toward.

**ESTIMATE: \$2,970**

#### Logo Design

Based on the development of the brand voice, we will begin the process of designing the new logo around those ideas and goals. The initial round of logos will consist of 6-8 options, presented in black and white. These will include the use of different typography, icons, vertical and horizontal formats, etc. Based on feedback from those offerings, we will refine the designs and bring back a second round of black and white options. Once 1-2 basic designs are landed on, OrangeBall will begin the process of exploring color palettes, using color to bring the logo to life. We will provide 4-5 color variations for each logo, and continue the refinement process until a final logo is completed, at which time we will provide that logo to the city in all applicable formats for print and digital use. As part of this process, as we land on 2 logos that we like and are comfortable with, this may be a good opportunity to get the community involved in some way, to let them have a voice in the process. Social media may be a good option here, and there are other ways for community members to have their vote count if they are not social media savvy.

**ESTIMATE: \$2,160**

#### Tagline

Based on the development of the brand voice, OrangeBall will use what was defined there to distil down to a simple, one line phrase that defines Norwood Young America.

**ESTIMATE: \$1,680**

#### Style Guide

Upon complete development of the items above, OrangeBall will create a 4-6 page style guide to be used by all involved in local marketing efforts. This will include information on colors being used, fonts, the tagline, basic brand voice and messages, etc.

**ESTIMATE: \$1,145**

## TOTAL ESTIMATE

**\$7,955**

## PAYMENT

**Milestone Payment One:** \$3,977 - 50% down upon signed approval of proposal. Due upon receipt.

**Milestone Payment Two:** \$3,978 - Second half of project payment. Due net 15 once final style guide is handed off to client.

(Plus any client-approved additional time spent)

If the information in this Proposal meets with Client's approval, Client's signature below authorizes OrangeBall Inc to begin work. Kindly return a signed copy of this Proposal/Agreement to your OrangeBall design associate.

OrangeBall Authorized Signature/Date \_\_\_\_\_

7.7.2016

Client's Authorized Signature/Date \_\_\_\_\_

Client's Name and Title \_\_\_\_\_

## TERMS AND CONDITIONS

**ESTIMATES** The fees and expenses shown here are estimates only. Final expenses and fees shall be shown when final invoice is rendered. The Client's approval shall be obtained for any increases in fees that exceed the original estimate by 10% or more.

**FINAL ARTWORK** Fee quoted includes one set of final mechanical artwork. Changes to final artwork will be provided at an additional cost based on the extent and complexity of the changes, at a mutually agreed upon fee, TBD.

**RIGHTS** The undersigned parties hereby agree that all work done is considered work for hire and all rights, copyrights, titles and interest in any design work performed by OrangeBall Inc on behalf of Client, belong solely and exclusively to the Client free from any claims whatsoever.

**RUSH** Rush, holiday and weekend work necessitated by Client's directive is billed in addition to the fees quoted at a mutually agreed upon fee, TBD.

**CHANGE ORDERS** Work change orders will be issued for additional work and changes requested after approvals or commencement of work. WCO's include a description of the change/addition requested, estimated additional costs, and changes to work schedules/project completion. Client's signature is required on WCO's to proceed with changes/additions.

**PURCHASING** All purchases made on client's behalf will be billed to client. In all cases, such prices will reflect a markup of 10%. Charges for sales tax, insurance, storage, and shipping and handling are additional to the price of each purchase. In the event client purchases materials, services, or any items other than those specified by the designer, the designer is not liable for the cost, quality, workmanship, condition, or appearance of such items.

**TERMINATION POLICY** Client and Designer may terminate project based upon mutually agreeable terms to be determined in writing, either prior to signing of this proposal or within the final Client-Designer Contract.

**MODIFICATIONS** Modification of the Agreement must be written, except that the invoice may include, and Client shall pay, fees or expenses that were authorized via email in order to progress promptly with the work.

**LIMITATION OF LIABILITY** Client agrees that it shall not hold OrangeBall Inc liable for any incidental or consequential damages that arise from OrangeBall's failure to perform any aspect of the Project in a timely manner, regardless of whether such failure was caused by intentional or negligent acts or omissions of OrangeBall or a third party.

**SCHEDULE OF PAYMENT** All invoices are payable within 15 days of receipt. 3% convenience fee will be added to all Credit Card and PayPal payments.

**DEFAULT IN PAYMENT** The client shall assume responsibility for all collection of legal fees necessitated by default in payment.

**TERM OF PROPOSAL** The information contained in this proposal is valid for 30 days. Proposals approved and signed by the Client are binding upon the Designer and Client beginning on the date of Client's signature.

**All information in this proposal is subject to the Terms and Conditions listed herein.**





TO: Honorable Mayor Diedrick and City Council Members

FROM: Steven Helget, City Administrator

DATE: July 11, 2016

SUBJECT: Special City Council Meetings

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Proposed is to schedule two special City Council meetings. The purpose of the first meeting is to discuss future capital improvement projects which will include identifying estimated project costs, determining project priorities, and establishing project timelines. The purpose of the second meeting is to commence the review of the preliminary 2017 Budget.

Possible dates include July 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, and August 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>.

**Suggested Motion:**

**Motion to schedule special City Council meetings for 6:00 p.m., \_\_\_\_\_  
\_\_\_\_\_ 2016.**