

City of Norwood Young America - CITY COUNCIL and EDA AGENDA

City Hall

May 23, 2016 – 6:30pm

1. **Call Meeting of Economic Development Authority to Order**

1.1 Pledge of Allegiance

2. **Approve Agenda**

2.1 Approve minutes of April 25, 2016

3. **Adjournment**

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

2. **Approve Agenda**

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

4. **Carver County Library System** – Heidi Hoks, State of the Library; and Paul Ericsson Norwood Young America Library Report

5. **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.)*

5.1 Approve minutes of May 9, 2016 meeting

5.2 Approve payment of claims

5.3 Rescind Motion to Request for Proposals for Pavilion Liquor License

5.4 Approve Hiring of Seasonal Swimming Pool Employees

5.5 Approve Hiring Herman Haag and Brenda Wagener – Custodians

5.6 Approve Hiring Brian Schneewind Public Works Operator I

5.7 Accept John "OJ" Schrupp's Resignation

5.8 Approve Liquor License Renewal Applications

5.9 Approve Street Closing Request

6. **Public Hearing** - none

7. **Old Business**

7.1 Ditch Clean-up Follow-up Report

8. **New Business**

8.1 Willkommen Park Restrooms Project

8.2 Schneider Excavating & Grading Invoice

8.3 Public Works Equipment Purchase Proposals

8.4 Resolution 2016-10, Approving Issuance of G.O. Refunding Bonds, Series 2016A

8.5 City Clerk/Treasurer Promotion

8.6 Resolution 2016-11, Central School District Variance

9. **Council Member Reports**

10. **Mayor's Report**

11. **Adjournment**

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council: April Sheriff's Office Report, April Building Permit Report

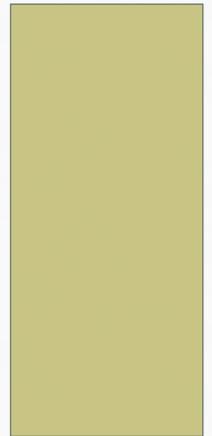
## **UPCOMING EVENTS**

**June 8** Economic Development Commission – 6:30 p.m.  
**June 9** Senior Advisory Committee – 9:00 a.m.  
**June 13** City Council – 6:30 p.m.  
**June 21** Parks and Rec. Commission – 5:30 p.m.; Planning Commission – 7:00 p.m.  
**June 27** EDA and City Council – 6:30 p.m.

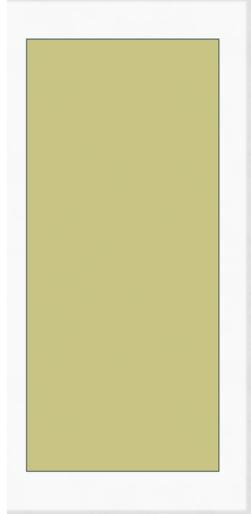
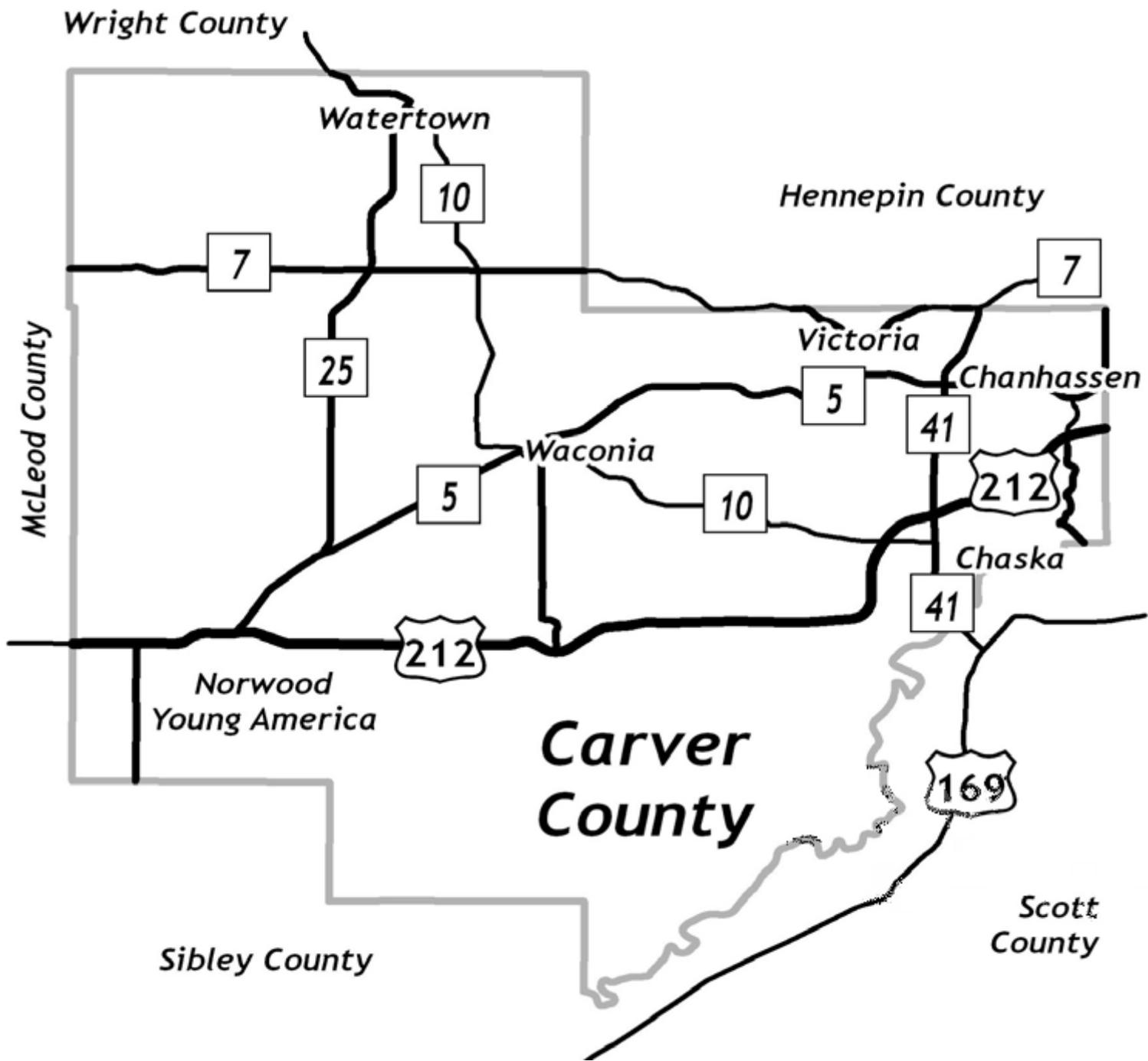
# CARVER COUNTY LIBRARY

## NORWOOD YOUNG AMERICA LIBRARY

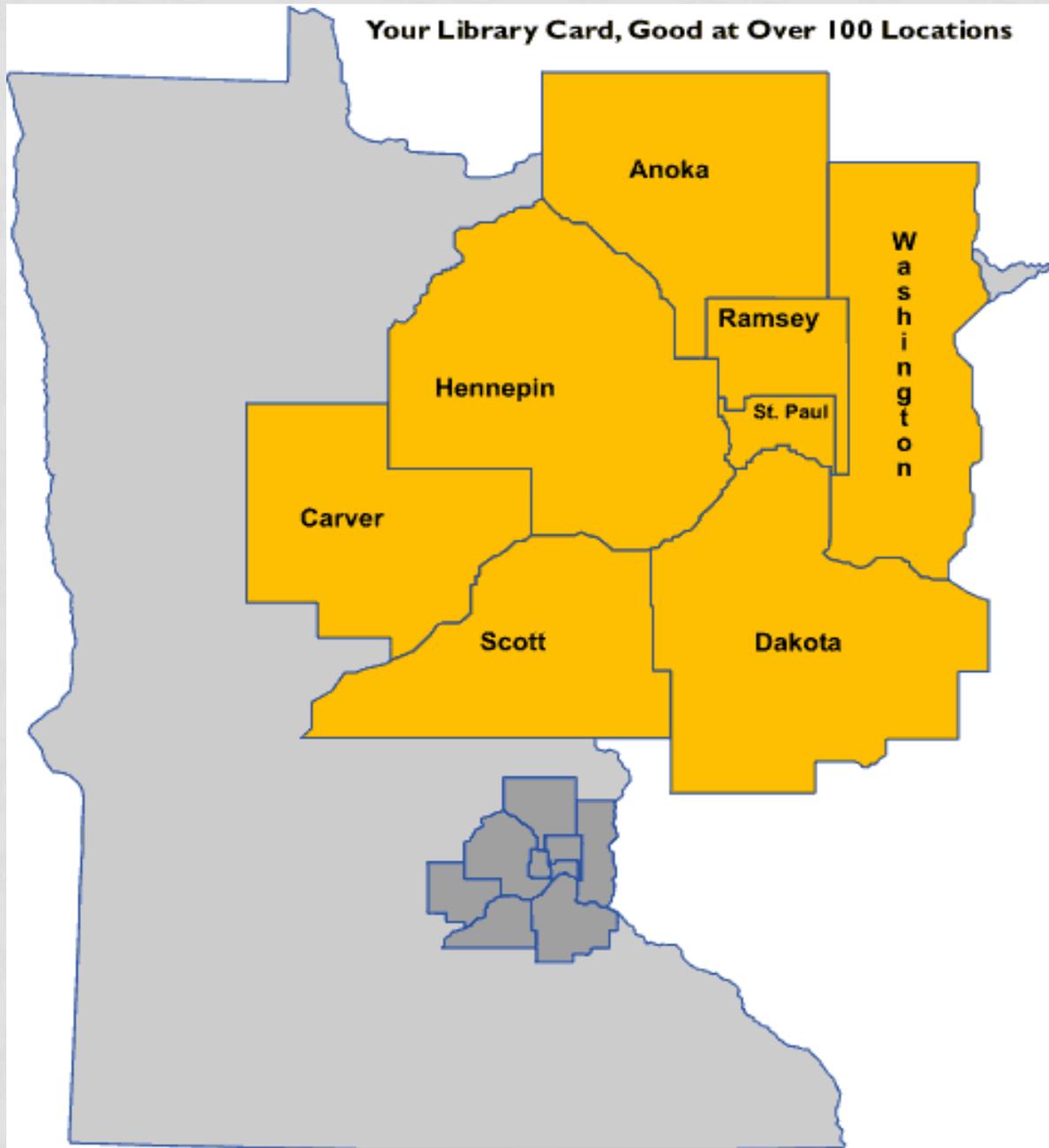
STATE OF THE LIBRARY REPORT  
SPRING 2016







**Your Library Card, Good at Over 100 Locations**



**Anoka**

**Hennepin**

**Carver**

**Scott**

**Dakota**

**Ramsey**

**St. Paul**

**Washington**

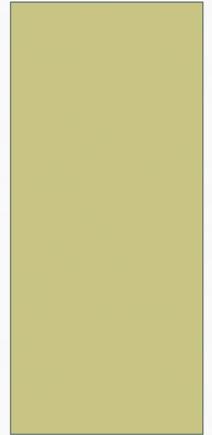
# CARVER COUNTY LIBRARY STRATEGIC PLAN

1. ENHANCING ACCESS TO CONTENT  
& TECHNOLOGY

2. OPTIMIZING STAFF RESOURCES

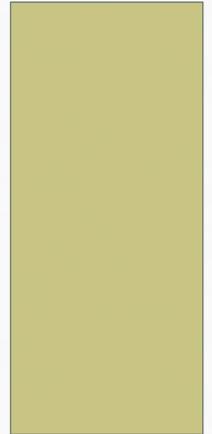
3. EXPANDING COMMUNITY  
PRESENCE

4. TRANSFORMING SPACES &  
EXPERIENCES



# 2015 CARVER COUNTY LIBRARY HIGHLIGHTS

1. NEW VICTORIA LIBRARY
2. NEW CARVER EXPRESS LIBRARY
3. MIGRATION TO SIERRA
4. LYNDA.COM
5. INCREASED TECHNOLOGY CLASSES
6. INNOVATIVE PROGRAMMING



# 2015 CARVER COUNTY LIBRARY ACTIVITY MEASURES

Library Card Holders	74,962		New Cards in 2015	5,161
Hours Open (annual)	14,994		Visitors	535,064
Print/Media Circulation	998,688		E-Circulation	65,805
Public Computer usage	73,387		Web visits	285,964
Reference Questions Answered	57,954		Technology Assists	23,712
Wi Fi Sessions	9,828		Volunteer Hours	13,536
Adult program & class attendance	5115		Teen Program attendance	737
Storytime attendance	16,998		Children's Program attendance	11,800
Tour attendance	1,617		Outreach attendance	6,590
ILL Activity	6,623		Holdings	113,250

# STRATEGIC PLAN - ENHANCING ACCESS TO CONTENT & TECHNOLOGY

- Expanded eMaterials collections
  - eBooks - More new titles with thanks to the Library Foundation and local donors
  - eAudiobooks
  - eMagazines
- All new computers
- Additional bandwidth for wireless users
- New web-based resources & databases including Lynda.com
- Continuing “Your Lucky Day” collection with thanks to the Friends of the NYA Library

# STRATEGIC PLAN - ENHANCING ACCESS TO CONTENT & TECHNOLOGY

The screenshot shows the Lynda.com website homepage. The browser window title is "Lynda.com: Online Video Tutorials & Training - Internet Explorer". The address bar shows "https://www.lynda.com/". The page features a navigation bar with the Lynda.com logo, a search bar, and "Sign In" and "Sign Up" buttons. Below the navigation bar, there is a main heading "Learn a New Skill Online, on Your Time" and a sub-heading "Business, Creative and Technology skills". A promotional banner says "Try Lynda.com free for 10 days." and a blue button says "Start Your Free Trial". The page is divided into three columns, each representing a skill category: Business, Creative, and Technology. Each column lists the number of courses available and provides a list of specific course topics.

**Lynda.com** LIBRARY  [Sign In](#) [Sign Up](#)

[Start a Free Trial](#) [Reactivate](#) Solutions for: [Business](#) [Academic](#) [Government](#)

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Business, Creative and Technology skills

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### Business

Learn from **1027 courses** including:

- Business
- Leadership
- Marketing
- Project Management

### Creative

Learn from **2324 courses** including:

- Audio + Music
- CAD
- Design
- Photography

### Technology

Learn from **1283 courses** including:

- Big Data
- Developer
- IT
- Web

# STRATEGIC PLAN - ENHANCING ACCESS TO CONTENT & TECHNOLOGY

Friends of the Norwood Young America Library recommended and did increase their donation to the Your Lucky Day collection



# STRATEGIC PLAN

## OPTIMIZING STAFF RESOURCES

- Intentional staff cross training
- Staff migrated to VDI technology for efficiency
- Staff training
  - All-staff 3x a year
  - Western branch monthly staff meetings
  - Conferences, webinars, Lynda.com



# STRATEGIC PLAN – OPTIMIZING STAFF RESOURCES

The story of “Sensitive Storytime” and staff resources

- Program series is intended for children who have a hard time in large groups or who are on the autism spectrum.
- Initial staff training
- Libraries nationwide
- Collaborative planning
- Series initially offered in Waconia, twice per month
- Expected to be brought up in other communities



# STRATEGIC PLAN - EXPANDING COMMUNITY PRESENCE

Collaborative work with:

- Norwood Young America Chamber of Commerce
- Central School and other area schools
- NYA Robotics Team
- NYA Friends of the Library
- County Parks
- County Historical Society
- County Public Health
- County Veterans Services

# STRATEGIC PLAN – EXPANDING COMMUNITY PRESENCE



# STRATEGIC PLAN - EXPANDING COMMUNITY PRESENCE



# STRATEGIC PLAN

## TRANSFORMING SPACES & EXPERIENCES

- Nationwide trend with libraries providing “makerspaces”
- STEAM programs
- “Maker” kits for smaller branches with limited space



# 2016 - WHERE WE ARE HEADING AT THE NORWOOD YOUNG AMERICA PUBLIC LIBRARY

- Summer Reading Program for children
- Community partnerships and collaborative projects
- Activity and presence at the Taste of NYA
- LSTA grant project with Waconia Schools will become a model for more projects that partner with local schools to offer notepad-type devices (iPads and/or Chromebooks) at the Library

# QUESTIONS & COMMENTS



**Heidi Hoks, Director**  
**Carver County Library**  
4 City Plaza, Chaska, MN 55318  
Office: 952.227-7601  
Fax: 952-448-9392  
Mobile: 612.360.8681  
[hhoks@co.carver.mn.us](mailto:hhoks@co.carver.mn.us)

**Paul Ericsson, Branch Manager**  
**Carver County Library**  
**Waconia, Watertown & NYA Branches**  
Office in Waconia Library  
217 S. Vine St. Waconia, MN 55387  
Office: 952-856-4503  
Fax: 952-856-4242 Mobile 612-418-1864  
[pericsson@co.carver.mn.us](mailto:pericsson@co.carver.mn.us)



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

**EDA MEETING – April 25, 2016 - 6:30pm**

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

City Staff Present: City Administrator Steve Helget, City Clerk Kelly Hayes

Also Present: Brad Falteysek - Abdo Eick & Meyers, Nick Seurissan, Kristine Anderson – Jaguar, Charles Storms – Planning Commission, Paul Bunn – Tech Star, Jeff Heibeisen – Citizens Insurance, Randy Schuster - Vickerman

**1. Call Meeting of Economic Development Authority to Order**

1.1 Pledge of Allegiance

**2. Approve Agenda**

Motion: Lagergren, second Stolz to approve the agenda. Vote 5 – 0. Motion passed.

2.1 Approve the minutes of March 28, 2016

Motion: Lagergren, second Stolz to approve the minutes. Vote 5 – 0. Motion passed.

**3. Adjournment**

Motion: McPadden, second Lagergren to adjourn. Vote 5 – 0. Motion passed.

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Respectfully Submitted,

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Kelly Hayes  
City Clerk - Treasurer

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Mayor

City of Norwood Young America - CITY COUNCIL AGENDA - City Hall  
May 9, 2016 – 6:30pm

Council Members Present: Tina Diedrick, Craig Heher, Carol Lagergren, Dick Stolz, Mike McPadden  
City Staff Present: City Administrator Steve Helget, City Clerk Kelly Hayes, Fire Chief Steve Zumberge  
Also Present: Josh Kroells, Justin Nelson, JR Hoernemann, Paul Bunn

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Diedrick at 6:34pm.

1.1 Pledge of Allegiance

2. Approve Agenda

**Motion:** Lagergren, second Stolz to approve the agenda. Vote 5 – 0. Motion carried.

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

- NYA resident Josh Kroells spoke about his recent water/sewer inspection for his new home construction. The inconsistent information from the Public Utilities Director, Ryan Winter, and the actual permit, led to timing issues. Mr. Kroells voiced his concerns about the actions of the Mr. Winter: lack of respect and unwillingness to work with him which led to Mr. Winter hanging up on him during a phone call.

4. Consent Agenda

- 4.1 Approve minutes of April 25 and May 3, 2016 meetings
- 4.2 Approve payment of claims
- 4.3 Stiftungsfest Car Show – Street Closing Request

**Motion:** Lagergren, second Stolz to approve the items on the consent agenda. Vote 5 – 0. Motion carried.

5. Public Hearing

- 5.1 Drainage and Utility Easement Vacation

**Motion:** Stolz, second McPadden to close the Public Hearing. Vote 5 – 0. Motion carried.

6. Old Business - NONE

7. New Business

7.1 TechStar IT Solutions Agreement

- Paul Bunn presented the suggested three year agreement between TechStar IT Solutions and the City. Due to the reduction of computers being used by the City, there is no increase from the previous agreement to this new agreement. If additional equipment is added, there will be an additional fee per item added.

**Motion:** Lagergren, second Heher to approve the agreement with TechStar IT Solutions. Vote 5 – 0. Motion carried.

7.2 Fire Truck Purchase Proposal

- Fire Chief Steve ZumBerge provided information regarding the purchase of a used pumper truck from Fire Safety USA. According to the City's five year plan, a new pumper truck is scheduled to be purchased in 2017. The estimated cost of a brand new pumper truck is \$225,000. The estimated cost to purchase the used 2012 pumper truck is \$130,000 (plus additional charge for warranty which varies according to the length).

**Motion:** Lagergren, second Stolz to approve the purchase of the 2012 Ford 550 mini pumper truck from Fire Safety USA for \$132,500 which includes a 90 day warranty. 10% will be put down and the remainder will be paid in January 2017; contingent on review from City attorney. Vote 5 – 0. Motion carried.

7.3 Resolution 2016-09, Drainage and Utility Easement Vacation

**Motion:** Stolz, second McPadden to approve Resolution 2016-09, a resolution vacating drainage and utility easement contingent upon Bolton and Menk's review and approval and Vickman Company's signature of the new Permanent Drainage and Utility Easement. Vote 5 – 0. Motion carried.

7.4 Permanent Drainage and Utility Easement

**Motion:** Lagergren, second Heher to approve the Permanent Drainage and Utility Easement contingent upon Bolton and Menk's review and approval. Vote 5 – 0. Motion carried.

7.5 Vickerman Agreement

**Motion:** Lagergren, second Stolz to approve the agreement with Vickerman Company/PAR Real Estate, LLC. Vote 5 – 0. Motion carried.

7.6 Resolution 2016-08, Approving Tax Forfeiture Parcels for Public Auction

**Motion:** McPadden, second Heher to adopt Resolution 2016-08, a resolution approving Tax Forfeiture Parcels for Public Auction. Vote 5 – 0. Motion carried.

8. Council Member Reports

McPadden – Stiftungfest meeting is next Monday.

Stolz – Southwest Transportation Corridor, difficulty with funding. Check out new statues at Veteran's Park.

Heher – Parks Commission went to see pre-made restrooms in Hutch.

Lagergren – Personnel Committee discussed options for current job openings.

City Administrator, Steve Helget, mentioned that the seal coating of streets took place last week.

9. Mayor's Report

- Small Business Breakfast held last week; about 20 people attended.
- Southwest Transportation – utilizing funds to finalize designs so when funds are available everything will be ready for the first segment.

10. Adjournment

**Motion:** McPadden, second Lagergren to adjourn at 7:49pm. Vote 5 – 0. Motion carried.

UPCOMING MEETINGS/EVENTS

May 11 Economic Development Commission – 6:30pm

May 12 Senior Advisory Committee – 9:00am

May 14 Beyond the Yellow Ribbon Event – 6pm

May 17 Parks and Recreation Commission – 5:30pm; Planning Commission – 7:00pm

May 21 Recycling Day from 8am – Noon at Central School.

May 23 EDA and City Council – 6:30pm

May 30 Veteran's Day Program – Central High School

Respectfully Submitted,

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Kelly Hayes  
City Clerk - Treasurer

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Mayor

**CITY OF NORWOOD YOUNG AMERICA**

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

**To Be Approved: MAY 23, 2016**

**Pre-Paid Claims** **\$16,322.06**  
(Check Sequence #503639-503653; 25617-25618)

**Claims Pending Payment** **\$176,416.45**  
(Check Sequence #25619-25675)

**Grand Total** **\$192,738.51**

PAY DATE 5/19/16

CHECK #	EMP NAME	GROSS
503639	ARETZ, BRENT R	\$2,869.76
503640	HAYES, KELLY	\$1,909.60
503641	HOEN, ROBERT G.	\$323.19
503642	NIESEN, CHRISTOPHER D.	\$1,504.80
503643	SCHRUPP, GARY	\$592.52
503644	KROELLS, RICHARD G	\$227.43
503645	LENZ, DEBRA A	\$1,844.00
503646	MENZEL, ALICIA	\$1,511.20
503647	SCHRUPP, JOHN O	\$1,548.80
503648	STENDER, DANIEL H	\$1,844.00
503649	WINTER, RYAN P	\$2,475.20
503650	HELGET, STEVE	\$3,434.40
503651	KLOEMPKEN, JASON A	\$1,403.20
503652	HOOF, DALE H	\$432.96
	TOTAL GROSS	\$21,921.06
	TOTAL NET	\$14,848.57
503653	Kleinbank	\$14,848.57

CITY OF NORWOOD YOUNG AMERICA

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Page 1

\*Check Summary Register©

MAY 2016

Name	Check Date	Check Amt
<b>10100 CHECKING</b>		
Paid Chk# 025617 CARVERLINK - CARVER CO BRO	5/9/2016	\$1,165.29
Paid Chk# 025618 DIEDRICK, TINA	5/9/2016	\$308.20 AIRFARE
<b>Total Checks</b>		<b>\$1,473.49</b>

CITY OF NORWOOD YOUNG AMERICA

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Page 1

**\*Check Detail Register©**

MAY 2016

			Check Amt	Invoice	Comment
<b>10100 CHECKING</b>					
Paid Chk#	025619	5/23/2016	<b>BARGEN</b>		
E 101-43100-425	Street Maint	seal coat	\$13,534.40	216237	SEAL COAT
E 101-43100-425	Street Maint	seal coat	\$98,473.50	216243	SEAL COAT
<b>Total BARGEN</b>			\$112,007.90		
Paid Chk#	025620	5/23/2016	<b>BOLTON &amp; MENK, INC</b>		
E 101-41500-303	Engineering Fees		\$152.50	0189870	FEMA
E 101-41500-303	Engineering Fees		\$40.00	0189870	MISC
G 810-22100	Escrow Collected		\$240.00	0189870	VICKERMAN
G 810-22100	Escrow Collected		\$1,730.50	0189871	VICKERMAN
<b>Total BOLTON &amp; MENK, INC</b>			\$2,163.00		
Paid Chk#	025621	5/23/2016	<b>BRYAN ROCK PRODUCTS, INC.</b>		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$98.55		
E 101-43100-224	Street Maint Materials		\$1,276.00		
<b>Total BRYAN ROCK PRODUCTS, INC.</b>			\$1,374.55		
Paid Chk#	025622	5/23/2016	<b>CARDMEMBER SERVICE</b>		
E 601-49400-350	Print/Publishing/Postage		\$21.75		
E 601-49400-331	Travel/Meeting Expense		\$433.77		NIESEN SCHOOL
E 602-49450-221	Repair/Maintenance Equipment		\$77.34		
E 601-49400-221	Repair/Maintenance Equipment		\$77.35		
E 101-41110-331	Travel/Meeting Expense		\$515.00		DIEDRICK CONFERENCE
E 101-42200-221	Repair/Maintenance Equipment		\$177.39		TORCH
<b>Total CARDMEMBER SERVICE</b>			\$1,302.60		
Paid Chk#	025623	5/23/2016	<b>CARQUEST AUTO PARTS</b>		
E 602-49450-221	Repair/Maintenance Equipment		\$62.00		
E 602-49450-221	Repair/Maintenance Equipment		\$24.99		
E 602-49450-221	Repair/Maintenance Equipment		\$29.22		
E 601-49400-221	Repair/Maintenance Equipment		\$29.22	5927-126100	AIR/OIL FILTER
E 601-49400-221	Repair/Maintenance Equipment		\$62.00	5927-126146	CONVERT-A-BALL
E 601-49400-221	Repair/Maintenance Equipment		\$24.99	5927-127104	WIPER BLADE
E 101-43100-221	Repair/Maintenance Equipment		\$6.39	5927-127238	GAUGE TREAD DEPTH
<b>Total CARQUEST AUTO PARTS</b>			\$238.81		
Paid Chk#	025624	5/23/2016	<b>CARVER COUNTY</b>		
E 421-41960-300	Professional Srvs (GENERAL)		\$1,980.00	1696	TIF BILLING
<b>Total CARVER COUNTY</b>			\$1,980.00		
Paid Chk#	025625	5/23/2016	<b>CARVER COUNTY RECORDER</b>		
E 101-41320-305	Other Professional Fees		\$46.00		DUE
E 101-41320-305	Other Professional Fees		\$46.00		DUE & ACCESS RD
E 101-41320-305	Other Professional Fees		\$46.00		CONSTRUCTION AGREEMENT
<b>Total CARVER COUNTY RECORDER</b>			\$138.00		
Paid Chk#	025626	5/23/2016	<b>CASH</b>		

CITY OF NORWOOD YOUNG AMERICA

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Page 2

**\*Check Detail Register©**

MAY 2016

			Check Amt	Invoice	Comment
E 101-49860-251	Concessions		\$75.00		POOL START MONEY
	<b>Total CASH</b>		\$75.00		
Paid Chk# 025627	5/23/2016	<b>CENTER POINT</b>			
E 601-49400-383	Gas Utilities		\$192.84		104 3RD AVE SE
E 602-49450-383	Gas Utilities		\$16.89		406 2ND AVE SE
E 101-41940-383	Gas Utilities		\$23.17		318 ELM ST W
E 101-41940-383	Gas Utilities		\$75.30		310 ELM ST W
E 101-45500-383	Gas Utilities		\$46.94		314 ELM ST W
	<b>Total CENTER POINT</b>		\$355.14		
Paid Chk# 025628	5/23/2016	<b>CITIZEN STATE BANK HSA ACCTS</b>			
G 101-21718	HSA ACCOUNT		\$1,333.32		APRIL HSA
	<b>Total CITIZEN STATE BANK HSA ACCTS</b>		\$1,333.32		
Paid Chk# 025629	5/23/2016	<b>CITIZENS STATE BANK WAVERLY</b>			
G 101-21708	Sales Tax Payable		\$166.67		APRIL HSA
	<b>Total CITIZENS STATE BANK WAVERLY</b>		\$166.67		
Paid Chk# 025630	5/23/2016	<b>CULLIGAN WATER CONDITIONING</b>			
E 602-49450-217	Lab Fees		\$9.00	101X28865601	DEIONIZATION SERVICE
	<b>Total CULLIGAN WATER CONDITIONING</b>		\$9.00		
Paid Chk# 025631	5/23/2016	<b>DPC INDUSTRIES INC</b>			
E 601-49400-216	Chemicals and Chem Products		\$72.00	827000532-16	CHLORINE
E 602-49450-216	Chemicals and Chem Products		\$120.00	827000533-16	SULFUR DIOXIDE
	<b>Total DPC INDUSTRIES INC</b>		\$192.00		
Paid Chk# 025632	5/23/2016	<b>ECONO FOODS</b>			
E 602-49450-221	Repair/Maintenance Equipment		\$8.49		
E 601-49400-221	Repair/Maintenance Equipment		\$8.49		
	<b>Total ECONO FOODS</b>		\$16.98		
Paid Chk# 025633	5/23/2016	<b>ELECTRIC PUMP</b>			
E 601-49400-221	Repair/Maintenance Equipment		\$57.69	0057790-IN	OIL PLUG, O-RING
	<b>Total ELECTRIC PUMP</b>		\$57.69		
Paid Chk# 025634	5/23/2016	<b>FIRST MINNETONKA BANK</b>			
G 101-21718	HSA ACCOUNT		\$166.67		APRIL HSA
	<b>Total FIRST MINNETONKA BANK</b>		\$166.67		
Paid Chk# 025635	5/23/2016	<b>GOPHER STATE ONE-CALL, INC.</b>			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$39.89	6040608	LOCATES
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$39.86	6040608	LOCATES
	<b>Total GOPHER STATE ONE-CALL, INC.</b>		\$79.75		
Paid Chk# 025636	5/23/2016	<b>GRAINGER</b>			
E 601-49400-221	Repair/Maintenance Equipment		\$170.64	9107969504	SERVICE KIT

CITY OF NORWOOD YOUNG AMERICA

05/18/16 4:00 PM

Page 3

\*Check Detail Register©

MAY 2016

			Check Amt	Invoice	Comment
<b>Total GRAINGER</b>			\$170.64		
Paid Chk#	025637	5/23/2016	<b>HACH COMPANY</b>		
E 601-49400-221	Repair/Maintenance Equipment		\$481.19	9915811	CHLORINE, ACCUVAC
E 602-49450-216	Chemicals and Chem Products		\$481.18	9915811	CHLORINE, ACCUVAC
<b>Total HACH COMPANY</b>			\$962.37		
Paid Chk#	025638	5/23/2016	<b>HAYES, KELLY</b>		
E 101-41400-331	Travel/Meeting Expense		\$110.70		MILEAGE
E 101-41400-331	Travel/Meeting Expense		\$583.10		HOTEL
E 101-41400-331	Travel/Meeting Expense		\$22.80		MEALS
<b>Total HAYES, KELLY</b>			\$716.60		
Paid Chk#	025639	5/23/2016	<b>HD SUPPLY WATERWORKS</b>		
E 602-49450-221	Repair/Maintenance Equipment		\$709.62	F400569	RINGS, SEALANT, OIL
E 601-49400-221	Repair/Maintenance Equipment		\$93.66	F478178	PIPE PLUG
E 601-49400-221	Repair/Maintenance Equipment		\$29.52	F508101	HOLE SCREW
<b>Total HD SUPPLY WATERWORKS</b>			\$832.80		
Paid Chk#	025640	5/23/2016	<b>HEALTH EQUITY</b>		
G 101-21718	HSA ACCOUNT		\$666.66		APRIL HSA
<b>Total HEALTH EQUITY</b>			\$666.66		
Paid Chk#	025641	5/23/2016	<b>HEALTH PARTNERS</b>		
G 101-21706	Hospitalization/Medical Ins		\$12,670.47	65751832	HEALTH INSURANCE
<b>Total HEALTH PARTNERS</b>			\$12,670.47		
Paid Chk#	025642	5/23/2016	<b>HELGET, STEVE</b>		
E 101-41300-331	Travel/Meeting Expense		\$53.97		LUNCH FOR 212 MEETING
<b>Total HELGET, STEVE</b>			\$53.97		
Paid Chk#	025643	5/23/2016	<b>HENNING EXCAVATING</b>		
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$3,600.00	7117	CAP WATERMAIN BY WELL HOUSE
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$3,130.00	7118	RR ST WATER REPAIR
E 101-45200-220	Game Fund Disbursements		\$2,400.00	7119	VETERANS PARK WATERLINE
<b>Total HENNING EXCAVATING</b>			\$9,130.00		
Paid Chk#	025644	5/23/2016	<b>KLEINBANK</b>		
G 101-21718	HSA ACCOUNT		\$666.66		APRIL HSA
<b>Total KLEINBANK</b>			\$666.66		
Paid Chk#	025645	5/23/2016	<b>KWIK TRIP INC.</b>		
E 601-49400-212	Motor Fuels		\$43.60		FUEL
E 602-49450-212	Motor Fuels		\$43.60		FUEL
E 101-43100-212	Motor Fuels		\$87.20		FUEL
<b>Total KWIK TRIP INC.</b>			\$174.40		
Paid Chk#	025646	5/23/2016	<b>LENZ, DEBRA</b>		
E 101-41400-331	Travel/Meeting Expense		\$42.93		MILEAGE

CITY OF NORWOOD YOUNG AMERICA

05/18/16 4:00 PM

Page 4

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MAY 2016

			Check Amt	Invoice	Comment
<b>Total LENZ, DEBRA</b>			\$42.93		
Paid Chk#	025647	5/23/2016	<b>LINDS HOMETOWN HARDWARE</b>		
E	601-49400-221	Repair/Maintenance Equipment	\$45.65		
E	101-45200-221	Repair/Maintenance Equipment	\$6.89		
E	101-43100-221	Repair/Maintenance Equipment	\$16.10		
E	602-49450-221	Repair/Maintenance Equipment	\$45.65		
<b>Total LINDS HOMETOWN HARDWARE</b>			\$114.29		
Paid Chk#	025648	5/23/2016	<b>LOFFLER BUSINESS SYS LLC</b>		
E	101-41400-437	Maintenance Contract	\$270.69	2229475	COPIES
E	101-45500-321	Telephone	\$620.00	CW53884	LIBRARY FAX
<b>Total LOFFLER BUSINESS SYS LLC</b>			\$890.69		
Paid Chk#	025649	5/23/2016	<b>MCFOA</b>		
E	101-41400-433	Dues and Subscriptions	\$35.00		HAYES MEMBERSHIP
<b>Total MCFOA</b>			\$35.00		
Paid Chk#	025650	5/23/2016	<b>MENARDS-HUTCHINSON</b>		
E	101-49860-223	Repair/Maintenance Bldg/Ground	\$66.00	86126	GARAGE FLOOR EPOXY
<b>Total MENARDS-HUTCHINSON</b>			\$66.00		
Paid Chk#	025651	5/23/2016	<b>METRO WEST INSPECTION SERVICES</b>		
E	101-42400-312	Building Inspection Fee	\$467.88		BLDG INSPECTIONS
<b>Total METRO WEST INSPECTION SERVICES</b>			\$467.88		
Paid Chk#	025652	5/23/2016	<b>MID COUNTRY BANK</b>		
G	101-21718	HSA ACCOUNT	\$333.33		APRIL HSA
<b>Total MID COUNTRY BANK</b>			\$333.33		
Paid Chk#	025653	5/23/2016	<b>MID COUNTY AUTO TRUCK &amp; TIRE</b>		
E	101-45200-221	Repair/Maintenance Equipment	\$40.63		TIRE REPAIR
<b>Total MID COUNTY AUTO TRUCK &amp; TIRE</b>			\$40.63		
Paid Chk#	025654	5/23/2016	<b>MID-AMERICAN RESEARCH CHEMICAL</b>		
E	101-43100-221	Repair/Maintenance Equipment	\$547.89	0578915-IN	RELEASE AGENT, BOWL CLIP, AIR FRESHENER
E	101-41000-433	Dues and Subscriptions	\$200.88	0578915-IN	RELEASE AGENT, BOWL CLIP, AIR FRESHENER
<b>Total MID-AMERICAN RESEARCH CHEMICAL</b>			\$748.77		
Paid Chk#	025655	5/23/2016	<b>MID-COUNTY CO-OP OIL ASSN</b>		
E	101-45200-212	Motor Fuels	\$703.78	17474	DYED DIESEL
<b>Total MID-COUNTY CO-OP OIL ASSN</b>			\$703.78		
Paid Chk#	025656	5/23/2016	<b>MINI BIFF</b>		
E	101-45200-418	Other Rentals (Biffs)	\$189.21	A-77375	SPORTS COMPLEX
E	101-45200-418	Other Rentals (Biffs)	\$107.61	A-77376	LEGION
E	101-45200-418	Other Rentals (Biffs)	\$107.61	A-77386	FRIENDSHIP
E	101-45200-418	Other Rentals (Biffs)	\$107.61	A-77462	FRIENDSHIP
E	101-45200-418	Other Rentals (Biffs)	\$81.60	A-77464	WILLKOMMEN

CITY OF NORWOOD YOUNG AMERICA

05/18/16 4:00 PM

Page 5

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MAY 2016

		Check Amt	Invoice	Comment
E 101-45200-418	Other Rentals (Biffs)	\$215.22	A-77600	WILLKOMMEN
	<b>Total MINI BIFF</b>	<b>\$808.86</b>		
Paid Chk# 025657	5/23/2016	<b>MINNESOTA VALLEY TESTING LAB</b>		
E 601-49400-217	Lab Fees	\$89.00	807933	COLIFORM TESTING
E 602-49450-217	Lab Fees	\$38.00	808329	PHOSPHORUS
	<b>Total MINNESOTA VALLEY TESTING LAB</b>	<b>\$127.00</b>		
Paid Chk# 025658	5/23/2016	<b>MN CITY/COUNTY MGMT ASSOC</b>		
E 101-41300-433	Dues and Subscriptions	\$107.00		HELGET MEMBERSHIP
	<b>Total MN CITY/COUNTY MGMT ASSOC</b>	<b>\$107.00</b>		
Paid Chk# 025659	5/23/2016	<b>MUNICIPAL DEVELOPMENT GROUP</b>		
E 101-46500-305	Other Professional Fees	\$1,396.69	NYAMARCH16	EDC SERVICES
	<b>Total MUNICIPAL DEVELOPMENT GROUP</b>	<b>\$1,396.69</b>		
Paid Chk# 025660	5/23/2016	<b>NYA TIMES</b>		
E 101-41320-350	Print/Publishing/Postage	\$41.58		
	<b>Total NYA TIMES</b>	<b>\$41.58</b>		
Paid Chk# 025661	5/23/2016	<b>QUALITY FLOW SYSTEMS, INC</b>		
E 602-49450-221	Repair/Maintenance Equipment	\$339.94	31951	HANDLE PUMP, GASKET
	<b>Total QUALITY FLOW SYSTEMS, INC</b>	<b>\$339.94</b>		
Paid Chk# 025662	5/23/2016	<b>ROOTS LANDSCAPING INC</b>		
E 101-45200-223	Repair/Maintenance Bldg/Ground	\$1,725.00	1126	TREE PLANTING
	<b>Total ROOTS LANDSCAPING INC</b>	<b>\$1,725.00</b>		
Paid Chk# 025663	5/23/2016	<b>SCHRUPP, BRUCE</b>		
E 101-45200-220	Game Fund Disbursements	\$172.80		MILEAGE FOR STATUES AT VETS PARK
	<b>Total SCHRUPP, BRUCE</b>	<b>\$172.80</b>		
Paid Chk# 025664	5/23/2016	<b>SEASONAL SERVICES</b>		
E 101-43100-223	Repair/Maintenance Bldg/Ground	\$385.00		GRIND 6 STUMPS
	<b>Total SEASONAL SERVICES</b>	<b>\$385.00</b>		
Paid Chk# 025665	5/23/2016	<b>SMITH OIL CO</b>		
E 101-42200-212	Motor Fuels	\$211.54		FIRE DEPT
E 101-45200-212	Motor Fuels	\$201.04		
E 101-43100-212	Motor Fuels	\$358.24		
E 601-49400-212	Motor Fuels	\$109.65		
E 602-49450-212	Motor Fuels	\$109.66		
E 101-42200-212	Motor Fuels	\$40.96		
	<b>Total SMITH OIL CO</b>	<b>\$1,031.09</b>		
Paid Chk# 025666	5/23/2016	<b>STRACK CONSULTING LLC</b>		
E 101-41320-305	Other Professional Fees	\$760.00	1016	PLANNING CONSULTANT
	<b>Total STRACK CONSULTING LLC</b>	<b>\$760.00</b>		

CITY OF NORWOOD YOUNG AMERICA

05/18/16 4:00 PM

Page 6

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MAY 2016

			Check Amt	Invoice	Comment
Paid Chk# 025667	5/23/2016	<b>T.A.P.S.</b>			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$30.00	719904	PAVILION TAPS
	<b>Total T.A.P.S.</b>		\$30.00		
Paid Chk# 025668	5/23/2016	<b>TECHSTAR IT SOLUTIONS</b>			
E 101-41400-437	Maintenance Contract		\$21.25	5681	WEB HOSTING
E 101-41400-437	Maintenance Contract		\$322.50	5692	BACKUP
	<b>Total TECHSTAR IT SOLUTIONS</b>		\$343.75		
Paid Chk# 025669	5/23/2016	<b>TITLE MARK</b>			
G 101-22000	Deposits		\$900.00		1055 FOX CROSSING 2013027
G 101-22000	Deposits		\$900.00		815 FOX COURT 2013038
G 101-22000	Deposits		\$900.00		1030 FOX CROSSING 2013045
G 101-22000	Deposits		\$900.00		870 LAKEWOOD TR 2013190
	<b>Total TITLE MARK</b>		\$3,600.00		
Paid Chk# 025670	5/23/2016	<b>TRAFFIC CONTROL CORP</b>			
E 101-43100-221	Repair/Maintenance Equipment		\$268.50	90715	RED TINTED LED
	<b>Total TRAFFIC CONTROL CORP</b>		\$268.50		
Paid Chk# 025671	5/23/2016	<b>UHL COMPANY, INC</b>			
E 101-42200-437	Maintenance Contract		\$383.40	42826	ANNUAL CONTRACT
	<b>Total UHL COMPANY, INC</b>		\$383.40		
Paid Chk# 025672	5/23/2016	<b>UNITED LABORATORIES</b>			
E 101-43100-221	Repair/Maintenance Equipment		\$451.42	INV154204	PERMAFLEX
	<b>Total UNITED LABORATORIES</b>		\$451.42		
Paid Chk# 025673	5/23/2016	<b>USA BLUE BOOK</b>			
E 601-49400-221	Repair/Maintenance Equipment		\$159.26	949422	STENNER VALVE, GLOVES, FLAGS
E 602-49450-221	Repair/Maintenance Equipment		\$159.25	949422	STENNER VALVE, GLOVES, FLAGS
E 602-49450-216	Chemicals and Chem Products		\$259.54	950478	FILTER, PH BUFFER PACK
E 601-49400-221	Repair/Maintenance Equipment		\$259.53	950478	FILTER, PH BUFFER PACK
	<b>Total USA BLUE BOOK</b>		\$837.58		
Paid Chk# 025674	5/23/2016	<b>XCEL ENERGY</b>			
E 101-45200-381	Electric Utilities		\$21.48		VETERANS PARK
E 101-49860-381	Electric Utilities		\$283.25		
E 101-41940-381	Electric Utilities		\$1,245.89		
E 101-43100-381	Electric Utilities		\$377.38		
E 101-42500-381	Electric Utilities		\$11.53		
E 101-43100-380	Street Lighting		\$2,243.48		
E 101-42200-381	Electric Utilities		\$197.32		
E 601-49400-381	Electric Utilities		\$1,936.97		104 3RD AVE SE
E 602-49450-381	Electric Utilities		\$4,384.03		
E 601-49400-381	Electric Utilities		\$658.75		
E 101-45500-381	Electric Utilities		\$555.58		
E 101-45200-381	Electric Utilities		\$385.22		

CITY OF NORWOOD YOUNG AMERICA

05/18/16 4:00 PM

Page 7

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MAY 2016

	Check Amt	Invoice	Comment
<b>Total XCEL ENERGY</b>	\$12,300.88		
<b>Paid Chk# 025675 5/23/2016 ZEP MANUFACTURING COMPANY</b>			
E 101-43100-221 Repair/Maintenance Equipment	\$161.01	9002240741	ZEP-O-SHINE
<b>Total ZEP MANUFACTURING COMPANY</b>	\$161.01		
<b>10100 CHECKING</b>	\$176,416.45		

**Fund Summary**

<b>10100 CHECKING</b>	
101 GENERAL FUND	\$153,680.28
421 TAX INCREMENT DISTRICT 3-1 V#1	\$1,980.00
601 WATER FUND	\$11,827.38
602 SEWER FUND	\$6,958.29
810 Escrow - Vickerman phase 4	\$1,970.50
	<u>\$176,416.45</u>



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

TO: Honorable Mayor Diedrick and Members of the City Council

CC: Steve Helget, City Administrator

FROM: Kelly Hayes, City Clerk/Treasurer

DATE: May 23, 2016

RE: Rescind request for proposals for liquor license at the Pavilion

---

After further review, an oversight was made regarding the liquor license for the Pavilion. The agreement with Pour House Pub is for two years and ends on June 30, 2017. Requests for proposals will not be taken at this time.

RECOMMENDATION:

**A motion to rescind the motion to authorize staff to advertise a request for proposals from vendors to provide alcohol sales at the Pavilion.**



City of Norwood Young America  
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www.cityofnya.com  
952/467-1800

TO: Honorable Mayor Diedrick and Members of the City Council  
FROM: Kelly Hayes, City Clerk / Treasurer  
DATE: May 23, 2016  
RE: Hiring of Seasonal Pool Employees

---

We received 17 applications for lifeguards for the West Carver Community Pool. The Personnel Committee recommends hiring the following people as Lifeguards / Water Safety Instructors:

REHIRES

Kailey Golberg  
Erika Michniewicz

NEW HIRES

Taylor Lange  
Atticus Bixby  
McHayl Diedrick  
Courtney Carlson  
Grace Wickenhauser  
Angel Perez  
Tyler Wilaby

RECOMMENDATION:

**Motion to hire nine Lifeguards / Water Safety Instructors (WSI) for the 2016 Season at a base waging starting at \$9.50 per hour as a lifeguard and \$10.25 per hour as a WSI, plus an additional \$.15 per hour for each year of previous employment as a Lifeguard/WSI for West Carver Community Pool.**



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

TO: Honorable Mayor Diedrick and City Council Members

FROM: Kelly Hayes, City Clerk

DATE: May 23, 2016

SUBJECT: Custodian – Hiring of Herman Haag and Brenda Wagener

---

With the request from Mark Simons to change to an on-call status, the position of part-time Custodian was open. The position was posted. The Personnel Committee, along with Public Works Director Brent Aertz, interviewed Herman Haag. The committee recommends hiring Herman Haag as a part-time custodian with a starting wage of \$13.12 per hour.

The rental buildings are very busy in the summer. The Personnel Committee recommends hiring Brenda Wagener as a Custodian to assist with cleaning the rental buildings and City Hall on an on-call basis at an hourly rate of pay of \$13.12 per hour.

**Suggested Motion:**

**Motion to approve the hiring of Herman Haag as a part-time Custodian with a starting wage of \$13.12 per hour with an immediate start date.**

**Motion to approve the hiring of Brenda Wagener as an on-call Custodian with a starting wage of \$13.12 per hour with an immediate start date.**



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

TO: Honorable Mayor Diedrick and City Council Members

FROM: Kelly Hayes, City Clerk

DATE: May 23, 2016

SUBJECT: Public Works Operator I – Hiring of Brian Schneewind

---

With the resignation of Justin Wolff, the City of Norwood Young America was left with an open Public Works Operator I position. The position was posted and ten applications were received. The Personnel Committee, along with Public Works Director Brent Aertz, interviewed the top scoring applicants. The committee recommends the hiring of Brian Schneewind as the Public Works Operator I starting at a Step 3, \$16.70 per hour.

**Suggested Motion:**

**Motion to approve the hiring of Brian Schneewind as the Public Works Operator I at the Pay Grade 5, Step 3, starting wage of \$16.70 per hour with a start date of Wednesday, June 1, 2016.**



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

TO: Honorable Mayor Diedrick and Members of the City Council

CC: Steve Helget, City Administrator, Brent Aretz, Public Works Director

FROM: Kelly Hayes, City Clerk

DATE: May 23, 2016

RE: Accept resignation of John Schrupp

---

On May 13, 2016, John "OJ" Schrupp, Public Works Operator II, submitted his resignation due to retirement (below). OJ began working for the City on September 9, 2002. He has requested that his last day of work be Friday, June 3, 2016. From there he would like to use his pto and comp time and make his official termination date July 1, 2016.

We thank OJ for nearly 14 years of service with the City and we wish him the best in his retirement.

Recommendation:

**A motion to accept John "OJ" Schrupp's resignation from the City of Norwood America's Public Works Department with his last day of work on 6/3/16 and an effective termination date being 7/1/16.**



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

TO: Honorable Mayor Diedrick and Members of the City Council  
FROM: Kelly Hayes, City Clerk/Treasurer  
CC: Steve Helget, City Administrator  
DATE: May 23, 2016  
RE: Liquor License Renewal Applications

---

The City's liquor licenses renew on July 1, 2016. A list of current/new licensees is attached for City Council review and approval contingent upon receipt of all required documentation, fees, and sheriff's department approval.

License holders must provide documentation including signed applications and certificates of insurance as part of the renewal process. The City Council is asked to approve the license applications and the Carver County Sheriff reviews the applications for any violations. When these steps are completed and the fees paid, the information is forwarded to the State of Minnesota Liquor Control Board for approval. Lastly, the City issues the license.

The applications have been sent to Carver County Sheriff's office for review. Staff recommends council approval for all liquor license renewals/applications.

**RECOMMENDATION:**

**A motion approving renewal of liquor licenses for the attached list of 2016-17 contingent on receipt of all required documentation, fees, and sheriff's department approval would be in order.**

APPLICANT	LICENSE TYPE	FEE	TOTAL
Econofoods #318	Off-Sale 3.2 Beer	50.00	50.00
Gasthouse Inc	Off-Sale Liquor	100.00	1,500.00
	Sunday Liquor	200.00	
	On-Sale Liquor	1,200.00	
Good Time Liquor	Off-Sale Liquor	100.00	100.00
Holiday	Off-Sale 3.2 Beer	50.00	50.00
Last Call Too Inc.	Off-Sale Liquor	100.00	1,500.00
	Sunday Liquor	200.00	
	On-Sale Liquor	1,200.00	
(Edward Born) Legion Post #343	Temporary 3.2	25.00	25.00
Mid-Town Family Restaurant	Wine	100.00	350.00
	Set-Up	100.00	
	On-Sale Beer	150.00	
Norwood Baseball Club Inc	On-Sale 3.2 Beer	150.00	150.00
The Pour House Pub	Off-Sale Liquor	100.00	2,000.00
	Sunday Liquor	200.00	
	On-Sale Liquor	1,200.00	
	2 A.M. Closing	500.00	
Stiftungsfest Inc	Temporary 3.2	25.00	25.00
UT Group	Off-Sale Liquor	100.00	2,000.00
	Sunday Liquor	200.00	
	On-Sale Liquor	1,200.00	
	2 am Closing	500.00	
Young America Baseball Club	On-Sale 3.2 Beer	150.00	150.00
Kwik Trip Inc	On-Sale 3.2 Beer	50.00	50.00



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

TO: Honorable Mayor Diedrick and City Council Members  
FROM: Kelly Hayes, City Clerk/Treasurer  
DATE: May 23, 2016  
SUBJECT: Streets Closing Request – Ray Kraemer Auction

---

Resident Ray Kraemer, address 120 E Hill Street, is requesting approval to close the street in front of his house for an auction on Thursday June 9 from 8:00am to 9:00pm. Mr. Kraemer has spoken to his neighbors and all have approved.

RECOMMENDATION:

**Motion to approve closing Hill Street from Franklin Street to East Street, for the auction at 120 E Hill Street on Thursday, June 9, 2016 from 8am – 9pm.**



TO: Honorable Mayor Diedrick and City Council Members

FROM: Brent Aretz, Public Works Director

DATE: May 23, 2016

SUBJECT: Ditch Clean-up Follow-up Report

=====

2016 Budget City set \$10,000.00 for Ditch and Pond improvements to either hire or rent equipment so with Council approval we rented a John Deere 85G.

The first job with the Backhoe: Brent, Jason and OJ removed the Culvert west of the Dairy Queen on a Friday so the water had a chance to lower all weekend long and while installing the culvert I wouldn't have to pump or back water up (build a bigger dam).

The following Monday Brent, Jason and OJ reinstalled Culvert at the same level as Morse Street Culvert. Reinstalling culvert went better then planed. Dug out and hauled away 718 'of ditch material roughly 100 to 125 2yd loads from ditch. After one week you can look at the ditch north of south west Seventh Street and see ditch has lower about 12".

For an unrelated project, Brent and Justin used the backhoe to remove a stump that on Friday we tried to Chip and hit Iron in tree stump that after digging found to be Car or truck springs. When planted as a new tree to hold up young tree someone never took the springs out of ground and the tree grew into springs. So we used we used the Backhoe for more than just ditch cleaning.

Another place Brent and Rich Kroells removed 117' of ditch material along Adams Drive north of 4<sup>th</sup> Street S.E. roughly hauling 30 loads at 2yds per load. By cleaning this area it should help stop material from Friendship Park and all the water coming from Second Street S.E. and north of 2<sup>nd</sup> Street to settle and make easier to clean.

Another area Brent and Justin cleaned was Railroad Street from Reform Street to the most westerly entrance into Carver County Recycle area. This 248' of ditch material and roughly 50 loads at 2yds per load.

Another place Brent and OJ cleaned was Martingale ponds outlet located on the east side of Emma Street and also west side of Emma Street up to County Road 31. Hauled roughly 30 loads at 2yds per load and 60' ditch

Another place Brent removed materials was from the ditch located north of County Road 31 or west of City cemetery located on Elm Street W. The material was piled on the south side of the Ditch until the crops are harvested this fall and will be spread out into field and worked up. This is an agreement with land owner. This ditch was 500' long and bought back 12" of bounce into the Martingale Ponds.

The Haven Inlets and outlets were cleaned By Chard Construction was a part of that project.

The month we had the backhoe went fast but everywhere we cleaned made a great improvement. All total 1643' of ditch was cleaned. The material we hauled into the Oak Grove area will be moved this fall to a site that will be worked in a field. In respect to the schedule for the next ditch cleaning efforts, proposed is late fall or early winter.

We haven't received the invoice yet but the backhoe rental was \$4492.92.

We'll continue to work on updating the City's Ditch map and have available for the City Council in time for next backhoe rental request.



TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: May 23, 2016

SUBJECT: Willkommen Park Restrooms Project

---

At the Parks & Recreation Commission's May 17<sup>th</sup> regular meeting, the Commission discussed the construction of new restrooms at Willkommen Park. The Commission requests permission to move ahead with plans to construct new restrooms this year prior to the Stiftungsfest celebration. Components of the project include:

1. Architectural Drawings
  - a) Building (cement block)
  - b) Plumbing and Mechanical
  - c) Electrical
2. Engineer Design of Drainage Improvements
3. Determine Project Schedule
4. Preparation of Specifications and Solicitation of Proposals
5. Award Bids
6. Obtain Permits – building, plumbing, mechanical, electrical, etc.
7. Commence Construction

In respect to project financing, the Commission proposes to utilize the Park Dedication Fund which has a balance of approximately \$95,000. In addition, there is \$10,000 included in the 2016 Parks Budget for capital projects.

**Suggested Motion:**



TO: Honorable Mayor Diedrick and City Council Members  
FROM: Steve Helget, City Administrator  
DATE: May 23, 2016  
SUBJECT: Schneider Excavating & Grading Invoice

---

At the City Council's May 9<sup>th</sup> regular meeting, Josh Kroells who's building a house at 430 Emma Street was present during the Public Comment period of the meeting. Mr. Kroells expressed displeasure with the water and sewer connection inspection and poor communication between the City and his contractor, Schneider Excavating & Grading. Enclosed is an invoice from Mr. Schneider for \$2,000 stating it's for his downtime due to City's changes to testing procedures.

The City's water and sewer connection inspection has been the same for several years. In the past three years the City has issued 33 building permits for new homes and has completed this same inspection without incident.

Proposed is for the City Council to determine whether or not to pay Schneider Excavating & Grading's invoice.

**Suggested Motion:**



Date  
05/10/2016

Invoice  
Invoice #  
SE1079

Bill To

CITY OF NYA  
PO BOX 59  
NYA, MN 55368

Date	Product/Service	Description/Mach. ID	Machine Hrs.	Rate	Amount
05/03/2016	Crew Time	Down time for crew due to City of NYA's changes to testing procedures on sewer/water hookup at 430 Emma Street	5	400.00	2,000.00
				Total	\$2,000.00

THANK YOU FOR YOUR BUSINESS!!!!

Monthly Finance Chg 2%  
Annual Finance Chg 18%

Please remit to: PO Box 814 Young America, MN 55397



TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: May 23, 2016

SUBJECT: Resolution 2016-10, Approving Issuance of G.O. Refunding Bonds,  
Series 2016A

---

Nick Anhut, Ehlers, will be present to review and propose the refunding of the 2008A General Obligation Bonds, the 2008B General Obligation Water Revenue Bonds, and the 2009A Taxable General Obligation Library Bonds. The 2008A and 2008B bonds are callable in 2017 and 2018 respectively. In respect to the 2009A bonds, these are Build America Bonds and though the call date is not until 2019, the City can elect to refinance them because the Federal subsidy the City receives has decreased.

Enclosed is a report from Ehlers on the proposed 2016A Bonds and Resolution 2016-10 approving the issuance of the bonds.

**Suggested Motion:**

**Motion to approve Resolution 2016-10, Approving Issuance of General Obligation Refunding Bonds, Series 2016A**



**EHLERS**  
LEADERS IN PUBLIC FINANCE

May 23, 2016

Pre-Sale Report for

City of Norwood Young America, Minnesota

\$3,965,000 General Obligation Refunding Bonds,  
Series 2016A



**Prepared by:**

Nick Anhut  
Municipal Advisor

And

Shelly Eldridge  
Senior Municipal Advisor



## Executive Summary of Proposed Debt

Proposed Issue:	\$3,965,000 General Obligation Refunding Bonds, Series 2016A (the "Bonds")
Purposes:	<p>The intent of the proposed issue is to refinance a portion of the City's existing debt. Inclusive of financing costs, the proposed refinancing will include:</p> <ul style="list-style-type: none"> <li>• \$550,000 to crossover advance refund the 2018-2024 callable maturities of the City's General Obligation Bonds, Series 2008A. The 2008A Bonds were originally issued to finance the north fire station and street and utility improvement projects, and debt service is paid from a combination of an ad valorem property tax levy, assessments and utility revenues. The 2008A Bonds are callable February 1, 2017. The City will contribute \$180,000 of existing funds to pay down the size of the refunding. Interest rates on the 2008A Bonds are 4.0-4.1%. The expected refinancing interest cost is below 2.0%. The refunding is designed to restructure the existing debt to shorten the term by two years. Net of the contribution and financing costs, the refunding is expected to decrease the City's debt service expense by approximately \$83,000. The Net Present Value benefit of the refunding is estimated at \$50,000, or 6.6% of the refunded debt.</li> <li>• \$1,960,000 to crossover advance refund the 2019-2029 callable maturities of the City's General Obligation Water Revenue Bonds, Series 2008B. The 2008B Bonds were originally issued for water utility improvements and debt service is paid from the net revenues of the water utility. The 2008B Bonds are callable February 1, 2018. Interest rates on the 2008B Bonds are 4.4-5.0%. The expected refinancing interest cost is below 2.0%. Savings on this portion of the Bonds are designed to be realized annually after the 2008B Bonds' call date. Net of financing costs, the refunding is expected to reduce debt service expense by approximately \$280,000 over the 11 year period averaging \$25,489 per year. The Net Present Value Benefit of the refunding is estimated to be \$242,000, or 11.5% of the refunded debt.</li> <li>• \$1,455,000 to current refund the remaining maturities of the City's Taxable General Obligation Library Bonds, Series 2009. The 2009 Bonds were originally issued to finance the library project in combination with the financing for the Oak Grove City Center project. Debt service is paid from an ad valorem tax levy. The 2009 Bonds are taxable but the City is to receive a partial rebate of interest costs (45%) from the federal government through the Recovery Zone Economic Development Bond program. The federal government is only making a portion of its interest rate subsidy payments resulting from spending cuts known as "sequestration." With the reduction, the City is required to make up the difference on an annual basis. The City included a special call provision to allow for refinancing if triggered by an elimination or reduction in the subsidy payments. Interest rates on the 2009 Bonds are 6.0-6.15%. The expected refinancing interest cost is 2.5%. The refunding is designed to restructure</li> </ul>



	<p>the existing debt to shorten the term by four years. Net of financing costs and taking into account the federal subsidy, the refunding is expected to decrease the City's debt service expense by approximately \$416,000. The Net Present Value benefit of the refunding is estimated at \$236,900, or 10.2% of the refunded debt.</p>
<p><b>Authority:</b></p>	<p>The Bonds were originally issued pursuant to Minnesota Statutes, Chapters 134, 429, 444, and 475.</p> <p>The Fire Station and Library portion of the Bonds continue to count against the City's General Obligation Debt Capacity Limit of 3% of market value. Approximately \$4 million of capacity will remain. The Bonds will continue to be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p>
<p><b>Term/Call Feature:</b></p>	<p>In total, the Bonds are being issued for a 18.5 year term. Principal on the Bonds will be due on February 1 in the years 2018 through 2035. Interest is payable every six months beginning February 1, 2017.</p> <p>The Bonds maturing on and after February 1, 2026 will be subject to prepayment at the discretion of the City on February 1, 2025 or any date thereafter.</p>
<p><b>Bank Qualification:</b></p>	<p>Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
<p><b>Rating:</b></p>	<p>The City's most recent bond issues were rated "AA-" by Standard &amp; Poor's. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>
<p><b>Basis for Recommendation:</b></p>	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of tax-exempt general obligation bonds as a suitable refinancing option for the following reasons:</p> <ul style="list-style-type: none"> <li>• The Bonds carry forward the City's existing bonds' covenants and security used to finance its improvement and facility projects.</li> <li>• The refunding meets the city's objective to reduce debt service costs.</li> <li>• This is a cost-effective option for refinancing that provides flexibility to structure repayment within the city's levy and utility fund objectives.</li> <li>• General obligation bonds provide the lowest possible interest cost.</li> </ul>
<p><b>Method of Sale/Placement:</b></p>	<p>In order to obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.0% of the</p>



	<p>principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance will be used to lower your borrowing amount.</p> <p><b>Premium Bids:</b> Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium."</p> <p>The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.0% to 10.0% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p> <p>As we are refinancing existing City debt, any reoffering premium will be utilized to reduce the size of the issue to achieve the desired savings. The adjustments will occur after receipt of the bids and may slightly change the true interest cost of the original bid, either up or down.</p> <p>You have the choice to limit the amount of premium in the bid specifications. This may result in fewer bids, but it may also eliminate large adjustments on the day of sale and other uncertainties. We recommend setting the bid parameters to limit fluctuations in the coupons by 1% for any following maturities. This parameter should not deter bids and will ensure any premium bid does not interfere with the savings objectives and the desired amortization.</p>
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
Arbitrage Monitoring:	<p>Because the Bonds are tax-exempt securities/tax credit securities, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction,</p>



	<p>escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you as necessary.</p>
<p>Risk Factors:</p>	<p><b>Current Refunding:</b> A portion of the Bonds are being issued for the purpose of current refunding the 2009 Library Bonds. Under the special call provision, those obligations are “callable” now and can therefore be paid off at any time. The new Bonds will not be pre-payable until February 1, 2025. This refunding is being undertaken based in part on an assumption that the City does not expect to have future funds or revenues to pay off this debt prior to 2025 and that market conditions warrant the refinancing at this time.</p> <p><b>Advance Refunding:</b> The remaining portion of the Bonds are being issued for the purpose of “advance” refunding the 2008A and 2008B Bonds. Only one advance refunding of an original tax-exempt debt obligation is permitted under current IRS rules. This refunding is being undertaken based in part on the assumption that (i) the City does not expect to have revenues available to pre-pay the current obligations prior to the new February 1, 2025 call date, and (ii) that advance refunding will provide an overall lower debt cost as compared to waiting to refund the issue until its call date.</p> <p><b>Special Assessments:</b> A portion of the 2008A Bonds are being repaid by special assessments. As with the existing bonds, if the City receives a significant amount of pre-paid assessments, it may need to increase the levy portion of the debt service to make up for lower interest earnings than the expected assessment interest rate.</p> <p><b>Utility Revenue:</b> The City expects to continue to pay the 2008B Bond debt service with utility funds. As with the existing bonds, if future utility revenue is inadequate the City may have to levy taxes to pay debt service on the Bonds.</p>
<p>Parameters Resolution:</p>	<p>Given the City’s desire to execute this refunding to take advantage of existing refinancing conditions, a parameters resolution is included to authorize a Pricing Committee comprised of the Mayor and City Administrator to preside over the solicitation and award of bids on the Council’s behalf. Upon award of the bond sale to the winning bidder, the City Council will take its action at the next subsequent regular meeting to consider a bond resolution to finalize the sale.</p>
<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay</p>



them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider please contact us.

**Bond Attorney:** Kennedy & Graven, Chartered

**Paying Agent:** Bond Trust Services Corporation

**Rating Agency:** Standard & Poor's

**CPA Escrow Verification Agent:** Grant Thornton

**Escrow Agent:** U.S. Bank, N.A.

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



## Proposed Debt Issuance Schedule

Pre-Sale Review by City Council:	May 23, 2016
Distribute Official Statement:	Week of May 31, 2016
Conference with Rating Agency:	Complete by June 13, 2016
Pricing Committee Award Sale of the Bonds:	June 22, 2016
City Council Considers Approving Resolution:	June 27, 2016
Estimated Closing Date:	July 20, 2016
Redemption Date for 2009 Bonds:	August 1, 2016
Redemption Date for 2008A Bonds:	February 1, 2017
Redemption Date for 2008B Bonds:	February 1, 2018

### Attachments

- Sources and Uses of Funds
- Proposed Debt Service Schedule
- Refunding Savings Analysis
- Resolution Authorizing Ehlers to Proceed With Bond Sale

### Ehlers Contacts

Municipal Advisors:	Nick Anhut	(651) 697-8507
	Shelly Eldridge	(651) 697-8504
Disclosure Coordinator:	Elizabeth Greiter	(651) 697-8550
Financial Analyst:	Alicia Gage	(651) 697-8551

The Official Statement for this financing will be forwarded to the City Council at their home or e-mail address for review prior to the sale date.



## City of Norwood Young America, Minnesota

\$3,965,000 General Obligation Refunding Bonds, Series 2016A  
 Issue Summary - Crossover Ref 08A & 08B and Current Ref 09 RZEDs  
 Assuming Current G.O. BQ "AA-" Market Rates + 25 Bpts

### Total Issue Sources And Uses

Dated 07/20/2016 | Delivered 07/20/2016

	Xover 08A - Street Imp Portion	Xover 08A - Capital Imp Portion	Xover Ref 08B GO Water Rev	Cur Ref 2009 Library RZED	Issue Summary
<b>Sources Of Funds</b>					
Par Amount of Bonds	\$465,000.00	\$85,000.00	\$1,960,000.00	\$1,455,000.00	\$3,965,000.00
Planned Issuer Equity contribution	180,000.00	-	-	-	180,000.00
<b>Total Sources</b>	<b>\$645,000.00</b>	<b>\$85,000.00</b>	<b>\$1,960,000.00</b>	<b>\$1,455,000.00</b>	<b>\$4,145,000.00</b>
<b>Uses Of Funds</b>					
Total Underwriter's Discount (1.000%)	4,650.00	850.00	19,600.00	14,550.00	39,650.00
Costs of Issuance	6,534.57	-	27,543.55	20,446.88	\$4,525.00
Deposit to Current Refunding Fund	631,837.01	85,323.30	1,909,039.67	1,420,000.00	4,046,199.98
Rounding Amount	1,978.42	(1,173.30)	3,816.78	3.12	4,625.02
<b>Total Uses</b>	<b>\$645,000.00</b>	<b>\$85,000.00</b>	<b>\$1,960,000.00</b>	<b>\$1,455,000.00</b>	<b>\$4,145,000.00</b>



## City of Norwood Young America, Minnesota

\$3,965,000 General Obligation Refunding Bonds, Series 2016A  
 Issue Summary - Crossover Ref 08A & 08B and Current Ref 09 RZEDs  
 Assuming Current G.O. BQ "AA-" Market Rates + 25 Bpts

### Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	PCF	Existing D/S	Net New D/S	Fiscal Total
07/20/2016	-	-	-	-	-	-	175,374.98	-
08/01/2016	-	-	-	-	-	65,288.75	65,288.75	-
02/01/2017	-	-	38,830.04	38,830.04	(735,744.73)	990,288.75	293,374.06	534,037.79
08/01/2017	-	-	36,593.75	36,593.75	(16,135.00)	46,520.00	66,978.75	-
02/01/2018	105,000.00	1.050%	36,593.75	141,593.75	(1,896,135.00)	2,056,520.00	301,978.75	368,957.50
08/01/2018	-	-	36,042.50	36,042.50	-	-	36,042.50	-
02/01/2019	275,000.00	1.150%	36,042.50	311,042.50	-	-	311,042.50	347,085.00
08/01/2019	-	-	34,461.25	34,461.25	-	-	34,461.25	-
02/01/2020	285,000.00	1.250%	34,461.25	319,461.25	-	-	319,461.25	353,922.50
08/01/2020	-	-	32,680.00	32,680.00	-	-	32,680.00	-
02/01/2021	280,000.00	1.350%	32,680.00	312,680.00	-	-	312,680.00	345,360.00
08/01/2021	-	-	30,790.00	30,790.00	-	-	30,790.00	-
02/01/2022	280,000.00	1.400%	30,790.00	310,790.00	-	-	310,790.00	341,580.00
08/01/2022	-	-	28,830.00	28,830.00	-	-	28,830.00	-
02/01/2023	175,000.00	1.500%	28,830.00	203,830.00	-	-	203,830.00	232,660.00
08/01/2023	-	-	27,517.50	27,517.50	-	-	27,517.50	-
02/01/2024	180,000.00	1.600%	27,517.50	207,517.50	-	-	207,517.50	235,035.00
08/01/2024	-	-	26,077.50	26,077.50	-	-	26,077.50	-
02/01/2025	180,000.00	1.700%	26,077.50	206,077.50	-	-	206,077.50	232,155.00
08/01/2025	-	-	24,547.50	24,547.50	-	-	24,547.50	-
02/01/2026	290,000.00	1.800%	24,547.50	314,547.50	-	-	314,547.50	339,095.00
08/01/2026	-	-	21,937.50	21,937.50	-	-	21,937.50	-
02/01/2027	295,000.00	1.950%	21,937.50	316,937.50	-	-	316,937.50	338,875.00
08/01/2027	-	-	19,061.25	19,061.25	-	-	19,061.25	-
02/01/2028	290,000.00	2.050%	19,061.25	309,061.25	-	-	309,061.25	328,122.50
08/01/2028	-	-	16,088.75	16,088.75	-	-	16,088.75	-
02/01/2029	300,000.00	2.200%	16,088.75	316,088.75	-	-	316,088.75	332,177.50
08/01/2029	-	-	12,788.75	12,788.75	-	-	12,788.75	-
02/01/2030	110,000.00	2.250%	12,788.75	122,788.75	-	-	122,788.75	135,577.50
08/01/2030	-	-	11,551.25	11,551.25	-	-	11,551.25	-
02/01/2031	115,000.00	2.400%	11,551.25	126,551.25	-	-	126,551.25	138,102.50
08/01/2031	-	-	10,171.25	10,171.25	-	-	10,171.25	-
02/01/2032	190,000.00	2.450%	10,171.25	200,171.25	-	-	200,171.25	210,342.50
08/01/2032	-	-	7,843.75	7,843.75	-	-	7,843.75	-
02/01/2033	200,000.00	2.500%	7,843.75	207,843.75	-	-	207,843.75	215,687.50
08/01/2033	-	-	5,343.75	5,343.75	-	-	5,343.75	-
02/01/2034	205,000.00	2.550%	5,343.75	210,343.75	-	-	210,343.75	215,687.50
08/01/2034	-	-	2,730.00	2,730.00	-	-	2,730.00	-
02/01/2035	210,000.00	2.600%	2,730.00	212,730.00	-	-	212,730.00	215,460.00
<b>Total</b>	<b>\$3,965,000.00</b>	<b>-</b>	<b>\$808,942.54</b>	<b>\$4,773,942.54</b>	<b>(2,648,014.73)</b>	<b>\$3,158,617.50</b>	<b>\$5,459,920.29</b>	<b>-</b>

## City of Norwood Young America, Minnesota

\$3,965,000 General Obligation Refunding Bonds, Series 2016A

Issue Summary - Crossover Ref 08A & 08B and Current Ref 09 RZEDs

Assuming Current G.O. BQ "AA-" Market Rates + 25 Bpts

### Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2017	38,830.04	(735,744.73)	1,055,577.50	534,037.79	365,790.06	(168,247.73)
02/01/2018	178,187.50	(1,912,270.00)	2,103,040.00	368,957.50	392,290.12	23,332.62
02/01/2019	347,085.00	-	-	347,085.00	393,165.12	46,080.12
02/01/2020	353,922.50	-	-	353,922.50	398,425.12	44,502.62
02/01/2021	345,360.00	-	-	345,360.00	393,045.12	47,685.12
02/01/2022	341,580.00	-	-	341,580.00	392,445.12	50,865.12
02/01/2023	232,660.00	-	-	232,660.00	391,270.12	158,610.12
02/01/2024	235,035.00	-	-	235,035.00	394,560.12	159,525.12
02/01/2025	232,155.00	-	-	232,155.00	272,025.12	39,870.12
02/01/2026	339,095.00	-	-	339,095.00	273,975.12	(65,119.88)
02/01/2027	338,875.00	-	-	338,875.00	275,187.62	(63,687.38)
02/01/2028	328,122.50	-	-	328,122.50	270,925.12	(57,197.38)
02/01/2029	332,177.50	-	-	332,177.50	270,925.12	(61,252.38)
02/01/2030	135,577.50	-	-	135,577.50	50,425.12	(85,152.38)
02/01/2031	138,102.50	-	-	138,102.50	50,425.12	(87,677.38)
02/01/2032	210,342.50	-	-	210,342.50	205,425.12	(4,917.38)
02/01/2033	215,687.50	-	-	215,687.50	210,025.54	(5,661.96)
02/01/2034	215,687.50	-	-	215,687.50	209,277.60	(6,409.90)
02/01/2035	215,460.00	-	-	215,460.00	208,207.42	(7,252.58)
02/01/2036	-	-	-	-	206,958.72	206,958.72
02/01/2037	-	-	-	-	205,531.48	205,531.48
02/01/2038	-	-	-	-	203,925.70	203,925.70
02/01/2039	-	-	-	-	207,141.38	207,141.38
<b>Total</b>	<b>\$4,773,942.54</b>	<b>(2,648,014.73)</b>	<b>\$3,158,617.50</b>	<b>\$5,459,920.29</b>	<b>\$6,241,372.20</b>	<b>\$781,451.91</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	1,278,476.05
Effects of changes in Expenses.....	(572,400.28)
Net PV Cashflow Savings @ 2.077%(Bond Yield)....	706,075.77
Total Cash contribution.....	(180,000.00)
Contingency or Rounding Amount.....	4,625.02
Net Present Value Benefit	\$530,700.79
Net PV Benefit / \$5,191,529.74 PV Refunded Debt Service	10.222%
Net PV Benefit / \$4,015,000 Refunded Principal...	13.218%
Net PV Benefit / \$3,965,000 Refunding Principal..	13.385%

### Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016



# City of Norwood Young America, Minnesota

\$465,000 General Obligation Refunding Bonds, Series 2016A

Xover 08A - Street Imp Portion

Assuming Current G.O. BQ "AA-" Market Rates

## Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2017	3,126.30	(633,126.30)	707,425.00	255,446.58	77,425.00	(178,021.58)
02/01/2018	70,892.50	-	-	70,892.50	75,425.00	4,532.50
02/01/2019	70,210.00	-	-	70,210.00	73,425.00	3,215.00
02/01/2020	119,462.50	-	-	119,462.50	121,425.00	1,962.50
02/01/2021	113,025.00	-	-	113,025.00	117,425.00	4,400.00
02/01/2022	111,540.00	-	-	111,540.00	118,425.00	6,885.00
02/01/2023	-	-	-	-	119,225.00	119,225.00
02/01/2024	-	-	-	-	119,715.00	119,715.00
<b>Total</b>	<b>\$488,256.30</b>	<b>(633,126.30)</b>	<b>\$707,425.00</b>	<b>\$740,576.58</b>	<b>\$822,490.00</b>	<b>\$81,913.42</b>

## PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	226,510.41
Net PV Cashflow Savings @ 2.077%(Bond Yield)....	226,510.41
Total Cash contribution.....	(180,000.00)
Contingency or Rounding Amount.....	1,978.42
Net Present Value Benefit	\$48,488.83
Net PV Benefit / \$675,404.81 PV Refunded Debt Service	7.179%
Net PV Benefit / \$630,000 Refunded Principal...	7.697%
Net PV Benefit / \$465,000 Refunding Principal..	10.428%

## Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016

# City of Norwood Young America, Minnesota

\$1,325,000 General Obligation Bonds, Series 2008A

Street Improvement Portion

## Debt Service To Maturity And To Call

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S
08/01/2016	-	12,712.50	12,712.50	-	-	12,712.50	12,712.50
02/01/2017	630,000.00	12,712.50	642,712.50	-	4.000%	12,712.50	12,712.50
08/01/2017	-	-	-	-	-	12,712.50	12,712.50
02/01/2018	-	-	-	50,000.00	4.000%	12,712.50	62,712.50
08/01/2018	-	-	-	-	-	11,712.50	11,712.50
02/01/2019	-	-	-	50,000.00	4.000%	11,712.50	61,712.50
08/01/2019	-	-	-	-	-	10,712.50	10,712.50
02/01/2020	-	-	-	100,000.00	4.000%	10,712.50	110,712.50
08/01/2020	-	-	-	-	-	8,712.50	8,712.50
02/01/2021	-	-	-	100,000.00	4.000%	8,712.50	108,712.50
08/01/2021	-	-	-	-	-	6,712.50	6,712.50
02/01/2022	-	-	-	105,000.00	4.000%	6,712.50	111,712.50
08/01/2022	-	-	-	-	-	4,612.50	4,612.50
02/01/2023	-	-	-	110,000.00	4.100%	4,612.50	114,612.50
08/01/2023	-	-	-	-	-	2,357.50	2,357.50
02/01/2024	-	-	-	115,000.00	4.100%	2,357.50	117,357.50
<b>Total</b>	<b>\$630,000.00</b>	<b>\$25,425.00</b>	<b>\$655,425.00</b>	<b>\$630,000.00</b>	<b>-</b>	<b>\$140,490.00</b>	<b>\$770,490.00</b>

## Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	7/20/2016
Average Life	5.038 Years
Average Coupon	4.0499135%
Weighted Average Maturity (Par Basis)	5.038 Years

## Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016

## City of Norwood Young America, Minnesota

\$85,000 General Obligation Refunding Bonds, Series 2016A

Xover 08A - Capital Imp Portion

Assuming Current G.O. BQ "AA-" Market Rates

### Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2017	497.40	(85,497.40)	124,800.00	40,973.30	39,800.00	(1,173.30)
02/01/2018	40,937.50	-	-	40,937.50	43,400.00	2,462.50
02/01/2019	45,517.50	-	-	45,517.50	46,800.00	1,282.50
<b>Total</b>	<b>\$86,952.40</b>	<b>(85,497.40)</b>	<b>\$124,800.00</b>	<b>\$127,428.30</b>	<b>\$130,000.00</b>	<b>\$2,571.70</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	3,621.71
Net PV Cashflow Savings @ 2.077%(Bond Yield).....	3,621.71
Contingency or Rounding Amount.....	(1,173.30)
Net Present Value Benefit	\$2,448.41
Net PV Benefit / \$86,490.70 PV Refunded Debt Service	2.831%
Net PV Benefit / \$85,000 Refunded Principal...	2.880%
Net PV Benefit / \$85,000 Refunding Principal..	2.880%

### Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016

## City of Norwood Young America, Minnesota

\$1,325,000 General Obligation Bonds, Series 2008A

Capital Improvement Portion

### Debt Service To Maturity And To Call

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S
08/01/2016	-	1,700.00	1,700.00	-	-	1,700.00	1,700.00
02/01/2017	85,000.00	1,700.00	86,700.00	-	4.000%	1,700.00	1,700.00
08/01/2017	-	-	-	-	-	1,700.00	1,700.00
02/01/2018	-	-	-	40,000.00	4.000%	1,700.00	41,700.00
08/01/2018	-	-	-	-	-	900.00	900.00
02/01/2019	-	-	-	45,000.00	4.000%	900.00	45,900.00
<b>Total</b>	<b>\$85,000.00</b>	<b>\$3,400.00</b>	<b>\$88,400.00</b>	<b>\$85,000.00</b>	<b>-</b>	<b>\$8,600.00</b>	<b>\$93,600.00</b>

### Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	7/20/2016
Average Life	2.060 Years
Average Coupon	4.0000006%
Weighted Average Maturity (Par Basis)	2.060 Years

### Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016



## City of Norwood Young America, Minnesota

\$1,960,000 General Obligation Refunding Bonds, Series 2016A

Xover Ref 08B GO Water Rev

Assuming Current G.O. BQ "AA-" Market Rates

### Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2017	17,121.03	(17,121.03)	223,352.50	219,535.72	223,352.50	3,816.78
02/01/2018	32,270.00	(1,912,270.00)	2,103,040.00	223,040.00	223,040.00	-
02/01/2019	197,270.00	-	-	197,270.00	222,515.00	25,245.00
02/01/2020	200,372.50	-	-	200,372.50	226,575.00	26,202.50
02/01/2021	198,247.50	-	-	198,247.50	225,195.00	26,947.50
02/01/2022	195,952.50	-	-	195,952.50	223,595.00	27,642.50
02/01/2023	198,572.50	-	-	198,572.50	221,620.00	23,047.50
02/01/2024	200,947.50	-	-	200,947.50	224,420.00	23,472.50
02/01/2025	198,067.50	-	-	198,067.50	221,600.00	23,532.50
02/01/2026	200,007.50	-	-	200,007.50	223,550.00	23,542.50
02/01/2027	201,677.50	-	-	201,677.50	224,762.50	23,085.00
02/01/2028	192,972.50	-	-	192,972.50	220,500.00	27,527.50
02/01/2029	194,180.00	-	-	194,180.00	220,500.00	26,320.00
<b>Total</b>	<b>\$2,227,658.53</b>	<b>(1,929,391.03)</b>	<b>\$2,326,392.50</b>	<b>\$2,620,843.22</b>	<b>\$2,901,225.00</b>	<b>\$280,381.78</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	239,022.64
Net PV Cashflow Savings @ 2.077%(Bond Yield).....	239,022.64
Contingency or Rounding Amount.....	3,816.78
Net Present Value Benefit	\$242,839.42
Net PV Benefit / \$2,108,843.37 PV Refunded Debt Service	11.515%
Net PV Benefit / \$1,880,000 Refunded Principal...	12.917%
Net PV Benefit / \$1,960,000 Refunding Principal..	12.390%

### Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016



# City of Norwood Young America, Minnesota

\$2,715,000 General Obligation Water Revenue Bonds, Series 2008B

## Debt Service To Maturity And To Call

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S
08/01/2016	-	43,757.50	43,757.50	-	-	43,757.50	43,757.50
02/01/2017	-	43,757.50	43,757.50	-	4.250%	43,757.50	43,757.50
08/01/2017	-	43,757.50	43,757.50	-	-	43,757.50	43,757.50
02/01/2018	1,880,000.00	43,757.50	1,923,757.50	-	4.250%	43,757.50	43,757.50
08/01/2018	-	-	-	-	-	43,757.50	43,757.50
02/01/2019	-	-	-	135,000.00	4.400%	43,757.50	178,757.50
08/01/2019	-	-	-	-	-	40,787.50	40,787.50
02/01/2020	-	-	-	145,000.00	4.400%	40,787.50	185,787.50
08/01/2020	-	-	-	-	-	37,597.50	37,597.50
02/01/2021	-	-	-	150,000.00	4.400%	37,597.50	187,597.50
08/01/2021	-	-	-	-	-	34,297.50	34,297.50
02/01/2022	-	-	-	155,000.00	4.500%	34,297.50	189,297.50
08/01/2022	-	-	-	-	-	30,810.00	30,810.00
02/01/2023	-	-	-	160,000.00	4.500%	30,810.00	190,810.00
08/01/2023	-	-	-	-	-	27,210.00	27,210.00
02/01/2024	-	-	-	170,000.00	4.600%	27,210.00	197,210.00
08/01/2024	-	-	-	-	-	23,300.00	23,300.00
02/01/2025	-	-	-	175,000.00	4.600%	23,300.00	198,300.00
08/01/2025	-	-	-	-	-	19,275.00	19,275.00
02/01/2026	-	-	-	185,000.00	4.750%	19,275.00	204,275.00
08/01/2026	-	-	-	-	-	14,881.25	14,881.25
02/01/2027	-	-	-	195,000.00	4.750%	14,881.25	209,881.25
08/01/2027	-	-	-	-	-	10,250.00	10,250.00
02/01/2028	-	-	-	200,000.00	5.000%	10,250.00	210,250.00
08/01/2028	-	-	-	-	-	5,250.00	5,250.00
02/01/2029	-	-	-	210,000.00	5.000%	5,250.00	215,250.00
<b>Total</b>	<b>\$1,880,000.00</b>	<b>\$175,030.00</b>	<b>\$2,055,030.00</b>	<b>\$1,880,000.00</b>	<b>-</b>	<b>\$749,862.50</b>	<b>\$2,629,862.50</b>

### Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	7/20/2016
Average Life	7.959 Years
Average Coupon	4.7370540%
Weighted Average Maturity (Par Basis)	7.959 Years

### Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016

## City of Norwood Young America, Minnesota

\$1,455,000 General Obligation Refunding Bonds, Series 2016A

Cur Ref 2009 Library RZED

Assuming Current GO BQ "AA-" Market Rates

### Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2017	18,085.31	18,082.19	25,212.56	7,130.37
02/01/2018	34,087.50	34,087.50	50,425.12	16,337.62
02/01/2019	34,087.50	34,087.50	50,425.12	16,337.62
02/01/2020	34,087.50	34,087.50	50,425.12	16,337.62
02/01/2021	34,087.50	34,087.50	50,425.12	16,337.62
02/01/2022	34,087.50	34,087.50	50,425.12	16,337.62
02/01/2023	34,087.50	34,087.50	50,425.12	16,337.62
02/01/2024	34,087.50	34,087.50	50,425.12	16,337.62
02/01/2025	34,087.50	34,087.50	50,425.12	16,337.62
02/01/2026	139,087.50	139,087.50	50,425.12	(88,662.38)
02/01/2027	137,197.50	137,197.50	50,425.12	(86,772.38)
02/01/2028	135,150.00	135,150.00	50,425.12	(84,724.88)
02/01/2029	137,997.50	137,997.50	50,425.12	(87,572.38)
02/01/2030	135,577.50	135,577.50	50,425.12	(85,152.38)
02/01/2031	138,102.50	138,102.50	50,425.12	(87,677.38)
02/01/2032	210,342.50	210,342.50	205,425.12	(4,917.38)
02/01/2033	215,687.50	215,687.50	210,025.54	(5,661.96)
02/01/2034	215,687.50	215,687.50	209,277.60	(6,409.90)
02/01/2035	215,460.00	215,460.00	208,207.42	(7,252.58)
02/01/2036	-	-	206,958.72	206,958.72
02/01/2037	-	-	205,531.48	205,531.48
02/01/2038	-	-	203,925.70	203,925.70
02/01/2039	-	-	207,141.38	207,141.38
<b>Total</b>	<b>\$1,971,075.31</b>	<b>\$1,971,072.19</b>	<b>\$2,387,657.20</b>	<b>\$416,585.01</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	809,321.29
Effects of changes in Expenses.....	(572,400.28)
Net PV Cashflow Savings @ 2.077%(Bond Yield)....	236,921.01
Contingency or Rounding Amount.....	3.12
Net Present Value Benefit	\$236,924.13
Net PV Benefit / \$2,320,790.86 PV Refunded Debt Service	10.209%
Net PV Benefit / \$1,420,000 Refunded Principal...	16.685%
Net PV Benefit / \$1,455,000 Refunding Principal..	16.283%

### Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016

# City of Norwood Young America, Minnesota

\$1,420,000 Taxable G.O. Library Bonds, Series 2009

Economic Recovery Zone Bonds - Direct Pay

## Debt Service To Maturity And To Call

Date	Refunded Bonds	D/S To Call	Principal	Coupon	Interest	Refunded D/S
07/20/2016	-	-	-	-	-	-
08/01/2016	1,420,000.00	1,420,000.00	-	-	-	-
02/01/2017	-	-	-	-	43,425.00	43,425.00
08/01/2017	-	-	-	-	43,425.00	43,425.00
02/01/2018	-	-	-	-	43,425.00	43,425.00
08/01/2018	-	-	-	-	43,425.00	43,425.00
02/01/2019	-	-	-	-	43,425.00	43,425.00
08/01/2019	-	-	-	-	43,425.00	43,425.00
02/01/2020	-	-	-	-	43,425.00	43,425.00
08/01/2020	-	-	-	-	43,425.00	43,425.00
02/01/2021	-	-	-	-	43,425.00	43,425.00
08/01/2021	-	-	-	-	43,425.00	43,425.00
02/01/2022	-	-	-	-	43,425.00	43,425.00
08/01/2022	-	-	-	-	43,425.00	43,425.00
02/01/2023	-	-	-	-	43,425.00	43,425.00
08/01/2023	-	-	-	-	43,425.00	43,425.00
02/01/2024	-	-	-	-	43,425.00	43,425.00
08/01/2024	-	-	-	-	43,425.00	43,425.00
02/01/2025	-	-	-	-	43,425.00	43,425.00
08/01/2025	-	-	-	-	43,425.00	43,425.00
02/01/2026	-	-	-	-	43,425.00	43,425.00
08/01/2026	-	-	-	-	43,425.00	43,425.00
02/01/2027	-	-	-	-	43,425.00	43,425.00
08/01/2027	-	-	-	-	43,425.00	43,425.00
02/01/2028	-	-	-	-	43,425.00	43,425.00
08/01/2028	-	-	-	-	43,425.00	43,425.00
02/01/2029	-	-	-	-	43,425.00	43,425.00
08/01/2029	-	-	-	-	43,425.00	43,425.00
02/01/2030	-	-	-	-	43,425.00	43,425.00
08/01/2030	-	-	-	-	43,425.00	43,425.00
02/01/2031	-	-	-	-	43,425.00	43,425.00
08/01/2031	-	-	-	-	43,425.00	43,425.00
02/01/2032	-	-	155,000.00	6.000%	43,425.00	198,425.00
08/01/2032	-	-	-	-	38,775.00	38,775.00
02/01/2033	-	-	165,000.00	6.000%	38,775.00	203,775.00
08/01/2033	-	-	-	-	33,825.00	33,825.00
02/01/2034	-	-	170,000.00	6.150%	33,825.00	203,825.00
08/01/2034	-	-	-	-	28,597.50	28,597.50
02/01/2035	-	-	175,000.00	6.150%	28,597.50	203,597.50
08/01/2035	-	-	-	-	23,216.25	23,216.25
02/01/2036	-	-	180,000.00	6.150%	23,216.25	203,216.25
08/01/2036	-	-	-	-	17,681.25	17,681.25
02/01/2037	-	-	185,000.00	6.150%	17,681.25	202,681.25
08/01/2037	-	-	-	-	11,992.50	11,992.50
02/01/2038	-	-	190,000.00	6.150%	11,992.50	201,992.50
08/01/2038	-	-	-	-	6,150.00	6,150.00
02/01/2039	-	-	200,000.00	6.150%	6,150.00	206,150.00
<b>Total</b>	<b>\$1,420,000.00</b>	<b>\$1,420,000.00</b>	<b>\$1,420,000.00</b>	<b>-</b>	<b>\$1,666,650.00</b>	<b>\$3,086,650.00</b>

### Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	7/20/2016
Average Life	19.203 Years
Average Coupon	6.1217542%
Weighted Average Maturity (Par Basis)	19.203 Years

### Refunding Bond Information

Refunding Dated Date	7/20/2016
Refunding Delivery Date	7/20/2016
2009 GO Library RZED#2 CR   SINGLE PURPOSE   5/18/2016   2:32 PM	

## City of Norwood Young America, Minnesota

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\$3,965,000 General Obligation Refunding Bonds, Series 2016A  
Issue Summary - Crossover Ref 08A & 08B and Current Ref 09 RZEDs  
Assuming Current G.O. BQ "AA-" Market Rates + 25 Bpts

### Detail Costs Of Issuance

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Dated 07/20/2016 | Delivered 07/20/2016

#### COSTS OF ISSUANCE DETAIL

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Financial Advisor	\$27,525.00
Bond Counsel	\$10,000.00
Rating Agency Fee	\$10,500.00
Miscellaneous	\$1,000.00
Escrow Agent	\$3,000.00
Verification Agent	\$2,500.00
<b>TOTAL</b>	<b>\$54,525.00</b>



EXTRACT OF MINUTES OF A MEETING  
OF THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA,  
MINNESOTA

HELD: May 23, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Norwood Young America, Minnesota, was duly held on Monday, May 23, 2016 at 6:30 p.m.

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION 2016-10, APPROVING THE ISSUANCE OF  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016A**

BE IT RESOLVED by the City Council of the City of Norwood Young America, Minnesota (the "City") as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue fully registered general obligation bonds in the total aggregate principal amount of not to exceed \$4,000,000 (herein, the "Bonds"). The proceeds of the Bonds will be used, together with any additional funds of the City which might be required, to effect the refunding of (i) the 2018 through 2024 maturities of the City's General Obligation Bonds, Series 2008A, dated July 2, 2008; (ii) the 2019 through 2029 maturities of the City's General Obligation Water Revenue Bonds, Series 2008B, dated October 30, 2008; and (iii) the 2032 through 2039 maturities of the City's Taxable General Obligation Library Bonds, Series 2009 (Recovery Zone Economic Development Bonds), dated November 5, 2009; and to pay the costs associated with issuing the Bonds.
2. The City Council desires to proceed with the sale of the Bonds by solicitation of bids to be undertaken by Ehlers & Associates, Inc. ("Ehlers").
3. The City Council hereby establishes a pricing committee with respect to the Bonds comprising the Mayor and the City Administrator, or their designees (the "Pricing Committee"). The Pricing Committee is authorized and directed, with the advice of Ehlers, to review the proposals for the sale of the Bonds based on the following parameters: (i) the principal amount of the Bonds shall not exceed \$4,000,000; (ii) the true interest cost of the Bonds shall not exceed 2.60%; and (iii) the present value of the total savings on the Bonds shall be at least 6%. The Pricing Committee shall also determine whether the Bonds will be prepayable prior to maturity.
4. Upon approval of the sale of the Bonds by the Pricing Committee, the City Council will take action at its next regularly scheduled meeting thereafter to ratify the actions of the Pricing Committee and adopt the necessary approving resolution as prepared by Kennedy & Graven, the City's bond counsel.

5. Ehlers is authorized to prepare an Official Statement related to the sale of the Bonds.
6. If the City Council has not ratified the sale of the Bonds and executed the related documents by August 31, 2016, this resolution shall expire.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said Resolution 2016-10 was declared duly passed and adopted.

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

ATTEST:

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



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

TO: Honorable Mayor Diedrick and Members of the City Council  
FROM: Steven Helget, City Administrator  
CC: Kelly Hayes, City Clerk/Treasurer  
DATE: May 23, 2016  
RE: Promotion of City Clerk/Treasurer

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Kelly Hayes was hired as the City Clerk/Treasurer on October 26, 2015. I recently met with Kelly and gave her a six-month performance review. Since starting, Kelly has performed well and has shown exceptional skills in the areas of human resources, payroll, and fund accounting. She is also off to good start in building relationships with staff, Council, and the general public.

The Personnel Committee recently met and discussed my workload/responsibilities and the City's overall organizational structure. The Committee is recommending changing the job description of the City Clerk/Treasurer to include the responsibility of supervising the administrative staff. With this added responsibility and taking into account Pay Equity rules, the Personnel Committee is also recommending changing the City Clerk/Treasurer Pay Grade from Grade 11 to Grade 12 to keep this position in line with other supervisory positions within the City. Proposed is to make this promotion effective June 1, 2016. In accordance with the City's Personnel Policy, with this promotion, Kelly is to be placed on six-month probation.

**Suggested Motions:**

**Motion to amend the City Clerk/Treasurer job description to include the responsibility of supervising the administrative staff and changing the position from a Pay Grade 11 to a Pay Grade 12.**

**Motion move Kelly Hayes from a Pay Grade 11 Step 1 to a Pay Grade 12 Step 1 effective June 1, 2016.**

## CITY CLERK/TREASURER

**Position Title:** City Clerk/Treasurer  
**Department:** Administration  
**Supervisor's Title:** City Administrator

**Pay Grade:** 12  
**FLSA Status:** Exempt  
**Work Status:** Full-time

### **PURPOSE**

Performs specialized and technical work to perform all of the routine tasks associated with accounts payable, accounts receivable and payroll, to include related reporting and record keeping. Assists with the City's annual audit. Also performs clerical work to process City permits and licenses, publish legal and other official notices, and supervise elections. This position is responsible for all statutory clerk and treasurer duties and also acts as the Human Resources Coordinator. This position supervises administrative staff.

**WORK SCHEDULE:** The typical work hours for this position are 8:00 a.m. through 4:30 p.m. Monday–Friday. Additional hours, evenings and weekends may be required as assigned.

### **RELATIONSHIPS:**

#### IMMEDIATE SUPERVISOR

City Administrator

#### SUPERVISES

Administration Staff

### EMPLOYEE CONTACTS

Considerable contact with most City Employees, and also with City Council, City Auditor, City Attorney, Bond Counsel, City Engineer, City Financial Advisor, and other consultants.

### OUTSIDE CONTACTS

Considerable contact with the public on the telephone, emails, and in person. May also be in contact with county, state, federal and other municipal agencies; bank and financial institutions; local business, and community organizations; and vendors/suppliers.

### **ESSENTIAL FUNCTIONS**

*Performs a variety of general financial and administrative duties*

- Assists with annual budget process as directed by the City Administrator; assists with forecasting overall revenues, expenditures budgets; and makes recommendations where appropriate.
- Coordinates the City's annual audit: prepares documents and files for audit; works with auditors at year-end; assists in review of draft financial statement; and follows up on indicated areas of deficiency.
- Assists with determining project financing options/alternatives, works with the City's financial consultant and bond counsel on bond issues, and administers TIF districts.
- Serves as back-up for utility billing and assists utility billing clerk with accounting questions; provides assistance to utility billing accuracy and utility rate adjustments implementation.
- Serves as human resources coordinator; serves on and provides staff assistance on Personnel Committee; maintains all personnel files.
- Acts as employee benefits administrator and employee handbook coordinator.

## CITY CLERK/TREASURER

- Provides customer service at front counter; answers and responds to incoming telephone calls and emails; provides copies or public inspection to public records; investigates and responds to citizen questions/complaints and information requests.

### *Performs and/or oversees all tasks associated with fund accounting*

- Prepares and maintains City accounts receivable and payable transactions and records in conformance with generally accepted accounting principles.
- Regularly performs tasks associated with Accounts Payable: codes transactions, reviews/corrects entered claims into fund accounting software, and reconciles bank accounts and statements.
- Performs tasks associated with Accounts Receivable: reviews prepared invoices and bills; codes payments and enters data into computer system; and in the absence of the Deputy Clerk, balances cash receipts and prepares bank deposit slips.
- Manages cash flow and follows City policy to invest excess funds.
- Prepares the list of claims for Council approval; co-signs checks with Mayor.
- Prepares annual financial reports and responds to questions from the State Auditor as needed.

### *Performs and/or supervises all tasks associated with payroll*

- Processes payroll for City employees and officials.
- Maintains current payroll records, including W-4 forms, and information on employee benefits.
- Operates payroll software to enter data, prints and prepares checks for distribution, and track employees' overtime and paid leave.
- Prepares a variety of reports and submits with payments to appropriate state and federal agency.
- Prepares related year-end reports as well as W-2s, W-3s, and 1099s.
- Process benefit plan enrollments, changes, and terminations.
- Process disability leave, and maintain other leave records.
- Maintain and control access to confidential information.

### *Performs and/or supervises statutory clerk duties*

- Ensures public notices and announcements are prepared and published; provides clerical and logistical support for City Council meetings; participates in the preparation of agendas and information packets; attends meetings, video records meetings, and takes minutes of the meeting proceedings and records minutes in the City's official minute book.
- Responds to requests for public data: provides certified copies of proceedings and records.
- Co-signs, with the Mayor, all checks; attests to the Mayor's signature on official documents when required and maintains corporate seal; and administers oaths of office.
- Assists with the assessment process; and certifies regular and special levies to the County Auditor.
- Serves as election coordinator; oversees all election activities including logistics and election judges' duties/responsibilities.
- Oversees and participates in the processing and issuance of City permits and licenses.
- Oversees and participates in record keeping of official documents and records.
- File insurance claims, submit and track workers' comprehensive claims; performs assessment searches; and schedules public facilities rentals.

# CITY CLERK/TREASURER

## OTHER DUTIES AND RESPONSIBILITIES

- Serves as notary public for City and public service.
- Performs duties of other City Hall employees in their absence.
- Performs other related duties and responsibilities as assigned by the City Administrator.

## REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of government accounting/bookkeeping policies, standards, practices, and procedures.

Knowledge of billing practices and records maintenance.

Knowledge of the City's organizational structure and operations, programs, and services.

Knowledge of election laws and procedures.

Skill in preparing numerous legally-required reports with accuracy and timeliness.

Skill in communicating, verbally and in writing, with a wide variety of groups and individuals using an appropriate degree of maturity, tact, persuasion, and conflict resolution depending on the situation.

Ability to lead staff.

Ability to analyze complex data, exercise independent judgment, and prepare/present reports.

Ability to prioritize and carry out priorities through effective and efficient operations.

Ability to make independent decisions, at times with imperfect information.

Ability to keep up-to-date on relevant topics.

Ability to use computer and peripherals, software applications, and other office equipment.

Ability to accept criticism and cope with the mental and emotional stress of the position.

Ability to execute and clearly communicate policies and procedures.

Ability to establish and maintain effective working relationships with a wide variety of groups and individuals.

Ability to handle confidential information with the appropriate discretion.

Ability to be flexible and adapt to changing situations/priorities.

Ability to work beyond normal hours, evenings and weekends.

Ability to travel and attend meetings within and outside the City.

Ability to prioritize and independently perform work tasks.

Ability to handle interruptions and focus on the task at hand.

Ability to follow instructions and to communicate effectively both verbally and in writing.

## MINIMUM QUALIFICATIONS

(An equivalent combination of education and experience may be considered.)

- Two year degree in accounting, finance, or closely related field.
- Three to five years of relevant experience in accounting, bookkeeping, and payroll.
- Minnesota Certified Municipal Clerk or ability to obtain within 3-years.
- Valid Minnesota Driver's License.

## PREFERRED QUALIFICATIONS

- Specific experience in fund accounting, public financing, and human resources.
- Five years' experience in computerized fund accounting/bookkeeping, payroll practices, and clerical procedures, preferably in municipal government.
- Bachelor's degree in accounting, finance, or closely-related field.
- City Clerk or Deputy City Clerk experience.

# CITY CLERK/TREASURER

## CONDITIONS OF EMPLOYMENT

- Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook.
- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational and departmental policies.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

- Requires incumbent to work inside, in confined areas, alone, with others, around others, and have contact with the public.
- Activities that occur continuously (more than 7 hours) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 4 to 7 hours) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (from 1 to 3 hours) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.
- Activities that occur infrequently (up to 60 minutes) are: lifting and/or carrying up to 10 pounds.
- Activities that may occasionally occur, but not on a daily basis, include lifting and/or carrying up to 30 pounds.

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

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

## EQUIPMENT

Personal computer including word processing software, spreadsheets, email, internet; telephone; 10-key calculator; printer/scanner/copy/fax machine; letter folding and postage machine and scale; and audio/visual equipment.

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

*Revised: May 23, 2016*



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

From: Cynthia Smith Strack, Consulting Planner

Date: May 23, 2016

Re: Variance: Minimum Lot Width – Central Schools

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**Applicant:** Brian Corlett, Central School District  
**Subject Property Address:** 515 Morse Street  
**Property ID:** 580144100  
**Legal:** To Be Determined  
**Request:** Variance to minimum required lot width in the C-2 General Commercial District.

**EXAMINATION OF REQUEST**

Under Section 1230.09, Subd. 6(B) the minimum lot width in the C-2 District is established as 200 feet.

Central Schools requests consideration of a variance to the minimum lot width to accommodate a simple lot split at 515 Morse Street.

As illustrated in the attached certificate of survey, the proposed lot width is 121.32 feet.

Please find attached the variance application.



### Applicable Standards

Chapter 1210.04, Subd. 3 of the City Code establishes criteria for the approval of variances as follows:

**Subd. 3 Standards for Granting Variance.** *The board of appeals may vary the regulations of this chapter when supporting evidence in each specific case indicates that:*

- A. Exceptional or extraordinary circumstances apply to the property, which do not apply generally to other properties in the same zoning district as a result of lot size or shape, topography, or other circumstances over which the owner of the property since the effective date of this Chapter has had no control;*
- B. The literal interpretation of this Chapter would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district;*
- C. The special conditions or circumstances do not result from the actions of the applicant;*
- D. Granting the variance will not confer on the applicant any special privilege that is denied by this Chapter to owners of other lands, structures or buildings in the same zoning district;*
- E. The purpose for the variance is not based exclusively upon a desire to increase the value or income potential of the property;*
- F. The variance is the minimum variance necessary to alleviate the hardship; and*
- G. The variance would not be materially detrimental to the purposes of this Chapter or to property in the same zone.*

**Please note the Code standards were developed prior to a law change in 2011 relating to a distinction between 'undue hardship' and 'practical difficulty' applicable to processing of variance requests in municipalities.**

The 2011 law allows the granting of a variance if the proposed activity is in harmony with the general purposes and intent of the Code and if the variance is consistent with the Comprehensive Plan. Practical difficulty 'test' centers around three questions as follows:

1. Does the property owner propose use of the property in a reasonable manner? The Planning Commission should consider whether or not the landowner would like to use the property in a reasonable way but cannot do so under the rules of the Code. If the answer is 'yes' the first leg of the 'practical difficulties' evaluation is satisfied.
2. Is the landowner's situation due to circumstances that are unique to the property? The Planning Commission should consider whether or not the physical characteristics of the particular piece of property generated the variance request. The Commission can consider whether or not the Applicant created the situation. The Commission can consider economic hardship but economic hardship can't be the sole reason for granting a variance. Please note that an Applicant knowing they need a variance to use the property as desired does not prohibit the granting of a variance under this evaluation. If the answer is 'yes' the second leg of the 'practical difficulties' evaluation is satisfied.
3. Will the variance, if approved, alter the essential character of the neighborhood? The Planning Commission should consider whether or not the resulting situation will be out of place or scale with surrounding development and/or otherwise inconsistent with the built environment of the surround neighborhood. If the answer is 'no' the final leg of the 'practical difficulties' evaluation is satisfied.

If the answers to the aforementioned questions are satisfactorily answered a 'practical difficulty' exists. If a practical difficulty exists a variance may be granted.

**Planning Commission Review/Recommendation**

The Planning Commission held a public hearing on the request on May 17, 2016 following posting, publication, and distribution of the hearing notice.

No comment for or against the variance was received.

The Commission reviewed the following:

Potential findings supporting a 'practical difficulty' exists:

- The proposed development is consistent with the Comprehensive Plan in terms of future land use and policies relating to commercial development.
- The existing structure is a legal non-conforming use that has been an established property for several decades.
- The variance is not for the use of the property.
- The subject property is not an essential component of Central School District service delivery.
- The lot width variance will allow a lot split and sale of the subject property returning the lot to private ownership and thus generating additional tax revenue.

Potential findings supporting denial of the variance request:

- The Applicant has created the problem by proposing to split the parcel. A practical difficulty can't exist when the owner of the property creates the difficulty.
- The required lot width could be achieved if the northern lot line was moved and the existing ballfield was relocated.

In addition, the Commission found:

- The proposed resulting lot was in keeping with the nature and character of adjacent local, specifically comparing the lot width of adjacent parcels with the proposed lot width.
- To move the ballfield and/or track to accommodate the required lot width was impractical.
- Other lot performance standards were achieved.

The Planning Commission recommended the City Council approve the variance request.

Please find attached an excerpt of the draft minutes from the meeting.

**ACTION**

Action on the variance request is kindly requested. Please find attached a sample RESOLUTION for consideration.

**ATTACHMENTS**

Application  
Certificate of Survey illustrating proposed lot split  
Excerpt of Minutes  
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>Central Schools</i>		Telephone Home Work/Cell <i>952-467-7000</i>
Address (Street, City, State, ZIP) <i>531 Morse St PO Box 247 NYA, MN 55368</i>		
Property Owner's Name (If different from above)		Telephone Home Work/Cell
Location of Project <i>515 Morse St NYA, MN 55368</i>		
Legal Description <i>ATTACHED</i>		
Description of Request (Attach separate sheet, if necessary) <i>Split Lot as shown on two drawings. Want to sell lot with house</i>		
<b>Proposed Action(s): Check all that apply</b>		
<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 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 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 checked="" type="checkbox"/> Variance \$200.00 (Non Residential)	<input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow	
<input checked="" 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	
<p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$7,500 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p> <p style="text-align: center;">ALL PLANNING &amp; ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p style="text-align: center;"><b>*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</b></p>		
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>Brian Corbett</i>	Date <i>4/11/16</i>	
Fee Owner's Signature: <i>Brian Corbett</i>	Date <i>4/11/16</i>	
<b>For Office Use Only</b>		
Accepted By: <i>Amenzel</i>	Amount \$ <i>475.00</i>	Date <i>4-11-16</i>

\* invoice \$46.00 for recording fee

CH# 30539



# Variance Checklist

(For a complete list of required guidelines, refer to Section 1210.04 of the Zoning Ordinance.)

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

Petitioner Check-in		City Check-in
	<p><b>Two (2) sets of the following:</b></p> <ol style="list-style-type: none"> <li>1. Written narrative describing the requested variance and unique circumstances causing an undue hardship</li> <li>2. Site plan showing, but not limited to, lot lines, existing and proposed structures relative to lot lines, lot dimensions</li> <li>3. Full legal description of the property</li> <li>4. Accurate certified survey showing the proposed use drawn to scale, including all dimensions, square footage, easements and right-of-ways with complete legal descriptions of all parcels</li> <li>5. Any additional information requested by the Community Development Director</li> </ol>	
	<b>Public hearing notice fee: \$75.00</b>	
	<b>Cash fee: \$150.00 Residential or \$200.00 Non-Residential.</b>	
	<b>Completed application form</b>	

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

C-2

<b>Property Card</b>	<b>Parcel ID Number</b> 580144100
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<b>Taxpayer Information</b>
Taxpayer Name IND SCHOOL DIST 108
Mailing Address PO BOX 247 NYA, MN 55368-0247



<b>Property Address</b>
Address 515 MORSE ST
City NYA, MN 55397

<b>Parcel Information</b>			
Uses	Schools-Public	GIS Acres 1.22	Net Acres 1.22
		Deeded Acres 1.23	
		Plat	
		Lot	
		Block	
Tax Description			

<b>Building Information</b>			
Building Style 1 STORY	Above Grade Finished Sq Ft 2036	Bedrooms 3	
Year Built 1949	Garage Y	Bathrooms 1.5	

<b>Miscellaneous Information</b>				
School District 0108	Watershed District WS 067 CARVER CO WMO	Homestead N	Green Acres N	Ag Preserve N

<b>Assessor Information</b>				
Estimated Market Value	2014 Values (Payable 2015)	2015 Values (Payable 2016)	Last Sale	
Land	\$82,400.00	\$82,400.00	Date of Sale	05/23/2001
Building	\$90,300.00	\$88,700.00	Sale Value	\$148,500.00
Total	\$172,700.00	\$171,100.00		



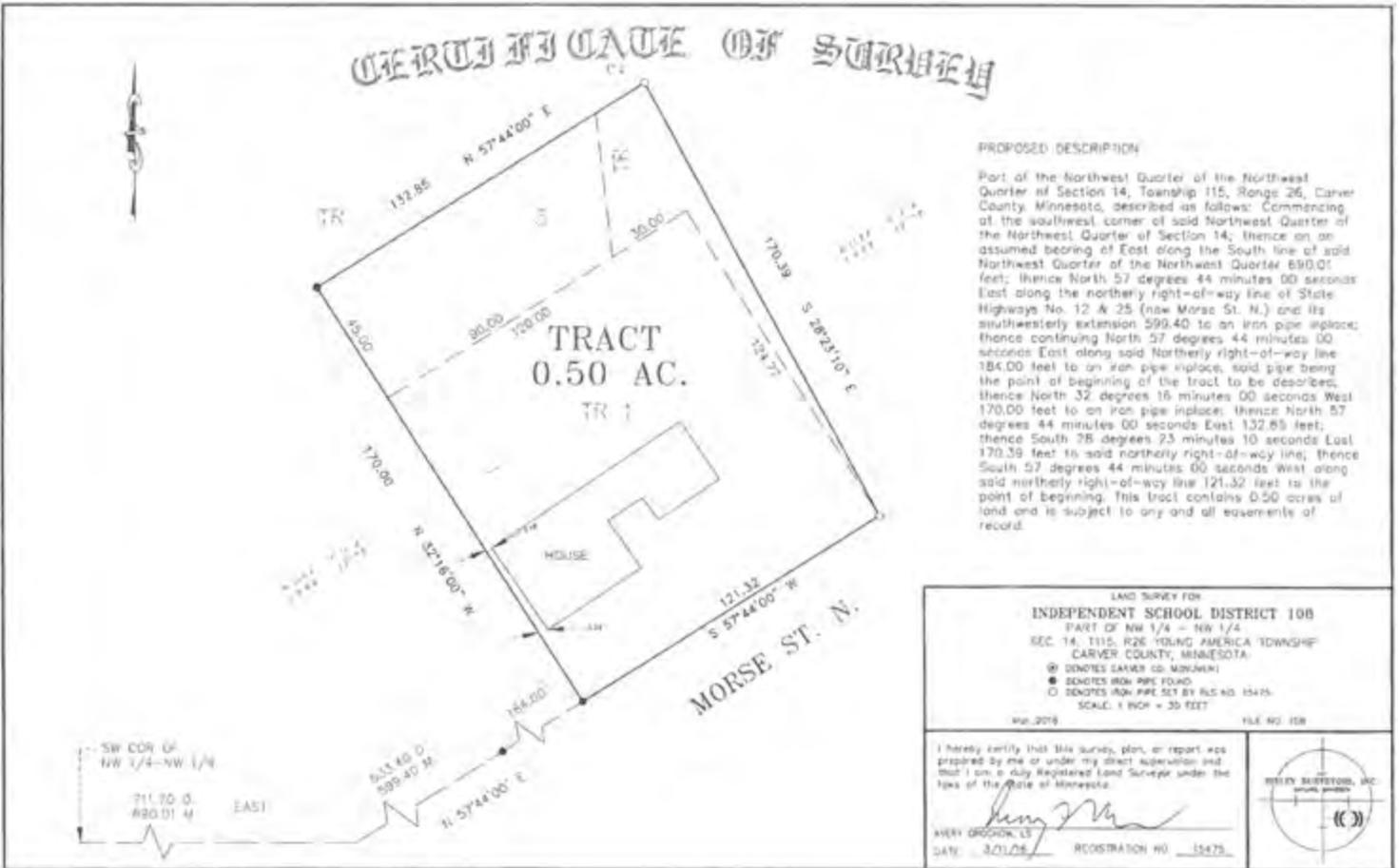
The data provided herewith is for reference purposes only. This data is not suitable for legal, engineering, surveying or other similar purposes. Carver County does not guarantee the accuracy of the information contained herein. This data is furnished on an 'as is' basis and Carver County makes no representations or warranties, either expressed or implied, for the merchantability or fitness of the information provided for any purpose. This disclaimer is provided pursuant to Minnesota Statutes §466.03 and the user of the data provided herein acknowledges that Carver County shall not be liable for any damages, and by using this data in any way expressly waives all claims, and agrees to defend, indemnify, and hold harmless Carver County, its officials, officers, agents, employees, etc from any and all claims brought by anyone who uses the information provided for herein, its employees or agents, or third parties which arise out of user's access. By acceptance of this data, the user agrees not to transmit this data or provide access to it or any part of it to another party unless the user includes with the data a copy of this disclaimer.

Thursday, October 15, 2015

Carver County, MN

\* Subject Property  
Proposed Lot Configuration  
Subject to City Approval

# CERTIFICATE OF SURVEY



**PROPOSED DESCRIPTION**

Part of the Northwest Quarter of the Northwest Quarter of Section 14, Township 115, Range 26, Carver County, Minnesota, described as follows: Commencing at the southwest corner of said Northwest Quarter of the Northwest Quarter of Section 14, thence on an assumed bearing of East along the South line of said Northwest Quarter of the Northwest Quarter 890.01 feet; thence North 57 degrees 44 minutes 00 seconds East along the northerly right-of-way line of State Highways No. 12 & 25 (now Morse St. N.) and its southwesterly extension 599.40 to an iron pipe in place; thence continuing North 57 degrees 44 minutes 00 seconds East along said northerly right-of-way line 184.00 feet to an iron pipe in place, said pipe being the point of beginning of the tract to be described; thence North 32 degrees 16 minutes 00 seconds East 170.00 feet to an iron pipe in place; thence North 57 degrees 44 minutes 00 seconds East 132.85 feet; thence South 28 degrees 23 minutes 10 seconds East 170.39 feet to said northerly right-of-way line; thence South 57 degrees 44 minutes 00 seconds West along said northerly right-of-way line 121.32 feet to the point of beginning. This tract contains 0.50 acres of land and is subject to any and all easements of record.

LAND SURVEY FOR  
**INDEPENDENT SCHOOL DISTRICT 108**  
 PART OF NW 1/4 - NW 1/4  
 SEC. 14, T115, R26, YOUNG AMERICA TOWNSHIP  
 CARVER COUNTY, MINNESOTA

⊙ DENOTES CASTER CO. MONUMENT  
 ● DENOTES IRON PIPE FOUND  
 ○ DENOTES IRON PIPE SET BY A.S. NO. 15475  
 SCALE: 1 INCH = 30 FEET

MAP 2078 FILE NO. 108

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.

*Henry Grochow, LS*

HENRY GROCHOW, LS  
 DATE: 3/21/28      REGISTRATION NO. 15475



# EXCERPT FROM DRAFT PLANNING COMMISSION MEETING MINUTES MAY 17<sup>TH</sup>

## 4. Public Hearings.

### A. Central School District – Lot Width Variance.

Chairperson Heher opened the public hearing at 7:03 p.m. Strack provided an overview of the request.

Central School District proposes a variance to the required lot width within the C-2 General Commercial District. The required width is 200' the proposed width is 121.31 feet.

Strack referenced the certificate of survey included in the packet and noted if granted the variance would allow the District to split off the subject parcel from the remainder of the school property.

The Commission clarified the exact intended boundary for the split. Strack's reference map on page one of the memo was not precise and the exact dimensions were noted on the survey.

Central Schools Superintendent Brian Corlett presented additional information.

Heher requested public input. Heher confirmed no input oral or written had been received by either Administrator Helget or Consultant Strack.

Motion – Grundhahl, second Storms to close the public hearing. Motion carried 5-0.

## 5. New Business.

### A. Central School District – Lot Width Variance.

Heher requested Strack describe sample findings for and against the request. Strack noted the following in favor of the request:

1. The proposed development is consistent with the Comprehensive Plan in terms of future land use and policies relating to commercial development.
2. The existing structure is a legal non-conforming use that has been an established property for several decades.
3. The variance is not for the use of the property.
4. The subject property is not an essential component of Central School District service delivery.
5. The lot width variance will allow a lot split and sale of the subject property returning the lot to private ownership and thus generating additional tax revenue

## EXCERPT FROM DRAFT PLANNING COMMISSION MEETING MINUTES MAY 17<sup>TH</sup>

Strack noted the following potential findings for denying the variance:

1. The Applicant has created the problem by proposing to split the parcel. A practical difficulty can't exist when the owner of the property creates the difficulty.
2. The required lot width could be achieved if the northern lot line was moved and the existing ballfield relocated.

Heher referenced and reviewed a 'variance checklist' approved for use by the Commission when considering variance issuance.

Heher and the Commission found the proposed resulting lot was in keeping with the nature and character of adjacent local, specifically comparing the lot width of adjacent parcels with the proposed lot width. The Commission also found it impractical to move the ballfield and/or track to accommodate the required lot width. Furthermore, the Commission noted other lot performance standards were achieved.

Motion – Motion by Grundahl, second by Storms to recommend the City Council approve the lot width variance. Motion carried 5-0.

# CITY OF NORWOOD YOUNG AMERICA VARIANCE GUIDELINES

## PRACTICAL DIFFICULTIES

Variances *may* be granted, but are not required to be granted, when there are "practical difficulties" with the applicant's property. Practical difficulty considerations are as follows:

1. Will the property be utilized in a reasonable manner.

Is the variance, not just the use, reasonable? Are there facts that support the reasonableness of the proposal? How does it compare with other property in the neighborhood? Are there other reasonable alternatives?

2. Are there circumstances unique to the property not caused by the owner.

What is different about this property compared to others in the neighborhood or city? Are the circumstances related to the physical property or the owner's desires.

3. The variance will not alter essential character of the locality or community.

How does the proposed variance compare to other properties in the vicinity; in the city? How would the proposed variance affect other properties in the vicinity?

## GENERAL STANDARDS

A variance *cannot* be granted if it would violate either of the following general standards:

1. Must be in harmony with the purposes and intent of the Zoning Ordinance.

Considerations:

- a) What is the purpose and intent of the language of the Zoning Ordinance from which the variance is being sought?
- b) How do the facts relate to the Zoning Ordinance language?

2. If the variance is granted will it be consistent with the City's Comprehensive Plan?

Considerations:

- a) Does the variance application conform to the land use designations?
- b) Does it meet the plan goals and policy statements (not taken out of context)?
- c) Are there any special requirements for certain areas of the city?

## GENERAL CONSIDERATIONS

1. Economic considerations alone are not sufficient to justify granting a variance.
2. Attached conditions must be directly related to and bear a rough proportionality to the impact created by the variance.
3. Precedent only applies to applications that are similarly situated in fact and in time.
4. Use variances are not allowed.
5. A variance for a substandard lot is not required when in common ownership with the adjoining lot.

# RESOLUTION NO. 2016-11

## A RESOLUTION APPROVING A VARIANCE TO REQUIRED LOT WIDTH IN THE C-2 GENERAL COMMERCIAL DISTRICT FOR 515 MORSE STREET

BE IT RESOLVED by the City Council of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, Brian Corlett, Superintendent on behalf of Central School District (the "Applicant") has applied for a variance from Section 1230.09, Subd. 6(B) of the City Code which requires a minimum lot width of 200 feet within the C-2 General Commercial District; and,

WHEREAS, the Subject Property is parcel number (to be assigned following filing of deed) and is legally described as; (to be described following lot split); and,

WHEREAS, the Applicant proposes the minimum lot width be reduced from 200 feet to 121 feet; and,

WHEREAS, the Applicant proposes the variance to allow a simple lot split; and

WHEREAS, the City of Norwood Young America Planning Commission held a public hearing to consider the Applicant's request for the variance during the regular meeting on May 17, 2016; and

WHEREAS, the Planning Commission considered public input and reviewed the request during the regular meeting on May 17, 2016; and

WHEREAS, the Planning Commission accepted the following findings of fact and recommended the City Council approve the request; and,

- The proposed development is consistent with the Comprehensive Plan in terms of future land use and policies relating to commercial development.
- The existing structure is a legal non-conforming use that has been an established property for several decades.
- The variance is not for the use of the property.
- The subject property is not an essential component of Central School District service delivery.
- The lot width variance will allow a lot split and sale of the subject property returning the lot to private ownership and thus generating additional tax revenue.
- The proposed resulting lot was in keeping with the nature and character of adjacent local, specifically comparing the lot width of adjacent parcels with the proposed lot width.
- To move the ballfield and/or track to accommodate the required lot width was impractical.
- Other lot performance standards were achieved.

WHEREAS, the City Council reviewed the request during the May 23, 2016 regular City Council meeting.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves the Applicant's request for a variance from 1230.09, Subd. 6(B) of the City Code, allowing for a reduction in lot width for the subject property to 121 feet; subject to the following conditions:

1. This approval is applicable only to the property as described above.
2. The variance approval shall expire if the simple lot split is not completed within one year of variance approval.

Adopted by the City Council this 23<sup>rd</sup> day of May, 2016.

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

ATTEST:

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