

**City of Norwood Young America  
City Council Agenda  
April 10, 2017 – 6:00 p.m. – City Hall Council Chambers**

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

1.1 Pledge of Allegiance

**2. Approve Agenda**

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

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

4.1 Approve minutes of March 27 and April 5, 2017 meetings

4.2 Approve payment of claims

4.3 Accept Sarah Molnau resignation from EDC

4.4 Approve hiring Jodi Miller, Custodian

**5. Public Hearings**

**6. Old Business**

**7. New Business**

7.1 Beyond the Yellow Ribbon Proclamation

7.2 Property and Liability Insurance Renewal

7.3 Loomis Homes request for Trunk Fees Reduction for Townhomes

7.4 League of Minnesota Cities 2017 Annual Conference

7.5 Schedule Special City Council Meeting

**8. Council Member's Reports**

**9. Mayor's Report**

**10. Closed Meeting**

**11. Adjournment**

**\*The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council:** March Building Permit report

**UPCOMING EVENTS**

April 12 EDC – 6:30 p.m.

April 13 Senior Advisory Committee – 9:00 a.m.

April 18 Parks and Rec. Commission – 5:30 p.m./Planning Commission – 7:00 p.m.

April 24 City Council Work Session – 6:00 p.m.; EDA and City Council to follow

May 8 City Council – 6:00 p.m.

City of Norwood Young America - City Council Minutes  
**March 27, 2017 – 6:00 p.m. Work Session**

ATTENDEES: Craig Heher, Carol Lagergren, Mike McPadden, Dick Stolz, Charlie Storms  
CITY STAFF: City Administrator Steve Helget, City Clerk Kelly Hayes, Public Service Director Tony Voigt  
OTHERS: Bill Grundahl, Mark Lagergren, Karla Hormann, Sharilyn Feltmann, Pat Shannahan, Jim Zellmann, Andy Wigfield, Julie Wigfield, Daniel Herst, Todd Miller

1. Call Meeting of City Council Work Session to Order  
Meeting was called to order by Mayor Lagergren at 6:00pm.

2. Approve Agenda

**Motion:** McPadden to approve the agenda. Second Heher. Vote 5 – 0. Motion carried.

- 2.1 Willkommen Memorial Park Restrooms Project  
Park & Recreation committee members attended to discuss the Willkommen Memorial Park Restrooms Project. Discussed the reasons why it would not be beneficial to build the bathrooms onto the Pavilion. Committee is requesting to accept proposals so project can begin in May. Completion deadline will be mid to late July.

3. Adjournment

**Motion:** McPadden to adjourn at 6:36pm. Second Stolz. Vote 5 – 0. Motion carried.

Sincerely Submitted:

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Kelly Hayes, City Clerk/Treasurer

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Mayor

City of Norwood Young America - City Council Minutes

**March 27, 2017 – 6:00pm**

ATTENDEES: Craig Heher, Carol Lagergren, Mike McPadden, Dick Stolz, Charlie Storms  
CITY STAFF: City Administrator Steve Helget, City Clerk Kelly Hayes, Public Service Director Tony Voigt  
OTHERS: Bill Grundahl, Mark Lagergren, Karla Hormann, Sharilyn Feltmann, Pat Shannahan, Jim Zellmann, Andy Wigfield, Julie Wigfield, Daniel Herst, Todd Miller

1. Call Meeting of City Council to Order  
Meeting was called to order by Mayor Lagergren at 6:37pm.

2. Approve Agenda  
Addition of 7.8 Renewal Display and Consumption Permit MidTown Family Restaurant

**Motion:** McPadden to approve the agenda with the addition. Second Storms. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment
  - a) Carver County Sheriff's Office Annual Report - Sheriff Olson, Commander Tschida  
Carver County Sheriff Olson gave 2016 annual report. Crime decreased by 29% from previous year, 177 crimes in 2015, 126 crimes in 2016. Traffic violations increased from previous year.

Commander Tschida discussed CSO. They will look into getting a report for what the CSO does during his time in the City. If the City decreases the CSO contract hours in 2018 and the CSO is used more than the contract hours, the City will be billed at a rate of time and one-half.

4. Consent Agenda
  - 4.1 Approve minutes of March 13, 2017 meeting
  - 4.2 Approve payment of claims
  - 4.3 Approve Countryside Veterinary Clinic – Animal Impound Contract
  - 4.4 Approve authorization to advertise for full-time Public Service Technician
  - 4.5 Accept Hay Baling Bid
  - 4.6 Approve Pavilion Liquor License – Pour House Pub
  - 4.7 Approve authorization to advertise for Public Service Seasonal Worker

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

5. Public Hearings - none

6. Old Business - none

7. New Business  
Planning Consultant Cynthia Smith-Stracken (report on 7.1, 7.2, 7.3, 7.4)
  - 7.1 Resolution 2017-07, Scheduling Public Hearing to consider Vacation of part of Liberty Street  
A garage was built partially on City property decades ago at 524 Elm St W.

**Motion:** Heher to approve Resolution 2017-07, A Resolution Scheduling A Public Hearing On A Vacation Commenced By A Petition Of A Majority Of Abutting Landowners. Second McPadden. Vote 5 – 0. Motion Carried.

- 7.2 Resolution 2017-08, CUP 180 Industrial Blvd., Auto Sales/Display

**Motion:** Heher to approve Resolution 2017-08, A Resolution Approving A Conditional Use Permit To Accessory Auto Sales/Display At 180 Industrial Boulevard. Second Storms. Vote 5 – 0. Motion carried.

- 7.3 Resolution 2017-09, IUP 508 Merger Street, Outdoor Storage  
Discussion was held to discuss safety issues and end date. Council added: section 10 requiring the rack to be anchored and section 11 that the CUP would remain with Cedar Direct Minnesota and would terminate if they stopped leasing that location.

**Motion:** Heher to approve Resolution 2017-09, A Resolution Approving An Interim Use Permit To Allow Outdoor Storage (Rack System For Off-Loading) At 508 Merger Street. Second Storms. Vote 5 – 0. Motion carried.

7.4 Ordinance No. 285, Amendment to allow Animal Care in the C-2, C-3, & B-I Districts

**Motion:** Heher to approve Ordinance No. 285 An Ordinance Amending Chapter 12 Of The City Code By Amending Section 1230.09, Subd. (4)(F); By Adding Subd. (4)(G) To Section 1230.10; By Adding Subd. (4)(A) To Section 1230.11; And By Adding Subd. (3)(B)(23) To Section 1210.06. Second Stolz. Vote 5 – 0. Motion carried.

**Motion:** Heher to publish Ordinance No. 285. Second Stolz. Vote 5 – 0. Motion carried.

7.5 Resolution 2017-10, Outlot A, The Preserve 3<sup>rd</sup> Addition Formal Plan

**Motion:** Stolz to approve Resolution 2017-10, A Resolution Establishing A Formal Plan For The Creation Of A Public Park/Lake Access/Nature Area On Outlot A, The Preserve 3<sup>rd</sup> Addition. Second Storms. Vote 5 – 0. Motion carried.

7.6 Lawn Mowing Cemeteries – Bid Results

**Motion:** Heher to accept the bid from Dave's Seasonal All for mowing and trimming the cemeteries for \$250 per time.

7.7 Schedule Special Meeting for Comprehensive Plan Proposals Interviews

**Motion:** Stolz to schedule a special City Council meeting to hold interviews for the Comprehensive Plan at 6:00pm, April 5, 2017. Second Heher. Vote 5 – 0. Motion carried.

7.8 Renewal of Consumption and Display Permit Midtown Restaurant

**Motion:** McPadden to approve the Renewal of Consumption and Display Permit for Midtown Restaurant. Second Stolz. Vote 5 – 0. Motion carried.

8. Council Member & Mayor Reports

Heher: Starting in May, Planning Commission will change their meeting date to 1<sup>st</sup> Tuesday of the month at 6:00pm. There are two Planning Commissioner openings, contact City Hall if residents want to apply.

McPadden: Stiftungsfest looking at having a kick-off event on Friday evening.

Stolz: none

Storms: Park & Recreation discussed bathroom, dugout at Sports Complex and YAC \$5000 donation which will be brought to City Council meeting in April.

Lagergren: MNDot planning to attend workshop in April to discuss underground walkway. Attended Waconia Home & Business Expo.

9. Adjournment

**Motion:** McPadden to adjourn at 8:09pm. Second Storms. Vote 5 – 0. Motion carried.

Sincerely Submitted:

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Kelly Hayes, City Clerk/Treasurer

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Mayor

**Norwood Young America**  
**City Council Special Meeting Minutes**  
April 5, 2017

**Council Present:** Carol Lagergren, Craig Heher, Charlie Storms, and Dick Stolz.

**Council Absent:** Mike McPadden.

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

**Others Present:** Lance Bernard and Stephanie Falkers, SRF Consulting Group, Jake Saulsbury, Jane Kansier, Peter Langworthy, and Ashley Hudson, Bolton & Menk Engineering.

1. Mayor Carol Lagergren called the meeting to order at 6:00 p.m.

2. Approve Agenda

**Motion** was made by Heher to approve the agenda. Seconded by Storms and unanimously carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment None

4. Consent Agenda None

5. Old Business

5.1 2018 Comprehensive Plan Update – Consultant’s Presentations

Representatives of SRF Consulting Group and Bolton & Menk Engineering respectively gave presentations on their proposals for providing consulting services to assist the City with the 2018 Comprehensive Plan update.

Following lengthy discussion, **motion** was made by Stolz to approve the consulting service proposal from SRF Consulting Group to assist the City of Norwood Young America with its 2018 Comprehensive Plan update. Seconded by Heher and unanimously carried.

6. New Business None

7. Council Member Reports None

8. Mayor’s Report None

9. Adjournment

There being no further business, **motion** was made by Storms to adjourn. Seconded by Heher and unanimously carried, the meeting was declared adjourned at 7:53.

Respectfully Submitted,

Kelly Hayes  
City Clerk/Treasurer

**CITY OF NORWOOD YOUNG AMERICA**

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

**To Be Approved: April 10, 2017**

<b>Pre-Paid Claims</b>	<b><u>\$13,935.77</u></b>
(Check Sequence #504172-504184)	

<b>Claims Pending Payment</b>	<b><u>\$89,579.64</u></b>
(Check Sequence #26710-26753)	

<b>Grand Total</b>	<b><u>\$103,515.41</u></b>
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APRIL 6, 2017 PAYROLL

CHECK #	EMPLOYEE	GROSS
504172	ARETZ, BRENT R	\$2,080.00
504173	HAAG, HERMAN	\$201.00
504174	HAYES, KELLY	\$2,238.40
504175	Hormann, Duane	\$440.12
504176	NIESEN, CHRISTOPHER D.	\$1,587.20
504177	SCHNEEDWIND, BRIAN O	\$1,476.00
504178	LENZ, DEBRA A	\$1,887.21
504179	MENZEL, ALICIA	\$1,628.00
504180	STENDER, DANIEL H	\$2,153.26
504181	HELGET, STEVE	\$3,485.60
504182	KLOEMPKEN, JASON A	\$1,549.60
504183	VOIGT, ANTHONY	<u>\$2,236.80</u>
504184	KLEINBANK - net	\$13,935.77
	GROSS	\$20,963.19

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APRIL 2017

			Check Amt	Invoice	Comment
<b>10100 CHECKING</b>					
Paid Chk#	026710	4/10/2017	<b>A-1 ELECTRIC SERV OF WACONIA</b>		
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$574.20	20104	WWTP CLAIRIFIER
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$211.05	20105	WWTP GEN
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$308.46	20106	WWTP
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$113.75	20107	WWTP GEN
<b>Total A-1 ELECTRIC SERV OF WACONIA</b>			\$1,207.46		
Paid Chk#	026711	4/10/2017	<b>ABM EQUIPMENT &amp; SUPPLY, INC.</b>		
E 101-43100-221	Repair/Maintenance Equipment		\$410.99		T5 REPAIRS
<b>Total ABM EQUIPMENT &amp; SUPPLY, INC.</b>			\$410.99		
Paid Chk#	026712	4/10/2017	<b>ALEXANDRIA TECH COLLEGE</b>		
E 101-42200-207	Training Instructional		\$540.00	73592	STACKEN, ULRICH, WIGFIELD, KELLER, ORR SCHOOL
<b>Total ALEXANDRIA TECH COLLEGE</b>			\$540.00		
Paid Chk#	026713	4/10/2017	<b>ANCOMCOMMUNICATIONS, INC.</b>		
E 101-42200-221	Repair/Maintenance Equipment		\$425.00	68040	SHOP SUPPLIES
<b>Total ANCOMCOMMUNICATIONS, INC.</b>			\$425.00		
Paid Chk#	026714	4/10/2017	<b>BOLTON &amp; MENK, INC</b>		
G 803-22100	Escrow Collected		\$152.00	0201571	XTREME SITE PLAN
E 101-41500-303	Engineering Fees		\$228.00	0201572	PRESERVE 3RD SF
<b>Total BOLTON &amp; MENK, INC</b>			\$380.00		
Paid Chk#	026715	4/10/2017	<b>CARVER COUNTY</b>		
E 101-41940-430	Miscellaneous (GENERAL)		\$271.87		PAVILION TAXES
G 251-22100	Escrow Collected		\$720.00		HARBOR TAXES
<b>Total CARVER COUNTY</b>			\$991.87		
Paid Chk#	026716	4/10/2017	<b>CARVER COUNTY</b>		
E 516-49330-600	Debt Srv Principal (GENERAL)		\$579.28	100	SPECIAL ASSESSMENTS
<b>Total CARVER COUNTY</b>			\$579.28		
Paid Chk#	026717	4/10/2017	<b>CENTER POINT</b>		
E 101-45200-383	Gas Utilities		\$433.84		
E 101-41940-383	Gas Utilities		\$555.60		
E 601-49400-383	Gas Utilities		\$206.94		
E 602-49450-383	Gas Utilities		\$1,208.98		
E 101-49860-383	Gas Utilities		\$22.44		
E 101-42200-383	Gas Utilities		\$179.03		
E 101-43100-383	Gas Utilities		\$1,104.15		
<b>Total CENTER POINT</b>			\$3,710.98		
Paid Chk#	026718	4/10/2017	<b>COTNER, SUZANNE</b>		
E 601-49400-432	Refund		\$23.19		OVERPAYMENT OF UTILITY BILL
<b>Total COTNER, SUZANNE</b>			\$23.19		



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			Check Amt	Invoice	Comment
Paid Chk# 026719	4/10/2017	DWK CLEAN WATER SERVICES LLC			
E 602-49450-314	Contracts Payments		\$585.00	0317	CONTRACT HOURS
E 601-49400-314	Contracts Payments		\$585.00	0317	CONTRACT HOURS
<b>Total DWK CLEAN WATER SERVICES LLC</b>			<b>\$1,170.00</b>		
Paid Chk# 026720	4/10/2017	ERICKSEN, JAMES			
E 601-49400-432	Refund		\$104.44		OVERPAYMENT OF UTILITY BILL
<b>Total ERICKSEN, JAMES</b>			<b>\$104.44</b>		
Paid Chk# 026721	4/10/2017	FASTENAL			
E 602-49450-210	Operating Supplies (GENERAL)		\$262.13	MNWAC50629	JOINT SEALER, BATTERY
<b>Total FASTENAL</b>			<b>\$262.13</b>		
Paid Chk# 026722	4/10/2017	HD SUPPLY WATERWORKS			
E 601-49400-229	Water Meters		\$303.00	G946823	510R WU SINGLE PORT
<b>Total HD SUPPLY WATERWORKS</b>			<b>\$303.00</b>		
Paid Chk# 026723	4/10/2017	HOLIDAY FLEET			
E 101-43100-212	Motor Fuels		\$331.69		FUEL
<b>Total HOLIDAY FLEET</b>			<b>\$331.69</b>		
Paid Chk# 026724	4/10/2017	HOME SOLUTIONS			
E 101-45200-221	Repair/Maintenance Equipment		\$144.84		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$9.88		
E 101-43100-221	Repair/Maintenance Equipment		\$116.11		
E 601-49400-221	Repair/Maintenance Equipment		\$50.18		
E 101-42200-221	Repair/Maintenance Equipment		\$103.21		
E 602-49450-221	Repair/Maintenance Equipment		\$11.23		
E 101-43100-210	Operating Supplies (GENERAL)		\$6.10		
<b>Total HOME SOLUTIONS</b>			<b>\$441.55</b>		
Paid Chk# 026725	4/10/2017	HT HOMES			
E 601-49400-432	Refund		\$56.72		OVERPAYMENT OF UTILITY BILL
<b>Total HT HOMES</b>			<b>\$56.72</b>		
Paid Chk# 026726	4/10/2017	HYDRO ENGINEERING INC			
E 101-43100-221	Repair/Maintenance Equipment		\$23.27	79295	TUBE, LABOR SHOP
<b>Total HYDRO ENGINEERING INC</b>			<b>\$23.27</b>		
Paid Chk# 026727	4/10/2017	KELLER, TEDI			
E 101-42200-207	Training Instructional		\$147.66		MILEAGE
E 101-42200-207	Training Instructional		\$262.68		HOTEL
<b>Total KELLER, TEDI</b>			<b>\$410.34</b>		
Paid Chk# 026728	4/10/2017	KURTH, DANIEL			
E 101-41000-432	Refund		\$425.00		REFUND REZONING FEES
<b>Total KURTH, DANIEL</b>			<b>\$425.00</b>		
Paid Chk# 026729	4/10/2017	LANO EQUIPMENT			

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APRIL 2017

		Check Amt	Invoice	Comment
E 101-45200-221	Repair/Maintenance Equipment	\$6.96	8023	BULB FOR BOBCAT
E 101-43100-221	Repair/Maintenance Equipment	\$16.24	8023	BULB FOR BOBCAT
	<b>Total LANO EQUIPMENT</b>	\$23.20		
Paid Chk# 026730	4/10/2017 LEAGUE OF MN CITIES			
E 101-43100-207	Training Instructional	\$20.00	254535	VOIGT WORKSHOPS
	<b>Total LEAGUE OF MN CITIES</b>	\$20.00		
Paid Chk# 026731	4/10/2017 LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract	\$82.50		TELEPHONE ISSUES
	<b>Total LOFFLER BUSINESS SYS LLC</b>	\$82.50		
Paid Chk# 026732	4/10/2017 LOFFLER COMPANIES, INC.			
E 101-41400-437	Maintenance Contract	\$296.31		COPIER RENT
	<b>Total LOFFLER COMPANIES, INC.</b>	\$296.31		
Paid Chk# 026733	4/10/2017 MINNESOTA RURAL WATER ASSOC			
E 602-49450-433	Dues and Subscriptions	\$125.00		MEMBERSHIP
E 601-49400-433	Dues and Subscriptions	\$125.00		MEMBERSHIP
	<b>Total MINNESOTA RURAL WATER ASSOC</b>	\$250.00		
Paid Chk# 026734	4/10/2017 MN VALLEY ELECTRIC COOPERATIVE			
E 602-49450-381	Electric Utilities	\$34.19		LIFT STATION
E 101-43100-380	Street Lighting	\$101.77		STREET LIGHTS
E 601-49400-381	Electric Utilities	\$617.10		640 TACOMA BLVD
	<b>total MN VALLEY ELECTRIC COOPERATIVE</b>	\$753.06		
Paid Chk# 026735	4/10/2017 NCPERS 855401LIFE INS			
G 101-21705	PERA Life	\$32.00		LIFE INSURANCE
	<b>Total NCPERS 855401LIFE INS</b>	\$32.00		
Paid Chk# 026736	4/10/2017 NYA TIMES			
E 101-41400-350	Print/Publishing/Postage	\$30.24	471594	PARKING ON BRUSH ST
	<b>Total NYA TIMES</b>	\$30.24		
Paid Chk# 026737	4/10/2017 OEM SERVICE CO, LLC			
E 101-42200-221	Repair/Maintenance Equipment	\$501.14	022028	ALUM BOX WITH BACK LID
	<b>Total OEM SERVICE CO, LLC</b>	\$501.14		
Paid Chk# 026738	4/10/2017 ORR, DAVE			
E 101-42200-207	Training Instructional	\$147.13		MILEAGE
	<b>Total ORR, DAVE</b>	\$147.13		
Paid Chk# 026739	4/10/2017 OVIVO USA, LLC.			
E 602-49450-221	Repair/Maintenance Equipment	\$225.40	8470845	WIPER SIDE & BOTTOM
	<b>Total OVIVO USA, LLC.</b>	\$225.40		
Paid Chk# 026740	4/10/2017 PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221	Repair/Maintenance Equipment	\$194.53	0056142	PARADE TRUCK

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APRIL 2017

			Check Amt	Invoice	Comment
<b>Total PRO AUTO &amp; TRANSMISSION REPAIR</b>			<b>\$194.53</b>		
Paid Chk#	026741	4/10/2017	<b>QUILL CORPORATION</b>		
E 602-49450-200	Office Supplies (GENERAL)		\$27.97	5317957	MOUSE, STACKING TRAYS
E 101-41400-200	Office Supplies (GENERAL)		\$39.98	5317957	MOUSE, STACKING TRAYS
E 602-49450-200	Office Supplies (GENERAL)		\$5.99	5526315	PENS & STAPLES
E 101-43100-200	Office Supplies (GENERAL)		\$5.99	5526315	PENS & STAPLES
E 601-49400-200	Office Supplies (GENERAL)		\$6.00	5526315	PENS & STAPLES
E 101-41400-200	Office Supplies (GENERAL)		\$28.26	5526315	PENS & STAPLES
E 101-45200-210	Operating Supplies (GENERAL)		\$6.00	5526315	PENS & STAPLES
<b>Total QUILL CORPORATION</b>			<b>\$120.19</b>		
Paid Chk#	026742	4/10/2017	<b>SMITH OIL CO</b>		
E 101-42200-212	Motor Fuels		\$130.20		FIRE DEPT
E 101-45200-212	Motor Fuels		\$99.20		
E 101-43100-212	Motor Fuels		\$231.46		
E 602-49450-212	Motor Fuels		\$136.11		
E 601-49400-212	Motor Fuels		\$136.10		
<b>Total SMITH OIL CO</b>			<b>\$733.07</b>		
Paid Chk#	026743	4/10/2017	<b>STACKEN, PAT</b>		
E 101-42200-207	Training Instructional		\$527.19		HOTELS
<b>Total STACKEN, PAT</b>			<b>\$527.19</b>		
Paid Chk#	026744	4/10/2017	<b>TASC</b>		
G 101-21713	Health Care Reimbursement Acct		\$45.00	IN997705	COBRA ADMIN FEE
<b>Total TASC</b>			<b>\$45.00</b>		
Paid Chk#	026745	4/10/2017	<b>TECHSTAR IT SOLUTIONS</b>		
E 101-41400-437	Maintenance Contract		\$183.98	6624	ADAPTERS & SSL CERTIFICATE
E 101-41400-437	Maintenance Contract		\$1,026.00	MSP-6638	APRIL MANAGED SERVICES
<b>Total TECHSTAR IT SOLUTIONS</b>			<b>\$1,209.98</b>		
Paid Chk#	026746	4/10/2017	<b>TURFWERKS</b>		
E 275-45200-543	Streets-Equipment		\$63,500.00		NEW MOWER
<b>Total TURFWERKS</b>			<b>\$63,500.00</b>		
Paid Chk#	026747	4/10/2017	<b>US POSTAL SERVICE</b>		
E 601-49400-350	Print/Publishing/Postage		\$132.53		APRIL BILLS
E 603-49500-350	Print/Publishing/Postage		\$132.54		APRIL BILLS
E 602-49450-350	Print/Publishing/Postage		\$132.53		APRIL BILLS
<b>Total US POSTAL SERVICE</b>			<b>\$397.60</b>		
Paid Chk#	026748	4/10/2017	<b>UTILITY CONSULTANTS</b>		
E 602-49450-217	Lab Fees		\$576.75	94394	CBOD, TSS TESTING
<b>Total UTILITY CONSULTANTS</b>			<b>\$576.75</b>		
Paid Chk#	026749	4/10/2017	<b>VERIZON WIRELESS</b>		
E 601-49400-321	Telephone		\$27.71		

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		Check Amt	Invoice	Comment
E 602-49450-321	Telephone	\$154.97		
E 601-49400-321	Telephone	\$154.97		
E 101-45200-321	Telephone	\$47.31		
E 101-43100-321	Telephone	\$110.40		
E 101-43100-321	Telephone	\$27.72		
E 101-42200-321	Telephone	\$730.85		
<b>Total VERIZON WIRELESS</b>		<b>\$1,253.93</b>		
Paid Chk# 026750	4/10/2017 VOIGT, TONY			
E 101-45200-331	Travel/Meeting Expense	\$112.78		
<b>Total VOIGT, TONY</b>		<b>\$112.78</b>		
Paid Chk# 026751	4/10/2017 WASTE MANAGEMENT			
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$255.45		GARBAGE REMOVAL
<b>Total WASTE MANAGEMENT</b>		<b>\$255.45</b>		
Paid Chk# 026752	4/10/2017 WIGFIELD, ANDY			
E 101-42200-207	Training Instructional	\$242.72		HOTEL
E 101-42200-207	Training Instructional	\$23.04		MEALS
E 101-42200-207	Training Instructional	\$146.59		MILEAGE
<b>Total WIGFIELD, ANDY</b>		<b>\$412.35</b>		
Paid Chk# 026753	4/10/2017 WIVELL, CHARLES			
E 601-49400-432	Refund	\$82.93		OVERPAYMENT OF UTILITY BILL
<b>Total WIVELL, CHARLES</b>		<b>\$82.93</b>		
<b>10100 CHECKING</b>		<b>\$83,579.64</b>		

**Fund Summary**

<b>10100 CHECKING</b>	
101 GENERAL FUND	\$11,190.30
251 HARBOR AT PEACE	\$720.00
275 CAPITAL	\$63,500.00
516 2008 DEBT FUND	\$579.28
601 WATER FUND	\$2,611.81
602 SEWER FUND	\$4,693.71
603 STORM WATER UTILITY	\$132.54
803 Escrow - Xtreme Properties LLC	\$152.00
	<b>\$83,579.64</b>



Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368  
Phone: (952) 467-1800  
Fax: (952) 467-1818  
Website: [www.cityofnYA.com](http://www.cityofnYA.com)

---

TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: April 10, 2017

RE: EDC Resignation – Sarah Molnau

---

Economic Development Commissioner, Sarah Molnau, submitted a letter to resign from the EDC. Sarah is currently not living within City limits and is not working within the City so she is not eligible to be on the commission. Below is the email that was received from Sarah:

*Steve,*

*Given that we are temporarily living in Cologne until we can find a house we want to purchase in NYA and the fact that I no longer work in NYA, I would like to use this as a time to step down from the EDC as I don't qualify to fill the position at this time.*

*I have enjoyed my years of service to Norwood Young America as a City Council Member and also as and EDC member. At this point, I feel it is a good time for me to step down from the EDC.*

*Thank you for allowing me to be a part of the EDC and thank you to the EDC Members that I have gotten to serve with as well, I have enjoyed my time with you.*

*Have a great Summer!*  
*Sarah Molnau*

**RECOMMENDATION:**

**A motion to accept the resignation of Sarah Molnau from the Economic Development Commission.**



Norwood Young America  
310 Elm Street West - PO Box 59  
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Phone: (952) 467-1800  
Fax: (952) 467-1818  
Website: [www.cityofnYA.com](http://www.cityofnYA.com)

---

TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: April 10, 2017

RE: Custodian Position – Hiring of Jodi Miller

---

The City Council recently approved posting the position of Part-Time Custodian. This position will work 30 hours a week with the main focus on cleaning and maintaining the rental facilities as well as City Hall, the Library and the Sheriff's Office.

On April 3, 2017, the Personnel Committee, along with Public Service Director Tony Voigt, interviewed two candidates. It is the recommendation of the Personnel Committee to offer the position to Jodi Miller.

**RECOMMENDATION:**

**A motion to hire Jodi Miller as a Custodian at a Pay Grade 5, Step 1, contingent on the results of the background screening.**



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: April 10, 2017  
SUBJECT: Beyond the Yellow Ribbon Proclamation

---

Crystal Dammann representing the Norwood Young America Beyond the Yellow Ribbon will be present requesting the adoption of the enclosed Proclamation which proclaims May 2017 as Yellow Ribbon Month and May 13<sup>th</sup> at Yellow Ribbon Day.

**Suggested Motion:**

**Motion to adopt Norwood Young America Beyond the Yellow Ribbon Proclamation.**

## **CITY OF NORWOOD YOUNG AMERICA BEYOND THE YELLOW RIBBON PROCLAMATION**

WHEREAS, the residents of Norwood Young America live in freedom because of the courage, dedication to duty, and love of country displayed by those who have served and are currently serving in the United States Armed Forces; and

WHEREAS, there are residents of Norwood Young America in the United States Armed Forces who have served or are actively serving throughout the world to protect our state and country; and

WHEREAS, before military deployment and after they return home from active duty, our troops continue to be actively responsible citizens in our communities; and

WHEREAS, servicemen and women contribute to the growth and development of our city in civil life and military service; and

WHEREAS, their commitment to service inspires all Americans to be grateful for the sacrifices given to keep our Country free.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby proclaims the month of May 2017 to be Yellow Ribbon Month and May 13, 2017 to be Yellow Ribbon Day.

Adopted by the Norwood Young America City Council this 10<sup>th</sup> day of April, 2017.

---

Carol Lagergren, Mayor  
City of Norwood Young America





TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: April 10, 2017  
SUBJECT: Property and Liability Insurance Renewal

---

Jeff Hebeisen, Citizens Insurance Services, will be present to review the City's premium and coverages for property and liability insurance that was recently renewed with the League of Minnesota Cities Insurance Trust (LMCIT). See enclosures.

**Suggested Motion:**

**No motion required if accepting as presented. Premium invoice was include with Claims.**



CONNECTING & INNOVATING  
SINCE 1913

March 9, 2017

Norwood Agency, Inc.  
Citizens Insurance Services  
PO Box 98  
Norwood-Young America, MN 55368-0098

Covered Party: City of Norwood Young America

Effective Date: 1/1/2017

### RENEWAL PREMIUM SUMMARY Common Coverages

Coverage		Deductible	Premium
• Property	\$	5,000 / 15,000 / 1,000.	\$55,151.
• Mobile Property		5,000 / 15,000 / 1,000.	3,981.
• Municipal Liability		5,000 / 15,000 / 1,000.	14,223.
• Automobile Liability		5,000 / 15,000 / 1,000.	3,218.
• UM/UIM \$200,000 all owned autos		5,000 / 15,000 / 1,000.	Included.
• Basic Economic Loss Benefits (PIP) all owned autos		5,000 / 15,000 / 1,000.	Included.
• Automobile Physical Damage		5,000 / 15,000 / 1,000.	6,640.
• Crime		5,000 / 15,000 / 1,000.	Included.
• Petrofund		NA.	Included.
• Defense Cost Reimbursement		NA.	Included.

Experience Factor Modifier: 0.954  
Expiring Experience Factor Modifier: 1.246

Aggregate Factor Modifier: 1.027

(Applied to Municipal Liability, Auto Liability, and UM/UIM) The modifier is calculated with a formula which compares the city's actual loss history with the amount of losses that would be expected for a city of that size if the city were a perfectly average LMCIT member. If the city's losses and expenses are better than average the city receives a premium credit. If the city's losses and expenses are worse than average, the city receives a premium debit.

### Optional Coverages

Coverage		Deductible	Premium
• Bond	\$ 250,000.	5,000 / 15,000 / 1,000.	426.
• Equipment Breakdown		1,000.	4,933.
• Excess Liability Limit:	\$	NA.	Not Covered.
• Liquor Liability Limit:	\$	NA.	Not Covered.
• Fireworks			Not Covered.
• No Fault Sewer Back Up Limit:	\$		Not Covered.
• Airport Liability			Not Covered.
<b>TOTAL:</b>			<b>\$88,572.</b>

DO NOT PAY UNTIL YOU RECEIVE INVOICES

TORT LIMIT: \$500,000/\$1,500,000

LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST

145 UNIVERSITY AVE. WEST PHONE (651) 281-1200 FAX (651) 281-1298  
ST. PAUL, MN 55103-2044 TOLL FREE (800) 925-1122 WEB: WWW.LMC.ORG

Covenant Number:  
CMC 1000642-1

**MUNICIPAL PROPERTY, CRIME, BOND, PETROFUND,  
and EQUIPMENT BREAKDOWN DECLARATIONS**

Coverage is Provided by:  
**THE LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST**  
(Herein called LMCIT)



Item 1. **CITY: NORWOOD YOUNG AMERICA**

Item 2. **COVERAGE PERIOD:**

**From: 01/01/2017 To: 01/01/2018** 12:01 AM Standard Time at Mailing Address  
on Common Coverage Declarations

Item 3. **THE COVERED PARTY IS: CITY**

Item 4. **COVERAGE:**

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF  
THIS COVENANT, LMCIT AGREES TO PROVIDE THE COVERED PARTY WITH COVERAGES  
SHOWN BELOW FOR WHICH A LIMIT IS STATED:**

Item 5. **COVERAGE PART ONE - PROPERTY**

Section I - Property General Limit of Coverage Per Occurrence \$ 36,100,452

This general limit is subject to the sublimits as described in Section VI, Limits of  
Coverage and Valuation, and the *specific property limit*.

Terrorism loss occurrence-shared limit \$ 50,000,000

This limit is subject to the provisions of the Terrorism Losses - Special Pool Limit  
Endorsement - ME079(11/09)

**Section II - Additional Covered Loss or Damages**

- |   |  |                  |
|---|--|------------------|
| 1. <i>Loss of Revenue, Extra Expenses and Expediting Expense</i>                        | \$ 5,000,000   | Per Occurrence   |
| 2. <i>Demolition and Debris Removal</i><br>(Direct Physical Damage to Covered Property) | 25% of the Estimated Replacement<br>Cost of the Covered Property |                  |
| (No Direct Physical Damage to Covered Property)   | \$ 50,000  | Per Occurrence   |
| 3. <i>Leasehold Interest</i>  | \$ 500,000   | Per Location     |
| 4. <i>Accounts Receivable</i>   | \$ 500,000   | Per Location     |
| 5. <i>Valuable Papers and Records</i>   | \$ 500,000   | Per Location     |
| 6. <i>Utility Services</i>  | \$ 100,000   | Per Occurrence   |
| 7. <i>Green Building Expenses</i>   | 1% of the Contract Cost but not to<br>exceed \$100,000.          | Per Location     |
| 8. <i>Asbestos Clean up, Abatement and Removal</i>                                      | \$ 250,000   | Per Location     |
| 9. <i>Pollutant Clean up and Removal</i>  | \$ 250,000   | Per Location     |
| 10. <i>Errors</i>   | \$ 500,000   | Per Occurrence   |
| 11. <i>Rental Reimbursement</i>   | \$ 250,000   | Annual Aggregate |
| 12. <i>Arson Reward</i>   | \$ 5,000   | Per Fire Loss    |
| 13. <i>Extra ordinary Expense</i>   | \$ 250,000   | Annual Aggregate |
| 14. <i>Data Security Breach Expenses</i>  | \$ 250,000   | Annual Aggregate |
| 15. <i>Organic Pathogen Cleanup and Removal</i>   | \$ 250,000   | Annual Aggregate |

Section IV - Water and Supplemental Flood Coverage  
\$ 500,000 Per Occurrence  
\$ 500,000 Annual Aggregate

Item 13. **COVERAGE PART THREE - BOND**LIMIT OF COVERAGE PER OCCURRENCE: \$ 250,000DEDUCTIBLE (Deductible applies per *occurrence* subject to General Annual Aggregate Deductible, if any, shown on Common Coverage Declarations):COVERAGE PART THREE - BOND \$ 5,000 Per OccurrenceItem 14. **COVERAGE PARTS, FORMS, SCHEDULES AND ENDORSEMENTS APPLICABLE TO THIS COVERAGE.**MPCBP(11/16) ME063(11/01)Item 15. **COVERAGE PART FOUR - PETROFUND (Claims made)****LIMITS OF REIMBURSEMENT BENEFIT****MAXIMUM**REIMBURSABLE COSTS AND DEFENSE COSTS  
EACH TANK RELEASE\$ 250,000REIMBURSABLE COSTS AND DEFENSE COSTS  
AGREEMENT TERM AGGREGATE\$ 250,000

DEDUCTIBLE: COVERAGE PART FOUR - PETROFUND

NOT APPLICABLEItem 16. **COVERAGE PARTS, FORMS, SCHEDULES AND ENDORSEMENTS APPLICABLE TO THIS COVERAGE.**MPCBP(11/16) ME063(11/01)Item 17. **EQUIPMENT BREAKDOWN COVERAGE**EQUIPMENT BREAKDOWN LIMIT:  
DEDUCTIBLE\$ 34,988,854\$ 1,000 ANY ONE ACCIDENTItem 18. **COVERAGE PARTS, FORMS, SCHEDULES AND ENDORSEMENTS APPLICABLE TO THIS COVERAGE.**BM-200(11/16) BM-212(11/01) ME063(11/01) MPCBP-115(11/05)  
PM-100(11/16)

Covenant Number:  
**CMC 1000642-1**

**MUNICIPAL LIABILITY DECLARATIONS**  
Coverage is Provided by:  
**THE LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST**  
(Herein called LMCIT)



Item 1. CITY: NORWOOD YOUNG AMERICA

Item 2. COVERAGE PERIOD:

From: 01/01/2017 To: 01/01/2018

12:01 AM Standard Time at Mailing Address on  
Common Coverage Declarations

Item 3. THE COVERED PARTY IS: CITY

Item 4. COVERAGE PARTS:

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF  
THIS COVENANT, LMCIT AGREES WITH THE COVERED PARTY TO PROVIDE THE  
COVERAGE AS STATED IN THIS COVENANT, SUBJECT TO THE FOLLOWING LIMITS:

PER OCCURRENCE LIMIT	* \$ 2,000,000	
PRODUCTS LIMIT	\$ 3,000,000	Annual Aggregate
FAILURE TO SUPPLY CLAIM LIMIT	\$ 3,000,000	Annual Aggregate
EMF CLAIM LIMIT	\$ 3,000,000	Annual Aggregate
MEDICAL AND RELATED EXPENSE LIMIT	\$ 2,500/10,000	Any One Person/Occurrence
LIMITED CONTAMINATION LIABILITY CLAIM LIMIT	** \$ 2,000,000	Per Sudden Occurrence \$3,000,000 Annual Aggregate
OUTSIDE ORGANIZATION CLAIM LIMIT	*** \$ 100,000	Annual Aggregate
DATA SECURITY BREACH CLAIM LIMIT	\$ 3,000,000	Annual Aggregate
LAND USE AND SPECIAL RISK LITIGATION LIMIT	*** \$ 1,000,000	Annual Aggregate

\* LMCITs maximum limit of liability for COVERAGES A and C combined.

\*\* LIMIT includes damages, loss adjustment expense, defense costs, and supplementary payments.

\*\*\* LIMIT includes litigation costs.

Item 5. MUNICIPAL LIABILITY DEDUCTIBLE: (Subject to General Annual Aggregate Deductible, if any,  
shown on Common Coverage Declarations)  
\$ 5,000 Per Occurrence

Item 6. RETROACTIVE DATES:

MUNICIPAL LIABILITY RETROACTIVE DATE:

01/01/1997

LIMITED CONTAMINATION LIABILITY CLAIM RETROACTIVE DATE:

01/01/1997

Item 7. ENDORSEMENTS ATTACHED TO THIS COVERAGE PART:

CMC(11/16) MGL-1(11/12) ME014(11/15) ME066(11/11)  
ME091(11/11)

New Business

**Commercial General Liability Coverage Declarations**

**Customer Number:** 1000069159  
**Policy Number:** A171089 00

**Policy Period:** 07/01/2016 to 07/01/2017  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
City of Norwood Young America  
DBA The Harbor at Peace Village  
300 Faxon Rd N  
Norwood Young America, MN 55368-4549

**Agency Name and Address:** 22285  
F&M INSURANCE AGENCY  
101 NORTH MARSHALL AVENUE  
SPRINGFIELD, MN 56087  
507-723-4840

Insured is a(n) Municipality

**Limits of Insurance**

General Aggregate Limit (other than Products/Completed Operations)	\$3,000,000
Products/Completed Operations Aggregate Limit	\$3,000,000
Each Claim Limit	\$1,000,000
Personal and Advertising Injury Liability Limit	\$1,000,000
Damage to Premises Rented to You Limit	\$200,000
Medical Expense Limit, Any One Person	\$10,000

**Retroactive Date**

Retroactive Date: 03/05/2007

This insurance does not apply to "Bodily Injury", "Property Damage", or "Personal or Advertising Injury" occurring before the Retroactive Date shown above.

See attached Forms Schedule for forms and endorsements applicable to this coverage.

Covenant Number:  
CMC 1000642-1

**MUNICIPAL AUTOMOBILE DECLARATIONS**  
Coverage is Provided by:  
**THE LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST**  
(Herein called LMCIT)



Item 1. CITY: NORWOOD YOUNG AMERICA

Item 2. COVERAGE PERIOD:

From: 01/01/2017

To: 01/01/2018

12:01 AM Standard Time at Mailing Address  
Indicated on Common Coverage Declarations

Item 3. THE COVERED PARTY IS: CITY

Item 4. COVERAGE:

IN RETURN FOR THE PAYMENT OF PREMIUM AND SUBJECT TO ALL OF THE TERMS OF THIS COVENANT, LMCIT AGREES WITH THE COVERED PARTY TO PROVIDE THE COVERAGE AS STATED IN THIS COVENANT, SUBJECT TO THE FOLLOWING LIMITS:

**COVERAGE:**

**LIMIT:**

AUTOMOBILE LIABILITY

\*\$2,000,000 Per Occurrence

BASIC ECONOMIC LOSS BENEFITS

Basic Minnesota Statutory Cvg.

UNINSURED AND UNDERINSURED MOTORISTS

\$ 200,000 Per Occurrence

AUTOMOBILE PHYSICAL DAMAGE

Actual Cash Value, Unless Endorsed

\* LMCITs maximum limit of liability for COVERAGES A and C combined.

Item 5. DEDUCTIBLE (SUBJECT TO GENERAL ANNUAL AGGREGATE DEDUCTIBLE, IF ANY, SHOWN ON COMMON COVERAGE DECLARATIONS).  
\$ 5,000 per occurrence

Item 6. FORMS AND ENDORSEMENTS ATTACHED TO THIS COVERAGE PART:

A0010(11/16)	CMC(11/16)	ME079(11/09)	MA083(11/15)
ME049(11/16)	ME063(11/01)	ME066(11/11)	ME078(11/00)



**LIMIT REPLACEMENT COST ENDORSEMENT**

This endorsement amends the Municipal Automobile Physical Damage Coverage.

In consideration of the additional premium of \$ INCLUDED it is understood and agreed that with respect to the units scheduled below:

					<u>LIMIT</u>
2000	PETERBILT	PUMPER	8852	\$	450,000
2002	PETERBILT	RESCUE	2179	\$	350,000
2004	STERLING	DUMP TRUCK	2787	\$	105,000
2003	FORD F550	BUCKET TRK	6609	\$	90,000
2007	STERLING	L7500	6703	\$	122,000
1996	QUINT	FIRE TRUCK	5710	\$	350,000
2010	MACK PLOW	TRUCK	1250	\$	151,000
2012	FORD	F550	3969	\$	80,000
2013	FORD	F550	2961	\$	100,000

SECTION III-LIMITS OF COVERAGE AND VALUATION, paragraph 1. a. (1) (2) is deleted and the following substituted:

- a. The most we will pay for any scheduled unit stolen or damaged in any one loss is the smaller of:
- (1) The cost of repairing or replacing parts with like kind and quality without deduction for depreciation;
  - (2) The cost of an equivalent new *automobile* without deduction for depreciation;
  - (3) The limit stated in this endorsement as applicable to each *covered automobile*.

However, if the repairs are equal to or greater than 80% of the actual cash value, the most we will pay is the smaller of:

- (1) 200 percent of the actual cash value of the *automobile*;
- (2) The cost of an equivalent new *automobile* without deduction for depreciation;
- (3) The limit stated in this endorsement as applicable to each *covered automobile*.

All other terms and conditions remain unchanged.



Covenant Number:  
OML 1000643-1

Previous Covenant Number:  
OML 13057

**AGREEMENT DECLARATIONS  
DEFENSE COST  
REIMBURSEMENT AGREEMENT**  
Coverage is Provided By:  
**THE LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST**  
(Herein called LMCIT)



Item 1. **COVERED PARTY and MAILING ADDRESS:**  
NORWOOD YOUNG AMERICA

310 Elm St. W  
Po Box 59  
Norwood Young America, MN 55368-0059

Item 2. **COVERAGE PERIOD:**

From: 01/01/2017 To: 01/01/2018 12:01 AM Standard Time at  
Mailing Address Indicated Above

Item 3. **RETROACTIVE DATE:** 04/17/1998

Item 4. **THE COVERED PARTY IS:**

☒ City ☐ Joint Powers Entity ☐ Others (Describe) \_\_\_\_\_

Item 5. **DEFENSE COST REIMBURSEMENT LIMITS:**

1. Agreement Term Annual Aggregate Per City Official:	\$ 50,000
2. Agreement Term Annual Aggregate:	\$ 250,000

Item 6. **PREMIUM:** \$ NO CHARGE

Item 7. **FORMS AND ENDORSEMENTS APPLICABLE TO AGREEMENT:**

OMLRA-1(11/14) ME063(11/01)

  
\_\_\_\_\_  
Executive Director, LMCIT

# League of Minnesota Cities Insurance Trust

## Group Self-Insured Workers' Compensation Plan

145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

### INFORMATION PAGE

#### NEW BUSINESS

1. The "City"  
Norwood Young America  
Po Box 59  
Norwood Young America, MN 55368-0059

Agreement No.: WC 1001221-1  
"City" is: ☒ City  
☐ Joint Powers Entity  
☐ Other (describe)

2. The Agreement Period is from 12:01 a.m. 01/01/2017 to 12:01 a.m. 01/01/2018 at the "City's" address.
3. A. Workers' Compensation Coverage: Part One of the Agreement applies to the Workers' Compensation Law of any state of the United States of America and the District of Columbia.
- B. Employers Liability Coverage: Part Two of the Agreement applies to work in each state listed in item 3.A. The limits of our liability under Part Two are: Bodily Injury-Each Occurrence \$1,500,000.  
Bodily Injury by Disease-Agreement Limit \$1,500,000.
- C. Part Three of the Agreement applies to Infectious Disease Diagnostic Testing.
- D. Part Four of the Agreement applies to Peace Officers Posttraumatic Stress Syndrome Benefit.
- E. This Agreement includes these amendments and schedules:  
LM4660(01/17) LM4670(01/16) LM4680(03/15)
4. Retro-rating option selected? ☐ Yes ☒ No
5. Coverage for elected and appointed officials of the entity or entities listed in #1 above? Yes
6. The premium for this Agreement will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Premium Basis Estimated Total Annual Remuneration	Rates Per \$100 of Remuneration	Code No.	Entries in this item, except as specifically provided elsewhere in this Agreement; Do not modify any of the other provisions of the Agreement.	Estimated Annual Premium
--	---------------------------------------	-------------	--	--------------------------------

#### SEE ATTACHED SCHEDULE FOR DETAILS

Agent: 00519 Citizens Insurance Services Po Box 98 Norwood Young America MN 55368-0098	Manual Premium		36,423
	Experience Modification	1.4000	14,569
	Standard Premium		50,992
	Deductible Credit	0.0%	0
	Premium Discount		-4,369
	Balance to Minimum Premium		0
	Net Deposit Premium		546,623

Firefighter Non Smoker  
Adjustment 45368

**League of Minnesota Cities Insurance Trust**  
**Group Self-Insured Workers' Compensation Plan**  
**145 University Avenue West**  
**St. Paul, MN 55103-2044**  
**(651) 215-4173**

The "City"  
 Norwood Young America  
 Po Box 59  
 Norwood Young America, MN 55368-0059

Agreement No. WC 1001221-1  
 Agreement Period From: 01/01/2017  
 To: 01/01/2018

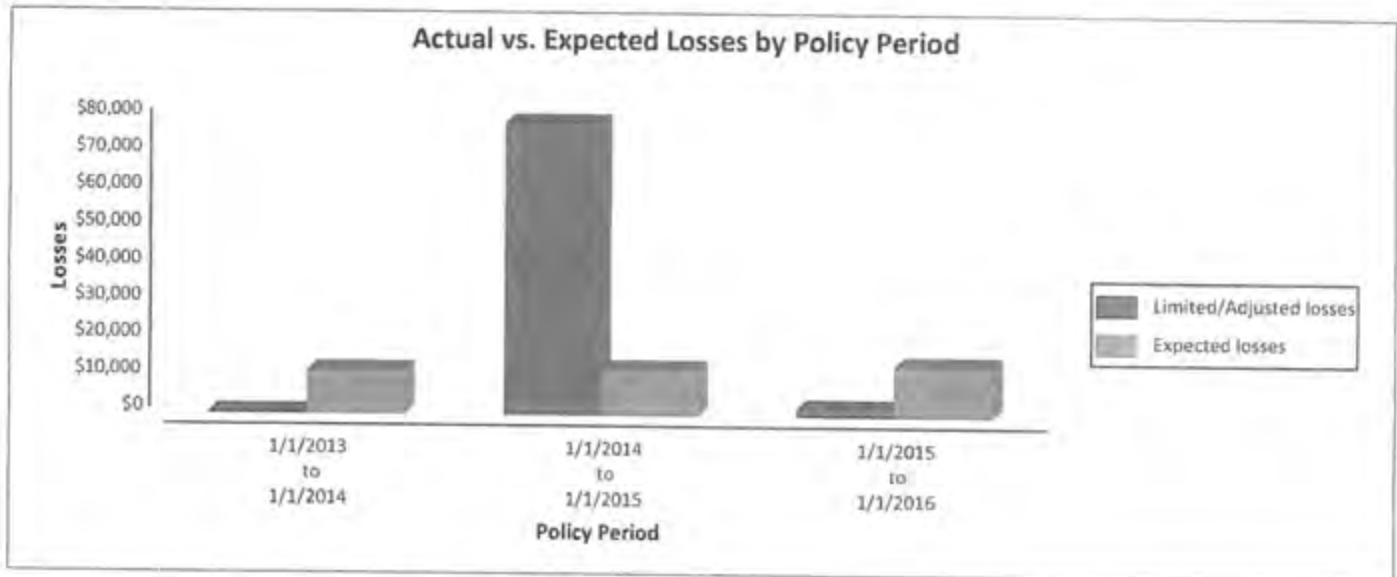
**SCHEDULE FOR INFORMATION PAGE**

REMUNERATION	RATE	CODE	DESCRIPTION	PREMIUM
107,453	0.71	8810	CLERICAL OFFICE EMPLOYEES NOC	763
POP 4,564	216.89	7718	FIREFIGHTERS (VOLUNTEER) - <i>Non Smokers - (#1255)</i>	<del>9,899</del>
0	0.54	9410	MUNICIPAL EMPLOYEES	0
64,013	5.16	9102	PARKS	3,303
91,852	4.80	7580	SEWAGE DISPOSAL PLANT	4,409
147,556	9.48	5506	GENERAL MAINTENANCE	13,988
91,852	4.34	7520	WATERWORKS	3,986
18,200	0.41	9411	ELECTED OR APPOINTED OFFICIALS	75
Manual Premium				36,423

Agent:  
 00519 Citizens Insurance Services  
 Po Box 98  
 Norwood Young America, MN 55368-0098

## Loss Analysis by Policy Period

This analysis shows the actual versus expected losses for each policy period in the mod. This data is important in identifying trends which may help you predict, generally, the direction of your mod in the future. As unfavorable policy periods – those with actual losses higher than expected – age out of the mod calculation, you can expect your mod to improve if your new loss experience shows actual losses less than expected. This is an achievable goal through specific loss control practices your broker advises. To view losses by policy year, see the *Loss Analysis by Policy Year* report.



Policy Period	Limited/Adjusted Losses	Expected Losses
1/1/2013 to 1/1/2014	\$320	\$11,936
1/1/2014 to 1/1/2015	\$79,213	\$12,520
1/1/2015 to 1/1/2016	\$2,050	\$13,792
<b>Totals:</b>	<b>\$81,583</b>	<b>\$38,248</b>
Number of periods where actual losses were less than expected:	2	

Comments: If the expiring covenant includes additional interests (mortgagee, loss payee, additional insured) you will find a schedule of those interests included with the Premium Breakdown. Please review, update and return to your LMCIT Underwriter.

Coverage	Optional Coverage Quotes Deductible	Approximate Premium
Excess	\$1,000,000	\$4,338.

Optional coverage(s) are not bound unless the covered party has requested that coverage be bound and LMCIT has sent a written confirmation. Optional coverage quotes are valid for 30 days after the date of this letter.

Sincerely,

Underwriter

## RELEVANT LINKS:

In many cases, the employee is reimbursed for mileage for use of his or her vehicle on city business. The typical mileage reimbursement rate is based on the average cost of operating a vehicle. One of the costs taken into account is the cost of insurance. Thus, in reimbursing mileage for use of a vehicle, the city is in effect paying a proportionate share of the cost of the insurance on that vehicle. Since the city has paid a proportionate share of the premium, it seems reasonable for the city to benefit from the insurance it has paid for.



### Option to make LMCIT auto liability coverage primary

Member cities have the option to make LMCIT auto liability coverage primary for privately owned vehicles used on city business by specified individuals or groups in specified circumstances (e.g., firefighters responding to calls). LMCIT needs to be notified, and a special endorsement needs to be added to the city's coverage. The manual premium charge is \$10 per person for this optional coverage.

## 4. Injury to the employee or volunteer

If an employee is injured while driving his or her own vehicle in the course of city business, workers' compensation will apply to that injury, just as it would to any other injury that occurs in the course of employment. This includes emergency volunteers that the statute defines to be employees for purposes of workers' compensation:

- Volunteer firefighters
- Volunteer ambulance attendants
- Volunteer first responders
- Law enforcement assistance volunteers
- Emergency management volunteers
- Disaster assistance volunteers
- Civil defense volunteers

Elected and appointed officials are also covered parties under LMCIT's workers' compensation coverage, but members do have the option to decline the coverage. Other types of volunteers such as coaches and volunteers helping with a city-sponsored festival are covered under the LMCIT volunteer accident coverage. This coverage provides certain benefits if a volunteer who is working under the city's direction and control is injured or causes an injury.

Minn. Stat. § 176.011 Subd. 9.

*LMCIT Workers' Compensation Guide, Section II.C.5, Elected and appointed officials.*

*LMCIT Workers' Compensation Guide, Section II.C.7, Volunteers.*

## STAFF MEMO

### City Council City of Norwood Young America

**To:** Steve Helget, City Administrator

**From:** Alicia Menzel, Administrative Assistant

**Date:** April 10, 2017

**Item:** **Reduction in building permit fees**

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**Background:**

The City has received a request from Scott Loomis, Loomis Homes, to reduce the trunk sewer and water fees for new construction permits. The City has historically reduced these fees down to \$2,000 each; if we were to follow that discount there would be a \$1,900 reduction for each (\$3,800 total). Staff contacted several cities requesting their permit fees on a new home permit valued at \$200,000.

The cities of Mayer, Waconia, New Germany, & Cologne contract with Metro West Inspection Services for building inspection services, while the City of Carver has their own inspector and the City of Watertown shares an inspector with the City of Delano. Permit fees fluctuate due to a number of circumstances. We use the 1997 fee schedule + 10%, same as the City of Mayer, Waconia is at the 1997 fee schedule + 15%, New Germany utilizes the 1997 fee schedule, & Cologne the 2013 fee schedule.

The City of Carver's storm sewer is based on developable acres with the final plat: low density is charged \$3,145/acre, medium density \$3,775/acre, and high density is \$5,347/acre. The City of Watertown gave me a base fee of \$13,378.92 (not including park dedication, lift station, or forcemain fees). These fees are charged different for each development in Watertown. Park dedication fees range from \$390-\$1,292.05, lift station \$802.64-\$813.45, and forcemain \$505.86-\$513.10. The City of New Germany offers a 25% discount, on WAC and SAC only, to any builder who builds two or more homes. They offered this in 2016 and they extended it into 2017, you can see the difference in fees on the attached chart.

Attachment(s):

1. Staff memo from 2013
2. Staff memo from 2014
3. Comparison chart

	NYA		Carver	Cologne		New Germany		Waconia	Mayer	Watertown
	Preserve Meadows	Brand Lk Highlands		The Village at Cologne	All Others	without discount	with discount			
Permit fee	\$1,709.20	\$1,709.20	\$1,553.75	\$1,700.55	\$1,700.55	\$1,553.75	\$1,553.75	\$1,786.98	\$1,709.20	\$1,726.52
Plan check fee	\$1,110.98	\$1,110.98	\$1,009.94	\$1,139.37	\$1,139.37	\$1,009.94	\$1,009.94	\$1,161.54	\$1,110.98	\$1,122.24
Surcharge	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Plumbing *	\$86.00	\$86.00	\$175.00	\$114.50	\$114.50	\$51.00	\$51.00	\$89.00	\$94.50	\$101.00
Mechanical *	\$185.00	\$185.00	\$150.00	\$171.30	\$171.30	\$151.00	\$151.00	\$233.00	\$181.00	\$101.00
Storm Sewer	\$750.00	\$750.00	Vary					\$400.00		\$1,545.00
Barnes Lake Outlet	\$250.00									
Park Dedication		\$1,250.00	\$1,960.00							Vary
Trail		\$1,769.00			\$735.00					
SAC	\$2,331.80					\$4,900.00	\$3,675.00	\$2,485.00	\$4,500.00	
WAC	\$1,675.98					\$4,790.31	\$3,592.73		\$4,500.00	
Sewer hook-up	\$125.00	\$125.00		\$140.00	\$140.00			\$110.00	\$100.00	\$4,120.00
Water hook-up	\$125.00	\$125.00		\$140.00	\$140.00			\$150.00	\$100.00	\$4,120.00
Water meter	\$360.00	\$360.00	\$379.00	\$350.00	\$350.00				\$545.00	\$335.00
Storm Trunk								\$2,650.00		
Sewer Trunk	\$3,900.00	\$3,900.00	\$834.00	\$2,750.00	\$2,750.00			\$2,540.00		
Water Trunk	\$3,900.00	\$3,900.00	\$6,047.00	\$3,000.00	\$3,000.00			\$4,800.00		
Co Rd 134	\$634.00									
Infrastructure	\$900.00	\$900.00				\$300.00	\$300.00		\$2,500.00	
Admin fee			\$35.00							
MCES			\$2,485.00							
Site Inspection			\$40.00					\$45.00		
Roundabout				\$735.00						
Erosion control				\$30.00	\$30.00			\$80.00		
Hilda/62nd						\$2,012.00	\$2,012.00			
Lift Station						\$441.00	\$441.00			Vary
water permit								\$25.00		
sewer permit								\$25.00		
Sewer Inspection										\$54.08
Water Inspection										\$54.08
Forcemain										Vary
<b>TOTAL</b>	\$18,142.96	\$16,270.18	\$14,768.69	\$10,370.72	\$10,370.72	\$15,309.00	\$12,886.42	\$16,680.52	\$15,440.68	\$13,378.92

Plbg & Mechanical fees for NYA, Cologne, & Waconia are the average permit prices





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TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: April 10, 2017

RE: Scheduling Special Meeting

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The Personnel Committee will be interviewing for the Public Service Technician position on Wednesday, April 26. To not delay the hiring process, the Personnel Committee recommends holding a special meeting to approve hiring the top candidate. The meeting would be held at 7:00am and the suggested dates are:

Thursday, April 27  
Friday, April 28  
Monday, May 1

**RECOMMENDATION:**

**A motion to hold a special meeting on \_\_\_\_\_ at 7:00am.**

# Building Permit Report - March

PERMIT #	NAME	ADDRESS	PURPOSE	DATE	PERMIT FEE	PLAN		
						CHECK FEE	SURCHARGE	VALUE
2017001	Chad Stewart	402 2nd Ave NE	Reside	1/3/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017002	Liz Jaunick	714 Elm St W	Water Heater	1/3/2017	\$15.00	\$0.00	\$1.00	\$0.00
2017003	Nick Rogosienksi	206 2nd St SW	Rewindow	1/3/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017004	Lenny Hilgers	124 Hilltop Circle	Basement Finish	1/11/2017	\$336.45	\$179.69	\$8.50	\$15,000.00
2017005	Josh Lindgren	211 4th St SW	Water Heater	1/23/2017	\$15.00	\$0.00	\$1.00	\$0.00
2017006	Josh Lindgren	211 4th St SW	Replace Furnace	1/27/2017	\$60.00	\$0.00	\$1.00	\$0.00
2017007	Ross Schneider	410 Emma St	Plumbing	2/3/2017	\$60.00	\$0.00	\$1.00	\$0.00
2017008	Ross Schneider	410 Emma St	Remodel Bath	2/7/2017	\$199.45	\$129.64	\$5.00	\$9,800.00
2017009	Donna Mack	550 Shoreview Lane	Fireplace	2/7/2017	\$60.00	\$0.00	\$1.00	\$0.00
2017010	Resto Espresso	310 Highway 212 W	Plumbing	2/17/2017	\$107.05	\$26.76	\$2.00	\$3,600.00
2017011	Mylen Cardinal	1115 Preserve Blvd	Basement Finish	2/10/2017	\$336.45	\$179.69	\$8.50	\$15,000.00
2017012	Josh Lindgren	211 4th St SW	Rewindow	2/10/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017013	Carver County CDA	110 Oak Street	Reside	2/22/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017014	Kris Gustin	819 Elm St W	Rewindow	2/22/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017015	Faxon Rd Investors	508 Merger St	Plumbing	2/23/2017	\$184.05	\$119.63	\$4.50	\$9,000.00
2017016	Faxon Rd Investors	508 Merger St	HVAC	2/24/2017	\$508.22	\$330.34	\$16.00	\$32,000.00
2017017	Faxon Rd Investors	508 Merger St	Remodel	2/28/2017	\$597.10	\$388.12	\$20.00	\$40,000.00
2017018	Waconia Dodge	115 Main St E	Plumbing	3/1/2017	\$91.65	\$59.57	\$1.50	\$3,000.00
2017019	Randy Rager	825 Martingale Dr	Water Heater	3/2/2017	\$15.00	\$0.00	\$1.00	\$0.00
2017020	Loomis Homes	762 Preserve Blvd	Water Softener	3/3/2017	\$15.00	\$0.00	\$1.00	\$0.00
2017021	Last Call	118 Main St E	Repairs	3/8/2017	\$122.45	\$79.59	\$2.50	\$5,000.00
2017022	Faxon Rd Investors	508 Merger St	Fire Sprinkler	3/24/2017	\$777.50	\$505.38	\$29.50	\$58,500.00
2017023	Waconia Dodge	115 Main St E	Remodel	3/21/2017	\$107.05	\$69.58	\$2.00	\$4,000.00
2017024	Loomis Homes	1045 Fox Crossing	New Home	3/27/2017	\$17,092.30	\$1,219.09	\$115.50	\$227,000.00
2017025	Robin Jacobs	218 4th St SW	Water Heater	3/17/2017	\$15.00	\$0.00	\$1.00	\$0.00
2017026	St. Johns Church	308 5th Ave NE	Gazebo	3/22/2017	\$245.65	\$159.67	\$6.50	\$12,544.00
2017027	Loomis Homes	875 Lakewood Tr	New Home	3/24/2017	\$17,179.70	\$1,283.15	\$123.00	\$242,800.00
2017028	Ron Heiland	114 1st St NE	Reside/Rewindow	3/23/2017	\$110.00	\$0.00	\$1.00	\$0.00
2017029	David Moore	18 Main St E	Reside	3/24/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017030	tom Kaeter	308 2nd St SW	Rewindow	3/27/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017031	Kevin Stahn	211 4th St SW	Fence	3/28/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017032	City of NYA	102 Main St E	Sign	3/29/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017033	Adam Franck	410 Colonial Circle	Reside	3/30/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017034	Pryce Wigginton	411 Devonshire Dr	Fence	3/30/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017035	Nate Haaskins	715 Elm St W	Reroof	4/3/2017	\$55.00	\$0.00	\$1.00	\$0.00
2017036	Jim Brazil	424 Devonshire Dr	Replace Furnace	4/3/2017	\$60.00	\$0.00	\$1.00	\$0.00
2017037	Jason Hoeft	103 2nd St SE	Egress Window		\$214.10	\$69.58	\$2.00	\$3,375.00
2017038	Richard Stolz	308 1st ST NE	Garage Heater	4/6/2017	\$60.00	\$0.00	\$1.00	\$0.00
2017039	Last Call	118 Main St E	Plumbing		\$152.50	\$19.06	\$1.00	\$2,000.00