

City of Norwood Young America
City Council Agenda
January 9, 2017 – 6:30 p.m. – City Hall Council Chambers

1. Call Meeting of City Council to Order

- 1.1 Pledge of Allegiance
- 1.2 Oath of Office

2. Approve Agenda

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

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

- 4.1 Approve minutes of December 12, 2016 meeting
- 4.2 Approve payment of Claims

5. Old Business

- 5.1 Resolution 2017-02, Amending 2016 Budget

6. New Business

- 6.1 Resolution 2017-01 - Organization of the City of Norwood Young America
- 6.2 City Council Vacancy
- 6.3 Bolton & Menk 2017 Engineering Services & Fee Schedule
- 6.4 Liability Insurance Coverage Waiver
- 6.5 Public Service Director Position
- 6.6 Pay Equity Implementation Report

7. Council Member's Reports

8. Mayor's Report

9. 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: December Building Permit report

UPCOMING EVENTS

January 11	Economic Development Commission – 6:30 p.m.
January 12	Senior Advisory Committee – 9:00 a.m.
January 16	Martin Luther King Jr. Day – City Offices Closed
January 17	Parks and Rec. Commission – 5:30 p.m.; Planning Commission 7:00 p.m.
January 23	City Council Workshop – 6:00 p.m.
January 23	EDA and City Council – 7:00 p.m.
January 19	Chamber of Commerce Annual Banquet – Oak Grove Senior Residence

City of Norwood Young America - City Council Minutes
December 12, 2016 – 6:30 pm

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

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

Others Present: Cassandra Kemp, Karla Hormann, Bill Grundahl, Tom Sudheimer, Jim Zellman, Brad Falteysek, Sharilyn Feltmann

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Tina Diedrick at 6:36pm.

2. Approve Agenda

Changes to the agenda: 7.1 incorrect resolution number – should be Resolution 2016-33 also 7.2 incorrect resolution number – should be Resolution 2016-34.

Motion: Lagergren to approve the agenda with changes listed. Second Heher. Vote 5 – 0. Motion carried.

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

Resident Bill Grundahl – requested to have parking restriction signs removed between Elm Street and Brush Street.

4. Consent Agenda

4.1 Approve minutes of November 22 and 28, 2016 meetings

4.2 Approve payment of Claims

4.3 Resolution 2016-29, Conditional Use Permit Amendment for 117 Railroad Street West

4.4 Resolution 2016-30, a Resolution Approving Contributions

Motion: Lagergren to approve the consent agenda. Second Heher. Vote 5 – 0. Motion carried.

5. Public Hearing

5.1 Truth In Taxation

Proposed final levy is \$2,151,437 which is an 8% increase. Amount earmarked for debt service obligation is \$798,232 which is 37% of the budget. The 2017 budget for the enterprise funds, water and sewer, is anticipating a loss of \$204,000 due to the amount of debt that is currently out there from projects such as the water tower and plant.

Motion: Stolz to close the public hearing. Second McPadden. Vote 5 – 0. Motion carried.

6. Old Business

6.1 Non-Conforming Use Outdoor Storage Determination - Resolution ~~2016-31~~ 2016-33, A Resolution Determining Certain Outdoor Storage as a Legal Non-Conforming Use at 124 Railroad Street West
Steve Curfman submitted a plan defining where the storage would be.

Motion: Lagergren to require Steve Curfman to have all outdoor storage items located at 312 First Street NE within the defined 5,685 square foot area as designated by the map by January 1, 2017. Second McPadden. Vote 4 to 1 with Stolz opposing. Motion carried.

Motion: Lagergren to approve Resolution 2016-33, A Resolution Determining Certain Outdoor Storage as a Legal Non-Conforming Use at 123 Railroad Street West contingent upon Steve Curfman's signature on said Resolution. Second Heher. Vote 5 – 0. Motion carried.

6.2 Willkommen Memorial Park Restrooms Project

Motion: Heher to accept the Willkommen Memorial Park Restrooms Plan and to authorize seeking construction quotes. Second Lagergren.

Motion: Heher to amend the previous motion to add "from Shanahan Construction, Dvorak Brothers and Ram Builders". Second Lagergren. Vote 5 – 0. Motion carried.

Motion: Heher to accept the Willkommen Memorial Park Restrooms Plan and to authorize seeking construction quotes from Shanahan Construction, Dvorak Brothers and Ram Builders. Second Lagergren. Vote 5 – 0. Motion carried.

6.3 Personnel Salary Chart Update

Salary and benefits information was taken from a survey completed by the League of MN Cities. Cities comparable in size to NYA and also within the metro and south central were taken from the survey to create an average and compared to our current wages and benefits. Kelly Hayes created a new salary chart based on the information from the survey. The salary chart also includes all positions within the City (former salary charts did not include seasonal or part-time positions). This salary chart has an increase between pay grades of 5%, increase of 16% for different types of position, and 2.5% increase between steps. This wages on this chart were used in the 2017 budget.

Motion: Lagergren to approve the 2017 Salary Chart. Second Heher. Vote 5 – 0. Motion carried.

6.4 Employee Job Descriptions Update

With the change in the salary chart, job descriptions were updated to reflect the new pay grades and steps.

Also, the Public Works and Public Utilities departments will become one department called Public Services.

Motion: Lagergren to approve the job descriptions. Second McPadden. Vote 5 – 0. Motion carried.

7. New Business

7.1 Resolution ~~2016-31~~ 2016-33, Adopting 2017 Property Tax Levy

Motion: Lagergren approve Resolution 2016-33, Adopting 2017 Property Tax Levy for the City of Norwood Young America. Second McPadden. Vote 5 – 0. Motion carried.

7.2 Resolution ~~2016-32~~ 2016-34, Adopting 2017 General Fund Operating Budget

Motion: Lagergren approve Resolution 2016-34, Adopting 2017 General Fund Operating Budget for the City of Norwood Young America. Second Stolz. Vote 5 – 0. Motion carried.

7.3 Five Year Financial Plan (2017-2021)

Brad Falteysek from Abdo Eich and Meyer presented the Five Year Financial Plan.

Motion: Lagergren adopt the 2017-2021 Financial Plan. Second Stolz. Vote 5 – 0. Motion carried.

7.4 Resolution 2016-32, 2016 Budget Amendment

We are required, under state law, to amend the budget if there are any significant changes. The City of NYA considers \$5,000 a significant change.

Motion: Stolz to approve Resolution 2016-32 amending the 2016 Budget. Second Lagergren. Vote 5 – 0. Motion carried.

7.5 Cancel December 26, 2016 City Council Workshop, EDA, and Regular Meeting

Motion: Lagergren to Cancel December 26 City Council Workshop, EDA, and Regular Meeting. Second McPadden. Vote 5 – 0. Motion carried.

8. Council Member Reports

McPadden: Meeting with Orangeball on Wednesday to discuss logo and tagline.

Stolz: Senior Advisory working on questionnaire to send to seniors in NYA to find out what their needs may be.

Heher: Parks discussed the bathrooms at Willkommen Park.

Lagergren: none

9. Mayor's Report

Ribbon cutting for Wick's (former YAC building). Meeting with MN DOT on Thursday to discuss underpass. Children of Tomorrow ribbon cutting on Friday.

UPCOMING MEETINGS/EVENTS

December 14 Economic Development Commission – 6:30 p.m.

December 20 Parks and Rec. Commission – 5:30 p.m.; Planning Commission – 7:00 p.m.

January 9 City Council – 6:30 p.m.

January 12 Senior Advisory Committee

Mayor Diedrick ended the meeting thanking her family, the community, council members and employees for allowing her to be mayor for the past 6 years.

10. Adjournment

Motion: Heher to adjourn at 8:46pm. Second McPadden. Vote 5 – 0. Motion carried.

Respectfully Submitted,

Kelly Hayes
City Clerk - Treasurer

Mayor

CITY OF NORWOOD YOUNG AMERICA

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

To Be Approved: January 9, 2017

Pre-Paid Claims **\$149,351.46**

(Check Sequence #504018-504088; 26368-26439)

Claims Pending Payment **\$1,754,691.01**

(Check Sequence #26440-26470)

Grand Total **\$1,904,042.47**

2016 FIRE DEPARTMENT PAYROLL

CHECK #	EMPLOYEE	GROSS
504018	BEAVER, ROLLIN N.	\$1,400.00
504019	KELLER, TEDI ANNE	\$780.00
504020	PASQUORETTE, MELISSA	\$1,380.00
504021	BAUMANN, ROBBIE L	\$1,170.00
504022	EHRENBERG, STEVEN W	\$3,330.00
504023	FRANCK, JASON L	\$1,940.00
504024	GLANDER, CHRISTOPHER	\$3,750.00
504025	KANDUTH, STEVEN	\$720.00
504026	KARELS, TODD	\$1,370.00
504027	KUBE, JOE	\$170.00
504028	LANO, PAUL	\$1,990.00
504029	LUSKEY, PETER	\$750.00
504030	MOLNAU, JESSE	\$1,020.00
504031	NOLL, STEVEN J	\$3,160.00
504032	ORR, DAVID A	\$1,390.00
504033	RAETHER, KEVIN W	\$3,120.00
504034	SMITH, MATTHEW D	\$630.00
504035	STACKEN, PATRICK	\$1,420.00
504036	STENDER, MARK	\$2,180.00
504037	WIGFIELD, ANDREW	\$1,190.00
504038	BRINCEFIELD, LELAND	\$10.00
504039	BRINCEFIELD, LOGAN L	\$10.00
504040	DROEGE, BRADLEY	\$1,950.00
504041	HACKBARTH, JESSE W	\$1,020.00
504042	MARTIN, JAMES	\$680.00
504043	MEULENERS, ANTHONY	\$1,030.00
504044	NELSON, JUSTIN L	\$790.00
504045	STOCKMAN, CHAD A.	\$630.00
504046	THOMAS, MARK	\$3,930.00
504047	THOMAS, WESLEY	\$1,140.00
504048	ULRICH, ALYSSA	\$860.00
504049	VILLALVA, MIKE	\$930.00
504050	WENISCH, ROMIE	\$3,390.00
504051	ZUMBERGE, STEVEN	\$5,290.00
504052	KLEINBANK	\$49,891.68
	GROSS	\$54,520.00

DECEMBER 15, 2016 PAYROLL

CHECK #	EMPLOYEE	GROSS
504053	ARETZ, BRENT R	\$2,845.98
504054	FRAHM, KEVIN	\$1,352.70
504055	HAAIG, HERMAN	\$65.60
504056	HAYES, KELLY	\$2,136.00
504057	Harmann, Duane	\$714.82
504058	NIESEN, CHRISTOPHER D.	\$1,744.63
504059	SCHNEEDWIND, BRIAN O	\$1,406.98
504060	KROELLS, RICHARD G	\$77.81
504061	LENZ, DEBRA A	\$1,844.00
504062	MENZEL, ALICIA	\$1,511.20
504063	STENDER, DANIEL H	\$1,924.68
504064	HELGET, STEVE	\$3,434.40
504065	KLOEMPKE, JASON A	\$1,653.24
504066	HOOF, DALE H	\$236.16
504067	KLEINBANK	\$13,920.38
	Gross	\$20,948.20

DECEMBER 15, 2016 COUNCIL PAYROLL

CHECK #	EMPLOYEE	GROSS
504068	HEHER, CRAIG	\$1,200.00
504069	McPADDEN, MICHAEL W.	\$1,200.00
504070	DIEDRICK, TINA	\$1,800.00
504071	LAGERGREN, CAROL	\$1,200.00
504072	STOLZ, RICHARD	\$1,200.00
504073	KLEINBANK	\$5,972.28
	GROSS	\$6,600.00

PAYROLL DECEMBER 29, 2016

CHECK #	EMPLOYEE	GROSS
504074	ARETZ, BRENT R	\$3,702.15
504075	FRAHM, KEVIN	\$1,799.43
504076	HAAG, HERMAN	\$72.16
504077	HAYES, KELLY	\$2,136.00
504078	Hormann, Duane	\$478.86
504079	NIESEN, CHRISTOPHER D.	\$1,523.61
504080	SCHNEEDWIND, BRIAN O	\$1,837.00
504081	LENZ, DEBRA A	\$1,844.00
504082	MENZEL, ALICIA	\$1,511.20
504083	STENDER, DANIEL H	\$2,477.88
504084	HELGET, STEVE	\$3,434.40
504085	KLOEMPKEN, JASON A	\$2,021.64
504086	HOOF, DALE H	\$275.52
504087	WENISCH, ROMIE	\$150.00 (shorted on fire department hours)
504088	KLEINBANK - NET	\$16,429.52
	GROSS	\$23,263.85

CITY OF NORWOOD YOUNG AMERICA

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DECEMBER 2016 to JANUARY 2017

		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk#	026368	12/27/2016	ABM EQUIPMENT & SUPPLY, INC.	
E 101-43100-221	Repair/Maintenance Equipment	\$1,299.04	0150029-IN	REMOVE JIM & REPLACE, BEARINGS, LOCKNUT
Total	ABM EQUIPMENT & SUPPLY, INC.	\$1,299.04		
Paid Chk#	026369	12/27/2016	BABER, DOANE	
E 101-41330-317	EDC Board	\$80.00		EDC STIPEND
E 601-49400-430	Miscellaneous (GENERAL)	\$35.16		OVERPAYMENT OF FINAL H2O BILL
Total	BABER, DOANE	\$115.16		
Paid Chk#	026370	12/27/2016	BOLTON & MENK, INC	
E 101-41320-303	Engineering Fees	\$1,451.50	0197489	LOOMIS HOMES
E 601-49400-303	Engineering Fees	\$117.80	0197490	
E 101-41320-303	Engineering Fees	\$251.00	0197490	
E 101-41500-303	Engineering Fees	\$110.00	0197490	
Total	BOLTON & MENK, INC	\$1,930.30		
Paid Chk#	026371	12/27/2016	CARGILL SALT	
E 101-43100-224	Street Maint Materials	\$3,664.74	2903153030	DEICER SALT
Total	CARGILL SALT	\$3,664.74		
Paid Chk#	026372	12/27/2016	CARQUEST AUTO PARTS	
E 101-42200-221	Repair/Maintenance Equipment	\$21.35		FIRE DEPT ACCOUNT
E 101-49860-221	Repair/Maintenance Equipment	\$9.59	5927-137413	TRUCK BED COATING
E 602-49450-221	Repair/Maintenance Equipment	\$5.25	5927-137468	MEGUIARS TIRE, WASH SPONGE
E 601-49400-221	Repair/Maintenance Equipment	\$5.25	5927-137468	MEGUIARS TIRE, WASH SPONGE
E 101-43100-221	Repair/Maintenance Equipment	\$29.98	5927-137521	DIESEL EXHAUST FLUID
E 101-43100-221	Repair/Maintenance Equipment	\$39.38	5927-137570	HYD HOSE
E 101-43100-221	Repair/Maintenance Equipment	\$410.31	5927-137574	BATTERY
E 101-43100-221	Repair/Maintenance Equipment	\$124.13	5927-137639	BATTERY
E 101-43100-221	Repair/Maintenance Equipment	\$53.94	5927-138092	SEAFOAM
E 101-43100-221	Repair/Maintenance Equipment	\$47.49	5927-138283	BATTERY LAWN-GARDEN
E 101-43100-221	Repair/Maintenance Equipment	\$124.00	5927-138293	PLOW SHOE
E 602-49450-221	Repair/Maintenance Equipment	\$68.71	5927-138345	BATTERY, BRUSH, GREASE
E 601-49400-221	Repair/Maintenance Equipment	\$68.71	5927-138345	BATTERY, BRUSH, GREASE
E 601-49400-221	Repair/Maintenance Equipment	\$2.94	5927-138482	JB WELD
E 602-49450-221	Repair/Maintenance Equipment	\$2.95	5927-138482	JB WELD
E 101-43100-221	Repair/Maintenance Equipment	\$152.09	5927-138548	LIGHT
E 101-43100-221	Repair/Maintenance Equipment	\$8.25	5927-138665	ICE SCRAPER
Total	CARQUEST AUTO PARTS	\$1,174.32		
Paid Chk#	026373	12/27/2016	CARVER COUNTY	
E 602-49450-500	Capital Outlay (GENERAL)	\$899.86	GIS1207	ESRI LICENSE
E 601-49400-500	Capital Outlay (GENERAL)	\$899.86	GIS1207	ESRI LICENSE
Total	CARVER COUNTY	\$1,799.72		
Paid Chk#	026374	12/27/2016	CARVER COUNTY	
E 101-41400-430	Miscellaneous (GENERAL)	\$35.00	1772	TAX FEE

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			Check Amt	Invoice	Comment
Total CARVER COUNTY			\$35.00		
Paid Chk# 026375	12/27/2016	CARVER COUNTY			
E 424-41960-300	Professional Svcs (GENERAL)		\$190.12	1801	TNT BILLINGS
E 421-41960-300	Professional Svcs (GENERAL)		\$190.11	1801	TNT BILLINGS
E 423-41960-300	Professional Svcs (GENERAL)		\$190.11	1801	TNT BILLINGS
E 425-41960-300	Professional Svcs (GENERAL)		\$190.11	1801	TNT BILLINGS
E 407-41960-300	Professional Svcs (GENERAL)		\$190.14	1801	TNT BILLINGS
E 422-41960-300	Professional Svcs (GENERAL)		\$190.12	1801	TNT BILLINGS
Total CARVER COUNTY			\$1,140.71		
Paid Chk# 026376	12/27/2016	CARVER COUNTY			
E 101-45200-430	Miscellaneous (GENERAL)		\$11.34	1264	TIRE, APPLIANCE, ELECTRONICS RECYCLING
E 601-49400-430	Miscellaneous (GENERAL)		\$18.90	1264	TIRE, APPLIANCE, ELECTRONICS RECYCLING
E 602-49450-430	Miscellaneous (GENERAL)		\$18.90	1264	TIRE, APPLIANCE, ELECTRONICS RECYCLING
E 101-43100-430	Miscellaneous (GENERAL)		\$26.46	1264	TIRE, APPLIANCE, ELECTRONICS RECYCLING
Total CARVER COUNTY			\$75.60		
Paid Chk# 026377	12/27/2016	CARVERLINK-CARVER CO BROADBAND			
E 101-46500-321	Telephone		\$47.98		
E 101-41400-321	Telephone		\$143.94		
E 101-45500-321	Telephone		\$23.99		
E 101-42100-321	Telephone		\$23.99		
E 101-45200-321	Telephone		\$34.23		
E 101-41940-321	Telephone		\$142.25		
E 101-41320-321	Telephone		\$119.95		
E 601-49400-321	Telephone		\$76.90		
E 602-49450-321	Telephone		\$76.90		
E 101-42200-321	Telephone		\$156.90		
E 101-43100-321	Telephone		\$34.23		
E 101-41940-321	Telephone		\$186.90		
E 101-43100-321	Telephone		\$119.95		
al CARVERLINK-CARVER CO BROADBAND			\$1,188.11		
Paid Chk# 026378	12/27/2016	CENTER POINT			
E 101-41940-383	Gas Utilities		\$26.80		318 ELM ST W
E 601-49400-383	Gas Utilities		\$175.32		104 3RD AVE SE
E 602-49450-383	Gas Utilities		\$10.96		406 2ND AVE SE
E 101-41940-383	Gas Utilities		\$122.18		310 ELM ST W
E 101-45500-383	Gas Utilities		\$51.02		314 ELM ST W
Total CENTER POINT			\$386.28		
Paid Chk# 026379	12/27/2016	CONNELLY INDUSTRIAL ELECTRONIC			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$2,675.00	10482	LIFT STATION CONTROLLER
otal CONNELLY INDUSTRIAL ELECTRONIC			\$2,675.00		
Paid Chk# 026380	12/27/2016	CONTINENTAL RESEARCH CORP			
E 101-43100-221	Repair/Maintenance Equipment		\$205.00	443329-CRC-1	TEFLA PLANT

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			Check Amt	Invoice	Comment
Total	CONTINENTAL RESEARCH CORP		\$205.00		
Paid Chk#	026381	12/27/2016	CULLIGAN WATER CONDITIONING		
E	601-49400-217	Lab Fees	\$9.40		
Total	CULLIGAN WATER CONDITIONING		\$9.40		
Paid Chk#	026382	12/27/2016	CURFMAN TRUCKING & REPAIR INC		
E	101-43100-437	Maintenance Contract	\$146.25	C16V222	PLOWING
Total	CURFMAN TRUCKING & REPAIR INC		\$146.25		
Paid Chk#	026383	12/27/2016	DELTA DENTAL		
G	101-21714	Dental Insurance	\$1,106.85		DENTAL INSURANCE
Total	DELTA DENTAL		\$1,106.85		
Paid Chk#	026384	12/27/2016	DELUXE		
E	101-41400-430	Miscellaneous (GENERAL)	\$60.25	2038642898	DEPOSIT TICKETS
Total	DELUXE		\$60.25		
Paid Chk#	026385	12/27/2016	DIEDRICK, TINA		
E	101-41330-317	EDC Board	\$70.00		EDC STIPEND
Total	DIEDRICK, TINA		\$70.00		
Paid Chk#	026386	12/27/2016	ECONO FOODS		
E	602-49450-210	Operating Supplies (GENERAL)	\$8.25		
E	601-49400-210	Operating Supplies (GENERAL)	\$8.26		
Total	ECONO FOODS		\$16.51		
Paid Chk#	026387	12/27/2016	EHLERS AND ASSOCIATES, INC		
E	101-41500-310	Other Professional Services	\$1,290.00	72283	UTILITY FUNDS ANALYSIS
Total	EHLERS AND ASSOCIATES, INC		\$1,290.00		
Paid Chk#	026388	12/27/2016	EMERGENCY RESPONSE SOLUTIONS		
E	101-42200-542	FD Equipment	\$239.10	7612	HELMET LIGHT
E	101-42200-542	FD Equipment	\$89.16	7643	STANDARD FRONT
Total	EMERGENCY RESPONSE SOLUTIONS		\$328.26		
Paid Chk#	026389	12/27/2016	FIRE SAFETY USA		
E	101-42200-542	FD Equipment	\$890.00	95572	PIERCING NOZZLE
Total	FIRE SAFETY USA		\$890.00		
Paid Chk#	026390	12/27/2016	GRUNDAHL, WILLIAM		
E	101-41330-316	Planning Commission	\$200.00		PLANNING STIPEND
Total	GRUNDAHL, WILLIAM		\$200.00		
Paid Chk#	026391	12/27/2016	H&L MESABI		
E	101-43100-224	Street Maint Materials	\$2,068.32	97181	CARBIDE BLADE
Total	H&L MESABI		\$2,068.32		
Paid Chk#	026392	12/27/2016	HALLQUIST, KAREN		

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		Check Amt	Invoice	Comment
E 101-41330-316	Planning Commission	\$25.00		PLANNING STIPEND
	Total HALLQUIST, KAREN	\$25.00		
Paid Chk# 026393	12/27/2016 HARD STUFF MASONRY			
E 603-49500-223	Repair/Maintenance Bldg/Ground	\$500.00		CONCRETE CURB REPLACEMENT
	Total HARD STUFF MASONRY	\$500.00		
Paid Chk# 026394	12/27/2016 HAYES, KELLY			
E 101-41400-331	Travel/Meeting Expense	\$150.12		MILEAGE REIMBURSEMENT
E 101-41400-406	LICENSES	\$100.00		WETLAND PERMIT
	Total HAYES, KELLY	\$250.12		
Paid Chk# 026395	12/27/2016 HD SUPPLY WATERWORKS			
E 601-49400-221	Repair/Maintenance Equipment	\$140.56	G505497	PLUG, GASKET, T-HEAD COR BLUE
	Total HD SUPPLY WATERWORKS	\$140.56		
Paid Chk# 026396	12/27/2016 HEHER, CRAIG			
E 101-41330-316	Planning Commission	\$275.00		PLANNING STIPEND
	Total HEHER, CRAIG	\$275.00		
Paid Chk# 026397	12/27/2016 HENNEPIN TECH			
E 101-42200-207	Training Instructional	\$336.50	00360079	APPARATUS OPERATOR
	Total HENNEPIN TECH	\$336.50		
Paid Chk# 026398	12/27/2016 HILGERS PLUMBING & HEATING, IN			
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$200.00	11132	SEWER PLANT
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$560.00	11178	SEWER PLANT
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$140.00	11188	SEWER PLANT
	Total HILGERS PLUMBING & HEATING, IN	\$900.00		
Paid Chk# 026399	12/27/2016 HOERNEMANN, JR			
E 101-41330-316	Planning Commission	\$275.00		PLANNING STIPEND
	Total HOERNEMANN, JR	\$275.00		
Paid Chk# 026400	12/27/2016 HOLIDAY FLEET			
E 101-43100-212	Motor Fuels	\$788.71		FUEL
	Total HOLIDAY FLEET	\$788.71		
Paid Chk# 026401	12/27/2016 HOME SOLUTIONS			
E 601-49400-221	Repair/Maintenance Equipment	\$9.44		
E 101-45200-221	Repair/Maintenance Equipment	\$492.31		
E 101-43100-221	Repair/Maintenance Equipment	\$290.60		
E 602-49450-221	Repair/Maintenance Equipment	\$66.49		
	Total HOME SOLUTIONS	\$858.84		
Paid Chk# 026402	12/27/2016 KEMP, CASSANDRA			
E 101-41330-316	Planning Commission	\$200.00		PLANNING STIPEND
	Total KEMP, CASSANDRA	\$200.00		

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Paid Chk# 026403	12/27/2016	KENNEDY & GRAVEN CHTD			
E 101-46500-304	Legal Fees		\$247.00		TIF DISTRICT
	Total KENNEDY & GRAVEN CHTD		\$247.00		
Paid Chk# 026404	12/27/2016	KWIK TRIP INC.			
E 101-43100-212	Motor Fuels		\$154.87		FUEL
	Total KWIK TRIP INC.		\$154.87		
Paid Chk# 026405	12/27/2016	LAGERGREN, MARK			
E 101-41330-316	Planning Commission		\$200.00		PLANNING STIPEND
	Total LAGERGREN, MARK		\$200.00		
Paid Chk# 026406	12/27/2016	LANO EQUIPMENT			
E 101-43100-224	Street Maint Materials		\$78.94	5383	FILTER
	Total LANO EQUIPMENT		\$78.94		
Paid Chk# 026407	12/27/2016	LEAGUE OF MN CITIES			
E 101-41400-433	Dues and Subscriptions		\$867.00	247952	SAFETY TRAINING
	Total LEAGUE OF MN CITIES		\$867.00		
Paid Chk# 026408	12/27/2016	LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract		\$120.45	2387645	COPIER RENT
	Total LOFFLER BUSINESS SYS LLC		\$120.45		
Paid Chk# 026409	12/27/2016	LUND, CHRIS			
E 101-41330-317	EDC Board		\$50.00		EDC STIPEND
	Total LUND, CHRIS		\$50.00		
Paid Chk# 026410	12/27/2016	MATHWIG, BRUCE			
E 101-41330-317	EDC Board		\$80.00		EDC STIPEND
	Total MATHWIG, BRUCE		\$80.00		
Paid Chk# 026411	12/27/2016	MCPADDEN, MICHAEL W			
E 101-41330-317	EDC Board		\$80.00		EDC STIPEND
	Total MCPADDEN, MICHAEL W		\$80.00		
Paid Chk# 026412	12/27/2016	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212	Motor Fuels		\$801.79	19629	FUEL
	Total MID-COUNTY CO-OP OIL ASSN		\$801.79		
Paid Chk# 026413	12/27/2016	MINNESOTA VALLEY TESTING LAB			
E 601-49400-217	Lab Fees		\$89.00	841934	COLIFORM
	Total MINNESOTA VALLEY TESTING LAB		\$89.00		
Paid Chk# 026414	12/27/2016	MN DEPARTMENT OF AGRICULTURE			
E 101-45200-433	Dues and Subscriptions		\$10.00		PESTICIDE LICENSE
	Total MN DEPARTMENT OF AGRICULTURE		\$10.00		
Paid Chk# 026415	12/27/2016	MN DEPT OF HEALTH			

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G 601-20281	MDH FEE	\$2,098.00		
	Total MN DEPT OF HEALTH	\$2,098.00		
Paid Chk# 026416	12/27/2016 MN PIE			
E 101-45200-207	Training Instructional	\$175.00		ARETZ PESTICIDE LICENSE
	Total MN PIE	\$175.00		
Paid Chk# 026417	12/27/2016 MNFIAM BOOK SALES			
E 101-42200-207	Training Instructional	\$60.00	2333	PUMPING APPARATUS DRIVER
	Total MNFIAM BOOK SALES	\$60.00		
Paid Chk# 026418	12/27/2016 MOLNAU, SARAH			
E 101-41330-317	EDC Board	\$40.00		EDC STIPEND
	Total MOLNAU, SARAH	\$40.00		
Paid Chk# 026419	12/27/2016 MUNICIPAL DEVELOPMENT GROUP			
E 101-46500-305	Other Professional Fees	\$1,705.28	NYA120316	EDC SERVICES
	Total MUNICIPAL DEVELOPMENT GROUP	\$1,705.28		
Paid Chk# 026420	12/27/2016 NEUBARTH, ALICIA			
E 101-41400-331	Travel/Meeting Expense	\$9.83		MILEAGE REIMBURSEMENT
	Total NEUBARTH, ALICIA	\$9.83		
Paid Chk# 026421	12/27/2016 NYA CHAMBER OF COMMERCE			
E 101-41400-433	Dues and Subscriptions	\$175.00		MEMBERSHIP
	Total NYA CHAMBER OF COMMERCE	\$175.00		
Paid Chk# 026422	12/27/2016 NYA TIMES			
E 101-41320-350	Print/Publishing/Postage	\$41.58	437964	ADULT USES
E 101-41320-350	Print/Publishing/Postage	\$37.80	437965	SIGNS
E 101-41320-350	Print/Publishing/Postage	\$45.36	437966	STORAGE CONTAINERS
E 101-41400-350	Print/Publishing/Postage	\$26.46	440460	FEE SCHEDULE ORDINANCE
	Total NYA TIMES	\$151.20		
Paid Chk# 026423	12/27/2016 ORANGEBALL CREATIVE			
E 101-46500-305	Other Professional Fees	\$1,920.00	NYA001-3	LOGO DESIGN/TAGLINE
	Total ORANGEBALL CREATIVE	\$1,920.00		
Paid Chk# 026424	12/27/2016 PRO AUTO & TRANSMISSION REPAIR			
E 101-43100-221	Repair/Maintenance Equipment	\$27.82	0054751	F150 PICKUP
E 101-43100-221	Repair/Maintenance Equipment	\$385.05	0054889	2000 BOSS PLOW
E 101-43100-221	Repair/Maintenance Equipment	\$1,105.43	0054905	P4 REPAIRS
E 101-43100-221	Repair/Maintenance Equipment	\$1,844.64	0055092	T2 REPAIRS
E 101-43100-221	Repair/Maintenance Equipment	\$327.81	0055099	PARTS
	Total PRO AUTO & TRANSMISSION REPAIR	\$3,690.75		
Paid Chk# 026425	12/27/2016 QUILL CORPORATION			
E 101-41400-200	Office Supplies (GENERAL)	\$61.78	2566826	DESKTOP CALENDAR, PAPER CLIPS, PENS, POST-ITS

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E 101-41400-200	Office Supplies (GENERAL)	\$49.98	2630294	TOILET PAPER
	Total QUILL CORPORATION	\$111.76		
Paid Chk# 026426	12/27/2016	RUPP, ANDERSON, SQUIRES, PA		
E 101-41500-304	Legal Fees	\$155.00		LOAN
E 101-46500-304	Legal Fees	\$217.00		TWIP
E 101-41500-304	Legal Fees	\$651.00		NUISANCE ORD
E 101-41500-304	Legal Fees	\$403.00		CABLE
E 101-41500-304	Legal Fees	\$1,193.50		PERSONNEL
E 101-41500-304	Legal Fees	\$127.43		MISC ATTY
E 101-41500-304	Legal Fees	\$573.50		RENTAL ORD
E 101-41320-304	Legal Fees	\$77.50		COMM DEV
E 101-41500-304	Legal Fees	\$569.00		HARBOR BUS
E 101-41500-304	Legal Fees	\$248.00		SIGN ORD
	Total RUPP, ANDERSON, SQUIRES, PA	\$4,234.93		
Paid Chk# 026427	12/27/2016	SCHMIDT, JULIE		
E 101-41330-317	EDC Board	\$90.00		EDC STIPEND
	Total SCHMIDT, JULIE	\$90.00		
Paid Chk# 026428	12/27/2016	SCHNEIDER EXCAVATING & GRADING		
E 603-49500-223	Repair/Maintenance Bldg/Ground	\$3,200.00	SE1238	REPAIR CATCH BASIN
	Total SCHNEIDER EXCAVATING & GRADING	\$3,200.00		
Paid Chk# 026429	12/27/2016	SCHRUPP, THERESA		
E 601-49400-430	Miscellaneous (GENERAL)	\$38.46		OVERPAYMENT OF FINAL H2O BILL
	Total SCHRUPP, THERESA	\$38.46		
Paid Chk# 026430	12/27/2016	STORMS, CHARLIE		
E 101-41330-317	EDC Board	\$80.00		EDC STIPEND
E 101-41330-316	Planning Commission	\$275.00		PLANNING STIPEND
	Total STORMS, CHARLIE	\$355.00		
Paid Chk# 026431	12/27/2016	STRACK CONSULTING LLC		
E 101-41320-305	Other Professional Fees	\$1,060.00	1039	PLANNING SERVICES
	Total STRACK CONSULTING LLC	\$1,060.00		
Paid Chk# 026432	12/27/2016	STRICKFADEN, KYLE		
E 101-41330-317	EDC Board	\$40.00		EDC STIPEND
	Total STRICKFADEN, KYLE	\$40.00		
Paid Chk# 026433	12/27/2016	SUN LIFE ASSURANCE COMPANY		
G 101-21707	Disability Insurance	\$303.08		LONG & SHORT TERM DISABILITY
	Total SUN LIFE ASSURANCE COMPANY	\$303.08		
Paid Chk# 026434	12/27/2016	TASC		
G 101-21713	Health Care Reimbursement Acct	\$15.00	IN940977	ADMIN FEE
	Total TASC	\$15.00		

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Paid Chk#	026435	12/27/2016	UNIQUE PAVING MATERIALS CORP		
E 101-43100-224	Street Maint Materials		\$146.25	259835	WINTER MIX
	Total	UNIQUE PAVING MATERIALS CORP	\$146.25		
Paid Chk#	026436	12/27/2016	UNITED LABORATORIES		
E 101-43100-221	Repair/Maintenance Equipment		\$219.71	INV174814	RUST CONVERTER
	Total	UNITED LABORATORIES	\$219.71		
Paid Chk#	026437	12/27/2016	US POSTAL SERVICE		
E 601-49400-350	Print/Publishing/Postage		\$131.60		JANUARY WATER BILLS
E 602-49450-350	Print/Publishing/Postage		\$131.59		JANUARY WATER BILLS
E 603-49500-350	Print/Publishing/Postage		\$131.60		JANUARY WATER BILLS
	Total	US POSTAL SERVICE	\$394.79		
Paid Chk#	026438	12/27/2016	VICKERMAN COMPANY		
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$18.25	SI-6067948	LED LIGHTS
	Total	VICKERMAN COMPANY	\$18.25		
Paid Chk#	026439	12/27/2016	XCEL ENERGY		
E 101-41940-381	Electric Utilities		\$1,660.99		
E 101-42200-381	Electric Utilities		\$256.11		
E 101-49860-381	Electric Utilities		\$248.31		
E 602-49450-381	Electric Utilities		\$4,732.59		
E 601-49400-381	Electric Utilities		\$2,259.02		104 3RD AVE SE
E 601-49400-381	Electric Utilities		\$671.29		
E 101-45500-381	Electric Utilities		\$773.55		
E 101-45200-381	Electric Utilities		\$298.47		
E 101-43100-381	Electric Utilities		\$399.96		
E 101-43100-380	Street Lighting		\$2,368.67		
E 101-42500-381	Electric Utilities		\$12.75		
	Total	XCEL ENERGY	\$13,681.71		
	10100	CHECKING	\$63,137.60		

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Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$41,711.97
407 TAX INCREMENT 1-5 PEACE VILLAG	\$190.14
421 TAX INCREMENT DISTRICT 3-1 V#1	\$190.11
422 TAX INC DISTRICT 3-2 YAGER	\$190.12
423 TAX INCREMENT DISTRICT 3-3 V#2	\$190.11
424 TAX INCREMENT DISTRICT 3-4 WMI	\$190.12
425 TAX INCREMENT DISTRICT 3-5 V#3	\$190.11
601 WATER FUND	\$6,855.87
602 SEWER FUND	\$9,597.45
603 STORM WATER UTILITY	\$3,831.60
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	\$63,137.60

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			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk#	026440	12/30/2016	CENTER POINT		
E 601-49400-383	Gas Utilities		\$121.32		
E 101-41940-383	Gas Utilities		\$281.80		
E 101-42200-383	Gas Utilities		\$61.80		
E 101-45200-383	Gas Utilities		\$253.28		
E 602-49450-383	Gas Utilities		\$694.07		
E 101-43100-383	Gas Utilities		\$494.21		
Total CENTER POINT			\$1,906.48		
Paid Chk#	026441	12/30/2016	CITIZEN STATE BANK HSA ACCTS		
G 101-21718	HSA ACCOUNT		\$333.33		ARETZ
G 101-21718	HSA ACCOUNT		\$333.33		LENZ
G 101-21718	HSA ACCOUNT		\$333.33		FRAHM
G 101-21718	HSA ACCOUNT		\$333.33		MENZEL
Total CITIZEN STATE BANK HSA ACCTS			\$1,333.32		
Paid Chk#	026442	12/30/2016	CITIZENS STATE BANK WAVERLY		
G 101-21718	HSA ACCOUNT		\$333.33		NIESEN
Total CITIZENS STATE BANK WAVERLY			\$333.33		
Paid Chk#	026443	12/30/2016	CURFMAN TRUCKING & REPAIR INC		
E 101-43100-437	Maintenance Contract		\$715.00	C16V251	HAUL SNOW
Total CURFMAN TRUCKING & REPAIR INC			\$715.00		
Paid Chk#	026444	12/30/2016	CUSTOMIZED FIRE/RESCUE TRAIN		
E 101-42200-207	Training Instructional		\$400.00	950	BOOT CAMP
E 101-42200-207	Training Instructional		\$2,800.00	955	INSTRUCTOR 1
Total CUSTOMIZED FIRE/RESCUE TRAIN			\$3,200.00		
Paid Chk#	026445	12/30/2016	DWK CLEAN WATER SERVICES LLC		
E 602-49450-314	Contracts Payments		\$585.00	01216	CONTRACT HOURS
E 601-49400-314	Contracts Payments		\$585.00	01216	CONTRACT HOURS
Total DWK CLEAN WATER SERVICES LLC			\$1,170.00		
Paid Chk#	026446	12/30/2016	EMERGENCY RESPONSE SOLUTIONS		
E 101-42200-542	FD Equipment		\$2,966.68	7774	MOBILE LOCKERS
Total EMERGENCY RESPONSE SOLUTIONS			\$2,966.68		
Paid Chk#	026447	12/30/2016	GOPHER STATE ONE-CALL, INC.		
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$15.52	6120614	LOCATES
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$15.53	6120614	LOCATES
Total GOPHER STATE ONE-CALL, INC.			\$31.05		
Paid Chk#	026448	12/30/2016	H&L MESABI		
E 101-43100-224	Street Maint Materials		\$202.89	97311	PLOW BOLT WITH NUT
Total H&L MESABI			\$202.89		
Paid Chk#	026449	12/30/2016	HARTFIEL		

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E 602-49450-221	Repair/Maintenance Equipment	\$274.24	614513101	MAC VALVES
	Total HARTFIEL	\$274.24		
Paid Chk# 026450	12/30/2016 HAYES, KELLY			
E 101-41400-331	Travel/Meeting Expense	\$16.74		MILEAGE REIMBURSEMENT
	Total HAYES, KELLY	\$16.74		
Paid Chk# 026451	12/30/2016 INTERSTATE POWER SYSTEMS			
E 602-49450-437	Maintenance Contract	\$692.00	R001119959:0	KOHLER
E 602-49450-437	Maintenance Contract	\$691.54	R001119960:0	KOHLER
E 602-49450-437	Maintenance Contract	\$510.00	R001119961:0	CAT
E 601-49400-437	Maintenance Contract	\$1,137.00	R001119962:0	MTU ONSITE
E 601-49400-437	Maintenance Contract	\$672.00	R001121428:0	MTU ONSITE
	Total INTERSTATE POWER SYSTEMS	\$3,702.54		
Paid Chk# 026452	12/30/2016 JERRY S TRANSMISSION SERVICE			
E 101-42200-221	Repair/Maintenance Equipment	\$1,464.95	28238	1222 REPAIRS
	Total JERRY S TRANSMISSION SERVICE	\$1,464.95		
Paid Chk# 026453	12/30/2016 KLEINBANK			
G 101-21718	HSA ACCOUNT	\$513.33		HELGET
G 101-21718	HSA ACCOUNT	\$333.33		KLOEMPKEN
G 101-21718	HSA ACCOUNT	\$333.33		STENDER
G 101-21718	HSA ACCOUNT	\$166.66		SCHNEEWIND
	Total KLEINBANK	\$1,346.65		
Paid Chk# 026454	12/30/2016 LENZ, DEBRA			
E 101-41400-331	Travel/Meeting Expense	\$22.41		MILEAGE REIMBURSEMENT
	Total LENZ, DEBRA	\$22.41		
Paid Chk# 026455	12/30/2016 LOFFLER COMPANIES, INC.			
E 101-41400-437	Maintenance Contract	\$296.31	19916250	COPIER RENT
	Total LOFFLER COMPANIES, INC.	\$296.31		
Paid Chk# 026456	12/30/2016 MID COUNTRY BANK			
G 101-21718	HSA ACCOUNT	\$483.33		HAYES
	Total MID COUNTRY BANK	\$483.33		
Paid Chk# 026457	12/30/2016 MN VALLEY ELECTRIC COOPERATIVE			
E 101-43100-380	Street Lighting	\$102.12		STREET LIGHTS
E 602-49450-381	Electric Utilities	\$34.28		LIFT STATION
E 601-49400-381	Electric Utilities	\$529.10		640 TACOMA BLVD
	otal MN VALLEY ELECTRIC COOPERATIVE	\$665.50		
Paid Chk# 026458	12/30/2016 NORTH AMERICAN SAFETY INC			
E 101-43100-211	Personal Protection Equipment	\$31.80	24254	PPE
	Total NORTH AMERICAN SAFETY INC	\$31.80		
Paid Chk# 026459	12/30/2016 PERFORMANCE PLUS LLC			

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E 101-42200-208	Medical-Physicals	\$2,002.00	4559LF	MEDICAL EXAMIN
	Total PERFORMANCE PLUS LLC	\$2,002.00		
Paid Chk# 026460	12/30/2016	PRO AUTO & TRANSMISSION REPAIR		
E 101-43100-221	Repair/Maintenance Equipment	\$1,858.13	55186	T7 REPAIRS
	Total PRO AUTO & TRANSMISSION REPAIR	\$1,858.13		
Paid Chk# 026461	12/30/2016	UTILITY CONSULTANTS		
E 602-49450-217	Lab Fees	\$576.75	93785	CBOD/TSS TESTING
	Total UTILITY CONSULTANTS	\$576.75		
Paid Chk# 026462	12/30/2016	VERIZON WIRELESS		
E 601-49400-321	Telephone	\$157.59		
E 101-45200-321	Telephone	\$63.89		
E 101-43100-321	Telephone	\$149.07		
E 101-42200-321	Telephone	\$140.04		FIRE DEPT
E 602-49450-321	Telephone	\$157.59		
	Total VERIZON WIRELESS	\$668.18		
Paid Chk# 026463	12/30/2016	WASTE MANAGEMENT		
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$255.45		GARBAGE REMOVAL
	Total WASTE MANAGEMENT	\$255.45		
Paid Chk# 026464	12/30/2016	ZELLMANN, MARLO		
E 101-45200-221	Repair/Maintenance Equipment	\$15.00		CHAINSAW BLADES
	Total ZELLMANN, MARLO	\$15.00		
	10100 CHECKING	\$25,538.73		

Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$18,090.20
601 WATER FUND	\$3,217.53
602 SEWER FUND	\$4,231.00
	\$25,538.73

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Paid Chk# 026465	1/9/2017	BOND TRUST SERVICES CORP.		
E 516-49330-601	Debt Srv Bond Principal	\$85,000.00	33077	2008A
E 516-49330-611	Bond Interest	\$16,112.50	33077	2008A
E 601-49400-601	Debt Srv Bond Principal	\$125,000.00	33080	2008B
E 601-49400-611	Bond Interest	\$49,176.25	33080	2008B
E 501-49330-611	Bond Interest	\$788.75	33081	2010A
E 501-49330-601	Debt Srv Bond Principal	\$30,000.00	33081	2010A
E 501-49330-601	Debt Srv Bond Principal	\$5,000.00	33081	2010A
E 601-49400-611	Bond Interest	\$1,577.50	33081	2010A
E 601-49400-601	Debt Srv Bond Principal	\$10,000.00	33081	2010A
E 501-49330-611	Bond Interest	\$6,486.25	33081	2010A
E 518-49330-611	Bond Interest	\$72,915.63	33082	2010B
E 601-49400-611	Bond Interest	\$2,075.00	33082	2010B
E 518-49330-601	Debt Srv Bond Principal	\$370,000.00	33082	2010B
E 601-49400-601	Debt Srv Bond Principal	\$25,000.00	33082	2010B
E 519-49330-601	Debt Srv Bond Principal	\$5,000.00	33083	2011A
E 602-49450-611	Bond Interest	\$1,362.50	33083	2011A
E 601-49400-601	Debt Srv Bond Principal	\$15,000.00	33083	2011A
E 519-49330-601	Debt Srv Bond Principal	\$165,000.00	33083	2011A
E 601-49400-611	Bond Interest	\$2,837.50	33083	2011A
E 602-49450-601	Debt Srv Bond Principal	\$5,000.00	33083	2011A
E 519-49330-611	Bond Interest	\$35,440.63	33083	2011A
E 601-49400-601	Debt Srv Bond Principal	\$123,750.00	33084	2012A
E 601-49400-611	Bond Interest	\$7,755.24	33084	2012A
E 602-49450-601	Debt Srv Bond Principal	\$206,250.00	33084	2012A
E 602-49450-611	Bond Interest	\$13,544.14	33084	2012A
E 517-49331-601	Debt Srv Bond Principal	\$90,000.00	33085	2013A
E 517-49331-611	Bond Interest	\$23,525.00	33085	2013A
E 520-49330-601	Debt Srv Bond Principal	\$150,000.00	33086	2013B
E 602-49450-601	Debt Srv Bond Principal	\$10,000.00	33086	2013B
E 520-49330-611	Bond Interest	\$17,100.00	33086	2013B
E 602-49450-611	Bond Interest	\$1,425.00	33086	2013B
E 521-49330-601	Debt Srv Bond Principal	\$19,224.31	33087	2016A
E 516-49330-604	Bond Service Charge	\$100.00	33882	2008B
E 501-49330-604	Bond Service Charge	\$450.00	33883	2010A
E 601-49400-604	Bond Service Charge	\$225.00	33884	2012A
E 602-49450-604	Bond Service Charge	\$225.00	33884	2012A
E 517-49331-604	Bond Service Charge	\$450.00	33885	2013A
E 521-49330-604	Bond Service Charge	\$450.00	33886	2016A
Total	BOND TRUST SERVICES CORP.	\$1,693,246.20		
Paid Chk# 026466	1/9/2017	DVS RENEWAL		
E 101-43100-406	LICENSES	\$38.00		HOMEMADE TRAILER
E 602-49450-406	LICENSES	\$7.00		PORTABLE GEN
E 601-49400-406	LICENSES	\$7.00		PORTABLE GEN
Total	DVS RENEWAL	\$52.00		

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Paid Chk#	026467	1/9/2017	EMTS	
E 101-42200-207	Training Instructional	\$1,400.00	1628	EMR REFRESHER
Total EMTS		\$1,400.00		
Paid Chk#	026468	1/9/2017	TECHSTAR IT SOLUTIONS	
E 101-41400-437	Maintenance Contract	\$322.50	6398	JANUARY BACKUP
E 101-41400-437	Maintenance Contract	\$617.00	MSP-6392	JANUARY MANAGED SERVICES
Total TECHSTAR IT SOLUTIONS		\$939.50		
10100 CHECKING		\$1,695,637.70		

Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$2,377.50
501 2010 INFRA DEBT SERVICE	\$42,725.00
516 2008 DEBT FUND	\$101,212.50
517 Oak Grove Debt Service	\$113,975.00
518 2010B Gen OBLIGATION REFUNDING	\$442,915.63
519 2011A GO Debt Service	\$205,440.63
520 2013 INFRASTRUCTURE	\$167,100.00
521 2016A GO	\$19,674.31
601 WATER FUND	\$362,403.49
602 SEWER FUND	\$237,813.64
	\$1,695,637.70

CITY OF NORWOOD YOUNG AMERICA

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Page 1

*Check Summary Register©

DECEMBER 2016

Name	Check Date	Check Amt	
10100 CHECKING			
Paid Chk# 026469 CARVER COUNTY	12/30/2016	\$23,514.58	COUNTY DITCH 4A ASSESSMENT
Paid Chk# 026470 MCCD	12/30/2016	\$10,000.00	CEDAR DIRECT LOAN
Total Checks		\$33,514.58	

RESOLUTION 2017-02

A RESOLUTION AMENDING THE 2016 GENERAL FUND AND ENTERPRISE FUND BUDGETS

WHEREAS, the City Council of the City of Norwood Young America, County of Carver, Minnesota adopted the 2016 General Fund Budget on December 27, 2015; and amended the said budget on December 12, 2016;

WHEREAS, significant changes were made to the 2016 General Fund Budget during the Fiscal Year 2016 as follows:

DEPARTMENT	ACCOUNT	BUDGET	CHANGE	AMENDED BUDGET
Storm Water	Repair/Maintenance Bldg/Ground	\$9,000.00	\$23,000.00	\$32,000.00
Economic Recovery	Professional Services	\$0.00	\$10,000.00	\$10,000.00
<i>TOTAL EXPENDITURES</i>			\$34,000.00	increase

NOW THEREFORE, BE IT RESOLVED that the 2016 General Fund and Enterprise Fund Budgets are to be amended as identified above.

Adopted by the Norwood Young America City Council this 9th day of January, 2017.

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: Mayor and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: January 9, 2017
RE: Resolution 2017-01, Organization of the City of Norwood Young America

In accordance with state statute, Cities at their first meeting of the year are required to perform certain functions. Specific items include:

- 1) Designating the City's official newspaper for publishing ordinances and other matters as required by law.
- 2) Selecting official depositories of City funds.
- 3) Elect an acting mayor from among the councilmembers to perform the duties of the mayor in her absence.
- 4) Appoint council members to the City commissions and boards.
- 5) Review the Council's bylaws or rules of procedures and make any necessary changes.

Enclosed is Resolution 2017-01 which addresses the above items and other items historically addressed in the City's organizational resolution. Proposed is to review, discuss and modify by the Council.

Also enclosed is a copy of Chapter 2, Section 200 of the City Code which pertains to the organization of the City and City Council. Proposed is to review and determine if any amendments are necessary.

Suggested Motion:

Motion to approve Resolution 2017-01, a resolution relating to the organization of the City of Norwood Young America.

RESOLUTION 2017-01

RESOLUTION RELATING TO THE ORGANIZATION OF THE CITY OF NORWOOD YOUNG AMERICA

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

Section 1. **Official Depository.**

Pursuant to Minnesota Statutes, Chapter 118, the City Council designates the following financial institutions as official depositories for

Municipal Funds:

- a) Citizens State Bank of Norwood Young America
- b) Klein Bank
- c) Bankers' Bancorporation
- d) U. S. Bank National Association

Investment Brokers:

- a) Morgan Stanley
- b) Northland Securities
- c) 4M Fund sponsored by LMC
- d) Edward Jones
- e) BBE Community Investment Partners
- f) U. S. Bank National Association

Section 2. **Official Newspaper.**

Pursuant to Minnesota Statutes, Section 412.831, the City Council designates the following newspaper as the official newspaper of the City: *Norwood Young America Times*. The Mayor and Clerk are authorized and directed to enter into agreements with the official newspaper for the publication of items required by law to be published.

Section 3. **Acting Mayor.**

Pursuant to Minnesota Statutes, Section 412.121, Council member _____ is appointed Acting Mayor and is to perform the duties of the Mayor during the Mayor's disability or absence from the city, or if there is a vacancy, until a successor has been appointed.

Section 4. **Acting City Administrator.**

The City Clerk/Treasurer is appointed Acting City Administrator during the Administrator's absence from the city.

Section 5. **Employees Identified/Appointed.**

Subdivision 1. Full-Time City Employees in Supervisory Roles

City Administrator - Steven Helget
City Clerk/Treasurer - Kelly Hayes
Public Works Director - Brent Aretz

Subdivision 2. Volunteer Fire Fighters.

All Firefighters will receive \$10 an hour for responding to fire/emergency calls and mandatory trainings. Payment will be paid out to each firefighter, in a lump sum, in December for December of the prior year to November of the current year.

Subdivision 3. Fire Department Officers.

In addition to the \$10 per hour for responding to fire/emergency calls and mandatory trainings, Fire Department Officers will receive the following wage based on the entire year of service in said position:

Fire Chief	Steve ZumBerge	\$3100
Chief 2	Mark Thomas	\$2100
Chief 3	Chris Glander	\$2100
Training Chief 4	Steve Noll	\$2100
Secretary	Romie Wenisch	\$1850
Treasurer	Mark Stender	\$1475
Captain 1	Steve Ehrenberg	\$1600
Captain 2	Kevin Raether	\$1600
Captain 3	Andy Wigfield	\$1600
Captain 4	Brad Droege	n/a

Subdivision 4. Norwood Young America Firefighter's Relief Association Officers.

President	Paul Lano
Vice-President	Kevin Raether
Secretary	Chris Glander
Treasurer	Mark Stender
Trustees	Steve Noll, Jason Franck

Section 6. City Council Compensation.

Subdivision 1. Mayor Salary.

The monthly salary of the Mayor is \$300.

Subdivision 2. Council Member Salary.

The monthly salary of each Council member is \$200.

Subdivision 3. Council Pay Dates.

The salaries of the Mayor and Council members are payable in June and December.

Subdivision 4. Council Reimbursement.

The Mayor and each member of the Council may be reimbursed for actual and necessary expenses incurred in attending (1) meetings at which they represent the City in an official capacity; and (2) training sessions and other meetings at which attendance has been approved in advance by the Council.

Section 7. Regular Council Meetings.

The regular meeting of the City Council of Norwood Young America is held on the second Monday of the month at 6:30pm and fourth Monday of each month at 6:00pm (workshop from 6:00pm – 7:00pm, council meeting at 7:00pm – if workshop is canceled, council meeting will begin at 6:00pm) in the City Hall.

Section 8. Regular Economic Development Authority Meetings.

The regular meeting of the Norwood Young America Economic Development Authority is held on the fourth Monday of each month at 7:00pm (if the scheduled workshop meeting for the Council is canceled, the meeting will begin at 6:00pm) in the City Hall.

Section 9. City Attorney.

The firm of Rupp, Anderson, Squires, & Waldspurger, P.A. is designated as the City Attorney and provides civil legal services with Jay Squires as lead attorney.

Section 10. Bond and Economic Development Counsel.

The firm of Kennedy & Graven Chartered is recognized as the City's Bond and Economic Development Counsel.

Section 11. Financial Consultant.

The firm Ehlers & Associates, Inc. is recognized as the City's Financial Consultant.

Section 12. Engineer.

The firm Bolton & Menk, Inc. is recognized as the City's general City Engineer.

Section 13. **Auditor.**

The firm Abdo, Eick & Meyers LLP is the City's contracted auditor.

Section 14. **Insurance Agent.**

Citizens Insurance Services is the insurance agent with Jeff Hebeisen as principal agent.

Section 15. **Building Official.**

The firm of Metro West Inspection Services is the City's contracted provider of building official/inspector services.

Section 16. **Health Officer.**

Lakeview Clinic is the health officer.

Section 17. **Emergency Management Director.**

The Fire Chief is the Emergency Management Director.

Section 18. **Assessor.**

Carver County is recognized as performing the functions as City Assessor.

Section 19. **Police.**

Carver County Sheriff's Department is the City's contracted provider of law enforcement services.

Section 20. **Fee Schedule.**

The fee schedule for the year 2017 was adopted as Ordinance 278 on November 28, 2016.

Section 21. **Township Fire Service Contracts.**

The charge to participating townships for fire protection in the year 2017 shall be \$150.00 per unit for the townships of Young America, Hancock, Camden, Waconia, and Benton.

Section 22. **Association of Carver County Elected Leaders (ACCEL).**

_____ is appointed to the ACCEL.

Section 23. **Local Government Workgroup.**

_____ is appointed to the Local Government Workgroup.

Section 24. **Southwest Corridor Transportation Coalition.**

_____ is appointed to the Southwest Corridor Transportation Coalition.

Section 25. **Highway 5 Corridor Study Group.**

_____ is appointed to the Highway 5 Corridor Study Group.

Section 26. **Stiftungsfest Board.**

_____ is appointed to the Stiftungsfest Board.

Section 27. **MnDOT PAC.**

_____ is appointed to the MnDOT Political Advisory Committee (PAC).

Section 28. **Personnel Committee.**

Carol Lagergren and _____, City Council representatives, are appointed to the Personnel Committee.

Section 29. **Railroad Coalition.**

_____ is appointed to the Railroad Coalition.

Section 30. **Safety Committee.**

_____, City Council rep, is appointed to the Safety Committee.

Section 31. **Rental Housing License Appeals Board.**

_____, City Council rep; _____, Planning Commission rep; and Steve ZumBerge, Fire Chief, are appointed to the Rental Housing License Appeals Board.

Section 32. **Committees and Commissions.**

Citizens-at-large that are appointed to the following Commissions and Committees will receive a yearly \$200 stipend for attending at least 75% of the meetings. Representatives and/or employees for City, County, Housing, Contractors and School Districts will not be eligible for the yearly stipend.

Subdivision 1. Planning Commission.

_____, City Council representative, is appointed to the Planning Commission.
Charlie Storms and Cassandra Kemp are reappointed to a three year term.

Subdivision 2. Economic Development Commission.

_____ and _____, City Council reps, and _____,
Chamber Rep, are appointed to the Economic Development Commission.

Subdivision 3. Parks & Recreation Commission.

_____ City Council rep, _____ Planning Commission rep;
Julie Kuenzel, School District 108 rep; are appointed to the Parks & Recreation Commission. Lori Trocke and Sharilyn Feltmann are reappointed to the Parks & Recreation Commission for a three year term.

Subdivision 4. Senior Advisory Committee.

_____ City Council rep, is appointed to the Senior Advisory Committee. Laurie Hilgers, Bonita Heilman and Tom Simmons are reappointed to a three year term to the Senior Advisory Committee.

Adopted by the City Council this 9th day of January 2017.

Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer

CHAPTER 2. ADMINISTRATION

Section 200 – In General

200.01 Authority. The City of Norwood Young America, located in Carver County, Minnesota is a municipal corporation incorporated by the laws of the State of Minnesota on January 1, 1997 and incorporates the former independent municipalities of Norwood and Young America. By virtue of its incorporation under the laws of the State, the City operates under the Minnesota Statutes Chapter 412, and any other applicable State Statutes conferring powers and duties upon municipalities.

200.02 Optional Plan “A.” Having held an election on the subject, the City shall operate under the Optional Plan “A” form of government as authorized in Minnesota Statutes, Chapter 412.

200.03 Meetings of the Council.

Subd. 1 Regular Meetings. The City Council shall meet on the second and fourth Monday of every month in the City Hall. On the second Monday the meeting shall commence at 6:30 p.m. and on the fourth Monday the meeting shall commence at 6:00 p.m. with a Workshop, and the regular meeting shall commence at 7:00 p.m. If the Workshop meeting is not held the regular meeting shall commence at 6:00 p.m. *(Amended by Ord. 277, 10/10/2016)*

Subd. 2 Special Meetings. A special meeting may be called by the Mayor or by any two councilmembers pursuant to the notice requirements of Minnesota Statutes § 471.705 at such time and place and for such purposes as stated in the notice of the meeting.

Subd. 3 Emergency Meetings. When the health, safety, or welfare of the city or its residents would be unduly endangered or subject to imminent harm by any delay, the Council may convene an emergency meeting without advance notice to discuss how to handle the emergency situation.

200.04 Address. The official address for the City shall be:

City of Norwood Young America
310 Elm Street West
Norwood Young America, MN 55368
(Amended by Ord. 226, 1/24/2011)



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

TO: Mayor Lagergren and Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: January 9, 2017
RE: Council Vacancy

With the election of Carol Lagergren as Mayor for Norwood Young America, her council member seat is now vacant. In accordance with Minnesota Statute §412.02, *"a vacancy in an office shall be filled by council appointment until an election is held...If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular city election or when less than two years remain in the unexpired term, there need not be a special election to fill the vacancy and the appointed person shall serve until the qualification of a successor."*

Past practice for vacant council seats has been to post the open council seat position and accept applications. Attached is a draft City Council appointment application.

Recommendation:

To post and accept applications for the open City Council seat until Thursday, January 19, 2017, and to hold interviews during the workshop meeting on Monday, January 23, 2017.



Application for City Council Appointment

January 2017

Name _____

Address _____

Phone Day _____

Phone Evening _____

Email _____

.....

Provide a brief statement about your interest and desire to serve on the Norwood Young America City Council.

Provide any background you have working within the public sector, including but not limited to: employment history, volunteer work and community groups.

Summarize your experience and duties in any committees or council that you have been involved in.

The City Council meets the second Monday of each month at 6:30pm and the fourth Monday of each month at 6:00pm. Do you foresee any issues in regularly attending these meetings? If yes, please explain.

Identify one thing you really like about the City of Norwood Young America.

If you were appointed to the City Council, identify one thing you would like to address about the City of Norwood Young America.

Please list any additional information you would like the City Council to know about you:



Applicant Signature

Date

Return completed application to:
Norwood Young America
Attn: Steve Helget, City Administrator
310 Elm St W - PO Box 59
Norwood Young America, MN 55368
Or by email to:
cityadmin@cityofnya.com



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: January 9, 2017
SUBJECT: Liability Insurance Coverage Waiver

Enclosed is a Liability Coverage Waiver Form. Each year with the City's renewal of its Property and Liability Insurance, the Council is asked whether or not it wishes to waive or not waive the statutory monetary limits for how much an individual claimant could sue the City for. State statute sets the limit at \$500,000 for any claim. In the past the Council has chosen not to waive the statutory limit. If it does the City hypothetically could be sued for more than \$500,000. Proposed is to not waive the monetary limits set by state statute.

Suggested Motion:

Motion to not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to psstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

If the member does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.

If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name

Check one:

- ☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 9, 2017

SUBJECT: Bolton & Menk 2017 Engineering Services & Fee Schedule

Jake Saulsbury of Bolton & Menk will be present to review their services and fee schedule for 2017 (see enclosure). For comparison, also enclosed is a copy of their 2016 fee schedule.



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

December 5, 2016

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

RE: 2017 Professional Engineering Services

Dear Mr. Helget:

We are pleased to once again offer professional engineering services to the City of Norwood Young America for 2017 in accordance with the attached Fee Schedule. We look back with great satisfaction on the important projects we have been able to complete with you and your staff at the direction of the City Council. I have every confidence that our long-term knowledge of the Community and understanding of the City's needs coupled with cooperation and hard work will result in the successful completion of the projects identified by the City for 2017.

Once again, despite many rapidly increasing business expenses, we are proposing only minor modifications to our rate structure. This highlights our ongoing intentional goal of providing the wide array of services and expertise the City needs as cost effectively as possible. It is this commitment that has led to a five year average, aggregate fee increase of under 3% per year. **Moreover, it is my pleasure to inform you that we will continue offering the "municipal discount" for key staff members serving your City at the same hourly rate. This rate has remained unchanged for over 5-years.** This discount applies to day-to-day general engineering items and tasks not related to specific City projects or private development projects. As these fees are usually paid out of the City's General Fund, it is our intent that this municipal discount will help to minimize the engineering impact on the General Fund budget. **Further, we will continue to not charge a fee for City Council and Planning Commission meeting attendance. Finally, please note our project design fees for 2017 City projects will also remain unchanged as they have for in excess of 5-years.**

The fee structure items identified above reflect our continued commitment to provide you high quality and full service municipal engineering services with increasing value and efficiency.

Please review the attached information and contact me with any questions you may have. **We are committed to providing you with the superior service you expect and require!**

Respectfully Submitted,
Bolton & Menk, Inc.

Kreg J. Schmidt, P.E.
Vice President

KJS/kjs

2017 CITY OF NORWOOD YOUNG AMERICA FEE SCHEDULE

January 1, 2017

Staff Position	Experience (Years)	2017 Hourly Rates (\$ / hr unless otherwise noted)*
Sr. Principal Engineer / Surveyor		\$170-\$240
<i>Kreg Schmidt:</i>	25+	**First 30 hrs/month @ \$60/hr
Sr. Project Manager - Principal Engineer / Surveyor		\$127-\$180
<i>Jake Saulsbury:</i>	15+	**First 20 hrs/month @ \$55/hr
Senior Transportation / Aviation Planner		\$125-175
Project Manager (Inc. Landscape Architect)		\$106-\$170
Project / Design Engineer / Planner / Landscape Architect		\$52-\$170
Licensed Surveyor		\$94-\$165
Project Surveyor		\$85-\$140
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)		\$47-\$140
Senior Technician (Inc. Survey)		\$72-\$165
Technician (Inc. Survey)		\$33-\$140
Administrative Support & Clerical		\$29-\$110
City Council Meeting / Planning Commission Attendance		No Charge
Municipal Project Design Fee - Final Plans and Specifications (Well Defined Scope)		6%
Municipal Project Design Fee - Final Plans and Specifications (State Aid & Federally Funded Projects)		8%
<i>Additional Items:</i>		
GPS / Robotic Survey Equipment		No Charge
CAD / Computer Usage		No Charge
Routine Office Supplies		No Charge
Routine Photo Copying / Reproduction		No Charge
Field Supplies / Survey Stakes & Equipment		No Charge
Mileage		No Charge

Notes:

*City Hourly Rates Apply to Hourly Services Completed on Behalf of The City for Municipal Projects.

**Applies to Non-Project Specific, General Day-To-Day City Engineer Related Work Items & Tasks.

2016 CITY OF NORWOOD YOUNG AMERICA FEE SCHEDULE

January 1, 2016

Staff Position	Experience (Years)	2016 Hourly Rates (\$ / hr unless otherwise noted)*
Sr. Principal Engineer / Surveyor		\$170-\$240
<i>Kreg Schmidt:</i>	25+	**First 30 hrs/month @ \$60/hr
Sr. Project Manager - Principal Engineer / Surveyor		\$127-\$180
<i>Jake Saulsbury:</i>	15+	**First 20 hrs/month @ \$55/hr
Senior Transportation / Aviation Planner		\$125-175
Project Manager (Inc. Landscape Architect)		\$106-\$170
Project / Design Engineer / Planner / Landscape Architect		\$52-\$170
Licensed Surveyor		\$94-\$165
Project Surveyor		\$82-\$130
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)		\$47-\$140
Senior Technician (Inc. Survey)		\$72-\$165
Technician (Inc. Survey)		\$33-\$140
Administrative Support & Clerical		\$29-\$110
City Council Meeting / Planning Commission Attendance		\$60 / Meeting
Municipal Project Design Fee - Final Plans and Specifications (Well Defined Scope)		6%
Municipal Project Design Fee - Final Plans and Specifications (State Aid & Federally Funded Projects)		8%
<i>Additional Items:</i>		
GPS / Robotic Survey Equipment		No Charge
CAD / Computer Usage		No Charge
Routine Office Supplies		No Charge
Routine Photo Copying / Reproduction		No Charge
Field Supplies / Survey Stakes & Equipment		No Charge
Mileage		No Charge

Notes:

*City Hourly Rates Apply to Hourly Services Completed on Behalf of The City for Municipal Projects.

**Applies to Non-Project Specific, General Day-To-Day City Engineer Related Work Items & Tasks.





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

TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: January 9, 2017

RE: Public Services Director position

The Personnel Committee is recommending creating a new position, Public Services Director. This position would oversee the entire Public Services Department (formerly known as Public Works and Public Utilities). The Public Services Director position will have three different pay grades – these are based on the experience, knowledge and licensing that the candidate currently has. The 2017 budget that was approved on December 12, 2016, does include the expected wages of this Public Services Director position.

RECOMMENDATIONS:

A motion to approve the Public Services Director job descriptions.

and

A motion to post the Public Services Director position.

PUBLIC SERVICES DIRECTOR 1

DEPARTMENT: Public Services
SUPERVISOR: City Administrator

PAY GRADE: 17
FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

The Public Services Director 1 performs difficult professional work overseeing the daily operations of the department, coordinating department functions, capital planning and budget and supervision of department employees. Work is performed under the general direction of the City Administrator. Continuous supervision is exercised over the Public Services Department which includes all full-time, part-time, and seasonal employees in the following areas: Water, Sewer, Storm Water, Streets, Parks, Buildings, Janitorial, and Pool.

QUALIFICATIONS AND ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Strong interpersonal and communication skills
- 3 - 5 years of supervisory experience
- 3 - 5 years working with and/or education in public infrastructure
- Ability to obtain a Water License within 3 years of hire
- Ability to obtain a Waste Water License within 3 years of hire
- Ability to obtain a CDL License within the first 90 days of employment
- Ability to obtain CPO (Certified Pool Operator) designation within one year of hire
- Ability to obtain Pesticide Applicator's License within six months of hire
- Ability to obtain Snow and Ice Control Practices certification within one year of hire
- Ability to obtain Tanker Endorsement within six months of hire
- Ability to obtain Storm Water Certification within one year of hire

Desired Qualifications

- Degree in Engineering, Public Administration, Business Management or other related field
- Currently carrying the licensing/certificates listed under minimum qualifications

Essential Functions

- Directs and supervises the operations of Public Services Department.
- Supervises staff to assure the desired level and quality of service is being provided.
- Prepares annual budget, monitors expenditures/revenues, and administers purchasing for Public Services.
- Manages water supply plan, pavement management plan, capital equipment plan and similar programs and planning efforts involving infrastructure.
- Coordinates and manages ongoing maintenance, operational needs, and quality standards related to public infrastructure; including proper reporting and operational practices to ensure compliance with City, County, State and Federal regulatory permit and license programs.
- Works with residents, City officials, staff, consultants and other outside individuals/groups involved in studies, projects or services.
- Performs construction and maintenance inspections for infrastructure related projects.
- Receives and analyzes bids for various projects.
- Prepares and supervises the processing of related records, reports and files.
- Performs field labor as needed to accomplish Department tasks and responsibilities.
- Ability to respond quickly and decisively to emergencies during work and non-work hours.

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Director 1 must have thorough knowledge of municipal procedures, public works procedures, and safety laws and policies. It is critical that this person have the ability to establish and maintain effective working relationships with the residents of Norwood Young America, employees, vendors and contractors.

He/She must possess the skill of operating standard office equipment and to learn specialized hardware and software based on business needs. The ability to supervise, direct and motivate others through written and oral communication is essential. He/She must have excellent time management skills along with the ability to multi-task and maintain records.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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.

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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

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.

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date

PUBLIC SERVICES DIRECTOR 2

DEPARTMENT: Public Services
SUPERVISOR: City Administrator

PAY GRADE: 18
FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

The Public Services Director 2 performs difficult professional work overseeing the daily operations of the department, coordinating department functions, capital planning and budget and supervision of department employees. Work is performed under the general direction of the City Administrator. Continuous supervision is exercised over the Public Services Department which includes all full-time, part-time, and seasonal employees in the following areas: Water, Sewer, Storm Water, Streets, Parks, Buildings, Janitorial, and Pool.

QUALIFICATIONS AND ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Strong interpersonal and communication skills
- 3 - 5 years of supervisory experience
- 3 - 5 years working with and/or education in public infrastructure
- Class C or D Water License; ability to obtain a Class A or B Water License within 3 years of hire
- Class C or D Waste Water License; ability to obtain a Class A or B Waste Water License within 3 years of hire
- Ability to obtain a CDL License within the first 90 days of employment
- Ability to obtain CPO (Certified Pool Operator) designation within one year of hire
- Ability to obtain Pesticide Applicator's License within six months of hire
- Ability to obtain Snow and Ice Control Practices certification within one year of hire
- Ability to obtain Tanker Endorsement within six months of hire
- Ability to obtain Storm Water Certification within one year of hire

Desired Qualifications

- Degree in Engineering, Public Administration, Business Management or other related field
- Currently carrying the licensing/certificates listed under minimum qualifications

Essential Functions

- Directs and supervises the operations of Public Services Department.
- Supervises staff to assure the desired level and quality of service is being provided.
- Prepares annual budget, monitors expenditures/revenues, administers purchasing for Public Services.
- Manages water supply plan, pavement management plan, capital equipment plan and similar programs and planning efforts involving infrastructure.
- Coordinates and manages ongoing maintenance, operational needs, and quality standards related to public infrastructure; including proper reporting and operational practices to ensure compliance with City, County, State and Federal regulatory permit and license programs.
- Works with residents, City officials, staff, consultants and other outside individuals/groups involved in studies, projects or services.
- Performs construction and maintenance inspections for infrastructure related projects.
- Receives and analyzes bids for various projects.
- Prepares and supervises the processing of related records, reports and files.
- Performs field labor as needed to accomplish Department tasks and responsibilities.
- Ability to respond quickly and decisively to emergencies during work and non-work hours.

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Director 2 must have thorough knowledge of municipal procedures, public works procedures, and safety laws and policies. It is critical that this person have the ability to establish and maintain effective working relationships with the residents of Norwood Young America, employees, vendors and contractors.

He/She must possess the skill of operating standard office equipment and to learn specialized hardware and software based on business needs. The ability to supervise, direct and motivate others through written and oral communication is essential. He/She must have excellent time management skills along with the ability to multi-task and maintain records.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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.

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length.
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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

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I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date

PUBLIC SERVICES DIRECTOR 3

DEPARTMENT: Public Services
SUPERVISOR: City Administrator

PAY GRADE: 19
FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

The Public Services Director 3 performs difficult professional work overseeing the daily operations of the department, coordinating department functions, capital planning and budget and supervision of department employees. Work is performed under the general direction of the City Administrator. Continuous supervision is exercised over the Public Services Department which includes all full-time, part-time, and seasonal employees in the following areas: Water, Sewer, Storm Water, Streets, Parks, Buildings, Janitorial, and Pool.

QUALIFICATIONS AND ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Strong interpersonal and communication skills
- 3 - 5 years of supervisory experience
- 3 - 5 years working with and/or education in public infrastructure
- Class A or B Water License
- Class A or B Waste Water License
- Ability to obtain a CDL License within the first 90 days of employment
- Ability to obtain CPO (Certified Pool Operator) designation within one year of hire
- Ability to obtain Pesticide Applicator's License within six months of hire
- Ability to obtain Snow and Ice Control Practices certification within one year of hire
- Ability to obtain Tanker Endorsement within six months of hire
- Ability to obtain Storm Water Certification within one year of hire

Desired Qualifications

- Degree in Engineering, Public Administration, Business Management or other related field
- Currently carrying the licensing/certificates listed under minimum qualifications

Essential Functions

- Directs and supervises the operations of Public Services Department.
- Supervises staff to assure the desired level and quality of service is being provided.
- Prepares annual budget, monitors expenditures/revenues, administers purchasing for Public Services
- Manages water supply plan, pavement management plan, capital equipment plan and similar programs and planning efforts involving infrastructure.
- Coordinates and manages ongoing maintenance, operational needs, and quality standards related to public infrastructure; including proper reporting and operational practices to ensure compliance with City, County, State and Federal regulatory permit and license programs.
- Works with residents, City officials, staff, consultants and other outside individuals/groups involved in studies, projects or services.
- Performs construction and maintenance inspections for infrastructure related projects.
- Receives and analyzes bids for various projects.
- Prepares and supervises the processing of related records, reports and files.
- Performs field labor as needed to accomplish Department tasks and responsibilities.
- Ability to respond quickly and decisively to emergencies during work and non-work hours.

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- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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Signature

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 Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: January 9, 2017
SUBJECT: Pay Equity Implementation Report

Every three years the City is required to submit a Pay Equity Implementation Report to Minnesota Management & Budget. The report is due by January 31, 2017, and the information included in the report is effective as of December 31, 2016.

SUGGESTION:
Motion to approve the Pay Equity Implementation Report.

Compliance Report

Jurisdiction: Norwood Young America

Report Year: 2017

Case:1 - Private (Jur Only)

Contact:	Name	Title	Phone	Email
	Kelly Hayes	City Clerk	952-467-1807	cityclerk@cityofnysa.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	8	3	0	11
# Employees	12	3	0	15
Avg.Max Monthly Pay Per Employee	3,707.58	4,368.33		3,839.73

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 93.75 *

	Male Classes	Female Classes
a. # at or above Predicted Pay	3	1
b. # Below Predicted Pay	5	2
c. TOTAL	8	3
d. % Below Predicted Pay (b divided by c = d)	62.50	66.67

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 13	Value of T = 0.637
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a. Avg.diff.in pay from predicted pay for male jobs = \$8

b. Avg.diff.in pay from predicted pay for female jobs = (\$56)

III. SALARY RANGE TEST = 100.00% (Result is A divided by B)

A. Avg.# of years to max salary for male jobs = 8.00

B. Avg.# of years to max salary for female jobs = 8.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A)

A. % of male classes receiving ESP 0.00 *

B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Building Permit Report - December

PERMIT #	NAME	ADDRESS	PURPOSE	DATE	PLAN			
					PERMIT FEE	CHECK FEE	SURCHARGE	VALUE
2016001	Don Nolan	314 Webster St SW	Replace Furnace	1/8/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016002	Quilting Grounds	224 Elm St W	Remodel	1/12/2016	\$530.44	\$344.79	\$17.00	\$34,000.00
2016003	Henry Ohnstad	1015 Fox Crossing	Finish Basement	1/13/2016	\$228.65	\$109.62	\$5.00	\$8,000.00
2016004	Quilting Grounds	224 Elm St W	Plumbing	1/14/2016	\$107.05	\$69.58	\$2.00	\$4,000.00
2016005	Gloria Klein	214 Faxon Rd S	Replace Door	1/19/2016	\$55.00	\$0.00	\$10.00	\$0.00
2016006	The Haven	600 Railroad Dr	Ansul System	1/25/2016	\$56.09	\$36.46	\$1.00	\$1,305.00
2016007	Herbert Lopez	202 Main St E	Reroof	1/26/2016	\$91.65	\$0.00	\$1.50	\$2,450.00
2016008	Moiz Akhtar	110 Railroad St E	Alterations	2/1/2016	\$273.25	\$99.61	\$5.50	\$7,000.00
2016009	Dale Willenbring	123 Hazel St S	Remodel	1/27/2016	\$436.45	\$179.69	\$8.50	\$15,000.00
2016010	Adrienne Ackley	118 Trilane Dr	Reside	1/29/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016011	John Vogt	426 Railroad St E	Demo Trailer	2/1/2016	\$100.00	\$0.00	\$1.00	\$3,500.00
2016012	Brian Foster	313 5th Ave NE	Restart finish bsmt	2/24/2016	\$210.00	\$0.00	\$2.00	\$0.00
2016013	Roger Deleeuw	322 2nd St SW	Rewindow	2/24/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016014	Loomis Homes	845 Lakewood Trail	New Home	3/3/2016	\$17,098.46	\$1,223.09	\$116.00	\$227,390.00
2016015	Loomis Homes	925 Meadows Blvd	New Home	3/3/2016	\$17,044.18	\$1,191.06	\$112.00	\$219,860.00
2016016	Lyle Bren	329 Casper Circle	Repair rotten walls	3/3/2016	\$42.65	\$27.72	\$1.00	\$1,000.00
2016017	Robert Sullivan	414 Elm St W	Plumbing	3/8/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016018	Dale Willenbring	123 Hazel St S	furnace/ac	3/8/2016	\$120.00	\$0.00	\$1.00	\$0.00
2016019	Brent Aretz	870 Lakewood Trail	Finish Basement	3/9/2016	\$661.55	\$352.01	\$19.50	\$34,700.00
2016020	Andrea Cassin	416 Adams Drive	Replace H2O heater	3/11/2016	\$15.00	\$0.00	\$1.00	\$0.00
2016021	Wilmer Wichelmann	110 Wilson St E	Reside	3/14/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016022	Katie Harms	101 2nd Ave SW	Stone/siding	3/21/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016023	Dorothy Wall	316 Railroad St W	Replace boiler	3/16/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016024	Jason Hoeft	103 2nd St SE	Fence	3/17/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016025	Dale Willenbring	113 5th Ave NE	Reside Garage	3/22/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016026	Patty Jorgensen-Flannery	19 3rd St SE	Egress Window	3/26/2016	\$76.25	\$49.56	\$1.00	\$2,000.00
2016027	Josh Lindgren	111 Elm St W	Basement Bath	4/4/2016	\$59.45	\$38.64	\$1.00	\$1,500.00
2016028	Lyle Bren	329 Casper Circle	Remodel	3/26/2016	\$91.65	\$59.57	\$1.50	\$3,000.00
2016029	Gary Schrupp	403 Tacoma ave N	Porch	3/25/2016	\$230.25	\$149.66	\$6.00	\$12,000.00
2016030	Quilting Grounds	224 Elm St W	Plumbing	3/29/2016	\$42.65	\$27.72	\$1.00	\$1,000.00
2016031	Steve Coyle	485 Emma St	New Home	4/1/2016	\$15,522.75	\$1,373.94	\$153.00	\$300,000.00
2016032	Mike Cavier	516 Devonshire Dr	Window/door	3/29/2016	\$110.00	\$0.00	\$1.00	\$0.00
2016033	Peace Villa	308 Faxon Rd N	Reside	3/30/2016	\$541.55	\$0.00	\$17.50	\$35,000.00
2016034	Loomis Homes	895 Lakewood Trail	New Home	4/7/2016	\$17,686.54	\$1,475.34	\$146.50	\$290,492.00
2016035	Jason Templin	398 Lower Brand Lk Dr	Finish Basement	4/1/2016	\$413.45	\$229.74	\$11.00	\$20,000.00
2016036	Chester Mealey	850 Lakewood Trail	Finish Basement	9/9/2016	\$444.25	\$249.76	\$12.00	\$21,550.00
2016037	Carla Reichman	420 Devonshire Dr	Furnace replace	4/1/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016038	Jeremy Stieve	402 Webster St SW	Deck	4/4/2016	\$168.65	\$109.62	\$4.00	\$7,890.00
2016039	Kelly Petersen	490 Emma St	New Home	4/15/2016	\$16,574.20	\$2,011.88	\$215.50	\$425,000.00
2016040	Josh Kroells	430 Emma St	New Home	4/7/2016	\$16,351.36	\$1,915.78	\$203.50	\$401,029.00
2016041	Adam Hathaway	827 Elm St w	Plumbing	4/7/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016042	Carla Reichman	420 Devonshire Dr	Water Heater	4/7/2016	\$15.00	\$0.00	\$1.00	\$0.00
2016043	Jeff Caswell	425 Merger St	siding/insulation	4/27/2016	\$122.45	\$79.59	\$2.50	\$5,000.00

Building Permit Report - December

2016044	Loomis Homes	930 Meadows Blvd	New Home	4/13/2016	\$17,044.18	\$1,191.06	\$112.00	\$160,000.00
2016045	Loomis Homes	735 Lakewood Trail	New Home	4/13/2016	\$17,044.18	\$1,191.06	\$112.00	\$220,000.00
2016046	Vick Messner	327 Casper Circle	Repair	4/19/2016	\$184.05	\$119.63	\$4.50	\$8,500.00
2016047	Sri Krishna Tateneni	120 Morse St	Remodel	4/19/2016	\$541.55	\$352.01	\$17.50	\$35,000.00
2016048	Stan Schultz	440 Oak Lane	Reside/reroof shed	4/22/2016	\$110.00	\$0.00	\$2.00	\$0.00
2016049	Gary Lembcke	311 Lake St	Reroof	4/25/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016050	Jodi Fasching	116 Park Place	Reroof	4/26/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016051	Todd Meyer	208 Central Ave S	Rewindow	4/26/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016052	Loomis Homes	915 Meadows Blvd	New Home	5/23/2016	\$17,158.90	\$1,259.13	\$120.50	\$236,950.00
2016053	Loomis Homes	855 Lakewood Trail	New Home	5/10/2016	\$17,128.10	\$1,239.11	\$118.00	\$231,550.00
2016054	Ascension Church	319 Reform	Reroof	4/28/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016055	Chad Stewart	402 2nd Ave SE	Addition	4/29/2016	\$353.45	\$229.74	\$10.00	\$20,000.00
2016056	Jennifer Frisbie	765 Lakewood Trail	Water Softener	5/2/2016	\$15.00	\$0.00	\$1.00	\$0.00
2016057	Donna Noerenberg	304 Oak Drive	Water Heater	5/2/2016	\$15.00	\$0.00	\$1.00	\$0.00
2016058	Brett Reichmann	422 Adams Drive	Fence	5/4/2006	\$55.00	\$0.00	\$1.00	\$0.00
2016059	Kelly Vogel	22 1st St NE	Fence	5/4/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016060	Wayne Feltmann	302 Shady Lane	Deck	5/5/2016	\$214.85	\$139.65	\$5.50	\$10,500.00
2016061	Lyle Bren	329 Casper Circle	HVAC	5/6/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016062	Jeff Morpew	706 Martingale Drive	AC changeout	5/5/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016063	Jesse Munkeby	217 1st Ave SE	Reroof	5/6/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016064	John Hoffman	404 Devonshire Dr	furnace/ac	5/9/2016	\$120.00	\$0.00	\$1.00	\$0.00
2016065	Sri Krishna Tateneni	120 Morse St	Pbpg/HVAC	5/12/2016	\$184.05	\$119.63	\$4.50	\$8,800.00
2016066	City Cottages LLC	920 Meadows Blvd	New Home	5/19/2016	\$17,334.78	\$1,331.20	\$130.50	\$255,000.00
2016067	David Polzin	507 Central Ave	Shed	5/16/2016	\$100.00	\$0.00	\$0.00	\$12,600.00
2016068	William Cradick	895 Meadows Blvd	Deck	5/23/2016	\$153.25	\$99.61	\$3.50	\$7,000.00
2016069	Nick Rogoskienski	206 2nd St SW	Reroof	5/16/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016070	Kevin Murphy	410 Oak Lane	Window/doors/siding	5/16/2016	\$165.00	\$0.00	\$1.00	\$0.00
2016071	Nate Knickrehm	105 3rd Ave SE	Reroof	5/16/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016072	Chris Fischer	900 Barnes Lake Dr	New Gas Line	5/17/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016073	Jean Schlechter	209 Washington St	Reroof	5/17/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016074	Faxon Rd Investors	717 Faxon Rd	Reside	5/19/2016	\$322.65	\$0.00	\$9.00	\$18,000.00
2016075	Brad Gass	925 Lakewood Trail	Deck	5/20/2016	\$168.65	\$109.62	\$4.00	\$8,000.00
2016076	Jason Huntley	885 Meadows Blvd	Deck	5/20/2016	\$184.05	\$119.63	\$4.50	\$8,960.00
2016077	Loomis Homes	735 Lakewood Trail	Finish Basement	6/1/2016	\$413.45	\$229.74	\$11.00	\$20,000.00
2016078	Vickerman	665 Tacoma Blvd	Addition	5/31/2016	\$38,718.42	\$4,301.93	\$544.40	\$1,110,025.00
2016079	Josh Lindgren	111 Elm St W	Plumbing	6/1/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016080	Randy Beneke	721 Elm St W	Furnace/AC	6/1/2016	\$120.00	\$0.00	\$1.00	\$0.00
2016081	Josh Lindgren	111 Elm St W	Alterations/AC	6/1/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016082	Matthew Mann	955 Preserve Blvd	Reside	6/1/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016083	Adam Hathaway	827 Elm St w	Foundation Repair	6/8/2016	\$199.45	\$129.64	\$5.00	\$9,700.00
2016084	D. Rosenlund	314 7th St SW	Reroof	6/6/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016085	Marvin Braun	30 1st St NW	Reroof	6/7/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016086	Tim Willems	232 Upper Brand Lake Dr	Deck	6/8/2016	\$168.65	\$109.62	\$4.00	\$7,840.00
2016087	Loomis Homes	725 Lakewood Trail	New Home	6/16/2016	\$17,104.62	\$1,227.10	\$116.50	\$229,000.00
2016088	Gary Thaernert	215 Oak St S	Reroof	6/8/2016	\$55.00	\$0.00	\$1.00	\$0.00

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2016089	Connie Michels	402 7th St SW	AC changeout	6/8/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016090	Ken Quaas	135 elm St E	Reside	6/9/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016091	Bob Olson	16 2nd Ave SE	Reside	6/8/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016092	Central High School	531 Morse St	Reroof - partial	6/14/2016	\$931.50	\$605.48	\$39.50	\$78,945.00
2016093	Owe de Cologne	300 Industrial Blvd	Alterations	6/10/2016	\$276.45	\$179.69	\$7.50	\$15,000.00
2016094	Premium Construction	485 Emma St	Fireplace	6/14/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016095	Central High School	531 Morse St	Reroof - partial	6/20/2016	\$723.60	\$470.34	\$26.00	\$51,812.00
2016096	Adam Hathaway	827 Elm St W	Finish Basement	6/17/2016	\$259.45	\$129.64	\$6.00	\$10,000.00
2016097	Jacob Kane	118 1st St NE	Reroof	6/17/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016098	Anthony Keavney	14 1st St NW	Reside	6/20/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016099	Jacqueline Moravec	435 Emma St	Pool	6/22/2016	\$486.00	\$315.90	\$15.00	\$29,999.00
2016100	PAR Real Estate	675 Tacoma Blvd	Fire Sprinkler Addition	6/21/2016	\$497.11	\$323.12	\$15.50	\$31,000.00
2016101	Storms Welding	300 Industrial Blvd	Plumbing	6/21/2016	\$91.65	\$59.57	\$1.50	\$2,500.00
2016102	D. Rosenlund	314 7th St SW	Deck	6/22/2016	\$245.65	\$159.67	\$6.50	\$12,500.00
2016103	Church of Peace	424 Franklin St	Replace AC	6/22/2016	\$122.45	\$0.00	\$2.50	\$5,300.00
2016104	Brian Diedrick	223 Franklin St	Alterations	6/24/2016	\$136.25	\$49.56	\$2.00	\$2,000.00
2016105	Waylon Trotter	405 4th Ave SW	Water Heater	6/22/2016	\$15.00	\$0.00	\$1.00	\$0.00
2016106	Heather Johnson	214 Park Place	Reroof	6/23/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016107	Josh Lindgren	211 4th St SW	Garage Repair	6/24/2016	\$122.45	\$79.59	\$2.50	\$5,000.00
2016108	NYA Mall (Kelly Morris)	640 Railroad Dr #700	Alterations	6/24/2016	\$541.55	\$352.01	\$17.50	\$35,000.00
2016109	Robert Ludwig	111 Reform St S	Rewindow	6/28/2016	\$168.65	\$0.00	\$4.00	\$8,000.00
2016110	Church of Peace	424 Franklin St	Sign	6/30/2016	\$55.00	\$0.00	\$1.00	\$1,800.00
2016111	The Harbor	300 Faxon Road	Water Heater	6/30/2016	\$122.45	\$0.00	\$2.50	\$5,000.00
2016112	Amanda Bartz	302 1st St NE	Reside	7/5/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016113	Bob Ludwig	111 Reform St S	2 water heaters	7/6/2016	\$30.00	\$0.00	\$2.00	\$0.00
2016114	Al Prchal	129 Casper St	Reroof	7/7/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016115	Mark Simons	424 Wilson St W	Reroof	7/7/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016116	Don halloff	114 Hill St E	Reside	7/11/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016117	Lana Bladow	10 Trilane Dr	Water Heater	7/11/2016	\$15.00	\$0.00	\$1.00	\$0.00
2016118	Matt Druley	860 Barnes Lake Dr	Deck	7/13/2016	\$261.05	\$169.68	\$7.00	\$14,000.00
2016119	Mark Gieseke	26 1st St NE	Reroof	7/13/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016120	Waconia Dodge	115 Main St E	Plbg Alterations	7/20/2016	\$76.25	\$49.56	\$1.00	\$2,000.00
2016121	Vickerman	665 Tacoma Blvd	HVAC	8/11/2016	\$307.25	\$199.71	\$8.50	\$17,000.00
2016122	NYA Mall (Kelly Morris)	640 Railroad Dr #700	Fire Suppression	7/28/2016	\$91.65	\$59.57	\$1.50	\$2,479.00
2016123	Trilogy Properties	219 Oak St S	Rewindow	7/28/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016124	Steve Dressel	110 1st Ave SE	Reroof	7/26/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016125	Andrew Herrmann	505 Casper Circle	Fence	7/29/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016126	Armella Kleman	328 Oak Drive	AC changeout	8/3/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016127	Adam Stacy	124 Elm St E	Deck	8/22/2016	\$276.45	\$179.96	\$7.50	\$14,560.00
2016128	Josh Winkelman	834 Elm St W	Rewindow	8/3/2016	\$107.05	\$0.00	\$2.00	\$3,350.00
2016129	Gordon Stender	210 Washington St	Reroof	8/4/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016130	Aaron Dehn	218 West Court	Reroof	8/5/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016131	Mark Gieseke	26 1st St NE	Furnace/water heater	8/8/2016	\$75.00	\$0.00	\$2.00	\$0.00
2016132	Erick Knuth	106 Main St E	Foundation Repair	8/9/2016	\$168.65	\$109.62	\$4.00	\$8,000.00
2016133	Vickerman	675 Tacoma Blvd	Fire Alarm - Addition	8/10/2016	\$91.65	\$59.57	\$1.50	\$3,000.00

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2016134	Ron Bentz	227 Lake St	Deck	8/10/2016	\$107.05	\$69.58	\$2.00	\$3,960.00
2016135	Mark Gieseke	26 1st St NE	Deck	8/10/2016	\$137.85	\$89.60	\$3.00	\$5,500.00
2016136	Michael Montgomery	329 Reform St S	door & 2 windows	8/11/2016	\$110.00	\$0.00	\$1.00	\$0.00
2016137	Julie Arndt	206 Trilane Dr	AC changeout	8/12/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016138	Priscilla Hoof	124 Wilson St E	Reroof	8/15/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016139	Lenny Hilgers	124 Hilltop Circle	Furnace & AC	8/16/2016	\$120.00	\$0.00	\$1.00	\$0.00
2016140	NYA Mall	640 Railroad Dr #600	Duct work	8/16/2016	\$59.45	\$0.00	\$1.00	\$1,500.00
2016141	David Linn	524 Elm St W	Furnace/AC/Ductwork	8/16/2016	\$120.00	\$0.00	\$1.00	\$0.00
2016142	Church of Peace	424 Franklin St	Furnaces	8/16/2016	\$153.25	\$0.00	\$3.50	\$7,000.00
2016143	Jordan Handy	217 1st Ave SE	Fence	8/23/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016144	Juan Llerena	217 Hill St W	Reroof	8/25/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016145	Mark Gieseke	26 1st St NE	Plumbing	8/29/2016	\$60.00	\$0.00	\$1.00	\$8,000.00
2016146	Mike Dummer	302 2nd St SW	Reroof	8/30/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016147	Rich Schug	305 Lincoln St	Reroof	8/31/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016148	Cory Mahnke	209 2nd St SW	Reroof	9/1/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016149	Anthony Keaveny	14 1st St NW	Rewindow	9/1/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016150	Mark Gieseke	26 1st St NE	Window/door/stairway	9/6/2016	\$107.05	\$69.58	\$2.00	\$4,000.00
2016151	Amy Pepler	123 Elm St E	Reroof	9/6/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016152	Loomis Homes	1080 Preserve Blvd	New Home	9/14/2016	\$17,364.10	\$1,239.11	\$118.00	\$231,550.00
2016153	Larry Quas	412 Trilane Dr	Rewindow	9/7/2016	\$55.00	\$55.00	\$1.00	\$0.00
2016154	Jonl Amrhein	875 Meadows Blvd	Deck	9/7/2016	\$168.65	\$109.62	\$4.00	\$8,000.00
2016155	Faxon Rd Investors	717 Faxon Rd	Fire Suppression	9/27/2016	\$823.70	\$535.41	\$32.50	\$65,000.00
2016156	Loomis Homes	885 Lakewood Trail	New Home	9/20/2016	\$17,076.14	\$1,215.08	\$115.00	\$160,000.00
2016157	Jessica Green	210 2nd Ave SE	Deck	9/21/2016	\$91.65	\$59.57	\$1.50	\$3,000.00
2016158	Dave Violet	214 Lake St W	Alterations	9/28/2016	\$122.45	\$79.59	\$2.50	\$5,000.00
2016159	Aaron Grams	428 Elm St E	Reroof	9/13/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016160	Larry Sand	830 Martingale Dr	Replaced by 2016163	9/15/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016161	Faxon Rd Investors	717 Faxon Rd	Alterations	9/23/2016	\$430.45	\$279.79	\$12.50	\$25,000.00
2016162	Chris Alar	1035 Preserve Blvd	Water Heater	9/15/2016	\$15.00	\$0.00	\$1.00	\$0.00
2016163	Larry Sund	830 Martingale Dr	reroof	9/16/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016164	HT Homes	524 Elm St W	remodel/reside	9/26/2016	\$186.25	\$49.56	\$3.00	\$2,000.00
2016165	Faxon Rd Investors	717 Faxon Rd	Alterations	9/23/2016	\$353.45	\$229.74	\$10.00	\$20,000.00
2016166	Gary Heinze	421 Elm St W	reroof	9/21/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016167	Wayne Zimmerschied	411 Adams Drive	Reroof	9/21/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016168	Lucas Dose	823 Martingale Drive	Reroof	9/22/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016169	Holiday	502 Faxon Road	RPZ Replace	9/23/2016	\$125.00	\$0.00	\$0.00	\$1,885.00
2016170	Doug Sohns	14 1st St NE	Reroof	9/26/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016171	Dale Bruers	1015 Preserve Blvd	Rewindow	9/26/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016172	Blue Lotus	120 Morse St	Water Heater	9/29/2016	\$118.90	\$38.64	\$1.00	\$1,500.00
2016173	Faxon Rd Investors	717 Faxon Rd	Fire Alarm	10/3/2016	\$145.78	\$47.38	\$1.00	\$1,882.00
2016174	Mark Schuettpeiz	410 Adams Dr	Reroof - garage only	10/3/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016175	Blue Lotus	120 Morse St	gas piping	10/3/2016	\$25.85	\$0.00	\$0.50	\$500.00
2016176	Tamatha Carlson	900 Meadows Blvd	fireplace	10/3/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016177	Chuck Allison	317 Elm St E	Reside	10/3/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016178	Loomis Homes	885 Lakewood Trail	Finish Basement	11/30/2016	\$413.45	\$229.74	\$11.00	\$20,000.00

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2016179	Loomis Homes	865 Lakewood Trail	New Home	10/14/2016	\$17,038.46	\$1,223.09	\$116.00	\$228,000.00
2016180	Lindsay Lehrke	434 Meadow Lane	Finish Basement	10/18/2016	\$276.45	\$179.69	\$7.50	\$15,000.00
2016181	City of NYA	417 Elm St W	Dug outs	10/12/2016	\$76.25	\$49.56	\$1.00	\$2,000.00
2016182	Loomis Homes	762 Preserve Blvd	New Home	10/14/2016	\$17,115.78	\$1,231.10	\$117.00	\$229,750.00
2016183	Team 316	316 Hwy 212 W	Alterations	10/10/2016	\$368.85	\$239.75	\$10.50	\$21,000.00
2016184	Team 316	314 Hwy 212 W	Fence	10/10/2016	\$122.45	\$79.59	\$2.50	\$4,400.00
2016185	HT Homes	524 Elm St W	Plumbing	10/10/2016	\$60.00	\$0.00	\$1.00	\$5,000.00
2016186	Norwood Prop Invest	202 3rd Ave SE	Reroof	10/10/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016187	The Harbor	300 Faxon Road	Water Heater	10/12/2016	\$122.45	\$79.59	\$2.50	\$5,000.00
2016188	Tim Cardinal	123 Faxon Rd	Reroof	10/17/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016189	Robert Raatz	310 7th St SW	Reroof	10/18/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016190	Erk Chester	115 Hill St E	Foundation Repair	11/4/2016	\$91.65	\$59.57	\$1.50	\$2,700.00
2016191	Carver Co CDA	421 Franklin St	Rebuild garage	10/25/2016	\$245.65	\$159.67	\$6.50	\$12,500.00
2016192	Faxon Rd Investors	717 Faxon Rd	Fire Sprinklers	10/20/2016	\$823.70	\$535.41	\$32.50	\$65,000.00
2016193	Team 316	310 Hwy 212	Alterations	10/28/2016	\$91.65	\$59.57	\$1.50	\$3,000.00
2016194	John Fiedler	109 5th Ave NE	Reroof	10/26/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016195	Mark Stockman	814 Martingale Dr	Fence	10/26/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016196	Becky Grems	224 Union	Reroof	10/27/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016197	Team 316	318 Hwy 212	Pbpg	11/8/2016	\$122.45	\$79.59	\$2.50	\$5,000.00
2016198	Dan Corey	119 Oak St S	Fence	10/27/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016199	Steve Cufman	124 RR St W	Reroof	10/31/2016	\$168.65	\$0.00	\$4.00	\$7,500.00
2016200	Gary Wolf	418 Central Ave S	Repair brick	11/3/2016	\$168.65	\$0.00	\$4.00	\$8,000.00
2016201	Tom Gasser	106 2nd Ave SE	Repair boiler	11/7/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016202	Dale Harms	429 Casper Circle	Porch	11/10/2016	\$541.55	\$352.01	\$17.50	\$35,000.00
2016203	Team 316	318 Hwy 212	Fire Sprinkler	11/8/2016	\$35.93	\$23.35	\$0.50	\$800.00
2016204	Team 316	318 Hwy 212	Fire alarm	11/8/2016	\$56.09	\$36.46	\$1.00	\$1,400.00
2016205	Adam Opdahl	410 Trilane Drive	Fence	11/14/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016206	Leon Rademacher	419 Park Circle	Reroof	11/15/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016207	Angela Iverson	215 Wilson St E	Furnace	11/16/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016208	Melissa Pasquarette	219 Reform St S	Reroof	11/16/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016209	Faxon Rd Investors	717 Faxon Rd	Alterations	11/18/2016	\$1,167.12	\$758.63	\$56.00	\$111,300.00
2016210	Jesse Erpelding	201 4th St SW	Foundation Repair	12/2/2016	\$184.05	\$119.63	\$4.50	\$8,700.00
2016211	Dave Elling	201 1st St NW	Bath Remodel	11/21/2016	\$122.45	\$79.59	\$2.50	\$5,000.00
2016212	Dean Werner	108 Central Ave N	Replace Stone	11/18/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016213	Faxon Rd Investors	717 Faxon Rd	Toilet Walls	11/18/2016	\$137.85	\$89.60	\$3.00	\$6,000.00
2016214	Steve Wicks	717 Faxon Rd	Dust Collectors	11/23/2016	\$184.05	\$119.63	\$4.50	\$9,000.00
2016215	Ryan Hansen	726 Elm St W	Garage Repair	11/29/2016	\$541.55	\$352.01	\$17.50	\$35,000.00
2016216	Larry Hulzebos	502 4th Ave SW	Foundation Repair	11/29/2016	\$107.05	\$69.58	\$2.00	\$3,150.00
2016217	Jesse Molnau	320 Railroad St W	Reroof	11/23/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016218	Ryan Strand	508 Casper Circle	Rewindow	11/23/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016219	Alyssa Gillette	310 2nd Ave SE	Replace Furnace	11/29/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016220	Team 316	316 Hwy 212 W	Exit Stairs	12/1/2016	\$307.25	\$199.71	\$8.50	\$16,800.00
2016221	Faxon Rd Investors	717 Faxon Rd	Fire Protection System	12/6/2016	\$652.65	\$424.22	\$22.50	\$45,000.00
2016222	Faxon Rd Investors	717 Faxon Rd	Heating/gas pipe	12/2/2016	\$430.45	\$279.79	\$12.50	\$25,000.00
2016223	Loomis Homes	1120 Preserve Blvd	New Home	12/15/2016	\$17,153.90	\$1,259.13	\$120.50	\$237,000.00

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2016224	Felipe Robinson	222 Oak St S	Windows	12/2/2016	\$55.00	\$0.00	\$1.00	\$0.00
2016225	alan Holseth	318 2nd Ave SE	Replace Furnace	12/6/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016226	Faxon Rd Investors	717 Faxon Rd	Family Bath	12/8/2016	\$107.05	\$69.58	\$2.00	\$3,500.00
2016227	Dave violet	214 Lake St W	Remodel		\$46.01	\$29.91	\$1.00	\$1,000.00
2016228	Allan tellers	130 Casper St	Bath Remodel	12/16/2016	\$259.45	\$129.64	\$6.00	\$9,500.00
2016229	HT Homes	524 Elm St W	Deck	12/14/2016	\$137.85	\$89.60	\$3.00	\$5,280.00
2016230	Loomis Homes	117 Railroad St W	New construction	12/20/2016	\$11,356.48	\$842.71	\$66.50	\$133,000.00
2016231	Loomis Homes	117 Railroad St W	Bath Fan	12/20/2016	\$25.85	\$16.80	\$0.50	\$150.00
2016232	Eric Lehn	401 Trilane Dr	Replace Furnace	12/15/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016233	Trilogy Properties	219 Oak St S	Replace Furnace	12/21/2016	\$120.00	\$0.00	\$1.00	\$0.00
2016234	Dave Elling	201 1st St NW	Plumbing	12/27/2016	\$60.00	\$0.00	\$1.00	\$0.00
2016235	Faxon Rd Investors	717 Faxon Rd	Plumbing	1/3/2017	\$107.05	\$69.58	\$2.00	\$4,000.00