



CITY COUNCIL AGENDA

October 12, 2015

6:30 PM

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

1. Call Meeting of City Council to Order

- 1.1 Declare October 12, 2015 a non-legal holiday for purposes of conducting city business
- 1.2 Pledge of Allegiance

2. Approve Agenda

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

- a) 2016 Prosecution Contract - Mark Metz, Carver County Attorney
- b) Carver County Veterans Memorial – Stan Heldt

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

- 4.1 Approve minutes of September 28 and October 5, 2015 meetings
- 4.2 Approve payment of claims
- 4.3 Call for public hearing on assessments for delinquent utilities and invoices
- 4.4 Call for public hearing regarding 2016 Fee Schedule
- 4.5 American Legion Post 343 Gambling Premises Permit

5. Public Hearing

- 5.1 Resolution No. 2015-24, Vacating a Portion of Progress Street

6. Old Business

- 6.1 Resolution No.2015-24, Vacating a Portion of Progress Street

7. New Business

- 7.1 Short Elliott Hendrickson Agreement for Professional Services – FEMA Hazard Mitigation Grant Program
- 7.2 The Harbor 2016 Budget
- 7.3 Schedule Special Meeting

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:** September sheriff report, September Building Permit report.

UPCOMING EVENTS

- | | |
|--------------------|---|
| October 14 | Economic Development Commission – 6:30 p.m. |
| October 20 | Park and Rec Commission – 5:30 p.m.; Planning Commission – 7:00 p.m. |
| October 26 | EDA and City Council – 6:30 p.m. |
| November 9 | City Council – 6:30 p.m. |
| November 11 | Veteran’s Day – City Offices Closed |
| November 12 | Senior Advisory Committee |

City of
Norwood Young America

To: City Council and Mayor

From: Debbie Lenz, Deputy Clerk

Date: October 12, 2015

Re: Declare October 12, 2015 a non-legal holiday for purposes of
conducting city business

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

RECOMMENDATION: Motion to declare October 12, 2015 a non-legal holiday for purposes of conducting city business.

2016 Prosecution Contract

Carver County Attorney's Office



Who We Serve

Carver
Chaska
Cologne
Hamburg
Mayer
New Germany
Norwood
Young
America
Victoria
Waconia
Watertown



The value and services that cities receive through the prosecution contract with the County Attorney's Office

- We prosecute all cases for the city (felonies, gross misdemeanors, misdemeanors, petty misdemeanors, ordinances violations and juvenile delinquencies)
- Our attorneys are full-time prosecutors specializing exclusively in criminal cases
- We have an experienced on-call attorney available 24 hours a day
- We appear at all bail hearings to advocate for conditions of release, public safety and victim safety

- We provide focused and attentive victim – witness services through our experienced full-time coordinator during the entire court process
- At every hearing our prosecutors are available to meet with offenders or their attorneys who desire to speak about their cases; our mission is to administer justice with thoughtful, individualized and professional attention
- We are centrally located in the courthouse allowing us to maintain close coordination with our law enforcement partners and agencies (social services, probation, jail, administration, etc.)
- We train law enforcement each year on legal issues and best practices

Determination of Contract Fees

County Attorney Staff Costs	\$202,928
<i>Less Total Fine Revenue paid to Carver County</i>	
<i>Attorney's office in 2014</i>	<i>-116,134</i>
<i>Contract Cost Allocation</i>	<i>- 8,094</i>
Equals Total Surcharge to be paid in 2016	\$ 78,700

Participating cities pay surcharge quarterly per their three year case load average (see chart later in presentation)

Cases Listed: Adult (PM/MD/GM/GM-DWI)

City	2012	2013	2014	3 Yr Avg	3 Yr Avg %
Carver	84	165	177	142	9.14%
Chaska	820	784	720	775	49.86%
Cologne	23	27	26	25	1.63%
Hamburg	8	8	8	8	0.51%
Mayer	18	25	15	19	1.24%
New Germany	19	8	10	12	0.79%
Norwood Young America	107	103	96	102	6.57%
Victoria	152	127	135	138	8.88%
Waconia	195	241	241	226	14.52%
Watertown	112	89	118	106	6.84%
Totals:	1,538	1,577	1,546	1,554	100.00%

Excludes Charges Pending, Declined Prosecution and Pending Further Investigation Cases

Contract Rates and Caseload %

	2015 Rate	2016 Rate	3 Yr. Caseload %
Carver	\$ 5,337.00	\$ 7,192.92	9.14%
Chaska	\$41,969.73	\$39,240.25	49.86%
Cologne	\$ 1,486.25	\$ 1,283.24	1.63%
Hamburg	\$ 320.90	\$ 405.23	0.51%
Mayer	\$ 912.02	\$ 979.32	1.24%
New Germany	\$ 692.46	\$ 624.74	0.79%
Norwood Young America	\$ 4,948.54	\$ 5,166.75	6.57%
Victoria	\$ 8,005.49	\$ 6,990.30	8.88%
Waconia	\$10,201.09	\$11,431.00	14.52%
Watertown	\$ 4,762.76	\$ 5,386.25	6.84%
Totals:	\$78,636.24	\$78,700.00	100%

City of Norwood Young America 2016 Contract Fees

- Fine Revenue portion plus
- Portion of Annual Contract (determined by city case load)
(billed quarterly)

			Change	Caseload 3 Year Average	Caseload 3 Year Average	Change
City	2015	2016	Prev.Yr.	Previous	Current	%
Norwood Young America	\$4,958.54	\$5,166.75	\$208.21	6.29%	6.57%	0.28%

Our Office Serving Carver County

Mark Metz, County
Attorney

Peter Ivy, Chief Deputy

Rhonda Betcher,
Executive Assistant

15 Assistant County
Attorneys

3 Paralegals

2 Law Clerks

John Rekow, Law Office
Manager

7 Legal Administrative
Assistants

1 Administrative
Assistant

1 Victim/Witness
Coordinator





TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: October 12, 2015

SUBJECT: Carver County Veterans Memorial

Representatives of the Carver County Veterans Memorial Committee will be present to review the project planned for in the city of Mayer and to request a letter of support from the City for the project.

Norwood Young America City Council Minutes

September 28, 2015

Council Present: Tina Diedrick, Carol Lagergren, Dick Stolz, Craig Heher, and Mike McPadden.

Council Absent: None.

City Staff Present: City Administrator Steve Helget, and Cynthia Smith-Strack of Municipal Development Group.

Also Present: Bill Grundahl - Planning Commission representative, Kelly Gregory, Young America Corporation, and Kelly Hayes.

Mayor Tina Diedrick called the meeting to order at 6:33 p.m.

Approve Agenda

Motion: DS/CL; all in favor to approve the agenda as amended (removing from Consent Agenda to cancel the regular December 28, 2015 EDA and City Council meeting, and adding to New Business, Item 6.6, the Young America Holdings, LLC, Encroachment Agreement.

Introductions, Presentations, Proclamations, Awards, and Public Comment:

Consent Agenda

Motion: CL/DS; all in favor to approve the consent agenda as amended which included removing the 2016 Prosecution Contract and putting under New Business, Item 6.7. Consent Agenda items approved consisted of:

Approving minutes of September 14, 2015 meeting

Approving payment of claims

Approving Temporary Intoxicating On-Sale Liquor License for NYA West Carver Lions Club

Public Hearing

None

Old Business

Ordinance No. 264, Nuisances

SH stated the Council held a public hearing on Ordinance No. 264 at its July 13, 2015 meeting and tabled any action directing the City Attorney to establish language that would simplify the procedures for smaller nuisances and also include a cost recovery to the City for abating a nuisance. In respect to these two items the Council reviewed Section 610.01, Subd. 4 and Section 610.02, Subd 1. SH suggested adding to Section 610.01, Subd. 4 letter (E) of Section 600.02. DS stated Section 600.4 should be corrected to read Section 600.04.

Motion: CL/CH; all in favor to adopt Ordinance No. 264 to include the changes which includes adding to Section 610.01, Subd. 4 letter (E) of Section 600.02 and changing Section 600.4 to read Section 600.04.

Motion: CL/MM; all in favor to approve the summary of Ordinance No. 264 and its publication.

New Business

Ordinance No. 266, CenterPoint Energy Franchise Agreement

SH stated in accordance with state statute the City has the authority to require private utility companies who desire to provide service within the city to enter into a franchise agreement. The current Franchise Agreement with CenterPoint Energy expired in November 2013. SH reviewed Ordinance No. 266 which establishes a new natural gas Franchise Agreement with CenterPoint Energy. The length of the Franchise Agreement will be 20-years. If adopted, the ordinance would be published in its entirety.

In respect to Section 2, Subd. 2.5, Dispute Resolutions, DS suggested utilizing this language in other future agreements.

Motion: CL/CH; all in favor to adopt Ordinance No. 266, an ordinance granting CenterPoint Energy, its successors, and assigns, a nonexclusive Franchise to construct, operate, repair, and maintain facilities and equipment for the transportation, distribution, manufacture and sale of Gas Energy for public and private use and to use the public ways and grounds to the City of Norwood Young America, Carver County, Minnesota, for such purpose; and prescribing certain terms and conditions thereof.

Biermann: Vacation of portion of Progress Street

Smith-Strack proposed scheduling a public hearing for the purpose of considering the vacation of a portion of Progress Street to accommodate an existing attached garage that was constructed in the right-of-way decades previously. The vacation would be approximately 900 square feet of the unimproved Progress Street.

Motion: MM/CL; all in favor to approve Resolution 2015-23, a resolution setting a public hearing on a vacation commenced by a petition of a majority of abutting landowners.

Abdo Eick & Meyers Service Agreement

SH presented the proposed 3-year auditing service agreement with Abdo Eick & Meyers for the years 2015–2017.

Motion: CH/MM; all in favor to approve the three year service agreement with Abdo Eick & Meyers.

City Clerk-Treasurer Hiring Recommendation

SH stated the Personnel Committee interviewed candidates for the City Clerk-Treasurer position and recommends the hiring of Kelly Hayes at pay Grade 11, Step 1, with a starting date of October 26, 2015. Ms. Hayes was present and introduced herself.

Motion: DS/CL; all in favor to hire Kelly Hayes for the City Clerk-Treasurer position with a starting pay at Grade 11, Step 1 and a starting date of October 26, 2015.

Schedule Budget Workshop Meetings

Motion: CL/CH; all in favor to schedule special City Council meetings for 6:30 p.m. on October 5 and 27, 2015 for the purpose of continuing the review of the 2016 Preliminary Budget.

Young America Holdings, LLC, Encroachment Agreement

Smith-Strack presented the proposed Encroachment Agreement with Young America Holdings. Currently there are nineteen parking spaces existing on Young America Holdings' property that encroach onto the Merger Street right-of-way. Proposed is to allow the continuance of this encroachment for that purpose.

Motion: CL/DS; all in favor to approve the Encroachment Agreement with Young America Holdings, LLC.

2016 Prosecution Contract

Motion: DS/MM; all in favor to approve the 2016 Prosecution Contract.

Council Member Reports

MM: Stated Stiftungsfest went well this year and for 2016 a parade committee has been established and some of the music has been scheduled.

DS: Had no items to report.

CH: Stated the Parks & Recreation Commission recently reviewed a forensic investigation report of the Old Town Buildings located in Willkommen Park; also considering utilizing Young America Corporation's \$5,000 donation for the construction of a German statue.

CL: Stated the Personnel Committee continues its review of the City's Personnel Handbook; the swimming pool final report on the numbers for lessons and attendance was recently received from the Pool Manager.

TD: Reviewed the upcoming meetings and events. For Manufacturer's Week, the Economic Development Commission will host a breakfast on October 7th for the purpose of recognizing our local manufacturers; Relay for Life will be held on October 3rd from 12:00 to 9:00 p.m.; Waconia Manufacturing will be hosting a tour in recognition of Manufacturer's Week at 1:30 p.m., October 6th; and 180 Collision will be hosting an open house on October 2nd.

Adjournment

Motion: CL/MM; all in favor to adjourn the meeting at 7:39 p.m.

Respectfully Submitted,

Steve Helget, City Administrator

Mayor

**Norwood Young America
City Council Minutes
Special Meeting
October 5, 2015**

City Council Members Present: Tina Diedrick, Dick Stolz, Craig Heher, and Carol Lagergren.

City Council Members Absent: Mike McPadden.

City Staff Present: Steve Helget, City Administrator; Brent Aretz, Public Works Director; and Ryan Winter, Public Utilities Director.

Others Present: None.

Mayor Tina Diedrick called the special meeting to order at 6:31 p.m.

Approve Agenda

Motion: CL/CH; all in favor to approve the agenda as presented.

Introductions, Presentations, Proclamations, Awards, and Public Comment:

None

Consent Agenda

None

Old Business

5.1 2016 Preliminary Budget

The Council continued its review and discussion of the preliminary 2016 Budget. Helget stated the 2016-2020 Financial Plan has been updated. Specifically, the Plan reflects the 2016 Preliminary Budget and levy; the Schedule of Planned Capital Outlay has been updated; and the Utility Rate Study prepared by Bolton & Menk Engineering has been updated. The Council and staff reviewed the Schedule of Planned Capital Outlay (equipment replacement plan) by Department and item by item.

New Business

None

Council Member Reports

None.

Adjournment

Motion: CL/DS; all in favor to adjourn the meeting at 8:03 p.m.

Respectfully Submitted,

Steve Helget
City Administrator

Tina Diedrick, Mayor

CITY OF NORWOOD YOUNG AMERICA

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

To Be Approved: October 12, 2015

Pre-Paid Claims (Check Sequence #503374-503387; 24894)	<u>\$15,402.71</u>
Claims Pending Payment (Check Sequence #24895-24955)	<u>\$101,386.87</u>
Grand Total	<u>\$116,789.58</u>

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Check Amount	Check Date	Status
503374	000000085	HOEN, ROBERT G.	18	\$392.91	9/30/2015	Outstanding
503375	000000032	Hormann, Duane	18	\$411.32	9/30/2015	Outstanding
503376	000000096	NIESEN, CHRISTOPHER D.	18	\$1,197.91	9/30/2015	Outstanding
503377	000000099	Schrupp, Gary R.	18	\$600.30	9/30/2015	Outstanding
503378	000000098	STORM, JENNIFER LYNN	18	\$531.21	9/30/2015	Outstanding
503379	000000082	WINTER, RYAN P	18	\$1,960.27	9/30/2015	Outstanding
503380	000000203	ARETZ, BRENT R.	18	\$1,847.33	9/30/2015	Outstanding
503381	000000103	LENZ, DEBRA A	18	\$1,298.23	9/30/2015	Outstanding
503382	000000118	MENZEL, ALICIA	18	\$948.37	9/30/2015	Outstanding
503383	000000219	SCHRUPP, JOHN O	18	\$1,280.48	9/30/2015	Outstanding
503384	000000205	STENDER, DANIEL H	18	\$1,494.05	9/30/2015	Outstanding
503385	000000058	Helget, Steven P	18	\$2,202.97	9/30/2015	Outstanding
503386	000000060	KLOEMPKEN, JASON A	18	\$977.36	9/30/2015	Outstanding
503387		Klein Bank		\$15,142.71		

CITY OF NORWOOD YOUNG AMERICA

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*Check Summary Register©

SEPTEMBER 2015 to OCTOBER 2015

Name	Check Date	Check Amt	
<hr/>			
10100 CHECKING			
Paid Chk# 024894 CENTRAL BASKETBALL	9/29/2015	\$260.00	SOFTENER SALT
	Total Checks	\$260.00	

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OCTOBER 2015

Check Amt Invoice Comment

10100 CHECKING

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk# 024895	10/12/2015	AEM FINANCIAL SOLUTIONS			
E 101-41400-430		Miscellaneous (GENERAL)	\$6,000.00	353767	CLERK SERVICES
		Total AEM FINANCIAL SOLUTIONS	\$6,000.00		
Paid Chk# 024896 10/12/2015 BRYAN ROCK PRODUCTS, INC.					
E 101-43100-224		Street Maint Materials	\$581.58	11369	
		Total BRYAN ROCK PRODUCTS, INC.	\$581.58		
Paid Chk# 024897 10/12/2015 CARDMEMBER SERVICE					
E 101-42200-207		Training Instructional	\$1,120.00		MN STATE FIRE CHIEFS CONFERENCE
		Total CARDMEMBER SERVICE	\$1,120.00		
Paid Chk# 024898 10/12/2015 CARQUEST AUTO PARTS					
E 101-45200-221		Repair/Maintenance Equipment	\$15.82	5927-114391	OIL FILTER
E 101-43100-221		Repair/Maintenance Equipment	\$2.75	5927-114394	GRINDING WHEEL
E 602-49450-221		Repair/Maintenance Equipment	\$8.04	5927-114780	SEWER PUMP
		Total CARQUEST AUTO PARTS	\$26.61		
Paid Chk# 024899 10/12/2015 CARVER COUNTY					
E 101-41500-306		Assessor Fees	\$20,522.00	48130	2015 ASSESSMENT
E 101-43100-425		Street Maint seal coat	\$3,220.00	PW-3789	POWERSCREEN RENTAL
		Total CARVER COUNTY	\$23,742.00		
Paid Chk# 024900 10/12/2015 CARVER COUNTY ATTORNEYS OFF					
E 101-42100-407		Fine Expenses	\$2,682.04		
		Total CARVER COUNTY ATTORNEYS OFF	\$2,682.04		
Paid Chk# 024901 10/12/2015 CENTER POINT					
E 101-49860-383		Gas Utilities	\$360.18		
E 602-49450-383		Gas Utilities	\$313.62		
E 601-49400-383		Gas Utilities	\$50.48		
E 101-45200-383		Gas Utilities	\$101.44		
E 101-43100-383		Gas Utilities	\$97.58		
E 101-41940-383		Gas Utilities	\$37.82		
E 101-42200-383		Gas Utilities	\$11.22		
		Total CENTER POINT	\$972.34		
Paid Chk# 024902 10/12/2015 CENTURY LINK					
E 101-41940-321		Telephone	\$167.10		
		Total CENTURY LINK	\$167.10		
Paid Chk# 024903 10/12/2015 CNA - GROUP LONG TERM CARE					
G 101-21711		Long-Term Care Ins	\$98.76	1595511	LONG TERM CARE
		Total CNA - GROUP LONG TERM CARE	\$98.76		
Paid Chk# 024904 10/12/2015 CNH CAPITAL					
E 101-45200-221		Repair/Maintenance Equipment	\$155.25		MOWER REPAIRS

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		Check Amt	Invoice	Comment
Total CNH CAPITAL		\$155.25		
Paid Chk#	024905	10/12/2015	DIAMOND VOGEL PAINTS	
E 101-43100-224	Street Maint Materials	\$947.50	257276864	WHITE & YELLOW PAINT
Total DIAMOND VOGEL PAINTS		\$947.50		
Paid Chk#	024906	10/12/2015	DOWCO VALVE CO INC	
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$1,584.42	18608	
Total DOWCO VALVE CO INC		\$1,584.42		
Paid Chk#	024907	10/12/2015	ECONO FOODS	
E 601-49400-210	Operating Supplies (GENERAL)	\$12.62		
E 602-49450-210	Operating Supplies (GENERAL)	\$12.63		
E 101-43100-210	Operating Supplies (GENERAL)	\$33.08		
Total ECONO FOODS		\$58.33		
Paid Chk#	024908	10/12/2015	ELECTRIC PUMP	
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$4,385.64	56252-IN	GASKET, REDUCER, STUD BOLT, LABOR
Total ELECTRIC PUMP		\$4,385.64		
Paid Chk#	024909	10/12/2015	EMERGENCY APPARATUS MAINTENANC	
E 101-42200-221	Repair/Maintenance Equipment	\$1,309.77	81547	ENGINE 11
E 101-42200-221	Repair/Maintenance Equipment	\$2,634.57	81548	LADDER 11
II EMERGENCY APPARATUS MAINTENANC		\$3,944.34		
Paid Chk#	024910	10/12/2015	EMERGENCY RESPONSE SOLUTIONS	
E 101-42200-221	Repair/Maintenance Equipment	\$49.94	4790	ROCKER LUGS
E 101-42200-210	Operating Supplies (GENERAL)	\$97.14	4807	MESH VEST
otal EMERGENCY RESPONSE SOLUTIONS		\$147.08		
Paid Chk#	024911	10/12/2015	EMTS	
E 101-42200-207	Training Instructional	\$1,300.00	1572	STACKEN COURSE
Total EMTS		\$1,300.00		
Paid Chk#	024912	10/12/2015	ENGELSTAD, LOREN	
E 101-45200-432	Rental Refund	\$350.00		PAVILION CANCELLATION
Total ENGELSTAD, LOREN		\$350.00		
Paid Chk#	024913	10/12/2015	FASTENAL	
E 602-49450-221	Repair/Maintenance Equipment	\$109.69	MNWAC42860	
E 602-49450-221	Repair/Maintenance Equipment	\$6.17	MNWAC42891	
Total FASTENAL		\$115.86		
Paid Chk#	024914	10/12/2015	FRITZ BOBCAT & LANDSCAPING LLC	
E 101-45200-220	Game Fund Disbursements	\$18,099.04	601	VETERANS PARK
Total FRITZ BOBCAT & LANDSCAPING LLC		\$18,099.04		
Paid Chk#	024915	10/12/2015	G & K SERVICES	
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$546.96		

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		Check Amt	Invoice	Comment
E 101-43100-417	Uniform	\$268.22		
E 101-45200-417	Uniform	\$114.95		
Total G & K SERVICES		\$930.13		
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Paid Chk# 024916	10/12/2015	GOPHER STATE ONE-CALL, INC.		
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$21.75	147198	LOCATES
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$21.75	147198	LOCATES
Total GOPHER STATE ONE-CALL, INC.		\$43.50		
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Paid Chk# 024917	10/12/2015	GRAINGER		
E 602-49450-221	Repair/Maintenance Equipment	\$16.44	9855963477	SAW BLADE
Total GRAINGER		\$16.44		
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Paid Chk# 024918	10/12/2015	HAWKINS WATER TREATMENT GROUP		
E 602-49450-216	Chemicals and Chem Products	\$59.26	3775118	
Total HAWKINS WATER TREATMENT GROUP		\$59.26		
<hr/>				
Paid Chk# 024919	10/12/2015	HERMEL WHOLESALE		
E 101-49305-430	Miscellaneous (GENERAL)	\$44.61	527841	STIFTUNGSFEST FREESE POP
Total HERMEL WHOLESALE		\$44.61		
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Paid Chk# 024920	10/12/2015	HOME SOLUTIONS		
E 101-45200-221	Repair/Maintenance Equipment	\$201.69		PARKS
E 601-49400-221	Repair/Maintenance Equipment	\$55.92		WATER
E 602-49450-221	Repair/Maintenance Equipment	\$55.92		SEWER
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$136.02		CLEANING SUPPLIES
E 101-42200-221	Repair/Maintenance Equipment	\$252.22		FIRE DEPT
E 101-49305-430	Miscellaneous (GENERAL)	\$165.47		STIFTUNGSFEST
E 101-43100-221	Repair/Maintenance Equipment	\$33.37		STREETS
Total HOME SOLUTIONS		\$900.61		
<hr/>				
Paid Chk# 024921	10/12/2015	HYDRO ENGINEERING INC		
E 101-43100-221	Repair/Maintenance Equipment	\$150.75	73071	SUCTION HOSE
Total HYDRO ENGINEERING INC		\$150.75		
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Paid Chk# 024922	10/12/2015	INTERSTATE POWERSYSTEMS		
E 602-49450-500	Capital Outlay (GENERAL)	\$445.00	1103704:01	KOHLER
E 601-49400-500	Capital Outlay (GENERAL)	\$1,137.00	1103705:01	MTU ONSITE
E 602-49450-500	Capital Outlay (GENERAL)	\$692.00	1103707:01	KOHLER PORTABLE
E 602-49450-500	Capital Outlay (GENERAL)	\$689.13	1105162:01	WWTP
E 602-49450-500	Capital Outlay (GENERAL)	\$510.00	1106152:01	PORTABLE GEN
Total INTERSTATE POWERSYSTEMS		\$3,474.13		
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Paid Chk# 024923	10/12/2015	LIBERTY TITLE INC		
G 101-22100	Escrow Collected	\$198.27		850 LAKEWOOD TRAIL
G 101-22100	Escrow Collected	\$198.27		860 LAKEWOOD TRAIL
Total LIBERTY TITLE INC		\$396.54		
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Paid Chk# 024924	10/12/2015	LINDS HOMETOWN HARDWARE		

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			Check Amt	Invoice	Comment
E 101-43100-221	Repair/Maintenance Equipment		\$16.41		
E 101-42200-221	Repair/Maintenance Equipment		\$3.46		
E 602-49450-221	Repair/Maintenance Equipment		\$5.00		
Total	LINDS HOMETOWN HARDWARE		\$24.87		
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Paid Chk# 024925	10/12/2015	LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract		\$153.18	2078816	COPIER RENT
Total	LOFFLER BUSINESS SYS LLC		\$153.18		
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Paid Chk# 024926	10/12/2015	LOFFLER COMPANIES, INC.			
E 101-41400-437	Maintenance Contract		\$296.31	17627688	COPIER RENT
Total	LOFFLER COMPANIES, INC.		\$296.31		
<hr/>					
Paid Chk# 024927	10/12/2015	LUBE TECH			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$801.75	688441	MOBIL OIL
Total	LUBE TECH		\$801.75		
<hr/>					
Paid Chk# 024928	10/12/2015	MEDICO			
G 101-21715	Life Ins		\$43.10		LIFE INSURANCE
Total	MEDICO		\$43.10		
<hr/>					
Paid Chk# 024929	10/12/2015	METRO WEST INSPECTION SERVICES			
E 101-42400-328	Rental Dwelling Inspections		\$927.00		
E 101-42400-312	Building Inspection Fee		\$3,792.29		
Total	METRO WEST INSPECTION SERVICES		\$4,719.29		
<hr/>					
Paid Chk# 024930	10/12/2015	MID-AMERICAN RESEARCH CHEMICAL			
E 101-45200-221	Repair/Maintenance Equipment		\$277.04	0562551-IN	SILICONIZED RELEASE AGENT
Total	MID-AMERICAN RESEARCH CHEMICAL		\$277.04		
<hr/>					
Paid Chk# 024931	10/12/2015	MID-COUNTY CO-OP OIL ASSN			
E 101-45200-212	Motor Fuels		\$429.68	1002	DIESEL
Total	MID-COUNTY CO-OP OIL ASSN		\$429.68		
<hr/>					
Paid Chk# 024932	10/12/2015	MINI BIFF			
E 101-45200-418	Other Rentals (Biffs)		\$107.10	A-74283	LEGION
E 101-45200-418	Other Rentals (Biffs)		\$107.10	A-74292	FRIENDSHIP
E 101-45200-418	Other Rentals (Biffs)		\$107.10	A-74370	FRIENDSHIP
E 101-45200-418	Other Rentals (Biffs)		\$81.60	A-74373	WILLKOMMEN PARK
E 101-45200-418	Other Rentals (Biffs)		\$213.04	A-74802	SPORTS COMPLEX
E 101-45200-418	Other Rentals (Biffs)		\$120.91	A-74803	GRAND STAND
Total	MINI BIFF		\$736.85		
<hr/>					
Paid Chk# 024933	10/12/2015	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217	Lab Fees		\$36.20	776824	PHOSPHORUS
E 602-49450-217	Lab Fees		\$25.00	777875	PHOSPHORUS
Total	MINNESOTA VALLEY TESTING LAB		\$61.20		
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Paid Chk# 024934	10/12/2015	MN DEPT OF LABOR & INDUSTRY			

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			Check Amt	Invoice	Comment
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$100.00	ALR0055439I	CLAY BUILDING ELEVATOR
Total MN DEPT OF LABOR & INDUSTRY			\$100.00		
<hr/>					
Paid Chk# 024935	10/12/2015	MN VALLEY ELECTRIC COOPERATIVE			
E 602-49450-381	Electric Utilities		\$34.39		LIFT STATION
E 101-43100-380	Street Lighting		\$100.37		STREET LIGHTS
E 601-49400-381	Electric Utilities		\$139.24		640 TACOMA BLVD
otal MN VALLEY ELECTRIC COOPERATIVE			\$274.00		
<hr/>					
Paid Chk# 024936	10/12/2015	NAC			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$891.30	119053	BOILER & BURNER REPAIRS
Total NAC			\$891.30		
<hr/>					
Paid Chk# 024937	10/12/2015	NCPERS 855401LIFE INS			
G 101-21705	PERA Life		\$28.00		LIFE INSURANCE
Total NCPERS 855401LIFE INS			\$28.00		
<hr/>					
Paid Chk# 024938	10/12/2015	NYA TIMES			
E 101-41320-350	Print/Publishing/Postage	\$134.51	260445		BIERMAN VACATION
E 101-41110-350	Print/Publishing/Postage	\$22.68	260446		EDA MINS
E 101-41110-350	Print/Publishing/Postage	\$49.14	260447		REG MINS
E 101-41110-350	Print/Publishing/Postage	\$22.68	260448		SPEC MINS
E 101-41110-350	Print/Publishing/Postage	\$30.24	260449		SPEC MINS
Total NYA TIMES		\$259.25			
<hr/>					
Paid Chk# 024939	10/12/2015	PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221	Repair/Maintenance Equipment	\$179.57	50504		UNIT 1210
E 101-43100-221	Repair/Maintenance Equipment	\$218.84	50637		T2
E 101-43100-221	Repair/Maintenance Equipment	\$90.76	50651		T7
total PRO AUTO & TRANSMISSION REPAIR		\$489.17			
<hr/>					
Paid Chk# 024940	10/12/2015	QUILL CORPORATION			
E 101-41400-200	Office Supplies (GENERAL)	\$63.99			
E 101-41400-200	Office Supplies (GENERAL)	\$259.24	7853289		FILE POCKETS, ADD MACHINE ROLL, DIVIDERS
Total QUILL CORPORATION		\$323.23			
<hr/>					
Paid Chk# 024941	10/12/2015	SMITH OIL CO			
E 101-45200-212	Motor Fuels	\$141.11			
E 601-49400-212	Motor Fuels	\$110.00			
E 101-42200-212	Motor Fuels	\$368.76			FIRE DEPT
E 101-43100-212	Motor Fuels	\$329.25			
E 602-49450-212	Motor Fuels	\$110.00			
Total SMITH OIL CO		\$1,059.12			
<hr/>					
Paid Chk# 024942	10/12/2015	TECHSTAR IT SOLUTIONS			
E 101-41400-437	Maintenance Contract	\$261.00	5079		OCTOBER BACKUP
E 101-41400-437	Maintenance Contract	\$854.00	MSP-5080		OCTOBER MANAGED SERVICES
Total TECHSTAR IT SOLUTIONS		\$1,115.00			

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			Check Amt	Invoice	Comment
Paid Chk# 024943	10/12/2015	TESLAA, KODY			
E 601-49400-430	Miscellaneous (GENERAL)		\$113.84		OVERPAYMENT OF UTILITY BILL
	Total TESLAA, KODY		\$113.84		
Paid Chk# 024944	10/12/2015	THE HOME DEPOT			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$612.30		
	Total THE HOME DEPOT		\$612.30		
Paid Chk# 024945	10/12/2015	TITLE MARK			
G 101-22000	Deposits		\$900.00		945 MEADOWS BLVD
	Total TITLE MARK		\$900.00		
Paid Chk# 024946	10/12/2015	US POSTAL SERVICE			
E 601-49400-350	Print/Publishing/Postage		\$135.89		
E 602-49450-350	Print/Publishing/Postage		\$135.90		
E 603-49500-350	Print/Publishing/Postage		\$135.90		
	Total US POSTAL SERVICE		\$407.69		
Paid Chk# 024947	10/12/2015	UTILITY CONSULTANTS			
E 602-49450-217	Lab Fees		\$789.10	90167	CBOD, TSS TESTING
	Total UTILITY CONSULTANTS		\$789.10		
Paid Chk# 024948	10/12/2015	VERIZON WIRELESS			
E 101-42200-321	Telephone		\$315.09		CELL PHONE
E 101-43100-321	Telephone		\$54.91		
E 602-49450-321	Telephone		\$117.66		
E 101-45200-321	Telephone		\$23.53		
E 601-49400-321	Telephone		\$117.67		
	Total VERIZON WIRELESS		\$628.86		
Paid Chk# 024949	10/12/2015	VICKERMAN COMPANY			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$195.02	SI 929045	LIGHTS FOR TREE AT 5-WAY
	Total VICKERMAN COMPANY		\$195.02		
Paid Chk# 024950	10/12/2015	WASTE MANAGEMENT			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$217.99	6837800-1593-	GARBAGE
	Total WASTE MANAGEMENT		\$217.99		
Paid Chk# 024951	10/12/2015	WINTER, RYAN			
E 602-49450-406	LICENSES		\$45.00		RECERTIFICATION FEE
	Total WINTER, RYAN		\$45.00		
Paid Chk# 024952	10/12/2015	WM MUELLER & SONS INC			
E 101-43100-224	Street Maint Materials		\$129.34	207266	3/8 MINUS
E 101-43100-224	Street Maint Materials		\$190.20	207519	3/8 MINUS
E 101-43100-224	Street Maint Materials		\$190.83	207625	3/8 MINUS
E 101-43100-224	Street Maint Materials		\$380.40	207822	3/8 MINUS
E 101-43100-224	Street Maint Materials		\$90.25	208182	TACK OIL
E 101-43100-224	Street Maint Materials		\$570.60	208183	3/8 MINUS

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			Check Amt	Invoice	Comment
Total WM MUELLER & SONS INC			\$1,551.62		
Paid Chk# 024953	10/12/2015	WWGOETSCH			
E 253-49450-404	Repairs/Maint Machinery/Equip		\$1,438.56	95130	FLOODING
Total WWGOETSCH			\$1,438.56		
Paid Chk# 024954	10/12/2015	XCEL ENERGY			
E 101-41940-381	Electric Utilities		\$2,434.43		
E 101-45200-381	Electric Utilities		\$23.22		VETERANS PARK
E 101-42200-381	Electric Utilities		\$389.44		
E 101-43100-380	Street Lighting		\$12.18		
E 101-43100-381	Electric Utilities		\$495.31		
E 101-45200-381	Electric Utilities		\$740.86		
E 101-45500-381	Electric Utilities		\$1,070.27		
E 601-49400-381	Electric Utilities		\$342.29		
E 602-49450-381	Electric Utilities		\$3,670.33		
E 101-49860-381	Electric Utilities		\$642.36		
Total XCEL ENERGY			\$9,820.69		
Paid Chk# 024955	10/12/2015	XTREME ELECTRICAL			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$90.00	15-6340	DISCONNECT BREAKER BOX
Total XTREME ELECTRICAL			\$90.00		
		10100 CHECKING	\$101,386.87		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$82,003.37
253 2014 FLOODING EVENT	\$1,438.56
601 WATER FUND	\$2,236.70
602 SEWER FUND	\$15,572.34
603 STORM WATER UTILITY	\$135.90
	\$101,386.87

City of Norwood Young America

Date: October 12, 2015
To: City Council
From: Debbie Lenz, Deputy Clerk
RE: Public hearing for delinquent utilities and special assessments

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

Delinquent utilities and special assessments are assessed to the property owners' real estate taxes if not paid by November 23, 2015.

Proper notices will be sent to all affected property owners.

Requested Action: Motion to call for a public hearing on assessments for delinquent utilities and special assessments on certain properties on Monday, November 23, 2015 at 6:30 p.m.

City of Norwood Young America

Date: October 12, 2015
To: Mayor and City Council
From: Debbie Lenz, Deputy Clerk
RE: Call for Public Hearing to amend Chapter 20 of the City Code
pertaining to the 2016 Fee Schedule

A public hearing is required to be held when changes are made to any city ordinance. City Council will be amending Chapter 20 of the City Code at the November 23, 2015 City Council meeting. Chapter 20 of the City Code pertains to fees charged by the city for services and licenses provided.

The proper notice will be published in the *Norwood Young America Times* announcing a public hearing to amend Chapter 20 of the City Code to establish a fee schedule for the year 2016.

Enclosed in your packet is the current 2015 Fee Schedule for you to review. Please contact city staff with any changes by *November 9, 2015*.

Recommendation: Motion to call for a Public Hearing on Monday, November 23 at 6:30 p.m. to amend Chapter 20 of the City Code pertaining to the 2016 Fee Schedule

Schedule A
City of Norwood Young America
Fee Schedule

Type	Terms & Conditions	2014 Fee	2015 Fee
A. Animals			
Animal License			5.00
Duplicate Animal License Fee			5.00
Unlicensed fine			50.00
Animal pick-up charge	Base Charge		50.00
Impound Expenses	Actual Cost		-
Animal running at large/creating nuisance	1st Offense		10.00
	2nd Offense		50.00
	3rd Offense		150.00
	Subsequent Offenses (each)		250.00
Backyard Chickens Permit	Biennial		50.00
B. Business Permits/Service Charges			
Copy Cost	Per Page		0.25
Fax Cost	Per Page		1.00
Laminating Costs	Per 8 1/2 x 11 page		2.50
	Per 11 x 17 page		4.00
	Per card tag - including clip		3.00
Copy: Comprehensive Plan	Per Document		50.00
Copy: Zoning Ordinance	Per Document		25.00
Copy: Subdivision Ordinance	Per Document		20.00
Certification Fee	Per delinquent account assessment		25.00
Special Assessment Search			30.00
Returned Check Charge	Fee		35.00
Peddler License	Annual License		50.00
Solicitor License	Annual License		N/C
Telecommunications Permit			N/C
Waste Hauler Permit			100.00
Transient Merchant License			50.00
Fire Works - Temporary Tent/Stand			350.00
Fire Works - Permanent Store			100.00
City Facility Rental (per day)			
Buildings Included:	Damage Deposit		200.00
Clay Community Building	Non-Profit Local Group - regular meetings		No Charge
Lions Shelter	Non-Profit local group/local church- other events		75.00
Legion Shelter (pool)	All other rentals		125.00
Willkommen Park Pavilion	All events		350.00
	Non-Profit Local Group Rental		100.00
	Damage Deposit		300.00
Willkommen Pavilion sound system	Rental per day		50.00
Willkommen Park Gazebo	Per day		50.00
	Damage Deposit		100.00
Cemetery Lot Sales	Resident		400.00
	Non-Resident		600.00
Fire Dept. Fire/Rescue Emergency Call- non-resident of fire	Per call		500.00
Fire Department Service Call - Billing Rate	1st Hour (Minimum)		500.00
	Each Additional Hour		300.00
C. Equipment Rental - per staff approval (certain equipment rental required to be operated by staff)			
12 KW Portable Generator	Per Hour - Plus Deposit *		200.00
120/230 Generator	Per Hour - Plus Deposit *		35.00
2 way plow for Loader	Per Hour - Plus Deposit *		30.00
4' Pump	Per Hour - Plus Deposit *		75.00
4 way plow	Per Hour - Plus Deposit *		30.00
Barricades	Per Day - Plus Deposit *		10.00
Beaver Tail Trailer	Per Hour - Plus Deposit *		40.00
Bobcat S-250	Per Hour - Plus Deposit *		90.00
Bobcat Tools (level bar, grapple forks, etc)	Per Hour - Plus Deposit *		20.00
Bobcat Workmates	Per Hour - Plus Deposit *		40.00
Bucket Truck	Per Hour - Plus Deposit *		150.00
Chipper	Per Hour - Plus Deposit *		50.00

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

D. Liquor/Alcoholic Beverages

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

E. Adult Use

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

F. Fines & Violations

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

Towing and Storage of Vehicles	Actual Cost from Tow Company		
Nuisance Violation	Per Violation + Administrative Penalty + Cost of Abatement		50.00
Administrative Penalties	1st offense		50.00
	2nd offense		62.50
	3rd offense		78.13
	4th offense		97.66
	each additional offense increases by 25%		

G. Utility Rates

Water	Residential Water Base Charge per unit	Per month	14.48	15.20
	Commercial Water Base Charge per unit	Per month	25.13	26.39
Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used		3.29	3.45
	Tier II - 6,001 to 52,000 gallons used		4.25	4.46
	Tier III - 52,001 to 88,000 gallons used		5.00	5.25
	Tier IV - 88,001+ gallons used		6.45	6.77
Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used		3.29	3.45
	Tier II - 6,001 to 52,000 gallons used		4.25	4.46
	Tier III - 52,001+ gallons used		5.00	5.25
Water Plant Charge	Per month	7.81	8.20	
Sewer	Residential Sewer Base Charge per unit	Per month	7.30	9.00
	Commercial Sewer Base Charge per unit	Per month	7.30	9.00
Residential Sewer Usage Charge (Per 1,000 gallons)	Based on average water used in winter quarter		6.26	6.57
Commercial Sewer Usage Charge (Per 1,000 gallons)	Based on average water used in winter quarter		8.26	6.57
Water Sales	Private Truck			25.00
	Per 1000 gallons for NYA residents			3.60
	Per 1000 gallons for non-residents			8.30
On-line Utility Payment User Fee	Per transaction			3.50
Late Payment Penalty	% of unpaid balance			10 percent
Storm Water Drainage				
REC Unit	Per month		4.67	4.90
Special Parcels				
Impervious Area	Per month		17.56/acre	18.44/acre
Pervious Area	Per month		5.53/acre	5.81/acre
SF Attached (Townhouse)	Per month		2.35	2.47
Commercial/Industrial				
0%-50% Impervious	Per month		8.55/acre	8.98/acre
>50%-75% Impervious	Per month		13.04/acre	13.69/acre
>75% Impervious	Per month		16.04/acre	16.84/acre
Open Space	Per month		5.53/acre	5.81/acre

H. Utility Connection Charges

Watermain Trunk Charge - per ERU		3,825.00	3900.00
Sewermain Trunk Charge - per ERU		3,825.00	3900.00
Water Hook-up Charge			125.00
Sewer Hook-up Charge			125.00
Storm Sewer Trunk Charge	Per ERU		750.00
Barnes Lake Outlet	Per ERU		250.00
Tacoma Ave N Improvement Fee			634.00
SAC/WAC Fees	See Spreadsheet		-
3/4" Residential Water Meter	Includes Meter, Horn, Swivels & Remote	350.00	360.00
1" Residential Water Meter	Includes Meter, Horn, Swivels & Remote	450.00	475.00
1 1/2" Commercial Water Meter	Includes Meter, Flange, & Remote	1,370.00	1,420.00
2" Commercial Water Meter	Includes Meter, Flange, & Remote	1,570.00	1,620.00
3" Commercial Water Meter	Includes Meter, Flange, & Remote	1,920.00	1,980.00
3/4" Residential Water Meter	Meter only	170.00	180.00

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1" Residential Water Meter	Meter only		240.00
1 1/2" Commercial Water Meter	Meter only	1,230.00	1,280.00
2" Commercial Water Meter	Meter only	1,420.00	1,480.00
3" Commercial Water Meter	Meter only	1,780.00	1,830.00
5/8 x 3/4 Meter Horn	Sales tax additional	52.00	55.00
1" Meter Horn - no lead	Sales tax additional	102.00	115.00
3/4 Swivel - no lead	Sales tax additional		15.00
1" Swivel - no lead	Sales tax additional		19.00
1" Male Swivel - no lead	Sales tax additional		20.00
1" Solder Swivel - no lead	Sales tax additional		20.00
Single Port Radio	Sales tax additional		20.00
Dual Port Radio	Sales tax additional	125.00	140.00
1 1/2" flange	Sales tax additional	140.00	155.00
2" flange	Sales tax additional	35.00	40.00
3" flange	Sales tax additional	41.00	40.00
Remote Reader	Replacement	35.00	50.00
			250.00
Non-Seasonal Disconnect/Reconnect Charge	Each		75.00
Seasonal Disconnect/Reconnect Charge	Each		50.00
Curb Box Cover	Sales tax additional	110.00	115.00

I. Planning & Zoning

Comprehensive Plan Amendment/Change	Fee + Escrow*		500.00
City Code Amendment	Fee		250.00
Conditional Use Permit - Residential			200.00
Conditional Use Permit - Non-Residential			300.00
Interim Use Permit - Residential			200.00
Interim Use Permit - Non-Residential			300.00
Rezoning Application	Map		350.00
Zoning Amendment	Text		300.00
Variance - Residential			200.00
Variance - Non-Residential			300.00
Variance - Commercial			300.00
Site Plan Review	Fee + Escrow**		300.00
Lot Split			200.00
Boundary Line Adjustment			100.00
Sketch Plat Review	Fee + Escrow***		200.00
Subdivision	*Preliminary Plat (fee + \$10/lot)		350.00
	*Final Plat (fee + \$10/lot)		250.00
Planned Unit Development (PUD)	PUD Sketch Plan Fee + Escrow***		200.00
	**PUD General Concept Plan		400.00
	*PUD Final Plan		300.00
	*PUD Plan Amendment		300.00
	(PUD fees are in addition to plat fees)		
Street/Alley/Easement Vacation Application Fee			150.00
Annexation Application Fee			300.00
Storm Water Plan			250.00
Wetland Mitigation Plan	Fee + Escrow		100.00
Parking Reduction			100.00
Application for Appeal			150.00
Carver County Recording Fee			45.00

*Developer Escrow Deposit - Payment by Certified Check

2,000.00

**Developer Escrow Deposit - Site Plan Review - Payment by Certified Check

5,000.00

***Developer Escrow Deposit - Site Plan Review for Tacoma West Industrial Park - Payment by Certified Check

15,000.00

***Developer Escrow Deposit - Development Review paid at Sketch Plan - Payment by Certified Check

10,000.00

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

J.	Park Dedication		
	Single Family	Per Lot	
	Two Family	Per Unit	2,500.00
	Townhome	Per Unit	2,500.00
	Multi-Family	Per Unit	2,000.00
	Commercial/Industrial	Per Acre	5,000.00
K.	Storm Water		
	Basin Connection	Actual Cost	
L.	Building Construction		
	1. Building Permit Fee Calculation	1997 Fee Schedule + 10% Fee	
	Valuation	Fee	
	\$1 to 500	\$25.85	
	\$501 to 2000	\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and including 2,000.00	
	\$2001 to 25,000	\$76.25 for the first 2000 plus 15.40 for each additional 1000 or fraction thereof, to and including 25,000	
	\$25,001 to 50,000	\$430.45 for the first 25,000 plus 11.11 for each additional 1000 or fraction thereof, to and including 50,000	
	\$50,001 to 100,000	\$708.20 for the first 50,000 plus 7.70 for each additional 1000 or fraction thereof, to and including 100,000	
	\$100,001 to 500,000	\$1,093.20 for the first 100,000 plus 6.16 for each additional 1000 or fraction thereof, to and including 500,000	
	\$500,001 to 1,000,000	\$3,557.20 for the first 500,000 plus 5.23 for each additional 1000 or fraction thereof, to and including 1,000,000	
	\$1,000,001 and up	\$6,172.20 for the first 1,000,000 plus 4.02 for each additional 1000 or fraction thereof.	
	2. Building Department Inspection Fees		
	Building Permit Fee	100% of above fee schedule + state surcharge	
	Residential Plan Check Fee	65% of building permit fee	
	Commercial Plan Check Fee	65% of building permit fee	
	Building Permit Investigation Fee	Charge when work done w/o permit (previous \$45)	Up to actual permit amount
	Reinspection Fees/Additional Inspection fees	Each inspection	45.00
	Rental Dwelling Inspection Fee	Minimum Fee	54.00
		3-5 units	18.00/unit
		6-10 units	17.00/unit
		11-20 units	15.75/unit
		21-40 units	14.75/unit
		41-100 units	13.50/unit
		101-200 units	12.50/unit
		200+ units	11.25/unit
	Rental Dwelling Reinspection fee - beyond first follow-up inspection	Each inspection	45.00
	Pre-Move Structure Inspections:		
	House or shed/garage located outside city limits	\$45.00 per hour plus mileage from inspector's office	
	House located inside city limits	\$45.00 per hour plus mileage from inspector's office	
	Shed/garage located inside city limits	\$45.00 per hour plus mileage from inspector's office	
	Moved-In Structure Permit Fee:		
	Moved-in House	fee + permit, plan review and state surcharge fees for foundation, interior remodel, and/or addition, including garage	250.00
	Moved-in Shed/Garage	fee + permit, plan review and state surcharge fees for foundation, interior remodel and/or addition, including garage	125.00
	3. Mechanical Permits		
	Heating/Cooling Permit - Residential	surcharge additional	80/fixture + surcharge

Heating/Cooling Permit - Commercial	Based on value, 1997 fee schedule + 10%	
4. Single Family Residential Plumbing Permits		
Plumbing Permit	\$5 per fixture (13+ fixtures)/minimum \$60.00 surcharge additional	
Residential Plbg Fixture Change Out (water heater/softner)	\$15.00 plus \$1.00 surcharge	16.00
5. Commercial/Industrial Plumbing Plan Review		
	Based on value, 1997 fee schedule + 10%	
6. General Permits (minor residential alteration)		
Rewindow	55.00 permit + 1.00 surcharge	56.00
Reside	55.00 permit + 1.00 surcharge	56.00
Reroof	55.00 permit + 1.00 surcharge	56.00
Fence	55.00 permit + 1.00 surcharge	56.00
7. Miscellaneous		
Mobile Home Move-In Permit		250.50
House Move-In Application	(In addition to building permit)	N/C
Curb Cut Damage Deposit		-
Curb Cut Inspection Fee		5.00
Street/Landscape/Driveway Deposit	Refundable	900.00
Utility Damage Deposit	Refundable	500.00
Tree Permit		N/C
Excavation Permit	Actual Cost from Engineer	-
Fill Permit	Actual Cost from Engineer	-
General Sign Permit (no plan review required)	55.00 permit + 1.00 surcharge	56.00
Residential Demolition Permit	100.00 permit + 1.00 surcharge	101.00
Commercial Demolition Permit	200.00 permit + 1.00 surcharge	201.00
M. <u>Swimming Pool Rates</u>		
Season Pass	Family - includes immediate family	125.00
	Adults	100.00
	Students	75.00
Daily Admission	Adults, per person per day	5.00
	Students, per person per day	4.00
Aqua Aerobics	per time	6.00
	one month pass	40.00
Swim Lesson Fees	per person per session	45.00
N. <u>Labor/Staff Time (Billable Rates)</u>		
Staff Time	Research	50.00/hour
Public Notice		75.00
Notary Public		N/C
Full Time Skilled	Business Hours	50.00/hour
	After hours	90.00/hour
Temporary Unskilled		15.00/hour
O. <u>Special Use Vehicle Permits</u>		
Golf cart permit	Triennial Fee	40.00
Extra Vehicle Permit	Per Vehicle	10.00



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: October 12, 2015
SUBJECT: American Legion POST 343 Gambling Premises Permit

Enclosed is a Gambling Premises Permit application as submitted by the American Legion POST 343. The Legion requests to renew its gambling premises permit at The Pour House.

Suggested Motion:

Motion to approve the American Legion POST 343 Gambling Premises Permit.

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Mail the application and required attachments to:
 Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: American Legion Post 343 License Number: 01863
 Chief Executive Officer (CEO) Warren Flusemann Daytime Phone: 467-2866
 Gambling Manager: Galen Good Daytime Phone: 466-3324

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: The Pour House

List any previous names for this location:

Elm Street Station

Street address where premises is located: 325 Elm St W Norwood Young America
(Do not use a P.O. box number or mailing address.)

City: Norwood OR Township: — County: Carver Zip Code: 55368

Does your organization own the building where the gambling will be conducted?

Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Citizen's State Bank Bank Account Number: 4001617
 Bank Street Address: 409 Faxon Rd. City: Norwood-YA State: MN Zip Code: 55368

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
_____	_____	<u>MN</u>	_____
_____	_____	<u>MN</u>	_____
_____	_____	<u>MN</u>	_____



To: Honorable Mayor Diedrick
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Municipal Development Group, Inc.

Date: September 25, 2015

Re: Biermann: Vacation of portion of Progress Street

Applicant: Brian Biermann (Lawrence/Ruth Biermann)

Subject Property Address: 510 Elm Street West

Legal Description: See Attached

Property ID: 580500730

Zoning Class: R-3 Medium Density Mixed Residential

Request: Vacation of a portion of an unimproved street (Progress Street) right of way to accommodate an existing attached garage constructed in the ROW decades previously.

BACKGROUND

A section of unimproved Progress Street lies between Elm Street West and the railway in the 500 Block of Elm Street West. The public street segment is approximately 66 feet in width and 400 feet in length. An east-west public alley intersects Progress Street approximately 125 feet north of Elm Street West.

The fee owner at 510 Elm Street West has petitioned for a partial vacation of the western half of Progress Street. The partial vacation would accommodate an attached garage which is located in the public right of way.

Please find attached the following:

1. A petition for partial street vacation
2. A survey and legal description of the proposed vacation
3. An area map of the subject property
4. A memo from the City Engineer
5. A sample Resolution relating to the request

Representations by Applicant:

- The vacation of an approximate 900 sf of unimproved Progress Street (scalene triangle in shape) is proposed.

- A certificate of survey has been obtained and the survey has been used to demonstrate a proposed partial street vacation.
- The furthest point of projection into the unimproved right of way proposed for vacation is 14.9 feet (portion of western half of public street ROW and eastern boundary of subject lot).
- The garage was constructed in the public easement pursuant to a “variance” from the City decades ago (no evidence has been provided/located of said ‘variance’).
- Clear title to the subject property is not achievable but for the vacation request or removal of the attached garage.
- The encroachment results from common perception in the vicinity of the property that lots in the 500 block of Elm Street West are oriented perpendicular to Elm Street as opposed to intersecting but not perpendicular to the street. As a result encroachment of personal property improvements on non-fee owner properties are replicated throughout the vicinity.
- An application for an administrative lot boundary adjustment has been filed concurrent with the partial street vacation petition. The boundary adjustment request pertains to the east lot line of the subject property. If approved (administrative process), the boundary adjustment will enable an exchange of property on which a driveway has been constructed. The driveway for 514 Elm Street West is located on the Bierman’s property at this time.

Hearing Requirements

A public hearing notice has been drafted, published, and distributed to property owners within 350 feet of the subject parcel. The hearing notice included the legal description of the proposed vacation and was published in the September 17th and September 24th editions of the NYA Times. The hearing notice has been forwarded to utility providers.

Comments Received

As of the drafting of this memo no public comments were received.

EXAMINATION OF REQUEST

Norwood Young America is a statutory city, therefore, state statute governs vacation of easements. Although the request is for a partial street right of way easement vacation, the statutory process is the same.

The City received a petition for partial street vacation on September 8, 2015. The City Council approved a resolution calling for a public hearing at their regular meeting September 28th.

At the October 12th meeting the City Council is to hold a public hearing regarding the petition. The purpose of the hearing is to provide an opportunity for those affected by the petition to see and hear available information, ask questions, provide additional information, express support or opposition, or to suggest modifications to the proposal.

Following the public hearing the Council is to consider the vacation request. The Council must approve findings of fact whether it votes to approve or deny the request. If the Council intends to approve the vacation request it must find the action benefits the general public and not just the abutting property owner. A simple majority vote of the Council is sufficient for action on the petition.

The items are offered as potential considerations for and against the vacation request:

For

- The request is for partial vacation of the Progress Street right of way. At the greatest extent 14.9 feet of the 66 foot easement would be vacated, leaving 51 feet of the right of way dedicated to the public.
- The partial vacation will allow the public continued access to/across Progress Street.
- There are no known public utilities in the portion of the right of way proposed for vacation.
- The proposed partial vacation will provide a means for the adjustment of several lot lines to remedy structural encroachments onto adjacent properties thereby facilitating for the sale of property and maintenance of existing structures.

- Progress Street is not improved at this time and there are no plans to improve the street which terminates just north of the east-west alley.

Against

- The proposed partial vacation primarily benefits a limited number of properties and does not benefit the general public.
- The proposed partial vacation would reduce a public street to right of way to 51 feet in width thereby limiting options for future improvements.
- The proposed partial vacation of Progress Street results from an error in citing of a structure.

STAFF COMMENTS

The City Engineer's comments on the partial street vacation request are attached. The City Engineer notes there is no record of public utilities in the proposed partial vacation subject area. The City Engineer recommends a drainage and utility easement be assigned to the entire area proposed for vacation.

The City Attorney through email has expressed support for the City Engineer's comment regarding issuance of a drainage and utility easement over the proposed partial street vacation.

ACTION

A resolution approving/denying the street vacation request is attached for consideration.

ATTACHMENTS

- Aerial map of subject parcel
- Application/petition for vacation of right of way
- Public hearing notice
- Certificate of survey with proposed legal descriptions
- Memo from City Engineer
- Resolution

Planning and Zoning Application

City of Norwood Young America
 310 Elm St. W, PO Box 59
 Norwood Young America, MN 55368
 Phone: (952) 467-1800 Fax: (952) 467-1818

Applicant's Name <i>Lawrence & Ruth Bernmann, Brian Bernmann POA</i>	Telephone (H) 952 467-2140 Home (C) 952 412-5057 Work/Cell W 507 237-3387
Address (Street, City, State, ZIP) <i>210 Broadway Ave, Hamburg, MN 55339</i>	

Property Owner's Name (If different from above) <i>Lawrence & Ruth Bernmann, Brian Bernmann POA</i>	Telephone <u>SAME</u> Home Work/Cell
--	--

Location of Project
510 Elm St. W NYA, MN 55368

Legal Description *Commencing at the SE corner of block 10, then west 60 feet along the south line of block 10, then northerly 125 feet parallel to Progress St. to the alley, then east 60 feet to the east line of Block 10 then south 125 feet to the place of origin. *Land is S.E. 1/4 of NE 1/4 of section 15, Twp 115, Range 15*

Description of Request (Attach separate sheet, if necessary)
 1) Quit Claim 10 feet east of the S.W. pin to the neighbor on the west, line to run to existing N.W. Pin.
 2) Vacate a portion of road right of way of Progress street, this would eliminate the portion of the garage encroaching on the right of way. A movement of the S.E. pin 14.5 ft east and the N.E. pin 10 ft east.

*Description Attached on checklist Proposed Action(s): Check all that apply

<input type="checkbox"/> Annexation \$300.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00
<input type="checkbox"/> Application for Appeal \$150.00	<input type="checkbox"/> Sketch Plat \$200.00 + Escrow	<input type="checkbox"/> Rezoning \$350.00
<input type="checkbox"/> City Code Amendment \$250.00	<input type="checkbox"/> Site Plan \$300.00 + Escrow	<input checked="" type="checkbox"/> Street/Alley Vacation \$150.00
<input type="checkbox"/> Parking Reduction \$100.00	<input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow	<input type="checkbox"/> Zoning Text Amendment \$300.00
<input type="checkbox"/> CUP/IUP \$200.00 (Residential)	<input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow	<input checked="" type="checkbox"/> Recording Fee \$46.00
<input type="checkbox"/> CUP/IUP \$300.00 (Non Residential)	<input type="checkbox"/> PUD Final Plan \$300.00 + Escrow	<input type="checkbox"/> Other _____
<input type="checkbox"/> Variance \$150.00 (Residential)	<input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow	
<input type="checkbox"/> Variance \$200.00 (Non Residential)	<input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow	
<input type="checkbox"/> Lot Split \$200.00	<input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow	
<input checked="" type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	

ALL ESCROW MUST BE PAID BY CERTIFIED CHECK
 Escrow Deposit \$2,000.00
 Escrow Deposit - Site Plan Review: \$7,500 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)
 Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.

Applicant's Signature: <i>Lawrence Bernmann</i>	Date <i>9/8/15</i>
--	-----------------------

Fee Owner's Signature: <i>Brian Bernmann</i>	Date <i>9/8/15</i>
---	-----------------------

For Office Use Only		
Accepted By:	Amount	Date

#2 Leland Paulson
 8880 Wildwood Ave 9/21/15
 St Bonifacius MN.
 Gestach Paulson Lel Paulson



Vacation of Right-of-Way

Checklist

by Dean Higgins
 #2 Heartland Farms, LLC property address - 514 Elm St. W.
 1961 Silver St. Warona, MN 55368 of real estate owners town
 55367 NYA, MN 55368

APPLICATIONS WILL BE PROCESSED ONLY IF ALL
 REQUIRED ITEMS ARE SUBMITTED.

Petitioner Check-in		City Check-in
✓	Two (2) sets of the following: 1. Written narrative describing the request for a vacation of right-of-way and why it would be in the public best interest to vacate said right-of-way. 2. Names, addresses, and signatures of abutting property owners 3. Certificate of survey indicating right-of-way to be vacated and related legal description(s) <i>Attachments enclosed</i> 4. Any additional information requested by the Community Development Director	
	Cash fee: \$150.00	
	Completed application form	

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.

1.) We are requesting having the lot lines of 510 Elm St. W. in Northwood moved to accommodate two issues. In the process with a Quit claim we would deed 10 ft. east of the S.W. pin to the neighbor to the west, the new line would allow for the west property neighbor to have all of their driveway on their own property. We would adjust the S.W. pin and leave the N.W. pin in place.

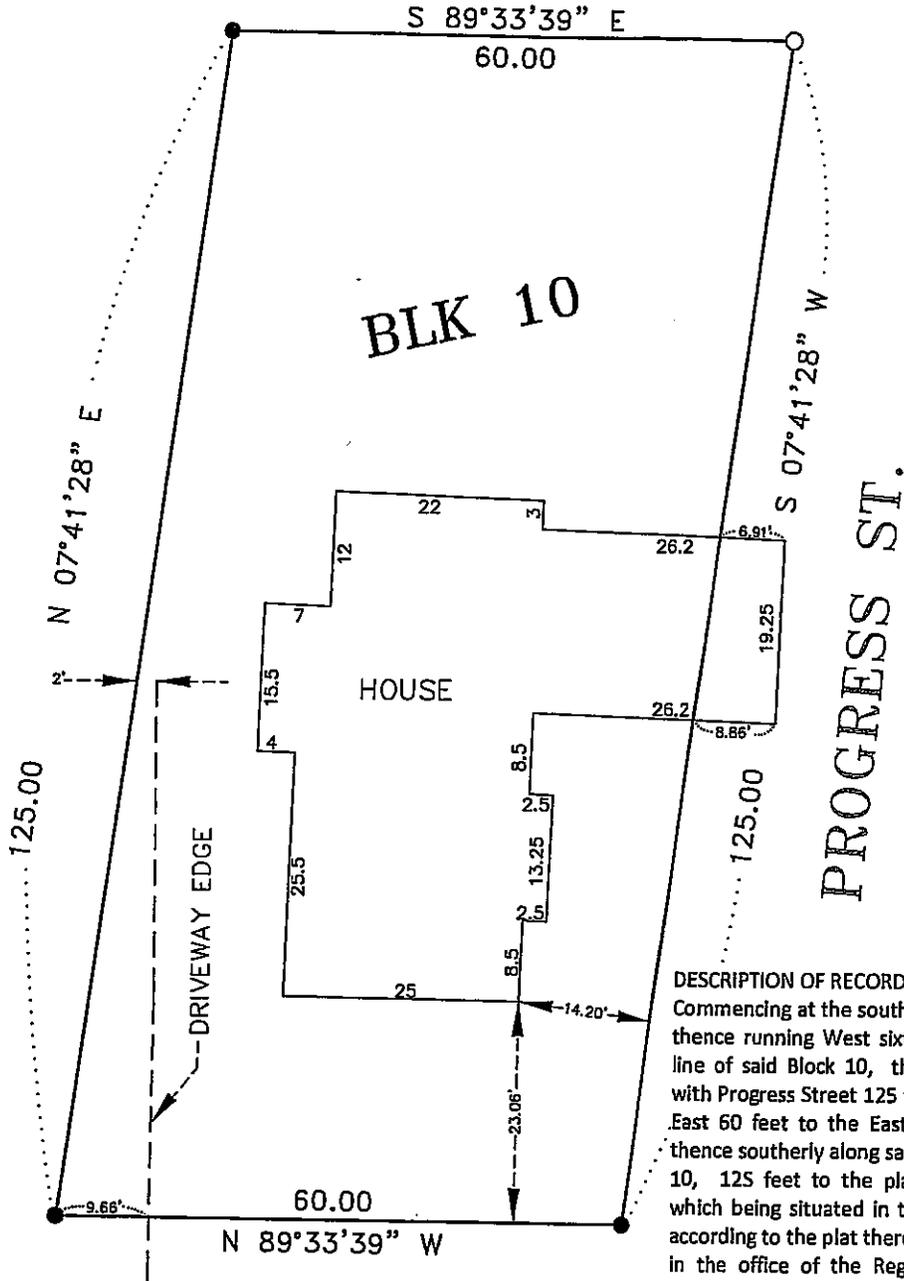
We are also asking to vacate a portion of the Progress Street right-of-way, this would move the S.E. pin 14.5 ft. and the N.E. pin 1.9 ft.. By having this line moved the existing attached garage would not be encroaching on the road right of way.

As the lot currently lays legally, it starts at the corner of lot 10, thence runs west 60 ft. parallel to the south line of said block 10, then northerly parallel with Progress St. 125 to the alley, then east 60 ft to the east line of block 10 and then south 125 ft. to its place of origin. The land is located upon the S.E. quarter of the N.E. quarter section 15 Township 115 Range 26

Both would resolve major issues related to a potential buyer getting title insurance. We also feel this would allow the buyer to eliminate future issues with neighbors. Also an empty house in the community would again have occupants helping to sustain the economy.

Existing (old lot lines & legal description)

CERTIFICATE OF SURVEY ALLEY



DESCRIPTION OF RECORD
Commencing at the southeast corner of Block 10, thence running West sixty feet along the South line of said Block 10, thence northerly parallel with Progress Street 125 feet to the alley, thence East 60 feet to the East line of said Block 10, thence southerly along said East line of said Block 10, 125 feet to the place of beginning all of which being situated in the Village of Norwood, according to the plat thereof on file and of record in the office of the Register of Deeds, Carver County, Minnesota. The above land situated upon the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼) Section Fifteen (15), Township One Hundred Fifteen (115), Range Twenty Six (26).

ELM STREET

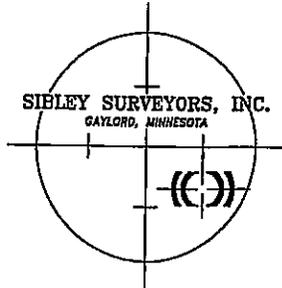
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the state of Minnesota.

[Signature]
AVERY GROCHOW, LS

DATE 9/1/15 REGISTRATION NO. 15475

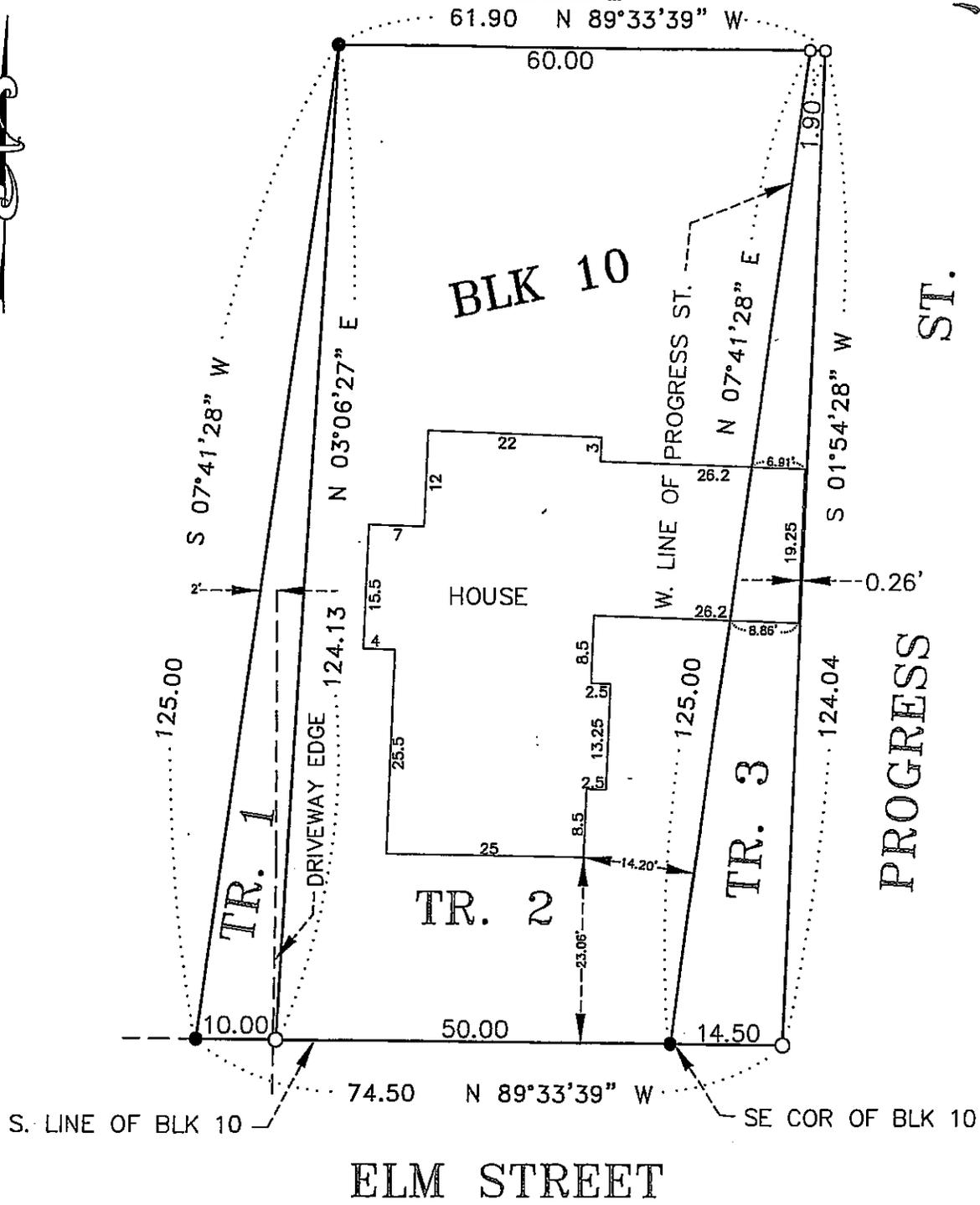
LOT SURVEY FOR
BRIAN BIERMANN
PART OF BLOCK 10
ORIGINAL TOWN
NORWOOD, MINNESOTA

- DENOTES IRON PIPE FOUND
 - DENOTES IRON PIPE SET BY RLS NO. 15475
- SCALE: 1 INCH = 20 FEET



Proposed lot line changes for 510 Elm St. W.

CERTIFICATE OF SURVEY
ALLEY



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the state of Minnesota.

[Signature]

AVERY GROCHOW, LS
DATE 9/1/15 REGISTRATION NO. 15475
REVISED: 9/8/15

LOT SURVEY FOR
BRIAN BIERMANN
PART OF BLOCK 10
ORIGINAL TOWN
NORWOOD, MINNESOTA

- DENOTES IRON PIPE FOUND
 - DENOTES IRON PIPE SET BY RLS NO. 15475
 - SCALE: 1 INCH = 20 FEET
- Sep., 2015 FILE NO. 3635



BRIAN BIERMANN PROPOSED DESCRIPTIONS

TRACT 1 (Biermann to neighbor)

Part of Block 10 of the plat of the Village of Norwood, Minnesota, said plat being of record and on file at the Office of the Carver County Recorder, Carver County, Minnesota, described as follows: Commencing at the southeast corner of said Block 10; thence on an assumed bearing of North 89 degrees 33 minutes 39 seconds West along the South line of said Block 10 a distance of 50.00 feet to the point of beginning of the tract to be described; thence North 03 degrees 06 minutes 27 seconds East 124.13 feet to the South line of the Alley; thence South 07 degrees 41 minutes 28 seconds West, parallel with Progress Street in said plat, 125.00 feet to the South line of said Block 10; thence South 89 degrees 33 minutes 39 seconds East along said South line 10.00 feet to the point of beginning.

TRACT 2 (Biermann revised description)

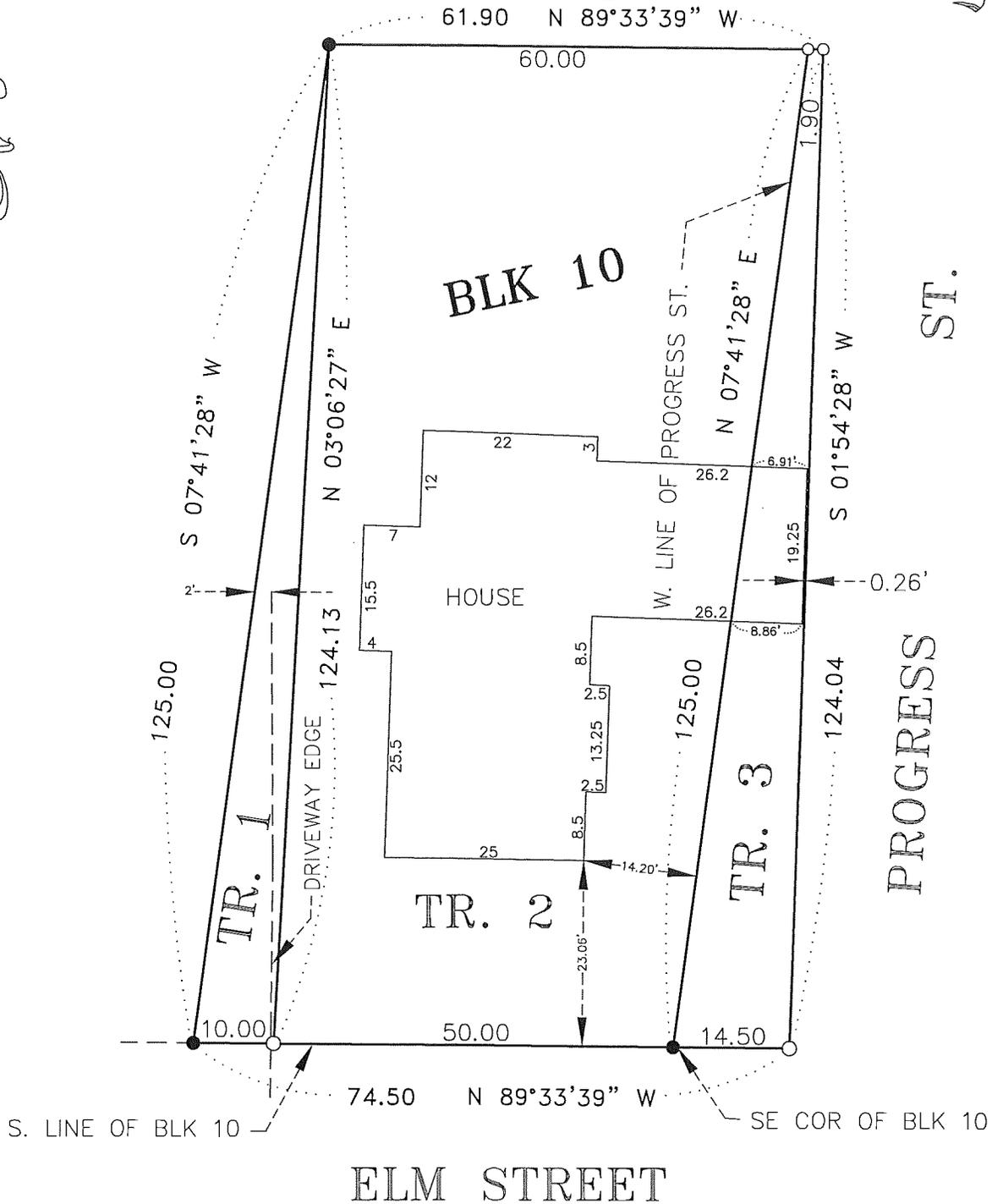
Part of Block 10 and part of Vacated Progress Street, all being part of the plat of the Village of Norwood, Minnesota, said plat being of record and on file at the Office of the Carver County Recorder, Carver County, Minnesota, described as follows: Beginning at the southeast corner of said Block 10; thence on an assumed bearing of North 89 degrees 33 minutes 39 seconds West along the South line of said Block 10 a distance of 50.00 feet; thence North 03 degrees 06 minutes 27 seconds East 124.13 feet to the South line of the Alley; thence South 89 degrees 33 minutes 39 seconds East along said South line 61.90 feet; thence South 01 degrees 54 minutes 28 seconds West 124.04 feet to the easterly extension of the South line of said Block 10; thence North 89 degrees 33 minutes 39 seconds West along said South line 14.50 feet to the point of beginning.

TRACT 3 (Progress Street to be vacated)

Part of Progress Street in the plat of the Village of Norwood, Minnesota, said plat being of record and on file at the Office of the Carver County Recorder, Carver County, Minnesota, described as follows: Beginning at the southeast corner of Block 10 of said plat; thence on an assumed bearing of North 07 degrees 41 minutes 28 seconds East along the East line of said Block 10 and the West line of Progress Street 125.00 feet to the South line of the Alley; thence South 89 degrees 33 minutes 39 seconds East along the easterly extension of said South line 1.90 feet; thence South 01 degrees 54 minutes 28 seconds West 124.04 feet to the easterly extension of the South line of said Block 10; thence North 89 degrees 33 minutes 39 seconds West along said South line 14.50 feet to the point of beginning.

CERTIFICATE OF SURVEY

ALLEY



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the state of Minnesota.

[Signature]

AVERY GROCHOW, LS

DATE 9/1/15 REGISTRATION NO. 15475
 REVISED: 9/8/15

LOT SURVEY FOR
BRIAN BIERMANN
 PART OF BLOCK 10
 ORIGINAL TOWN
 NORWOOD, MINNESOTA

- DENOTES IRON PIPE FOUND
 - DENOTES IRON PIPE SET BY RLS NO. 15475
- SCALE: 1 INCH = 20 FEET

Sep., 2015

FILE NO. 3635



BRIAN BIERMANN PROPOSED DESCRIPTIONS

TRACT 1 (Biermann to neighbor)

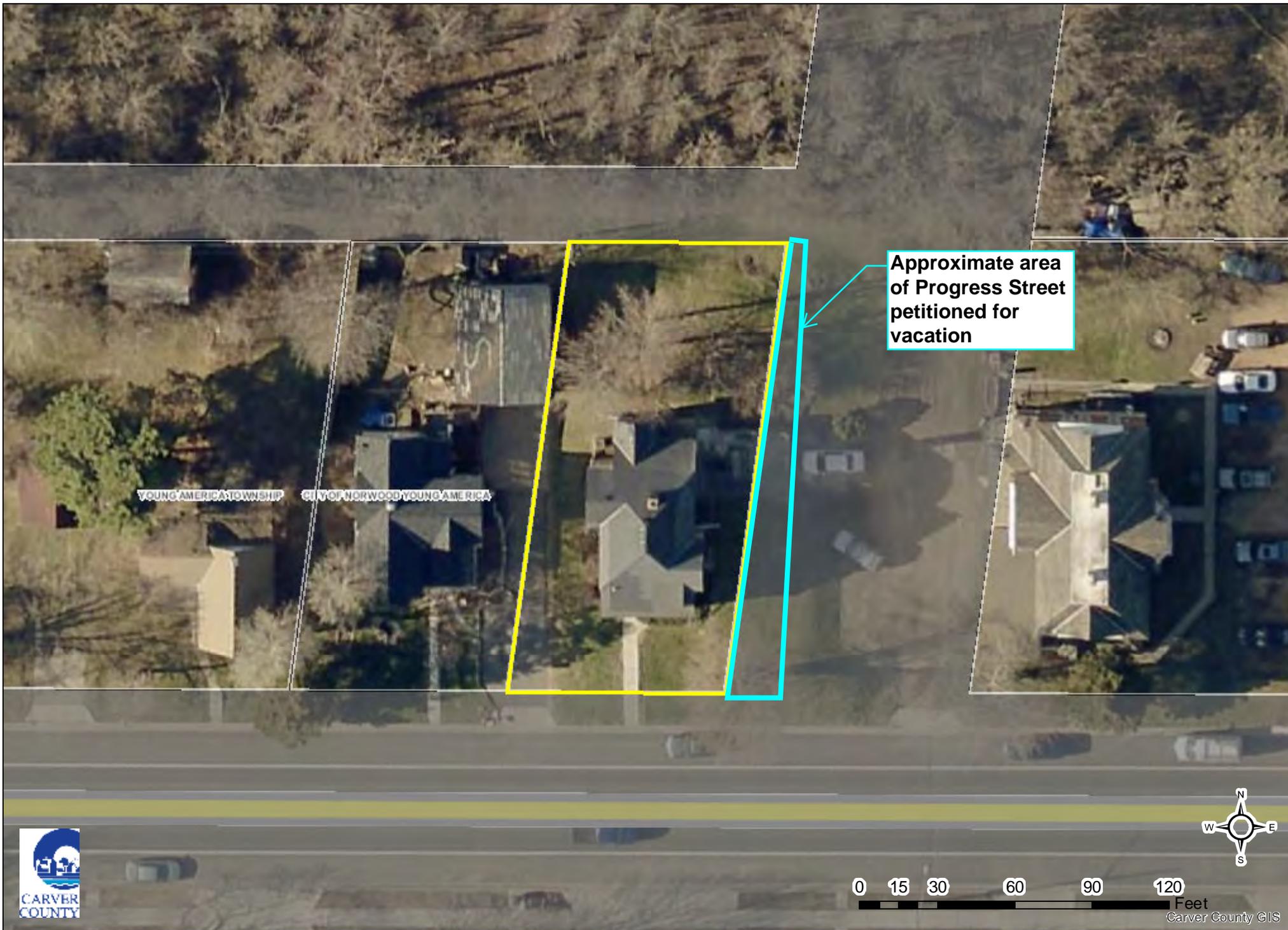
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TRACT 2 (Biermann revised description)

Part of Block 10 and part of Vacated Progress Street, all being part of the plat of the Village of Norwood, Minnesota, said plat being of record and on file at the Office of the Carver County Recorder, Carver County, Minnesota, described as follows: Beginning at the southeast corner of said Block 10; thence on an assumed bearing of North 89 degrees 33 minutes 39 seconds West along the South line of said Block 10 a distance of 50.00 feet; thence North 03 degrees 06 minutes 27 seconds East 124.13 feet to the South line of the Alley; thence South 89 degrees 33 minutes 39 seconds East along said South line 61.90 feet; thence South 01 degrees 54 minutes 28 seconds West 124.04 feet to the easterly extension of the South line of said Block 10; thence North 89 degrees 33 minutes 39 seconds West along said South line 14.50 feet to the point of beginning.

TRACT 3 (Progress Street to be vacated)

Part of Progress Street in the plat of the Village of Norwood, Minnesota, said plat being of record and on file at the Office of the Carver County Recorder, Carver County, Minnesota, described as follows: Beginning at the southeast corner of Block 10 of said plat; thence on an assumed bearing of North 07 degrees 41 minutes 28 seconds East along the East line of said Block 10 and the West line of Progress Street 125.00 feet to the South line of the Alley; thence South 89 degrees 33 minutes 39 seconds East along the easterly extension of said South line 1.90 feet; thence South 01 degrees 54 minutes 28 seconds West 124.04 feet to the easterly extension of the South line of said Block 10; thence North 89 degrees 33 minutes 39 seconds West along said South line 14.50 feet to the point of beginning.



Approximate area of Progress Street petitioned for vacation

YOUNG AMERICA TOWNSHIP CITY OF HORWOOD YOUNG AMERICA



0 15 30 60 90 120 Feet
Carver County GIS

This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 9/18/2015



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

MEMORANDUM

Date: 9/29/15
To: Cynthia Smith-Strack, City Planner
From: John Swanson
Subject: 510 Elm St W.- Biermann Property- Partial Vacation of Progress St.

Ms. Smith- Strack:

We have looked at the information provided for the above referenced partial street vacation from an engineering perspective. Our review is related to only the portion of Progress Street R/W proposed for vacation. Other property line adjustments being proposed are not considered in the comments contained herein. We offer the following comments for your consideration:

- 1) To the best of our knowledge, no public utilities are located within the subject area of Progress Street.
- 2) There is a potential that private utilities and / or sewer and water services, etc. could be present in the subject Progress Street area that are unknown by us or the City at this time.
- 3) It appears that the existing building has been located within the subject Progress Street R/W for many years.
- 4) There has been a proposed development located north of the alley adjacent to the subject property that was referred to as "Hidden Glen", in 2007. That development never materialized. The latest version of plans submitted for Hidden Glen (dated 12/19/06) did not indicate the extension of public utilities within the subject Progress Street R/W. In addition, the plans indicate a delineated wetland located north of the alley located north of the Biermann property and the subject area of Progress Street. While this information indicates that the extension of streets and / or utilities may be unlikely, it does not preclude them from being deemed necessary in the future to some extent.

Considering the above comments based on available information, we offer the following recommendations from an engineering perspective:

- 1) It appears to be prudent to vacate the portion of Progress Street shown as "Tract 3" on the submitted "Lot Survey for Brian Biermann" dated 9/1/15, with latest revision date of 9/8/15, prepared by Sibley Surveyors, Inc., in favor of the Biermann property (as described in the final legal description)



- 2) Considering the above comments regarding the potential for private utilities and services being located within the subject vacation area, and a potential to need the corridor for future street, drainage, or utility improvements, deemed to be in the best interest of the residents of the City as a whole, it is recommended the entire R/W area being vacated be encumbered by an appropriate drainage and utility easement in favor of the City / public and / or any other owner of potential facilities located in the subject area, and excluding the building itself, together with ingress and egress or access easements in favor of the public for use of the alley, and any other owners that may have shared access needs, all to the extent and form allowed by law.



TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: October 12, 2015

SUBJECT: Short Elliott Hendrickson Agreement for Professional Services –
FEMA Hazard Mitigation Grant Program

Enclosed is a proposed agreement for professional services as submitted by Short Elliott Hendrickson (SEH). SEH proposes to prepare a grant application to the Minnesota Office of Homeland Security for FEMA's Hazard Mitigation Grant Program. The purpose of the grant is to seek assistance for making improvements to the City's sanitary sewer system in respect to storm water inflow and infiltration.

John Rodeberg and Dan Ehrke of SEH will be present to review the grant program and service agreement.

Suggested Motion:

Motion to approve the Agreement for Professional Services with Short Elliot Hendrickson.



Building a Better World
for All of Us™

September 23, 2015

RE: City of Norwood Young America,
Minnesota
I/I Improvements
*Agreement for Professional Services –
Funding Services*
SEH No. P-NORWO 134135 10.00

Honorable Mayor and
Members of the City Council
City of Norwood Young America
PO Box 59
Norwood Young America, MN 55368

Dear Mayor and Council Members:

This letter constitutes an Agreement for Professional Services between the City of Norwood Young America, Minnesota, Owner, and Short Elliott Hendrickson Inc. (SEH®) for providing professional project financing services (hereinafter called the "Project") related to the identified inflow and infiltration (I/I) improvements as an opportunity to address the seasonal flooding that has occurred in and around the wastewater treatment facility.

You agree to furnish us with full information as to your requirements including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing information and data that we will need to perform our services.

SCOPE OF SERVICES

Task 1 – Project Financing/Grant Writing Services

- Develop and submit funding applications required from the State of Minnesota's Office of Homeland Security for FEMA's Hazard Mitigation Grant Program.
- Cost: Free of charge

SEH is committed to helping our clients pursue the most affordable financing options. **We will not bill for any of the services described in the bulleted list above. However, for these project financing services, it is agreed SEH will be awarded all engineering and construction administration contracts related to projects for which SEH helped secure the financing.** If this Project moves forward within two years with another engineering firm, or terms of this Agreement are not adhered to, SEH will be entitled to reimbursement for any services provided under this Agreement, not to exceed \$7,500.

The free funding service does not include any preliminary engineering that may be required of the funding agency (i.e. Preliminary Engineering Report, Facility Plan, etc.).

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

SEH is 100% employee-owned | sehinc.com | 320.587.7341 | 800.838.8666 | 888.908.8166 fax

Honorable Mayor and
Members of the City Council
September 23, 2015
Page 2

We will start our services promptly after receipt of your authorization and will ensure to meet the required deadlines that are provided by the funding agencies.

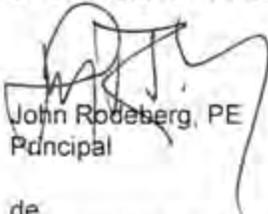
You agree, to the fullest extent permitted by law, to limit SEH's total liability for any and all claims, expenses, or damages in any way related to the services provided under this Agreement to the total sum paid to SEH for providing these services.

If conflicts arise during the performance of these services, we agree they shall be submitted to non-binding mediation unless we have mutually agreed otherwise.

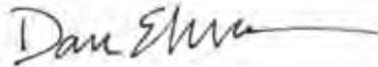
This letter represents the entire understanding between you and us in respect of the Project and may only be modified in writing signed by both of us. If it satisfactorily sets forth your understanding of our agreement, please sign this letter in the space provided below, retain one copy for your records, and return one copy to us.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



John Roebberg, PE
Principal



Dan Ehrke
Community Development Specialist

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(\\cedg\ri\ev\rya\fundng\agreement\091015.docx)

ACCEPTED BY CITY OF NORWOOD YOUNG AMERICA, MINNESOTA

By: _____ Date: _____
Authorized Client Signature



FEMA

Program Information

Mitigation



Hazard Mitigation Assistance

The Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) programs present a critical opportunity to reduce the risk to individuals and property from natural hazards while simultaneously reducing reliance on Federal disaster funds.

A Common Goal

While the statutory origins of the programs differ, all share the common goal of reducing the risk of loss of life and property due to natural hazards.

Funding Disaster Recovery Efforts

The Hazard Mitigation Grant Program (HMGP) may provide funds to States, Territories, Indian Tribal governments, local governments, and eligible private non-profits following a Presidential major disaster declaration.

The Unified Hazard Mitigation Assistance Grant Programs

The Hazard Mitigation Grant Program (HMGP)

is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key

purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available, when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. The amount of HMGP funding available to the Applicant is based upon the total Federal assistance to be provided by FEMA for disaster recovery under the Presidential major disaster declaration.

The Pre-Disaster Mitigation (PDM)

program is authorized by Section 203 of the Stafford Act, 42 U.S.C. 5133. The PDM program is designed to assist States, Territories, Indian Tribal governments, and local communities in implementing a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future disasters.

The Flood Mitigation Assistance (FMA)

program is authorized by Section 1366 of the National Flood Insurance Act of 1968, as amended (NFIA), 42 U.S.C. 4104c, with the goal of reducing or eliminating claims under the National Flood Insurance Program (NFIP).

The Repetitive Flood Claims (RFC)

program is authorized by Section 1323 of the NFIA, 42 U.S.C. 4030, with the goal of reducing flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.

The Severe Repetitive Loss (SRL)

program is authorized by Section 1361A of the NFIA, 42 U.S.C. 4102a, with the goal of reducing flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest amount of savings to the NFIF in the shortest period of time.



Program Comparisons

Cost Sharing

In general, HMA funds may be used to pay up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible costs are derived from non-Federal sources.

The table below outlines the Federal and State cost share requirements.

COST SHARE REQUIREMENTS

Programs	Mitigation Activity Grant (Percent of Federal/ Non-Federal Share)
HMGP	75/25
PDM	75/25
PDM (subgrantee is small impoverished community)	90/10
PDM (Tribal grantee is small impoverished community)	90/10
FMA	75/25
FMA (severe repetitive loss property with Repetitive Loss Strategy)	90/10
RFC	100/0
SRL	75/25
SRL (with Repetitive Loss Strategy)	90/10

Eligible Applicants and Subapplicants

States, Territories, and Indian Tribal governments are eligible HMA Applicants. Each State, Territory, and Indian Tribal government shall designate one agency to serve as the Applicant for each HMA program. All interested subapplicants must apply to the Applicant.

The table below identifies, in general, eligible subapplicants.

ELIGIBLE SUBAPPLICANTS

Subapplicants	HMGP	PDM	FMA	RFC	SRL
State agencies	✓	✓	✓	✓	✓
Indian Tribal governments	✓	✓	✓	✓	✓
Local governments/communities	✓	✓	✓	✓	✓
Private non-profit organizations (PNPs)	✓				

✓ = Subapplicant is eligible for program funding

Individuals and businesses are not eligible to apply for HMA funds, however, an eligible subapplicant may apply for funding to mitigate private structures. RFC funds are only available to subapplicants who cannot meet the cost share requirements of the FMA program.

Available Funding

PDM, FMA, RFC, and SRL are subject to the availability of appropriations funding, as well as any directive or restriction made with respect to such funds.

HMGP funding depends on Federal assistance provided for disaster recovery.

General Requirements

All mitigation projects must be cost-effective, be both engineering and technically feasible, and meet Environmental Planning and Historic Preservation requirements in accordance with HMA Unified Guidance. In addition, all mitigation activities must adhere to all relevant statutes, regulations, and requirements including other applicable Federal, State, Indian Tribal, and local laws, implementing regulations, and Executive Orders.

All Applicants and subapplicants must have hazard mitigation plans that meet the requirements of 44 CFR Part 201.

Eligible Activities

The table below summarizes eligible activities that may be funded by HMA programs. Detailed descriptions of these activities can be found in the HMA Unified Guidance.

ELIGIBLE ACTIVITIES

Mitigation Activities	HMGP	PDM	FMA	RFC	SRL
1. Mitigation Projects	✓	✓	✓	✓	✓
Property Acquisition and Structure Demolition or Relocation	✓	✓	✓	✓	✓
Structure Elevation	✓	✓	✓	✓	✓
Mitigation Reconstruction					✓
Dry Floodproofing of Historic Residential Structures	✓	✓	✓	✓	✓
Dry Floodproofing of Non-Residential Structures	✓	✓	✓	✓	
Minor Localized Flood Reduction Projects	✓	✓	✓	✓	✓
Structural Retrofitting of Existing Buildings	✓	✓			
Non-Structural Retrofitting of Existing Buildings and Facilities	✓	✓			
Safe Room Construction	✓	✓			
Infrastructure Retrofit	✓	✓			
Soil Stabilization	✓	✓			
Wildfire Mitigation	✓	✓			
Post-Disaster Code Enforcement	✓				
5% Initiative Projects	✓				
2. Hazard Mitigation Planning	✓	✓	✓		
3. Management Costs	✓	✓	✓	✓	✓

✓ = Mitigation activity is eligible for program funding

Management Costs

For HMGP only: The Grantee may request up to 4.89 percent of the HMGP allocation for management costs. The Grantee is responsible for determining the amount, if any, of funds that will be passed through to the subgrantee(s) for their management costs.

Applicants for PDM, FMA, RFC, or SRL may apply for a maximum of 10 percent of the total funds requested in their grant application budget (Federal and non-Federal shares) for management costs to support the project and planning subapplications included as part of their grant application.

Subapplicants for PDM, FMA, RFC, or SRL may apply for a maximum of 5 percent of the total funds requested in a subapplication for management costs.

National Flood Insurance Program (NFIP) Participation

There are a number of ways that HMA eligibility is related to the NFIP:



SUBAPPLICANT ELIGIBILITY: All subapplicants for FMA, RFC, or SRL must currently be participating in the NFIP, and not withdrawn or suspended, to be eligible to apply for grant funds. Certain non-participating political subdivisions (i.e., regional flood control districts or county governments) may apply and act as subgrantee on behalf of the NFIP-participating community in areas where the political subdivision provides zoning and building code enforcement or planning and community development professional services for that community.

PROJECT ELIGIBILITY: HMGP and PDM mitigation project subapplications for projects sited within a Special Flood Hazard Area (SFHA) are eligible only if the jurisdiction in which the project is located is participating in the NFIP. There is no NFIP participation requirement for HMGP and PDM project subapplications located outside of the SFHA.

PROPERTY ELIGIBILITY: Properties included in a project subapplication for FMA, RFC, and SRL funding must be NFIP-insured at the time of the application submittal. Flood insurance must be maintained at least through completion of the mitigation activity.

Application Process

Applications for HMGP are processed through the National Emergency Management Information System (NEMIS). Applicants use the Application Development Module of NEMIS, which enables each Applicant to create project applications and submit them to the appropriate FEMA Region in digital format for the relevant disaster.

Applications for PDM, FMA, RFC, and SRL are processed through a web-based, electronic grants management system (eGrants), which encompasses the entire grant application process. The eGrants system allows Applicants and subapplicants to apply for and manage their mitigation grant application processes electronically. Applicants and subapplicants can access eGrants at <https://portal.fema.gov>.

Application Deadline

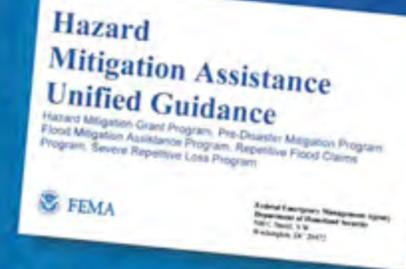
The PDM, FMA, RFC, and SRL application period is from early June through early December. Applicants must submit a grant application to FEMA through the eGrants system. The HMGP application deadline is 12 months after the disaster declaration date and is not part of the annual application period. Details can be found in the HMA Unified Guidance.

FEMA Review and Selection

All subapplications will be reviewed for eligibility and completeness, cost-effectiveness, engineering feasibility and effectiveness, and for Environmental Planning and Historical Preservation compliance. Subapplications that do not pass these reviews will not be considered for funding. FEMA will notify Applicants of the status of their subapplications and will work with Applicants on subapplications identified for further review.



Details about the HMA Grant Application process can be found in the Hazard Mitigation Assistance Unified Guidance, which is available at www.fema.gov/government/grant/hma/index.shtm



GovDelivery Notifications

Stay up-to-date on the HMA Grant Programs by subscribing to GovDelivery notifications. Have updates delivered to an e-mail address or mobile device. To learn more, visit www.fema.gov

Contact Information

HMA Helpline: Tel 866-222-3580, or e-mail hmagrantshelpline@dhs.gov

Contact information for FEMA Regional Offices is provided at www.fema.gov/about/contact/regions.shtm

Contact information for each State Hazard Mitigation Officer (SHMO) is provided at www.fema.gov/about/contact/shmo.shtm



FEMA



Hazard Mitigation Assistance Program

Notice of Interest

Use this Notice of Interest to provide basic information on a proposed hazard mitigation project. HSEM will determine if the project meets Hazard Mitigation Assistance (HMA) Program eligibility for potential funding. If eligible, the applicant will be invited to submit a full application.

Please submit this completed form to hazard.mitigation@state.mn.us.

Applicant Information

Applicant (Organization or Entity)

Address

County/Tribal Community

Contact Name

Title

Phone

Email

Mitigation Project

Review your county All Hazard Mitigation Plan to identify Mitigation Strategy and Actions.

Project must be in Plan to be eligible for HMA funding.

Plan page number

Plan expiration date

Describe project and location

Total estimated cost (100%)

Proposed funding source of local match (25%)

Submit by Email

Print Form



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: October 12, 2015
SUBJECT: The Harbor 2016 Budget

Laurie Hilgers, Housing Manager of The Harbor will be present to review the proposed 2016 Budget for the operations of the housing facility. Enclosed is the 2016 Budget. Laurie will also review the capital expenditures for 2015 and 2016.

Suggested Motion:

Motion to approve the 2016 Budget for The Harbor.

The Harbor 381
Budget 2016

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New line added	Account	Account Description	2016 Budget	2015 Annualized	2014 Actual	2015 %	2014 %	Change
	OPERATING							
	Resident Service Revenue 381012							
	4005-0010	Apartment Rental - Private	733,612	786,706	802,128	-7%	-9%	
	4005-0015	Apt Rent Double - Private - MC	-	-	-	-	-	
	4005-0020	Townhome Rental - Private	-	-	-	-	-	
	4005-0025	Apt Rental Double - Private IL	-	-	-	-	-	
	4005-0030	Apt Rental Double- Private	15,480	13,276	1,148	17%	1248%	
	4005-0035	Apt. Rental - Memory Care	-	-	-	-	-	
	4005-0040	Apartmental Rental - Care Suite	-	-	-	-	-	
	4005-0045	Apt Rental - Private IL	-	-	-	-	-	
	4005-0050	Tenant Service - Private	145,800	160,009	179,630	-9%	-19%	
	4005-0055	Tenant Service - Private IL	-	-	-	-	-	
	4005-0060	Apt. Rental - Enhanced Memory	-	-	-	-	-	
	4005-0065	Tenant Service - Private - MC	-	-	-	-	-	
	4006-0020	Apartment Rent - County	138,996	121,920	109,936	14%	26%	
	4006-0025	Apartment Rent - County - MC	-	-	-	-	-	
	4006-0040	Tenant Service - County	324,792	236,171	234,773	38%	38%	
	4006-0045	Tenant Service - County MC	-	-	-	-	-	
	4006-0060	Discounts	-	-	-	-	-	
	4520-0010	Rent Subsidy (Enhancement)	-	-	-	-	-	
	4526-0000	Utility Allowance	-	-	-	-	-	
		Total Resident Revenue	1,358,680	1,318,082	1,327,615	3%	2%	
	Ancillary & Other Serv 381012							
	4025-0000	Utility Revenue	-	-	-	-	-	
	4050-0040	Resident Meals	25,920	26,164	24,186	-1%	7%	
	4133-0010	Respite Care	-	-	-	-	-	
	4515-0000	Prior Year	-	-	-	-	-	
	4515-0015	Prior Year - MC	-	-	-	-	-	
		Total Ancillary and Other Svc	25,920	26,164	24,186	-1%	7%	
		Total Operating Revenue	1,384,600	1,344,246	1,351,801	3%	2%	

The Harbor 381
Budget 2016

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Account	Account Description	2016 Budget	2015 Annualized	Change	2014 Actual	Change
				%		%
Operating Expenses						
Nursing 381032						
5001-0020	Salaries - RN/Clinical	42,594	69,279	-39%	64,416	-34%
5001-0030	Salaries - LPN	11,146	-	-	-	-
5001-0035	Salaries - RA	144,524	140,661	3%	143,247	1%
5001-0310	Salaries - HHA	-	-	-	-	-
5002-0000	Salaries - Nonproductive	23,725	18,424	29%	24,850	-5%
	Subtotal Salaries	221,989	228,364	(0)	232,513	-5%
5003-0000	Reimburse Salaries/Services	-	-	-	-	-
5003-0090	Reimburse Salaries-Pipp	-	-	-	-	-
5050-0010	Nursing Pool - RN	-	-	-	-	-
5050-0030	Nursing Pool - CNA	-	-	-	-	-
5260-0000	Purchased Services	2,100	2,328	-10%	1,732	21%
5260-0150	Purchased Services Campus	-	-	-	-	-
5300-0000	Patient Care Supplies	200	193	4%	-	-
5310-0000	Drugs	-	-	-	-	-
5321-0000	Immunization	500	-	-	-	-
5360-0000	Supplies	1,500	1,460	3%	2,778	-46%
5360-0028	Supplies - Awakenings	-	-	-	-	-
5500-0000	Continuing Education/Training	100	69	45%	1,298	-92%
5503-0000	Minor Equipment	-	-	-	1,892	-100%
5518-0000	Travel	600	557	8%	278	116%
5519-0000	Employee Relations	-	-	-	-	-
	Total Nursing	226,989	232,971	-3%	240,491	-6%
Activities 381092						
5001-0000	Salaries - Productive	20,643	19,649	5%	19,455	6%
5002-0000	Salaries - Nonproductive	2,290	1,690	35%	2,158	6%
	Subtotal Salaries	22,933	21,339	7%	21,613	6%
5260-0000	Purchased Services	18,560	20,163	-8%	22,116	-16%
5260-0150	Purchased Services Campus	-	-	-	-	-
5360-0000	Supplies	3,280	3,181	3%	2,997	9%

The Harbor 381
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Account	Account Description	2016 Budget	2015 Annualized	Change %	2014 Actual	Change %
5500-0000	Continuing Education/Training	-	-	-	-	-
5503-0000	Minor Equipment	-	-	-	-	-
5512-0000	Business Relations	-	-	-	-	-
5513-0000	Membership Dues/Subscriptions	-	-	-	-	-
5514-0000	Postage	-	-	-	-	-
5518-0000	Travel	330	318	4%	312	6%
5525-0000	Vehicle Expense	-	-	-	-	-
5526-0000	Program Expense	-	-	-	-	-
5526-0020	Resident Expenses	-	-	-	-	-
5618-0000	Pet Expense	-	-	-	-	-
Total Activities		45,103	45,002	0%	47,039	-4%
Housekeeping 381152						
5001-0000	Salaries - Productive	26,142	26,180	0%	23,602	11%
5001-0320	Salaries - Homemaker	-	-	-	-	-
5002-0000	Salaries - Nonproductive	5,634	1,624	247%	5,086	11%
Subtotal Salaries		31,776	27,803	14%	28,688	11%
5260-0000	Purchased Services	-	-	-	-	-
5260-0150	Purchased Services Campus	3,530	3,427	3%	3,937	-10%
5360-0000	Supplies	-	-	-	-	-
5503-0000	Minor Equipment	-	-	-	-	-
Total Housekeeping		35,306	31,230	13%	32,625	8%
Dietary 381191						
5001-0000	Salaries - Productive	124,342	106,486	17%	102,385	21%
5002-0000	Salaries - Nonproductive	9,732	10,020	-3%	8,014	21%
Subtotal Salaries		134,074	116,507	15%	110,399	21%
5003-0000	Reimburse Salaries/Services	(55,539)	-	-	-	-
5003-0090	Reimburse Salaries - PIPP	-	-	-	-	-
5200-0000	Consultant Fees	-	-	-	-	-
5260-0000	Purchased Services	-	-	-	-	-
5260-0150	Purchased Services Campus	-	-	-	-	-
5360-0000	Supplies	16,476	9,141	80%	8,213	101%
5400-0000	Raw Food	119,260	93,895	27%	93,530	28%

The Harbor 381
Budget 2016

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Account	Account Description	2016 Budget	2015 Annualized	Change %	2014 Actual	Change %
New line added						
5400-0020	Discount Received	(2,100)	(4,399)	-52%	(1,045)	101%
5500-0000	Continuing Education/Training	250	-	-	-	-
5501-0000	Contract Meals	3,229	1,845	75%	3,498	-8%
5503-0000	Minor Equipment	220	211	4%	-	-
5518-0000	Travel	-	-	-	-	-
5519-0000	Employee Relations	-	-	-	-	-
	Total Dietary	215,870	217,199	-1%	214,595	1%
	Plant 381193					
5001-0000	Salaries - Productive	19,168	14,097	36%	17,739	8%
5002-0000	Salaries - Nonproductive	1,451	3,492	-58%	1,343	8%
	Subtotal Salaries	20,619	17,588	17%	19,082	8%
5003-0000	Reimburse Salaries/Services	-	-	-	-	-
5200-0000	Consultant Fees	-	-	-	-	-
5260-0000	Purchased Services	8,740	8,567	2%	8,888	-2%
5260-0150	Purchased Services Campus	-	-	-	-	-
5360-0000	Supplies	5,600	5,492	2%	4,467	25%
5400-0020	Discount Received	-	-	-	-	-
5490-0000	Utilities	-	-	-	-	-
5490-0010	Utilities - Natural Gas	6,085	5,906	3%	6,091	0%
5490-0020	Utilities - Electricity	27,720	26,914	3%	30,930	-10%
5490-0030	Utilities - Water & Sewer	17,280	16,777	3%	15,725	10%
5490-0040	Utilities - Fuel Oil	-	-	-	-	-
5500-0000	Continuing Education/Training	-	-	-	-	-
5503-0000	Minor Equipment	3,500	4,601	-24%	1,740	101%
5504-0000	Maintenance Contracts	7,270	4,945	47%	9,403	-23%
5505-0000	Repairs & Maintenance	7,000	9,580	-27%	6,411	9%
5506-0000	Garbage Removal	2,820	2,091	35%	1,730	63%
5507-0000	Grounds Maintenance	1,630	1,583	3%	2,086	-22%
5507-0010	Snow Removal	3,200	3,108	3%	3,774	-15%
5507-0020	Environmental Expense	-	-	-	-	-
5508-0000	Exterminating	1,290	1,251	3%	713	81%
5518-0000	Travel	-	-	-	-	-
5519-0000	Employee Relations	-	-	-	-	-
5525-0000	Vehicle Expense	1,000	388	158%	975	3%

The Harbor 381
Budget 2016

month

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Account	Account Description	2016 Budget	2015 Annualized	% Change	2014 Actual	% Change
New line added						
Total Plant		113,754	108,791	5%	112,014	2%
Property 381195						
5450-0010	Building/Office Rental					
5460-0000	Equipment Rent/Lease	9,010	17,707	-49%	16,769	-46%
5480-0030	Insurance - Mortgage Ins Prem					
5600-0060	Trustee Fee					
5604-0000	Licenses & Permits	4,540	672	576%	2,209	106%
5608-0000	Property Tax/Special Assessments	1,750	1,728	1%	720	143%
5750-0010	Depreciation - Land Improvment	1,615	1,546	4%	1,546	4%
5750-0020	Depreciation - Building	161,364	161,367	0%	161,367	0%
5750-0030	Depreciation - Building Improv	14,032	8,167	72%	6,381	120%
5750-0050	Depreciation - Furn & Equip	18,606	18,312	2%	17,277	8%
5750-0060	Depreciation - Vehicles	3,050	651	369%	651	369%
5760-0000	Amortization					
5770-0000	Facility Lease					
5780-0000	Interest Expense - Debt	183,351	186,797	-2%	187,939	-2%
5782-0000	Other Loan Expense	2,200	5,280	-58%	2,000	10%
5785-0000	Interest Expense - Other					
Total Property		399,518	402,227	-1%	396,861	1%
General & Admin 381194						
5001-0000	Salaries - Productive	51,197	52,478	-2%	47,989	7%
5002-0000	Salaries - Nonproductive	5,998	2,490	141%	5,622	7%
Subtotal Salaries		57,195	54,968	4%	53,611	7%
5003-0000	Reimburse Salaries/Services					
5049-0010	Accrued Vacation Adjustment				1,797	-100%
5049-0020	Accrued Sick Adjustment					
5200-0000	Consultant Fees					
5250-0000	Professional Services					
5250-0010	Audit Fees	2,730	2,600	5%	3,805	-28%
5250-0020	Legal Fees				1,673	-100%
5250-0060	Collection Agency Fees					
5260-0000	Purchased Services	655	640	2%	3,087	-79%
5260-0150	Purchased Services Campus					

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month

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Account	Account Description	2016 Budget	2015 Annualized	2014 Actual	Change %	Change %
New line added						
5360-0000	Supplies	6,360	6,236	6,167	2%	3%
5360-0028	Supplies - Awakenings				-	-
5400-0020	Discount Received				-	-
5420-0030	Cost Report Fees				-	-
5460-0000	Equipment Rent/Lease				-	-
5480-0010	Insurance - Property	14,275	14,274	13,861	0%	3%
5480-0015	Insurance - Professional Liab.	20,115	20,114	16,254	0%	24%
5480-0020	Insurance - Auto & Other	775	773	314	0%	147%
5500-0000	Continuing Education/Training	1,000	143	2,176	597%	-54%
5503-0000	Minor Equipment			218	-	-100%
5504-0000	Maintenance Contracts	3,090	3,633	4,182	-15%	-26%
5509-0010	Advertising - Employment	500		2,042	-	-76%
5509-0020	Advertising - Marketing	12,350	12,349	10,769	0%	15%
5511-0000	Business Meetings/Meals				-	-
5512-0000	Business Relations	1,300	1,287	3,938	1%	-67%
5513-0000	Membership Dues/Subscriptions	2,704	2,651	2,328	2%	16%
5514-0000	Postage	1,750	1,709	1,718	2%	2%
5516-0000	Telephone & Internet	22,025	21,385	21,889	3%	1%
5517-0000	Bank Service Charges				-	-
5518-0000	Travel	1,000	907	1,159	10%	-14%
5519-0000	Employee Relations	450	441	947	2%	-52%
5519-0060	Wellness Program				-	-
5522-0000	Rent Free Housing Unit				-	-
5526-0000	Program Expense				-	-
5530-0000	Miscellaneous Expense				-	-
5600-0000	Management Fees/Central Office Expense	72,000	72,000	72,000	0%	0%
5600-0050	Asset Management Fee				-	-
5605-0000	Fine and Penalty Fees				-	-
5700-0000	Bad Debt - Write offs			(4,714)	-	-100%
5700-0090	Bad Debt - Recovery			288	-	-
5810-0000	Tax Expense	1,640	1,608	288	2%	470%
Total General & Admin		221,914	217,718	219,510	2%	1%
Benefits 381199						
5100-0010	Employer FICA Tax	30,292	28,024	28,082	8%	8%
5100-0020	Employer MC Tax	7,085	6,554	6,567	8%	8%

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Account	Account Description	2016 Budget	2015 Annualized	Change %	2014 Actual	Change %
5100-0030	Unemployment Taxes	3,570	3,566	0%	3,612	-1%
5110-0010	Life Insurance	321	370	-13%	306	5%
5110-0020	Health Insurance	29,359	34,515	-15%	26,538	11%
5110-0030	Dental Insurance	994	1,179	-16%	1,126	-12%
5110-0050	Disability Insurance	1,564	1,577	-1%	841	86%
5110-0060	Vision and Other Insurance	710	647	10%	88	707%
5110-0070	H.S.A.	1,622	1,889	-14%	1,282	27%
5120-0010	Workers Compensation	15,000	15,000	0%	12,950	16%
5130-0010	Pension	4,345	9,432	-54%	4,143	5%
5130-0020	PERA					
	Total Benefits	94,862	102,753	-8%	85,535	11%
	Total Operating Expenses	1,353,316	1,357,890	0%	1,348,669	0%
	Operating Income (Loss)	31,284	(13,644)	-329%	3,133	899%
	OTHER OPERATING					
	Other Operating 381225					
	Other Operating Revenue					
4007-0010	Tenant Fees	2,400	2,400	0%	2,200	9%
4020-0000	Stores and Commercial Rent					
4021-0000	Garage / Storage					
4022-0000	Laundry Revenue - Taxable					
4022-0005	Laundry Revenue - Non Taxable					
4023-0000	Maintenance & Repairs					
4023-0020	Snow Removal Income					
4024-0000	Guest Room Rental - Taxable					
4025-0000	Guest Room Rental - Nontaxable					
4027-0010	Community - Room Rental					
4029-0000	Housekeeping Services		320	-100%	26	-100%
4035-0000	Tax Incremental Revenue					
4050-0010	Employee & Guest meals	16,230	16,231	0%	13,859	17%
4114-0000	Medical Supplies					
4602-0000	Damage and Cleaning Fees					

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month

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Account	Account Description	2016 Budget	2015 Annualized	Change %	2014 Actual	Change %
New line added						
4620-0000	Program Revenue			-		-
4620-0040	PERS Revenue			-		-
4620-0050	Beauty Shop Revenue	240	240	0%	240	0%
4620-0061	Other Revenue - Taxable			-		-
4620-0062	Other Revenue - Non Taxable			-		-
4620-0070	Transportation Revenue			-		-
4650-0000	Rental Property Revenue			-		-
4650-0030	Equipment Rental - Taxable			-		-
4652-0000	Vending Machine Revenue Taxable			-		-
4652-0010	Vending Machine Revenue - Non Taxable			-		-
4655-0000	Cable/Satellite TV Revenue			-		-
4656-0000	Telephone/Internet Revenue	30,060	30,064	0%	29,468	2%
4659-0000	Miscellaneous Revenue	1,000	34,213	-97%	2,914	-66%
	Total Other Operating Revenue	49,930	83,469	-40%	48,707	3%
	Other Operating Expense					
5260-0000	Purchased Services			-		-
5260-0150	Purchased Services Campus			-		-
5360-0000	Supplies			-		-
5507-0020	Environmental Expense			-		-
5516-0000	Telephone & Internet			-		-
5520-0000	Cable/Satellite TV Expense	11,750	11,408	3%	11,153	5%
5521-0000	Vending Machine Expense			-		-
5620-0000	Actuarial Adjustment			-		-
	Total Other Operating Expense	11,750	11,408	3%	11,153	5%
	Total Other Operating	38,180	72,060	-47%	37,553	2%
	Total Other Operating Income (Loss)	38,180	72,060	-47%	37,553	2%
	Net Operating Income (Loss)	69,464	58,416	19%	40,686	71%
	Total Net Operating Income (Loss)	69,464	58,416	19%	40,686	71%

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Budget 2016

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Account	Account Description	2016 Budget	2015 Annualized	Change %	2014 Actual	Change %
NONOPERATING						
Non-Operating 381245						
6000-0000	Interest/Investment Earnings	202	202	0%	697	-71%
6000-0010	Investment Earnings - R&R					
6000-0040	Interest Income - Trust					
6000-0045	Interest Income - Foundation					
6004-0010	Unrestricted Donations	2,000	1,928	4%	6,644	-70%
6004-0020	Unrestricted Donations in Kind					
6005-0000	Net Assets Released from Restr - Operations					
6007-0000	Net Assets Released from Restr - Fixed Assets					
6010-0000	Incr(Decr) Realized Mkt Value					
6010-0045	Incr(Decr) Realized MV-FND					
6011-0000	Incr(Decr) Unrealized MV					
6011-0045	Incr(Decr) Unrealized Mkt Value					
6020-0000	Grant Income					
6020-0060	Grant Revenue - Awakenings					
6020-0070	Grant Revenue - MAC					
6030-0000	Gain(Loss) on Disposal of Asset					
7020-0000	Grant Expense					
7550-0000	Gain(Loss) on Refinancing					
7555-0000	Minority Interest & Subsidiary					
	Non Operating Revenue	2,202	2,130	3%	7,341	-70%
5526-0000	Program Expense					
7020-0060	Grant Expense - Awakenings					
7020-0090	PIPP Grant Expense					
7550-0000	Gain (Loss) on Refinancing					
7600-0000	Extraordinary Item					
	Non-Operating Expense					
	Non-Operating Income (Loss)	2,202	2,130	3%	7,341	-70%
	Changes In Unrest Net Assets	71,666	60,546	18%	48,027	49%

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Budget 2016

month 5

New line added

Account	Account Description	2016 Budget	2015 Annualized	2014 Actual	Change %	Change %
10/8/2015 17:06						
Check Figures:						
	Salary check figure - total from salary tab difference	488,586	466,570	48,027	5%	5%
	FICA check figure - total from salary tab difference	30,292	28,024	28,082	8%	8%
	MC check figure - total from salary tab difference	7,085	6,554	6,567	8%	8%
	Pension check figure - total from salary tab difference	4,345	9,432	4,143	-54%	5%
Payor Mix:						
	Private	65.86%	72.83%	74.04%		
	County	34.14%	27.17%	25.96%		
	Totals	100.00%	100.00%	100.00%		

The Harbor 381
Current Year additional purchases to be made before year end
Budget 2016

Type	Description of Expenditure	Current Year Remaining Purchases Est. Cost	Life	Annual Estimated Depr Exp
Carpet-Apartments	Carpet replacement in apartment turnovers	3,000	3	1000
Carpet-Apartments			3	0
Carpet-Apartments			3	0
Carpet-Apartments			3	0
	Sub-Total Carpet-Apartments	3,000		1000
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
	Sub-Total Carpet-Common Areas	-		2542
Building Improvement / Maintenance	Tub-air blower_harness & door seal replacem	1,880	10	188
Building Improvement / Maintenance	Extra trim replacement from Frana repairs	7,570	10	757
Building Improvement / Maintenance	Rubber roof repairs	3,000	10	300
Building Improvement / Maintenance	Lighting upgrade project	1,720	10	172
Building Improvement / Maintenance	Exterior painting of building	7,900	10	790
Building Improvement / Maintenance	Radiator replacement on generator	3,350	10	335
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
	Sub-Total Building Improvement / Maintenance	25,420		2542
	Total Building Imp./Maintenance/Carpet	28,420		6084 To CFC tab
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
	Sub-Total IT /Computer	-		0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
	Sub-Total Software Conversion	-		0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
	Sub-Total Phone System	-		0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
	Sub-Total Medical Equipment	-		0

Furniture & Equipment			10	0	
Furniture & Equipment			10	0	
Furniture & Equipment			10	0	
Furniture & Equipment			10	0	
Furniture & Equipment			10	0	
Furniture & Equipment			10	0	
	Sub-Total Furniture & Equipment	-		0	
	Total F&E / IT / Computer	-		0	0 To CFC tab
Land Improvement			15	0	
Land Improvement			15	0	
Land Improvement			15	0	
Land Improvement			15	0	
Land Improvement			15	0	
Land Improvement			15	0	
	Sub-Total Land Improvement	-		0	0 To CFC tab
Vehicles	Bus repairs	5,120	5	1024	
Vehicles			5	0	
Vehicles			5	0	
Vehicles			5	0	
	Sub-Total Vehicles	5,120		0	1024 To CFC tab
	Total	33,540			
10/8/2015 17:06					



TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: October 12, 2015

SUBJECT: Schedule Special City Council Meeting

=====

Proposed is to schedule a special meeting for purpose of reviewing the proposed 2016 Law Enforcement Agreement and continuing the review/discussion on the 2016 Preliminary Budget.

Possible dates include: November 10, 12, 16, 18, and 19, 2015.

Suggested Motion:

Motion to schedule a special City Council meeting for 6:30 p.m., November _____, 2015.