CITY COUNCIL AGENDA

October 23, 2017 – 6:00 p.m.
Work Session; followed by EDA / City Council Meetings

WORK SESSION

1. Call Meeting of City Council Work Session to Order

2. Approve Agenda
   2.1 Five Year Financial Plan Update

3. Adjournment

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
   1.1 Pledge of Allegiance

2. Approve Agenda
   2.1 Approve minutes of September 25, 2017

3. Adjournment

CITY COUNCIL

1. Call Meeting of City Council to Order

2. Approve Agenda

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

   3.1 The Harbor 2018 Budget – Laurie Hilgers and Berit Spors, Ecumen
   Seth Kalhagen, Director of Ecumen Hospice

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 October 9, 10, and 18, 2017 meetings
   4.2 Approve payment of claims
   4.3 Call for public hearing regarding 2018 Fee Schedule
   4.4 Carver County 2018 Assessment Service Contract

5. Public Hearings
   5.1 Resolution 2017-22, Delinquent Utilities and Special Assessments

6. Old Business
   6.1 Highway 212 Underpass Project – Preliminary Design Proposals

7. New Business
   7.1 Resolution 2017-22, Delinquent Utilities and Special Assessments
   7.2 Ordinance No. 294, Rezoning 125 Railroad St E – Diversified Plumbing & Heating
   7.3 Resolution 2017-23, Approve Site Plan – All Saints Lutheran Church

7.4 Ordinance No. 295, Rezoning ISD 108 Properties and Resolution 2017-24, Comprehensive Plan Amendment
7.5 Resolution 2017-25, Amending Resolution 2016-20, Outdoor Storage Nonconforming Use at 309 First Street NE
7.6 Schedule Special City Council Meeting and Reschedule December 25, 2017 Regular Meeting

8. Council Member & Mayor Reports

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:

UPCOMING MEETINGS / EVENTS

November 7	Planning Commission – 6:00 p.m.
November 8	Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:30 p.m.
November 9	Senior Advisory Committee – 9:00 a.m.
November 13	City Council – 6:00 p.m.
November 21	Parks and Rec. Commission – 5:30 p.m.
November 27	City Council Work Session – 6:00 p.m.; EDA and City Council to follow

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 23, 2017

SUBJECT: Five Year Financial Plan Update

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Brad Falteysek, Abdo Eick & Meyers, will be present to review the enclosed draft of the updated Five Year Financial Plan. Currently, the Plan reflects a 10% property tax levy increase and no increases in the water and sewer rates. The Plan includes the updated Capital Equipment Plan as discussed at the Council's October 10th budget work session meeting.

NORWOOD nya YOUNG AMERICA

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2018 - 2022 FINANCIAL PLAN
OCTOBER 19, 2017

Prepared by Abdo, Eick & Meyers, LLP

City of Norwood Young America, Minnesota
2018 - 2022 Financial Plan
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Draft

INTRODUCTORY SECTION

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2018 - 2022 FINANCIAL PLAN

Draft

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

October 19, 2017

Honorable Mayor and City Council
City of Norwood Young America
310 Elm Street West
Norwood Young America, MN 55368

Introduction

We have prepared the attached 2018 - 2022 Financial Plan for the City that is intended to give a big picture view of the status now and through year 2022. We have scheduled projected tax levy, cash balances, planned capital and debt for the City based on assumptions by management. We have not examined the projection and do not express an opinion or any other form of assurance on the accompanying schedules or assumptions. Furthermore, there will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report. The City's assumptions made are as follows:

Assumptions

1. Normal operating expenses will increase by a three percent inflation rate.

2. Housing growth is assumed at five units per year each with an average market value of $142,700 increasing by 1 percent per year. The City has had 18 permits (6 single family, 12 townhome units) issued in 2017.

3. Equipment has been identified in the capital plan and is to be expended in the capital fund (275).

4. The general fund tax levy increases to balance the increase in the budget and to grow and sustain a 50 percent reserve compared to the following year's budget.

5. No new bonded debt or new projects are included in the plan through 2022. We have included potential equipment certificates for large equipment purchase in 2022.

6. The City purchased properties from the County in 2016 with a cash outlay from the General fund of $305,000. This will create an approximate $1 million cash savings by eliminating the $48,500 annual payment currently due to the County through 2044. The City will reimburse itself by continuing to budget the $48,500 expense until it reaches $305,000.

7. The 2010B G.O. refunding bond fund has sufficient resources to allow the City to reduce the scheduled levies in future years. The projection currently has a levy reduction of $4,000 each year based on the scheduled levies.

8. The TIF districts are assumed to receive increment through the life of the district similar to what the City has received in the past and current year amounts.

9. The plan includes a fixed minimum $200,000 to the capital fund beginning in 2018.

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Assumptions with Future Action

1. The City will strive to reduce its reliance on the State's Local Government Aid (LGA) program, by reducing the budget for LGA over a 15 year period that began in 2016 budget year. This budget reduction, if received, will go to increase reserve balances within the General fund. In 2018 the budget includes a reduction of $75,418.

2. As bond obligations for each fund are completed, Council will need to make decision for the remaining cash reserves could be transferred to other debt service funds or any other fund.

3. Fund 320 - 2013 Infrastructure fund. There currently is approximately $51K of cash in the fund. Council has discussed utilizing these funds for the Oak Lane project.

Key Highlights

1. The General fund builds on the reserve throughout the life of the projection with the assumptions of increasing levy to build the General fund balance reserve, while decreasing the City's reliance on local government aid. The City will also maintain debt service reserve balances to meet the required principal and interest payments.

2. The preliminary General fund operating tax levy increases 13.9 percent in 2018 from 2017. The debt service levy increases 6.9 percent from 2016 and the capital levy decrease .2 percent. The general levy increases a total of 10.0 percent from 2016. The overall levy increase is 9.8 percent which includes the EDA levy.

3. Fund 275 - Capital Fund - Council certified a preliminary tax levy for 2018 of $200,000 to fund future capital purchases. The projection includes future levies of $200,000 to continue to this fund. This fund will be analyzed each year as part of the budget process.

4. The Water and Sewer enterprise funds are projected based on a study originally prepared by Bolton and Menk assuming a 5 percent increase in rates each year after 2016.

5. The enterprise funds (Water and Sewer) currently do not have reserve funds set aside to pay for capital/equipment related purchases. Currently all replacements are budget annually with respective operating budgets. The financial goal is shown as the third bullet in the financial goals section.

6. The Storm Sewer fund had a deficit of $193,380 at the end of 2015. By the end of the projection, the deficit has decreased to approximately $32,000 deficit.

Financial Goals

- Reach a 50 percent cash reserve in the General fund. The 50 percent balance will fund half of the budget through June of each year until the 1st half tax settlement is received from the County. The projection meets this goal by the end of 2020.

- Maintain positive resources in the City's debt service funds throughout the life of the bonds.

- Ensure enterprise funds (Water & Sewer) reach an operating cash balance that is equal or above 50 percent of the annual operating expenses plus 100 percent of debt service requirements. In addition to the operating cash balance, a cash balance established to fund future capital purchases based on the capital needs of the fund.

- Build and maintain capital resources in the Capital Fund (275) following the capital improvement/equipment replacement plan.

- Reduce the City reliance on local government aid over a 15 year period.

- Build and maintain positive cash balances in all City funds.

- Annually determine whether or not there are available resources in the Water fund that can be used to improve the cash position of the Sewer fund.

- The City will strive to improve bond the current rating AA- from Standard and Poors, by focusing on criteria included on page 7.

- Incorporate an infrastructure improvement plan into the long range plan focusing on planning projects to fit the debt management goals of the City. Council has created the following unprioritized list of important projects that will be addressed in future years:

    - Street/Infrastructure improvements

        a. Webster Street total reconstruction
        b. Merger Street Mill & Overlay and Storm Sewer improvements
        c. 2nd Avenue total reconstruction plus new main lift station
        d. 1st Street NE total reconstruction
        e. Railroad Street total reconstruction
        f. South Street/Reform Street total reconstruction
        g. Oak Grove Well - extend forcemain
        h. Oak Lane Water and Sewer installation/extension
        i. Mill and Overlay project, Phase II

    - Capital Equipment Fund

        a. Proactive vs. Reactive budgeting

    - Pavilion

        a. Structural integrity improvements

    - Image and Appearance of the City

        a. Public Facilities/Property - clean-up
        b. New community entrance signs, Faxon road banners & decorative lighting poles

Bond Rating Criteria

2016 S&P Report

S & P's Seven Rating Factors	City Score	Weighting	Weighted Score
Institutional Framework	Strong	10%	0.20
Economy	Strong	30%	0.60
Management	Adequate	20%	0.60
Financial - Budgetary Flexibility	Very Strong	10%	0.10
Financial - Budgetary Performance	Adequate	10%	0.30
Financial - Liquidity	Very Strong	10%	0.10
Debt & Contingent Liabilities	Very Weak	10%	0.50
Total Indicated Weighted Score		AA-	2.40

Indicative Rating Outcomes from 7 Factors	
Score Range	Indicative Rating
1 - 1.64	AAA
1.65 - 1.94	AA+
1.95 - 2.34	AA
2.35 - 2.84	AA-

Standard & Poor's utilizes a weighted scoring of seven main factors to evaluate a municipality's baseline credit score. Final determination of the rating is assigned after review of this scoring and evaluation of other subjective characteristics. For the 2016A Bond issue S&P re-evaluated the City and affirmed its "AA-" rating: the 4th highest rating grade placing the city at the median level nationally for municipalities. S&P assigned a stable outlook, meaning it expects this rating to hold up over the near term two-year horizon. S&P also provided both an upside and downside scenario. The rating could improve upon reduction of the City's debt profile and a sustained improvement of the City's budgetary performance: operating revenues exceeding expenditures in the general fund and across all governmental funds. S&P only noted the rating could decline after a period of declining of reserve levels.

2016 Year End Results

The City's indicated results from 2016 show the following potential impacts to various S&P factors:

Budgetary Flexibility & Liquidity – The City projects to maintain a top score due to maintaining level to slight improvement in overall governmental cash and "available" fund balances anticipating the City's end of year tax collections and planned transfers. Any growth in negative storm sewer balances will act as a drag on improved levels within the general fund. The City's debt service reserves provide additional stability, but do not directly impact this scoring.

Budgetary Performance – The City can achieve a 0.1 point potential improvement in the scoring by sustaining current projections for > 5% general fund year end results are coupled with a break even result in total governmental funds' performance.

Debt & Contingent Liabilities – After repayment of scheduled debt, the 2016A refinancing, and no plans for additional issuance, the city can expect modest improvement on the debt profile but not yet at a level to improve scoring.

2017 Budget

The 2017 Budget indicates continued improvement of the debt profile as principal is retired. Balanced operations in the general fund and breakeven to modest improvement across all governmental funds will further justify the 0.1 point potential improvement to the Budgetary Performance score. Adjustments to utility rates sets the stage to help mitigate declining enterprise funds' cash position and protect the City's Liquidity score in the short-term.

Other Considerations

Financial Management: The City's financial "Management" score is a 3 on a scale of 1 to 5. S&P's 2016 report is complimentary of the City's utilization of a multi-year financial plan to monitor projected revenue, expenditure, and fund balance levels. S&P notes improvement to its assessment would be achieved through demonstrating continued adherence to the City's formal fund balance/reserve policy, implementation of a formal long term capital plan, and adoption of a formal debt management plan which sets management responsibilities and policy restrictions on what types of projects, and at what levels, debt can be issued for. A minor improvement within the assessment would also be the implementation of monthly reporting to the governing body of budget-to-actual and investment performance.

Budgetary Flexibility: The primary rating criteria within the City's annual control is the preservation of fund and cash balance levels. Deterioration of those metrics will directly result in degrading the City's credit rating.

Debt: The City's debt profile will continue to improve as principal is retired and annual payments shrink in relation to size of the City's overall budget. Considering S&P's rating criteria, the decision to add additional debt for future capital needs should consider amortizing at least 65% of principal within a 10-year horizon as long as fund balance levels are not negatively impacted. The rating agencies will also omit from its calculations debt of the utility enterprises as long as those funds are self-supporting from enterprise revenues and do not receive support from governmental funds.

Draft

FINANCIAL SECTION

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2018 - 2022 FINANCIAL PLAN

Draft

City of Norwood Young America, Minnesota

Schedule of Property Taxes Levied and Tax Rates

For the Years Ended December 31, 2016 Actual and 2017 to 2022 (Estimated)

		2016 Actual Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts
Property Taxes Levied for General Purposes							
101	General Fund	$ 1,086,596	$ 1,152,880	$ 1,312,888	$ 1,368,432	$ 1,425,766	$ 1,484,198
101	Additional levy for general fund to increase reserve balance	-	-	-	75,000	145,000	60,000
	Total General Fund Operating Levy	1,086,596	1,152,880	1,312,888	1,443,432	1,570,766	$ 1,544,198
Property Taxes Levied for Debt Service							
501	2010 Infrastructure Debt Service	33,003	32,532	32,327	31,187	30,048	34,067
516	2008 Debt Service	88,112	81,882	-	-	-	-
517	Oak Grove Debt Service 2013A	52,110	-	-	-	-	-
517	Public Project Lease Rev Bonds	133,003	136,500	150,518	148,418	146,318	148,943
518	G.O Refunding Debt Service	254,262	249,262	243,729	254,787	257,778	260,300
519	2011A G.O Refunding Debt Service	94,777	88,338	93,654	94,587	92,030	98,128
520	2013B Infrastructure Debt Service	160,971	160,971	169,816	166,771	166,981	167,033
521	2016A G.O. Refunding Debt Service	-	30,792	146,167	149,212	146,902	144,592
601	Water fund 2010B G.O. Refunding	18,427	17,955	17,482	22,260	21,630	-
590	Potential Levy (212 underpass project)	-	-	-	-	-	66,686
	Subtotal	834,665	798,232	853,693	867,222	861,687	919,749
Property Taxes Levied for Capital Replacement Fund							
275	Capital outlay reserve fund	70,900	200,325	200,000	200,000	200,000	200,000
	Total Taxes Levied - General Levy	**1,992,161**	**2,151,437**	**2,366,581**	**2,510,654**	**2,632,453**	**2,663,947**
	Tax Levy Increase (Not including EDA)	10.83%	8.00%	10.00%	6.09%	4.85%	1.20%
518	EDA levy	43,753	46,299	47,284	46,299	46,299	46,299
	Total Taxes Levied	**$ 2,035,914**	**$ 2,197,736**	**$ 2,413,865**	**$ 2,556,953**	**$ 2,678,752**	**$ 2,710,246**
	Operational Percent Increase (Decrease) in Levy	18.6%	6.1%	13.9%	9.9%	8.8%	4.1%
	Debt Percent Increase (Decrease) in Levy	8.2%	-4.4%	6.9%	1.6%	-0.6%	6.7%
	Capital Percent Increase (Decrease) in Levy	-35.6%	182.5%	-0.2%	0.0%	0.0%	0.0%
	Eda Percent Increase (Decrease) in Levy	13.1%	5.8%	2.1%	-2.1%	0.0%	0.0%
	Total Percent Increase (Decrease) in General Levy	**10.8%**	**8.0%**	**10.0%**	**6.1%**	**4.9%**	**1.2%**

City of Norwood Young America, Minnesota
Schedule of Tax Capacities and Tax Rates
For the Years Ended December 31, 2016 and 2017 Actual and 2018 to 2022 (Estimated)

	2016 Actual Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts
Total Levy (Excluding Eda Special Levy)	$ 1,992,161	$ 2,151,437	$ 2,366,581	$ 2,510,654	$ 2,632,453	$ 2,663,947	$ 2,703,705
Less EMV levy	(18,427)	(17,955)	(19,215)	(19,215)	(19,215)	(19,215)	(19,215)
Less area-wide fiscal disparities distribution	(463,066)	(511,709)	(511,709)	(511,709)	(511,709)	(511,709)	(511,709)
Total Local Levy (non EDA special levy)	1,510,668	1,621,773	1,835,657	1,979,730	2,101,529	2,133,023	2,172,781
Tax Rate Calculation (non EDA)							
Total tax capacity from the county	2,704,785	2,798,280	2,894,726	2,994,216	3,096,843	3,189,520	3,284,976
Less: Captured Tax Increment	(96,148)	(114,297)	(117,726)	(121,258)	(124,895)	(128,642)	(132,502)
Less: Contribution to fiscal disparities	(327,014)	(354,225)	(354,225)	(354,225)	(354,225)	(354,225)	(354,225)
Adjusted Tax capacity used for local rate	2,281,623	2,329,758	2,422,775	2,518,733	2,617,723	2,706,653	2,798,250
Calculated Tax rate (non EDA special levy rate)	**66.21%**	**69.61%**	**75.77%**	**78.60%**	**80.28%**	**78.81%**	**77.65%**
Total EDA special levy	43,753	46,299	47,284	46,299	46,299	46,299	46,299
Less area-wide fiscal disparities distribution	(10,442)	(11,284)	(11,284)	(11,284)	(11,284)	(11,284)	(11,284)
Total Local EDA special Levy (non EDA special levy)	33,311	35,015	36,000	35,015	35,015	35,015	35,015
Calculated Tax rate - EDA special levy rate	**1.46%**	**1.50%**	**1.49%**	**1.39%**	**1.34%**	**1.29%**	**1.25%**
TOTAL TAX RATE	**67.67%**	**71.11%**	**77.25%**	**79.99%**	**81.62%**	**80.10%**	**78.90%**
Rate change from prior year	4.00%	3.44%	6.14%	2.74%	1.63%	-1.52%	-1.20%

City of Norwood Young America, Minnesota
Schedule of Tax Capacities and Tax Rates (Continued)
For the Years Ended December 31, 2016 and 2017 Actual and 2018 to 2022 (Estimated)

	2016 Actual Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts
Tax Capacity							
Total tax capacity from the county	$ 2,704,785	$ 2,785,929	$ 2,882,228	$ 2,981,568	$ 3,084,042	$ 3,176,563	$ 3,271,860
Assumed new growth (5 homes each year)		7,351	7,498	7,648	7,801	7,957	8,116
Assumed commercial growth ($500k MV = $5K in TC)		5,000	5,000	5,000	5,000	5,000	5,000
Adjusted Tax capacity used for local rate	2,704,785	2,798,280	2,894,726	2,994,216	3,096,843	3,189,520	3,284,976
Tax Rates							
General	**36.12%**	37.30%	42.02%	45.16%	47.86%	43.67%	46.43%
Scheduled Debt Levies	27.74%	25.83%	27.32%	27.13%	26.25%	27.18%	23.52%
Scheduled Capital Levies	2.36%	6.48%	6.40%	6.26%	6.09%	5.91%	5.74%
Proposed EDA Levies	1.45%	1.50%	1.51%	1.45%	1.41%	1.37%	1.33%
Proposed Additional Debt Levies	0.00%	0.00%	0.00%	0.00%	0.00%	1.97%	1.88%
Total Direct Tax Rate (Factors Fiscal Disparities not Reflected in Tax Capacity)	67.67%	71.11%	77.25%	79.99%	81.62%	80.10%	78.90%
Population	3,782	3,877	3,973	4,073	4,175	4,279	4,386
Taxes per Capita	$ 538	$ 567	$ 607	$ 628	$ 642	$ 633	$ 627
Median Home Value	$ 145,568	$ 147,024	$ 149,964	$ 152,963	$ 156,022	$ 159,142	$ 162,325
Median Home Taxes (from city)	822	875	975	1,036	1,084	1,091	1,102
% change from prior year $'s	7.68%	6.46%	11.46%	6.23%	4.66%	0.65%	1.01%
Tax Capacity Growth Rates	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

City of Norwood Young America, Minnesota
Schedule of Annual Fund Cash Balances
For the Years Ended December 31, 2016 Actual and 2017 to 2022 (Estimated)

	2016 Actual Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts
Government-Type							
General Operations							
101 General	$ 795,171	$ 892,171	$ 879,571	$ 954,571	$ 1,099,571	$ 1,159,571	$ 1,299,571
Cash balance as a percent of the following years budget	*37%*	*43%*	*43%*	*46%*	*52%*	*53%*	*58%*
Special Revenue							
201 Park Dedication	95,382	95,382	55,382	55,424	55,466	55,508	55,550
603 Storm Sewer	(191,694)	(167,003)	(159,427)	(131,278)	(100,779)	(67,804)	(31,663)
Subtotal	(96,312)	(71,621)	(104,045)	(75,854)	(45,313)	(12,296)	23,887
Debt Service (Maturity)							
501 2010 Infrastructure Debt Service (2026)	63,434	63,435	57,170	52,894	48,554	49,350	44,987
516 2008 Debt Service (2024)	137,931	111,818	111,818	111,818	111,818	111,818	111,818
517 Oak Grove Debt Service (2031)	265,837	129,337	140,105	145,828	151,454	161,961	172,530
518 G.O Refunding Debt Service (2027)	888,393	915,939	975,861	901,361	831,796	762,076	688,327
519 2011A G.O Refunding Debt Service (2032)	336,720	336,720	329,738	326,372	324,402	317,404	314,187
520 2013B Infrastructure Debt Service (2024)	111,038	114,159	125,175	145,251	164,503	188,620	212,527
521 2016A General Obligation bonds (2035)	-	30,792	160,157	334,798	507,261	677,543	741,606
590 Potential Levy (212 underpass project)		-	-	-	-	3,176	6,304
Subtotal	1,803,353	1,702,199	1,900,024	2,018,323	2,139,788	2,271,947	2,290,286
Capital Projects							
225 Economic Recovery	124,630	125,820	127,010	128,006	129,030	130,083	131,166
257 Oak Grove	90	90	90	90	90	90	90
275 Capital Fund	557,585	627,135	753,535	839,300	821,929	729,545	725,092
320 2013 Infrastructure	51,939	51,939	51,939	51,978	52,017	52,056	52,095
407 TIF 1-5	-	-	(65)	24,405	48,859	73,297	97,718
420 TIF 2-1	4,869	4,869	4,869	4,873	4,877	4,881	4,885
421 TIF 3-1	-	-	(815)	(815)	(815)	(815)	(815)
422 TIF 3-2	573	58	(4,954)	(4,767)	(4,767)	(4,767)	(4,767)
423 TIF 3-3	-	(4,415)	(5,230)	(5,520)	(5,784)	(6,020)	(6,227)
424 TIF 3-4	7,839	(42,461)	(16,276)	(17,115)	(17,979)	(18,869)	(19,786)
425 TIF 3-5	14,413	14,113	12,606	11,782	10,934	10,060	9,160
Subtotal	761,938	777,148	922,708	1,032,216	1,038,390	969,540	988,610
Total - Governmental-type Funds	$ 3,264,150	$ 3,299,897	$ 3,598,259	$ 3,929,256	$ 4,232,436	$ 4,388,782	$ 4,602,354
Business-Type							
Enterprise Funds							
601 Water	725,103	689,090	386,900	146,068	(94,990)	(325,571)	(503,307)
602 Sewer	161,102	236,980	182,585	(172,401)	(177,395)	(204,153)	(204,956)
251 Harbor at Peace	112,604	-	N/A	N/A	N/A	N/A	N/A
Total - Business-type Funds	$ 998,809	$ 926,070	$ 589,485	$ (26,333)	$ (272,385)	$ (529,724)	$ (708,263)
TOTAL CASH RESERVES - ALL CITY FUNDS	$ 4,262,959	$ 4,225,967	$ 4,187,744	$ 3,902,924	$ 3,960,051	$ 3,859,038	$ 3,894,091

City of Norwood Young America, Minnesota
Outstanding Debt Schedule
For the Years Ended December 31, 2016 Actual and 2017 to 2022 (Estimated)

Fund	Issue	Original Issue	Issue Date	Maturity Date	Call Date	Interest Rate	2016 Actual Balance	2017 Estimated Balance	2018 Estimated Balance	2019 Estimated Balance	2020 Estimated Balance	2021 Estimated Balance	2022 Estimated Balance
Business Type Debt													
Water Fund													
601	GO Water Revenue Bonds 2012A	$ 1,430,625	3/14/2012	2/1/2024	2/1/2021	.40 - 2.00 %	1,072,500	948,750	823,125	695,625	566,250	431,250	292,500
601	GO Water Revenue Bonds 2008B	2,715,000	10/30/2008	2/1/2029	2/1/2018	3.75 - 5.00	2,135,000	2,010,000	1,880,000	1,745,000	1,600,000	1,450,000	1,295,000
601	GO Bonds, Series 2010A	120,000	8/4/2010	2/1/2026	2/1/2018	1.45 - 3.65	100,000	90,000	80,000	70,000	60,000	50,000	40,000
601	GO Refunding Bonds, Series 2010B	255,000	12/7/2010	2/1/2021	2/1/2019	2.00 - 3.00	150,000	125,000	100,000	70,000	35,000	-	-
601	(PFA) GO Water Revenue Note, Series 2010	1,966,604	11/24/2010	8/20/2039		2.461	1,860,000	1,606,000	1,550,000	1,493,000	1,434,000	1,374,000	1,312,000
601	GO Refunding Bonds, Series 2011A	245,000	9/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	190,000	175,000	160,000	145,000	130,000	115,000	100,000
601	GO Refunding Bonds, Series 2016A, Crossover Refunding 2008B	1,920,000	7/21/2016	2/1/2029	2/1/2025	2.0 - 3.0	1,920,000	1,920,000	1,920,000	1,760,000	1,595,000	1,430,000	1,260,000
	Subtotal						7,227,500	6,874,750	6,513,125	5,978,625	5,420,250	4,850,250	4,299,500
Sewer Fund													
602	GO Sewer Revenue Bonds 2012A	2,384,375	3/14/2012	2/1/2024	2/1/2021	.40 - 2.0	1,787,500	1,581,250	1,371,875	1,159,375	943,750	718,750	487,500
602	GO Refunding Bonds, Series 2011A	110,000	9/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	90,000	85,000	80,000	75,000	70,000	60,000	50,000
602	GO CAPITAL IMPROVEMENT BOND 2013B	130,000	9/12/2013	2/1/2024	2/1/2021	2.0 - 3.0	110,000	100,000	90,000	75,000	60,000	45,000	30,000
	Subtotal						1,987,500	1,766,250	1,541,875	1,309,375	1,073,750	823,750	567,500
Harbor at Peace Debt													
251	GO HOUSING REV BONDS 2012B	3,090,000	12/01/2012	8/1/2031	8/1/2021	2.70 - 3.10	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
251	GOV HOUSING GROSS REV BONDS 2012A	3,000,000	12/01/2012	8/1/2040	8/1/2021	1.00 - 4.30	2,570,000	2,415,000	2,255,000	2,095,000	1,930,000	1,760,000	1,585,000
	Subtotal						5,570,000	5,415,000	5,255,000	5,095,000	4,930,000	4,760,000	4,585,000
	Total Business Type Debt						$ 14,785,000	$ 14,056,000	$ 13,310,000	$ 12,383,000	$ 11,424,000	$ 10,434,000	$ 9,452,000
GOVERNMENT TYPE DEBT													
516	GO Bonds, Series 2008A	1,325,000	07/02/2008	2/1/2024	2/1/2017	3.00 - 4.10	85,000	-	-	-	-	-	-
517	GO LIBRARY Bonds, Series 2009A	1,420,000	11/05/2009	2/1/2039	2/1/2020	6.00 - 6.15	-	-	-	-	-	-	-
517	GO CAPITAL IMPROVEMENT BOND 2013A	1,920,000	06/20/2013	2/1/2031	2/1/2022	2.0 - 3.25	1,695,000	1,605,000	1,510,000	1,410,000	1,310,000	1,210,000	1,105,000
520	GO CAPITAL IMPROVEMENT BOND 2013B	1,575,000	9/12/2013	2/1/2024	2/1/2021	2.0 - 3.0	1,290,000	1,140,000	985,000	830,000	670,000	510,000	345,000
501	GO Bonds, Series 2010A (spec asmt)	535,000	08/04/2010	2/1/2026	2/1/2018	1.45 - 3.65	385,000	355,000	320,000	285,000	250,000	215,000	175,000
501	GO Bonds, Series 2010A (rev)	65,000	8/4/2010	2/1/2026	2/1/2018	1.45 - 3.65	50,000	45,000	40,000	35,000	30,000	25,000	20,000
518	GO Refunding Bonds, Series 2010B	5,560,000	12/07/2010	2/1/2027	2/1/2019	2.00 - 3.63	4,505,000	4,135,000	3,750,000	3,355,000	2,950,000	2,530,000	2,095,000
519	GO Refunding Bonds, Series 2011A (spec asmt)	2,770,000	09/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	2,165,000	2,000,000	1,830,000	1,655,000	1,475,000	1,280,000	1,075,000
519	GO Refunding Bonds, Series 2011A (rev)	125,000	9/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	105,000	100,000	95,000	90,000	85,000	80,000	75,000
516	GO Refunding Bonds, Series 2016A, Crossover Refunding 2008A - Capital Improvement	85,000	7/21/2016	2/1/2022	2/1/2025	2.19	85,000	85,000	85,000	85,000	85,000	85,000	85,000
516	GO Refunding Bonds, Series 2016A, Crossover Refunding 2008A - Street Improvement	455,000	7/21/2016	2/1/2022	2/1/2025	2.19	455,000	455,000	455,000	455,000	455,000	455,000	455,000
517	GO Refunding Bonds, Series 2016A, Current Refunding 2009A	1,415,000	7/21/2016	2/1/2035	2/1/2025	2.19	1,415,000	1,415,000	1,415,000	1,415,000	1,415,000	1,415,000	1,415,000
590	Potential Levy (212 underpass project)						550,000	550,000	550,000	550,000	550,000	500,000	450,000
591	Potential levies for equipment certificate						-	-	-	-	-	-	-
592	Potential Debt 3						-	-	-	-	-	-	-
	Total Government Type Debt						$ 12,785,000	$ 11,885,000	$ 11,035,000	$ 10,165,000	$ 9,275,000	$ 8,305,000	$ 7,295,000
	Debt Per Capita - Governmental Total						$ 3,380.49	$ 3,065.87	$ 2,777.17	$ 2,495.83	$ 2,221.76	$ 1,940.88	$ 1,663.26
	Debt Per Capita - Enterprise Funds						3,909.31	3,625.90	3,349.72	3,040.41	2,736.54	2,438.43	2,155.06
	Total Debt Per Capita						7,289.79	6,691.77	6,126.90	5,536.24	4,958.30	4,379.31	3,818.32
	Debt Per Capita Less Harbor						5,817.03	5,294.91	4,804.37	4,285.26	3,777.35	3,266.90	2,772.94

City of Norwood Young America, Minnesota
Schedule of Debt Transfers by Year and Fund
For the Year Ended December 31, 2017 to 2022 (Estimated)

Fund	2017	2018	2019	2020	2021
2010 Infrastructure Debt Service Fund (501)					
Transfer in from fund 603 (Storm Water)	$ (6,906)	$ (6,759)	$ (6,597)	$ (6,434)	$ (6,265)
	(6,906)	(6,759)	(6,597)	(6,434)	(6,265)
2016A Debt Service fund (516/521)					
Transfer in from fund 602 (Sewer)	$ (11,810)	$ (11,810)	$ (11,810)	$ (11,810)	$ (11,810)
Transfer in from fund 601 (Water)	(683)	(683)	(683)	(683)	(683)
	(12,493)	(12,493)	(12,493)	(12,493)	(12,493)
2010B G.O. Refunding Debt Service fund (518)					
Transfer in from fund 603 (Storm Water)	$ (7,281)	$ (7,281)	$ (7,281)	$ (7,281)	$ (7,281)
Transfer in from fund 602 (Sewer)	(75,312)	(75,312)	(75,312)	(75,312)	(75,312)
Transfer in from fund 601 (Water)	(37,573)	(37,573)	(37,573)	(37,573)	(37,573)
	(120,166)	(120,166)	(120,166)	(120,166)	(120,166)
2011A Debt Service fund (519)					
Transfer in from fund 603 (Storm Water)	$ (31,987)	$ (31,763)	$ (32,054)	$ (32,278)	$ (32,454)
Transfer in from fund 602 (Sewer)	(64,849)	(67,977)	(65,916)	(68,818)	(66,434)
Transfer in from fund 601 (Water)	(21,393)	(21,331)	(21,747)	(22,101)	(22,411)
	(118,229)	(121,071)	(119,717)	(123,197)	(121,299)
Water enterprise fund (601)					
Transfer out to fund 521 (2016A Bonds)	$ 683	$ 683	$ 683	$ 683	$ 683
Transfer out to fund 518 (2010B bonds)	37,573	37,573	37,573	37,573	37,573
Transfer out to fund 519 (2011A bonds)	21,393	21,331	21,747	22,101	22,411
	59,649	59,587	60,003	60,357	60,667
Sewer enterprise fund (602)					
Transfer out to fund 521 (2016A Bonds)	$ 11,810	$ 11,810	$ 11,810	$ 11,810	$ 11,810
Transfer out to fund 518 (2010B bonds)	75,312	75,312	75,312	75,312	75,312
Transfer out to fund 519 (2011A bonds)	64,849	67,977	65,916	68,818	66,434
	151,971	155,099	153,038	155,940	153,556
Storm Water special revenue fund (603)					
Transfer out to fund 518 (2010B bonds)	$ 7,281	$ 7,281	$ 7,281	$ 7,281	$ 7,281
Transfer out to fund 519 (2011A bonds)	31,987	31,763	32,054	32,278	32,454
Transfer out to fund 501 (2010 infrastructure bonds)	6,906	6,759	6,597	6,434	6,265
	46,174	45,803	45,932	45,993	46,000

City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - All Funds
Schedule of Planned Capital Outlay 2017 to 2022

Department	Year	Item	Purchase Cost	Net Cost	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts
Administration	2019	City Code codification	$ 10,000	$ 10,000	$ -	$ -	$ 10,000	$ -	$ -	$ -
Fire department	yearly	SCBA's	150,000	150,000	25,000	25,000	25,000	25,000	25,000	25,000
Fire department	2017	Turnout gear	60,000	multiple	6,400	6,600	6,800	7,000	-	-
Fire department	2018	Civil Defense - new siren	25,000	25,000	-	25,000	-	-	-	-
Fire department	2019	2002 Radios	65,000	65,000	-	-	65,000	-	-	-
Fire department	2022	Rescue 11 (1222 rescue vehicle) 2003 Ford F350	60,000	60,000	-	-	-	-	-	60,000
Fire department	2022	1996 Ladder 11	750,000	750,000	-	-	-	-	-	750,000
Fire department	2022	2000 Extrication tool 11	30,000	30,000	-	-	-	-	-	30,000
Fire department	2022	2001 Extriction tool #21	30,000	30,000	-	-	-	-	-	30,000
Fire department	2023	1995 Ford Tanker 11	100,000	100,000	-	-	-	-	-	-
Fire department	2025	1996 Tanker 21	100,000	100,000	-	-	-	-	-	-
Fire department	2027	2012 Engine 21 Mini pumper	350,000	350,000	132,500	-	-	-	-	-
Fire department	2031	2001 Engine 11	1,000,000	1,000,000	-	-	-	-	-	-
Fire department	2032	2012 Track Mach and Trailer	30,000	30,000	-	-	-	-	-	-
Fire department	2035	2001 Utility 21	500,000	500,000	-	-	-	-	-	-

City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - All Funds
Schedule of Planned Capital Outlay 2017 to 2022 (Continued)

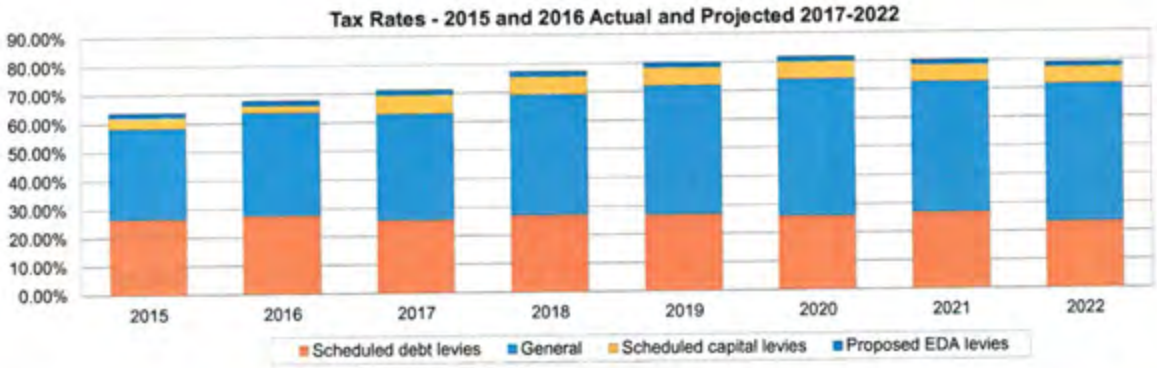
Department	Year	Item	Purchase Cost	Net Cost	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts
Public Works	2018	Bobcat HLA snowpusher	$ 20,000	$ 20,000	$ -	$ 20,000	$ -	$ -	$ -	$ -
Public Works	2018	T5 2003 Ford F550 bucket truck 40' (need 50')	110,000	90,000	-	90,000	-	-	-	-
Public Works	2018	Homemade - trailer for misc projects and hauling	12,000	12,000	-	12,000	-	-	-	-
Public Works	2019	2014 Speed alert sign	8,000	8,000	-	-	8,000	-	-	-
Public Works	2020	P4 Ford F450	60,000	60,000	-	-	-	60,000	-	-
Public Works	2020	P2 2007 Ford F150 pickup	35,000	25,000	-	-	-	25,000	-	-
Public Works	2021	2016 Painter (crosswalk lines and curbs)	8,000	8,000	-	-	-	-	8,000	-
Public Works	2021	2003 Chipper Morbark 13" tomado brush chipper	30,000	25,000	-	-	-	-	25,000	-
Public Works	2021	T7 2004 Sterling dump truck L8500 (snowplow/hauling)	235,000	235,000	-	-	-	-	235,000	-
Public Works	2022	2007 Flail mower diamond river 1549HD (fence arm mower)	18,500	17,000	-	-	-	-	-	17,000
Public Works	2022	Bobcat 3400 utility vehicle	17,000	15,000	-	-	-	-	-	15,000
Public Works	2022	Blacktop roller wacker RD11 (385 hrs)	30,000	28,000	-	-	-	-	-	28,000
Public Works	2023	2003 New Holland tractor TN75D (835 hrs)	48,000	43,000	-	-	-	-	-	-
Public Works	2023	Brine distributor	15,000	15,000	-	-	-	-	-	-
Public Works	2023	T6 2006 Mack truck	30,000	30,000	-	-	-	-	-	-
Public Works	2023	2004 John Deere loader 624J (3,300 hrs)	110,000	110,000	-	-	-	-	-	-
Public Works	2024	T3 2007 Sterling L7500 dump truck	230,000	225,000	-	-	-	-	-	-
Public Works	2025	Bobcat snow blower SBX240 (attaches to bobcat 3400)	6,000	6,000	-	-	-	-	-	-
Public Works	2025	2015 Bobcat Planer - milling machine	15,000	15,000	-	-	-	-	-	-
Public Works	2026	2016 Disc mower New Holland 615	4,200	2,500	-	-	-	-	-	-
Public Works	2027	T2 2010 Mack dump truck	235,000	200,000	-	-	-	-	-	-
Public Works	2027	P3 2012 Ford F550 truck (inc. dumpbox)	80,000	50,000	-	-	-	-	-	-
Public Works	2027	2017 Ford E450 passenger bus (15 seat)	90,000	90,000	-	-	-	-	-	-
Public Works	2028	Boss 10' V-Plow	8,000	8,000	-	-	-	-	-	-
Public Works	2029	2017 Bobcat Skid Steer S750	62,000	30,000	-	-	-	-	-	-
Public Works	2029	2016 Angle broom (attachment to Bobcat/snow sweeping)	5,000	5,000	-	-	-	-	-	-
Public Works	2030	2013 Hot Mix Trailer KM-8000T	30,000	30,000	-	-	-	-	-	-
Parks and Recreation	2018	M1 Kubota 72" mower ZD331 (1800 hrs)	$ 17,000	$ 13,000	$ -	$ 13,000	$ -	$ -	$ -	$ -
Parks and Recreation	2018	2004 Bobcat club car	15,000	10,000	-	10,000	-	-	-	-
Parks and Recreation	2020	Baseball Field Fence replacement (Willkommen Park)	60,000	60,000	-	-	-	60,000	-	-
Parks and Recreation	2020	Skating Rink Warming House (12'x16')	10,000	10,000	-	-	-	10,000	-	-
Parks and Recreation	2020	Hockey/Skating rink Boards	15,000	15,000	-	-	-	15,000	-	-
Parks and Recreation	2020	M2 Kubota 72" mower ZD726H (1,260 hrs)	20,000	16,000	-	-	-	16,000	-	-
Parks and Recreation	2024	2015 Swimming Pool heaters (2)	8,000	8,000	-	-	-	-	-	-
Parks and Recreation	2025	Bobcat 3400 Utility Vehicle	17,000	16,000	-	-	-	-	-	-
Parks and Recreation	2025	2017 Jacobson 16' mower HR700	90,000	70,000	-	-	-	-	-	-
Parks and Recreation	2026	2016 Swimming Pool cleaning turtle	6,000	6,000	-	-	-	-	-	-
		Total Governmental Capital Outlay			165,917	203,618	116,819	220,020	295,021	957,022

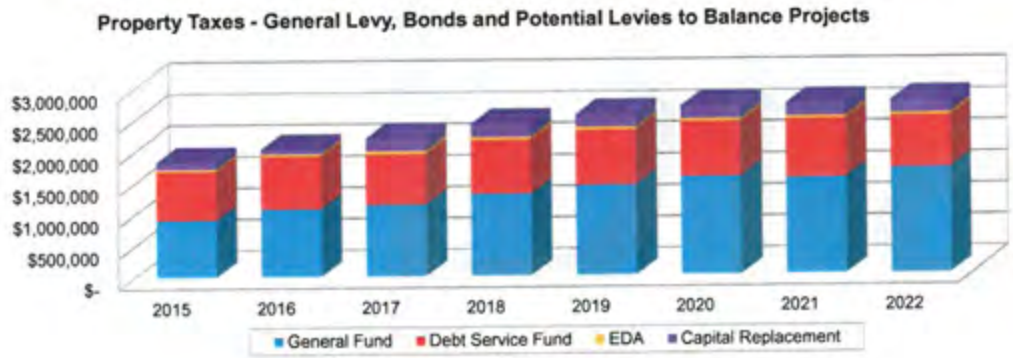
City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - All Funds
Schedule of Planned Capital Outlay 2017 to 2022 (Continued)

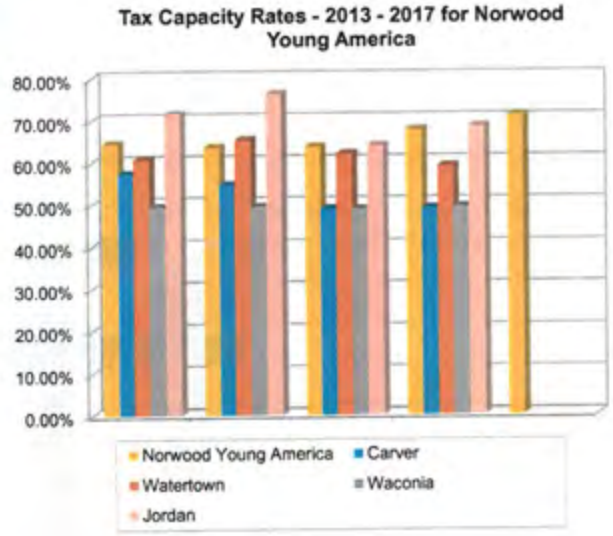
Department	Year	Item	Purchase Cost	Net Cost	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts
Water	2018	W2 2002 Ford F350 with plow	$ 25,000	$ 25,000	$ -	$ 25,000	$ -	$ -	$ -	$ -
Water	2018	Water Towers SCADA installation	5,000	5,000	-	5,000	5,000	-	-	-
Water	2018	North Water tower painting	120,000	120,000	-	120,000	-	-	-	-
Water	2020	Hand held water meter reader	7,500	7,500	-	-	-	7,500	-	-
Water	2020	Bobcat 2100 Utility Cart	4,500	4,000	-	-	-	4,000	-	-
Water	2023	T6 Pump	15,000	15,000	-	-	-	-	-	-
Water	2025	SF2500 Ridgid Freeze Kit	5,000	5,000	-	-	-	-	-	-
Water	2026	Renew Water Supply plan	10,000	10,000	-	-	-	-	-	-
Water	2028	W1 2013 Ford F550 with crane	40,000	30,000	-	-	-	-	-	-
Sewer	2018	Trickling Filter Pumps (4)	16,000	16,000	-	16,000	-	-	-	-
Sewer	2018	Lift Station SCADA installation	18,000	18,000	-	18,000	-	-	-	-
Sewer	2018	W2 2002 Ford F350 with plow	25,000	20,000	-	20,000	-	-	-	-
Sewer	yearly	Inflow and Infiltration repair - slip line installation	50,000	50,000	-	-	50,000	50,000	50,000	50,000
Sewer	2019	2003 Versa-Vac and 1998 Jetter	250,000	250,000	-	-	250,000	-	-	-
Sewer	2019	Camera Unit	100,000	100,000	-	-	100,000	-	-	-
Sewer	2020	Bobcat 2100 Utility Cart	4,500	4,000	-	-	-	4,000	-	-
Sewer	2020	Hand held water meter reader	7,500	7,500	-	-	-	7,500	-	-
Sewer	2021	Burm expansion	40,000	40,000	-	-	-	-	40,000	-
Sewer	2022	New Holland Tractor MC35	40,000	30,000	-	-	-	-	-	30,000
Sewer	2023	Pump Trailer	30,000	25,000	-	-	-	-	-	-
Sewer	2025	Portable Generator (purch. 2015)	25,000	25,000	-	-	-	-	-	-
Sewer	2028	W1 2013 Ford F550 with crane	40,000	30,000	-	-	-	-	-	-
Sewer	2028	Boss V-Plow	6,500	6,500	-	-	-	-	-	-
		Total Enterprise Capital Outlay			-	204,000	405,000	73,000	90,000	80,000

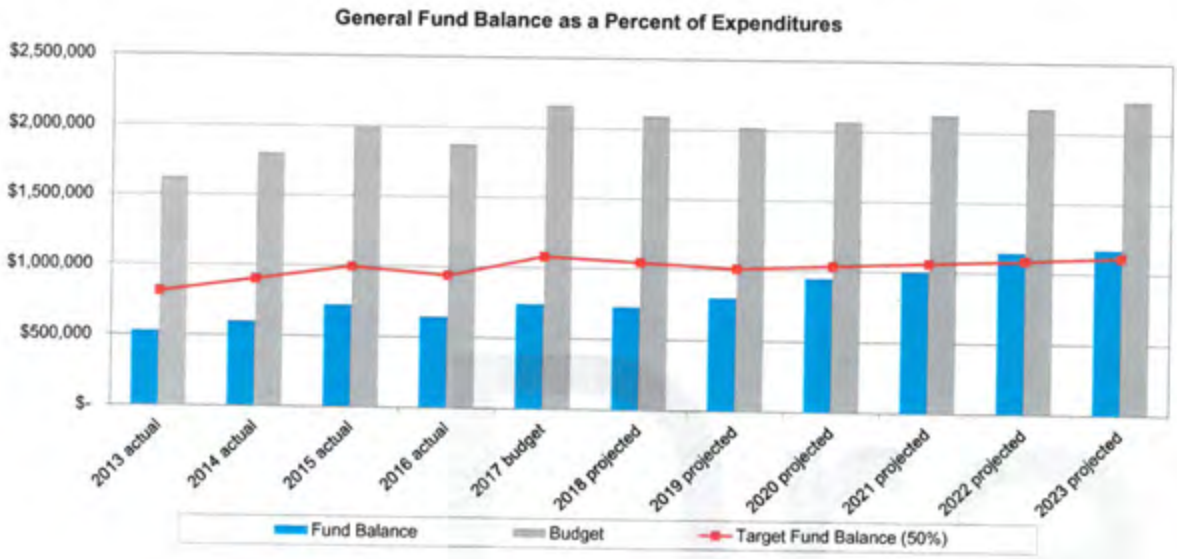
City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - All Funds
Schedule of Planned Capital Outlay 2017 to 2022 (Continued)

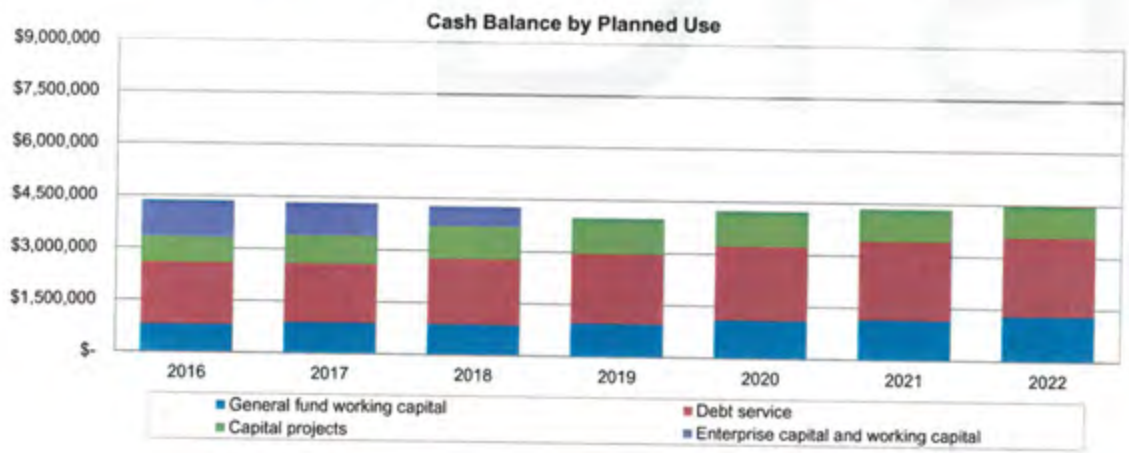
Total Capital Projects and Equipment	$ 165,917	$ 407,618	$ 521,819	$ 293,020	$ 385,021	$ 1,037,022
Total Capital Projects and Equipment						
Water	$ -	$ 150,000	$ 5,000	$ 11,500	$ -	$ -
Sewer	-	54,000	400,000	61,500	90,000	80,000
Governmental	163,900	201,600	114,800	218,000	293,000	955,000
Governmental Capital Projects ad Equipment						
Administration	-	-	10,000	-	-	-
Fire department	163,900	56,600	96,800	32,000	25,000	895,000
Public Works	-	122,000	8,000	85,000	268,000	60,000
Parks and Recreation	-	23,000	-	101,000	-	-
	$ 163,900	$ 201,600	$ 114,800	$ 218,000	$ 293,000	$ 955,000
Revenue						
Capital Levy	250,000	250,000	250,000	250,000	250,000	250,000
Potential reduction of levy	(49,675)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Net Capital Levy	200,325	200,000	200,000	200,000	200,000	200,000
Equipment Certificates (potential)	-	-	-	-	-	750,000
Other revenue - township portion of pumper truck	33,125	-	-	-	-	-
Other revenue - park dedication (bathroom)	128,000	-	-	-	-	-
Other expenses	-	-	-	-	-	-
Interest	-	-	565	629	616	547
Transfers in	-	-	-	-	-	-
Total Revenue	361,450	200,000	200,565	200,629	200,616	950,547
Total Expenditures	(163,900)	(201,600)	(114,800)	(218,000)	(293,000)	(955,000)
Net Change in cash balance	197,550	(1,600)	85,765	(17,371)	(92,384)	(4,453)
Beginning balance	557,585	755,135	753,535	839,300	821,929	729,545
Ending balance	$ 755,135	$ 753,535	$ 839,300	$ 821,929	$ 729,545	$ 725,092

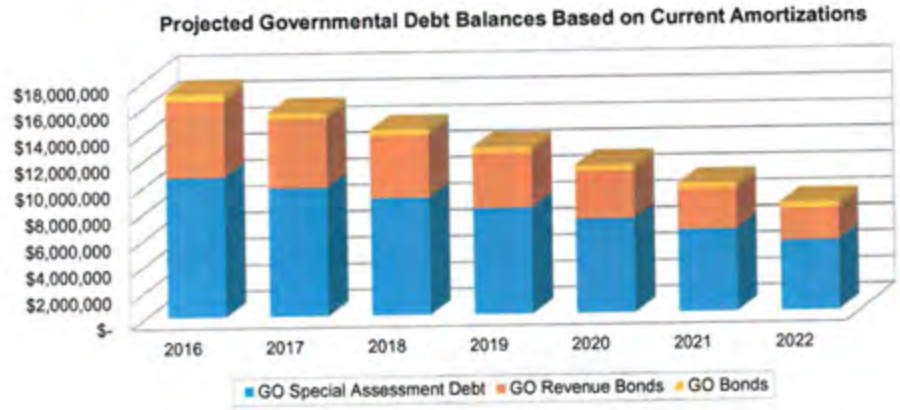

Tax Rates - 2015 and 2016 Actual and Projected 2017-2022
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
2015
2016
2017
2018
2019
2020
2021
2022
Scheduled debt levies
General
Scheduled capital levies
Proposed EDA levies

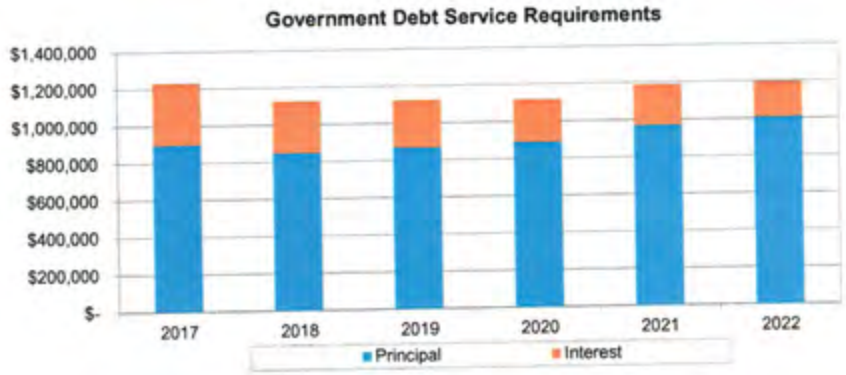

Property Taxes - General Levy, Bonds and Potential Levies to Balance Projects
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
2015
2016
2017
2018
2019
2020
2021
2022
General Fund
Debt Service Fund
EDA
Capital Replacement

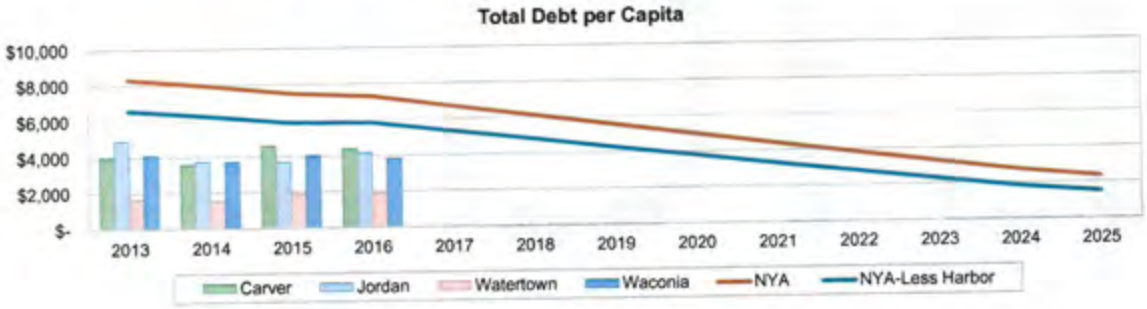

Tax Capacity Rates - 2013 - 2017 for Norwood Young America
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
Norwood Young America
Carver
Watertown
Waconia
Jordan

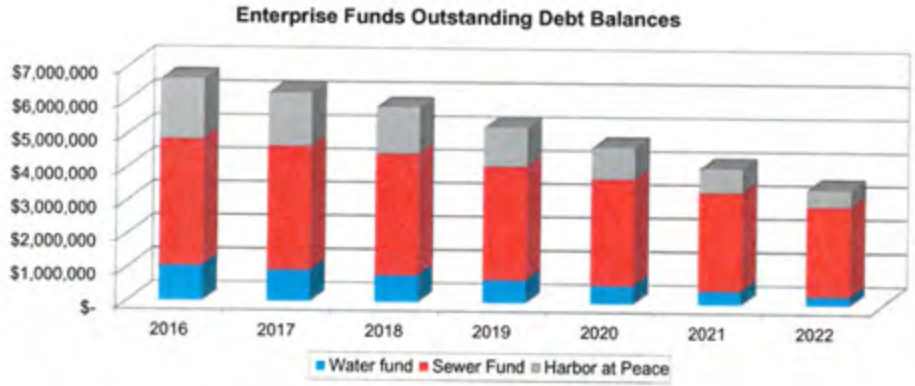

General Fund Balance as a Percent of Expenditures
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
2013 actual
2014 actual
2015 actual
2016 actual
2017 budget
2018 projected
2019 projected
2020 projected
2021 projected
2022 projected
2023 projected
Fund Balance
Budget
Target Fund Balance (50%)

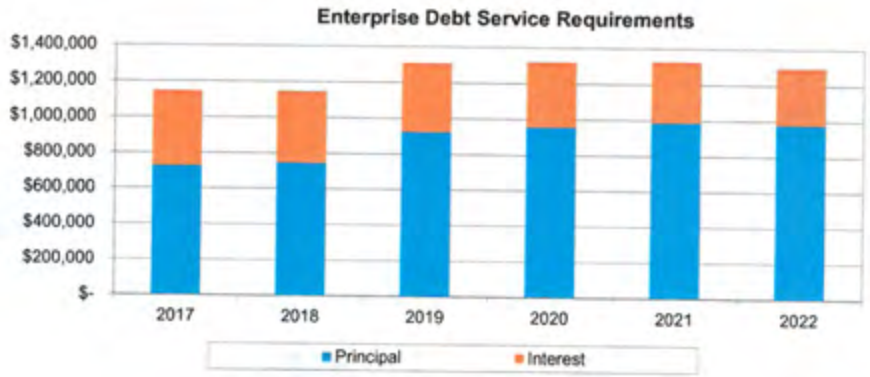

Cash Balance by Planned Use
$9,000,000
$7,500,000
$6,000,000
$4,500,000
$3,000,000
$1,500,000
$-
2016
2017
2018
2019
2020
2021
2022
General fund working capital
Debt service
Capital projects
Enterprise capital and working capital


Projected Governmental Debt Balances Based on Current Amortizations
$18,000,000
$16,000,000
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$-
2016
2017
2018
2019
2020
2021
2022
GO Special Assessment Debt
GO Revenue Bonds
GO Bonds


Government Debt Service Requirements
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$-
2017
2018
2019
2020
2021
2022
Principal
Interest


Total Debt per Capita
$10,000
$8,000
$6,000
$4,000
$2,000
$-
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
Carver
Jordan
Watertown
Waconia
NYA
NYA-Less Harbor


Enterprise Funds Outstanding Debt Balances
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$-
2016
2017
2018
2019
2020
2021
2022
Water fund
Sewer Fund
Harbor at Peace


Enterprise Debt Service Requirements
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$-
2017
2018
2019
2020
2021
2022
Principal
Interest

2017 Financial Plan Supplement - Utility Rates

Monthly Water Rates

	2016	2017
Base Charge – Residential per unit	$15.20	$16.00
Base Charge – Commercial per unit	$26.39	$28.00
Plant Charge – per unit	$8.20	$8.20
Tier 1 (0 - 6,000 gallons)	$3.45 / kgal	$3.45 / kgal
Tier 2 (6,001 - 52,000 gallons)	$4.46 / kgal	$4.46 / kgal
Tier 3 (52,001 – 88,000 gallons)	$5.25 / kgal	$5.25 / kgal
Tier 4 (88k + - Residential only)	$6.77 / kgal	$6.77 / kgal

Monthly Sewer Rates

	2016	2017
Base Charge – Residential per unit	$9.00	$9.00
Base Charge – Commercial per unit	$9.00	$9.00
Plant Charge – per unit	$5.00	$5.00
Tier 1 (All gallons)	$7.16 / kgal	$7.16 / kgal

Trunk Charges

	2016	2017
Water – per unit	$3,900	$3,900
Sewer – per unit	$3,900	$3,900

Draft

Economic Development Authority Minutes

September 25, 2017 – 6:00 p.m.

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
City Staff: City Administrator Steve Helget, City Clerk/Treasurer Kelly Hayes, Tony Voigt Public Service Director
Other: Hil Hoof, Tom Sudheimer, Chris Niesen

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
   1.1 Pledge of Allegiance
   Meeting was called to order by President Lagergren at 6:44pm.

2. Approve Agenda

Motion: DS/CS to approve the agenda. Vote 5 – 0. Motion carried.

   2.1 Approve minutes of September 11, 2017

Motion: MM/CH to approve the minutes. Vote 5 – 0. Motion carried.

3. Adjournment

Motion: MM/CH to adjourn at 6:45pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

_____
President

_____
Kelly Hayes, City Clerk / Treasurer

Norwood Young America

more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 23, 2017

SUBJECT: The Harbor 2018 Budget

Laurie Hilgers and Berit Spors, Ecumen, will be present to review The Harbor 2018 Budget (see enclosures). In accordance with the Management Agreement, Ecumen is to prepare and recommend an operating budget to the City each year.

Some key highlights include:

1) Salaries for senior staff are split 50/50 with The Haven at Peace Villa
2) The proposed 2018 Budget reflects a $50.00 rent increase and a 10% additional service fee increase
3) Revenues reflect a 3% overall increase

The Harbor 381
Budget 2018

Description	2018 Budget	2017 Forecast	2016 YTD Actual	$ Change 2018 Budget vs. 2017 Forecast	% Change 2018 Budget vs. 2017 Forecast	$ Change 2017 Forecast vs 2016 Actual	% Change 2017 Forecast vs 2016 Actual
Resident Service Revenue	1,528,274	1,488,385	1,421,718	39,889	2.7%	66,667	4.7%
Program Revenue	-	-	-	-	-	-	-
Other Operating Revenue	51,375	50,459	51,443	916	1.8%	(984)	-1.9%
Total Operating Revenue	1,579,649	1,538,845	1,473,161	40,805	2.7%	65,683	4.5%
Nursing	344,244	284,984	264,217	59,260	20.8%	20,767	7.9%
Social Services	-	-	-	-	-	-	-
Activities	34,417	33,084	46,727	1,333	4.0%	(13,643)	-29.2%
Chaplain	-	-	-	-	-	-	-
Housekeeping	26,899	35,930	42,199	(9,032)	-25.1%	(6,268)	-14.9%
Dietary	263,989	258,204	261,720	5,785	2.2%	(3,516)	-1.3%
Laundry	-	-	-	-	-	-	-
Plant	131,954	130,639	129,872	1,315	1.0%	767	0.6%
Property	-	-	-	-	-	-	-
Benefits	21,820	17,835	16,513	3,985	22.3%	1,321	8.0%
Management Fees	72,000	72,000	72,000	-	0.0%	-	0.0%
General & Admin	184,710	169,514	174,124	15,196	9.0%	(4,611)	-2.6%
Program Expenses	-	-	-	-	-	-	-
Other Operating Expenses	11,970	11,712	11,126	258	2.2%	586	5.3%
Total Operating Expenses	1,092,003	1,013,903	1,018,499	78,100	7.7%	(4,596)	-0.5%
Operating Expense % Revenue	*69.1%*	*65.9%*	*69.1%*				
EBITDA	487,647	524,942	454,662	-7%	-7.1%	70,279	15.5%
Depreciation and Amortization	194,937	195,532	194,556	0%	-0.3%	975	0.5%
Facility Lease	-	-	-	-	-	-	-
Interest, Other Loan & MIP Expense	179,306	187,126	185,566	-4%	-4.2%	1,560	0.8%
Total Depreciation and Interest	374,243	382,658	380,123	-2%	-2.2%	2,535	0.7%
Net Operating Income (Loss)	113,403	142,284	74,540	-20%	-20.3%	67,744	90.9%
Donations	551	551	3,218	0%	0.1%	(2,667)	-82.9%
Net Asssets Released from Restrictions	-	-	-	-	-	-	-
Investment Income	680	680	410	0%	0.0%	270	65.7%
Gain(Loss) on Disposal of Assets	-	-	-	-	-	-	-
Gain(Loss) on Refinancing	-	-	-			-	-
Total Non-Operating Income	1,231	1,231	3,628	0%	0.0%	(2,398)	-66.1%
Revenue over expense	114,634	143,515	78,168	-20%	-20.1%	65,347	83.6%
Net Asssets Released from Restrictions -	-	-	-	-	-	-	-
Net Unrealized Gain(Loss)/ Market	-	-	-	-	-	-	-
Fundraising Expense	-	-	-	-	-	-	-
Extraordinary item	-	-	-	-	-	-	-
PIPP Grant Expense	-	-	-	-	-	-	-
Changes In Unrest Net Assets	114,634	143,515	78,168	-20%	-20%	65,347	83.6%

The Harbor 381
Budget 2018
Cash Flow Worksheet

	Budget Amount
Total Operating Revenue	1,579,649
Total Operating Expense	1,092,003
Less: Accrued Vacation Adjustment	-
Adjusted Total Operating Expense	1,092,003
EBITDA	487,647
Less Regulatory / Debt Service Payments:	
Interest Payments	179,231
Principal Payments	160,000
Repair and Replacement Annual Requirement	-
Net Cash Flow before Capital purchases	148,416

The Harbor 381
Capital Expenditure Budget
Budget 2018

Funded by Grant/Temp. Restr/ R & R Funds "Yes"		Description	Site Budget	Description	Priority High/Med/Low	Estimated Cost High (2018) Budget	Med (2019) Budget	Low (2020) Budget	Total Project Costs
	Carpet-Apartments			Bldg/Main					-
	Carpet-Apartments			Bldg/Main					-
	Carpet-Apartments			Bldg/Main					-
	Carpet-Apartments			Bldg/Main					-
		Subtotal Carpet - Apartments				-	-	-	
	Carpet-Common Areas	Main Dining Room,2DR,Elevator Lo	15000	Bldg/Main	High	15,000			15,000
	Carpet-Common Areas			Bldg/Main					-
	Carpet-Common Areas			Bldg/Main					-
	Carpet-Common Areas			Bldg/Main					-
		Subtotal Carpet - Common Areas				15,000	-	-	
	Building Improve / Maintenance	Re-key all Locks	3000	Bldg/Main	High	3,000			3,000
	Building Improve / Maintenance	New apartment medicine cabinets	23500	Bldg/Main	Low			23,500	23,500
	Building Improve / Maintenance			Bldg/Main					-
	Building Improve / Maintenance			Bldg/Main					-
	Building Improve / Maintenance			Bldg/Main					-
	Building Improve / Maintenance			Bldg/Main					-
	Building Improve / Maintenance			Bldg/Main					-
	Building Improve / Maintenance			Bldg/Main					-
	Building Improve / Maintenance			Bldg/Main					-
	Building Improve / Maintenance			Bldg/Main					-
		Sub-Total Bldg Imp. / Maintenance				3,000	-	23,500	
		Total Bldg Imp. / Maintenance/Carpet				18,000	-	23,500	
	IT /Computer			F & E					-
	IT /Computer			F & E					-
	IT /Computer			F & E					-
	IT /Computer			F & E					-
	IT /Computer			F & E					-
	IT /Computer			F & E					-
	IT /Computer			F & E					-
	IT /Computer			F & E					-
	IT /Computer			F & E					-
	IT /Computer			F & E					-
		Sub-Total IT/Computer				-	-	-	
	Software Conversion			F & E					-
	Software Conversion			F & E					-
	Software Conversion			F & E					-
	Software Conversion			F & E					-
	Software Conversion			F & E					-
	Software Conversion			F & E					-
	Software Conversion			F & E					-
	Software Conversion			F & E					-
	Software Conversion			F & E					-
	Software Conversion			F & E					-
		Sub-Total Software Conversion				-	-	-	
	Phone System			F & E					-
	Phone System			F & E					-
	Phone System			F & E					-
	Phone System			F & E					-
	Phone System			F & E					-
	Phone System			F & E					-
	Phone System			F & E					-
	Phone System			F & E					-
	Phone System			F & E					-
	Phone System			F & E					-
		Sub-Total Phone System				-	-	-	
	Medical Equipment	Wheelchair Roll On Scale	3000	F & E	High	3,000			3,000
	Medical Equipment			F & E					-
	Medical Equipment			F & E					-
	Medical Equipment			F & E					-
	Medical Equipment			F & E					-
	Medical Equipment			F & E					-
	Medical Equipment			F & E					-
	Medical Equipment			F & E					-
	Medical Equipment			F & E					-
	Medical Equipment			F & E					-
		Sub-Total Medical Equipment				3,000	-	-	
	Furniture & Equipment	Aavelin Campus Channel	4100	F & E	Med		4,100		4,100
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-

	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
	Furniture & Equipment			F & E					-
		Sub-Total Furniture & Equipment				-	4,100	-	
		Total F&E / IT / Computer				3,000	4,100	-	
	Land Improvement			Land Impr					-
	Land Improvement			Land Impr					-
	Land Improvement			Land Impr					-
	Land Improvement			Land Impr					-
	Land Improvement			Land Impr					-
	Land Improvement			Land Impr					-
		Sub-Total Land Improvement				-	-	-	
	Vehicles			Vehicles					-
	Vehicles			Vehicles					-
	Vehicles			Vehicles					-
	Vehicles			Vehicles					-
	Vehicles			Vehicles					-
	Vehicles			Vehicles					-
		Total Vehicles				-	-	-	
		Total				**21,000**	**4,100**	**23,500**	

The Harbor 381		
Budget 2018		
Calculation of Estimated Management Fees for Housing		
a. Resident Service Revenue	1,528,274	
b. Program Revenue	0	
c. Other Operating Revenue	51,375	
Total Operating Revenue	1,579,649	
d. Less: Revenue not applicable for fee calculation		
e. Total Fee Revenue	1,579,649	
g. Fixed Fee *(fill in the monthly fee from the management agreement x 12 if applicable)*	72,000	
h. Annual Ecumen Fee *(formula multiplies line a. times line b.)*	72,000	**Lawson code XXX194-5600-0000**

CITY COUNCIL MINUTES

October 9, 2017– 6:00pm
City Council Meeting

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
City Staff: City Administrator Steve Helget, City Clerk/Treasurer Kelly Hayes
Others: Ryan & Amanda Finnerty, Tim Anderson, Tina Diedrick, Hil Hoof

CITY COUNCIL

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

2. Approve Agenda
   2.1 Approve the agenda

Motion: MM/CH to approve the agenda. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment
   3.1 Allison Streich, Deputy Director Carver County CDA
   Carver County CDA Mission Statement: "The Carver County Community Development Agency provides affordable housing opportunities and fosters Economic and Community Development in Carver County." Allison gave a presentation showing the different locations that they have residents living in across Carver County. Other programs that the CDA has are: Bridges, Bridges ELHIF, Bridges RTC, Shelter Plus Care, Housing Trust Fund, HTF Re-entry.

   3.2 Deputy Sheriff Dave Murphy - Quarterly Report and introduce Deputy Matthew Klukas
   Introduced evening Deputy Matthew Klukas.

   Resident Hil Hoof went to the underpass in Waconia prior to school opening. He sat there for one hour. There were 5 people that used the tunnel, and there were 5 people that crossed the highway. Mr. Hoof gave some other options that are available to make crossing Highway 212 safer.

4. Consent Agenda
   4.1 Approve minutes of September 25, 2017 City Council and Workshop meetings
   4.2 Approve payment of claims
   4.3 Approve resignation of Firefighter Logan Brincefield
   4.4 Approve resignation of Firefighter Tedi Keller
   4.5 Approve termination of employment for seasonal staff
   4.6 Manufacturing Week Proclamation
   4.7 Post and Accept Applications – Seasonal Snow Plow Staff

Motion: DS/CS to approve the Consent Agenda. Vote 5 – 0. Motion carried.

5. Public Hearings

6. Old Business
   6.1 309 First Street NE – Nonconforming Use
   Non-conformity resolution was passed last year with the requirement that a fence would have to be built and installed around the outdoor storage area by September 21, 2017. Resolution also allowed for 10% of the property to be used as outdoor storage. To date, the fence has not been built and there is currently more than 10% of the property being used for outdoor storage.

   Owner Tim Anderson said that with the amount of income that he is getting from storage, he just isn't making enough to build a fence. Mr. Anderson requested that he be able to use the entire property so he can make enough to be able to build a fence or remove the fence from the resolution.

Due to the City Code and the resolution that was passed last year, the council is requiring that a fence be put up and that the 10% use for the outdoor storage will need to be enforced.

Motion: MM/CS to extend the time to put in the fence on the property in question here at 309 1st Street NE until May 1, 2018. Vote 4 – 1 with Stolz against. Motion carried.

7. New Business

7.1 Pavilion Liquor License

Ryan Finnerty and John Barnes from the Pour House Pub requested that the council consider requiring that all events at the Pavilion that have alcohol be required to go through the Pour House Pub as they hold the liquor license.

Council member Mike McPadden suggested that a price comparison be completed (on a large event and on a small event) between the Pour House Pub and what someone bringing their own alcohol would have to pay. The City will send a comparison sheet to the Pour House Pub and the results will be discussed at the next council meeting.

7.2 Unhinged Pizza Receipts

Earlier this month the owner of Unhinged Pizza, Shonna Caswell, brought in receipts for purchases made by the City. Some of the receipts dated back to 2004. City Staff reviewed each receipt and were able to show proof that some of the receipts were paid, but they were unable to show proof of all receipts. Unhinged Pizza did not invoice the City for the purchases, hence they were not paid. According to Attorney Jay Squires, there is a six year statute of limitations.

Motion: CS/MM to pay according to statute of limitation and pay everything going back 6 year. Vote 5 - 0. Motion carried.

7.3 Christmas Holiday Schedule

This year Christmas Eve is on a Sunday and Christmas Day is on a Monday. The Personnel Committee recommends observing the holiday schedule as Monday, December 25 and Tuesday, December 26. According to the League of MN Cities, when it comes to staff required to work on the holiday, they should be paid double time on the actual holiday, not the observed holiday. So if a staff member works on Christmas Eve, they will be paid double time and if they work on December 26 they will be paid regular pay.

Motion: CH/ DS to observe the Christmas Eve Holiday and the Christmas Day holiday on Monday, December 25 and Tuesday, December 26 for the year of 2017. Vote 5 - 0. Motion carried.

8. Council Member & Mayor Reports

CH – Planning Commission - All Saints Church is going to be making a couple of additions to their property.

MM – EDC – Manufacturer's Week event on October 4 at 212 Business Center. Toured four tenants: Mi-Box, Cedar Direct, Lionshead Tires and Wick's Cabinets. Also had Steve Gasser from Vivid Imaging at the meeting to discuss the website. Looking at costs for "gateway" signs.

DS – none

CS – Had meeting at the Pavilion (Charlie, Steve, Pat Shanahan and Tony Voigt). Charlie crawled underneath Pavilion to see what is under there.

CL – Personnel Committee is reviewing handbook and comparing to the League's template.

Steve Helget said that there will be discussion about the underpass at the budget meeting on October 18. On the October 23 City Council Meeting the council will be able to make the decision whether or not to proceed with the project.

UPCOMING MEETINGS / EVENTS

October 10	Special City Council – 6:00 p.m.
October 12	Senior Advisory Committee – 9:00 a.m.
October 17	Parks and Rec. Commission – 5:30 p.m.
October 18	Special City Council – 6:00 p.m.
October 23	City Council Work Session – 6:00 p.m.; EDA and City Council to follow
November 7	Planning Commission – 6:00 p.m.
November 8	Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:30 p.m.
November 13	City Council – 6:00 p.m.

9. Adjournment

Motion: MM/CH to adjourn at 7:58pm. Vote 5 – 0. Motion carried.

Respectfully Submitted,

_____

Mayor

_____

Kelly Hayes, City Clerk / Treasurer

CITY COUNCIL MINUTES

October 10, 2017 – 6:00pm
City Council Special Meeting – 2018 Budget

Attendees: Mayor Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, and Charlie Storms.
Absent: None.
City Staff: City Administrator Steve Helget, and Steve Zumberge, Fire Chief.

1. Call Meeting of City Council to Order
   1.1 Pledge of Allegiance
   Mayor Lagergren called the Special City Council meeting to order at 6:00 p.m.

2. Approve Agenda

Motion: CS/MM to approve the agenda. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - none

4. Consent Agenda - none

5. Old Business
   5.1 2018 Preliminary Budget

   The Council reviewed and discussed the Capital Equipment Replacement schedule for City departments that is included in the City's Five Year Financial Plan. Zumberge reviewed the Fire Department's proposed equipment replacement schedule. Helget reported on the Public Service Department equipment replacement schedule. The Council consented to the proposed 2018 equipment replacement schedule.

6. New Business - none

7. Council Member Reports - none

8. Mayor's Report - none

9. Adjournment

Motion: MM/CS to adjourn at 7:06 p.m. Vote 5 – 0. Motion carried.

Respectfully Submitted,

_____
Mayor

_____
Kelly Hayes, City Clerk / Treasurer

CITY COUNCIL MINUTES

October 18, 2017 – 6:00pm
City Council Special Meeting – 2018 Budget

Attendees: Mayor Carol Lagergren, Craig Heher, Mike McPadden, and Dick Stolz.
Absent: Charlie Storms.
City Staff: Steven Helget, City Administrator.
Others Present: Tina Diedrick, Mark Lagergren, Cole White, Norwood Young America Times, Kevin Jullie, SRF Consulting Group, and Diane Langenbach, MnDOT South Area Engineer.

1. Call Meeting of City Council to Order
   1.1 Pledge of Allegiance
   Mayor Lagergren called the Special City Council meeting to order at 6:00 p.m.

2. Approve Agenda

Motion: MM/CH to approve the agenda. Vote 4 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - none

4. Consent Agenda - none

5. Old Business
   5.1 2018 Preliminary Budget – U.S. Highway 212 Underpass Project Preliminary Design Proposals

Helget stated as directed by the City Council, request for proposals for the preliminary design of the Highway 212 underpass project were solicited from Bolton & Menk and SRF Consulting Group. The cost proposals received were as follows:

Bolton & Menk	$117,500
SRF Consulting Group	$59,550

Kevin Jullie, SRF Consulting Group, presented a summary of their proposal. Mr. Jullie stated they could make a determination if the project is feasible and cost effective without completing the entire preliminary design. SRF could provide periodic reports to the Council of their process. Mr. Jullie stated they could complete the preliminary design and submit to MnDOT in March 2018.

Diane Langenbach, MnDOT South Area Engineer, stated they have funding available to assist with developing trail connections and also with landscaping design. Mr. Jullie stated they can submit some options with cost estimates for landscaping.

Ms. Langenbach stated the costs of relocating City utilities would be the City's costs.

McPadden emphasized in the end the finished product needs operate the way it was designed to for a long time. Heher added the finished product needs to look nice and be inviting. It has to be appealing enough that people will want to utilize it.

Lagergren asked if the project design starts to look like it's going to cost $1.7 versus $1.5 would SRF stop work and come back and inform the Council. Mr. Jullie stated they would and the City could stop the project design at any time. Mr. Jullie stated they can provide regular updates on the cost.

Ms. Langenbach gave an update on the underpass survey. A final report will be given when they have all the results.

In respect to budgeting for the hiring of a consultant to complete the preliminary design, Helget presented two options: 1) to line item budget for the consultant expense in the 2018 General Fund Budget; or 2) establish a capital project fund for the Highway 212 Underpass project. Proposed was to establish a capital project fund.

Helget also presented annual bond payment scenarios.

6. New Business - none

7. Council Member Reports - none

8. Mayor's Report

Lagergren stated in respect to the unpaid receipts agreed to be paid at the Council's last meeting, the City had a practice of paying unpaid receipts but since 2013 that practice has ceased.

9. Adjournment

Motion: MM/CS to adjourn at 7:05 p.m. Vote 4 – 0. Motion carried.

Respectfully Submitted,

_____
Mayor

_____
Kelly Hayes, City Clerk / Treasurer

CITY OF NORWOOD YOUNG AMERICA

VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: October 23, 2017

Pre-Paid Claims (Check Sequence #504478-504494)	**$14,543.33**
Claims Pending Payment (Check Sequence #27353-27413)	**$75,567.49**
Grand Total	**$90,110.82**

PAYROLL 10/19/17

504478	ARETZ, BRENT R	$2,412.01
504479	BIPES, DEBORAH	$185.02
504480	CANO, JOEY M	$1,319.18
504481	FRATUS, DOMINIC	$380.84
504482	HAAG, HERMAN	$134.00
504483	HAYES, KELLY	$2,238.40
504484	HELGET, STEVE	$3,485.60
504485	Hormann, Duane	$497.84
504486	JAUS, RODNEY D	$1,476.00
504487	LENZ, DEBRA A	$1,887.21
504488	MENZEL, ALICIA	$1,628.00
504489	NIESEN, CHRISTOPHER D.	$317.66
504490	PAULSON, DENNIS	$88.74
504491	SCHNEEDWIND, BRIAN O	$1,549.60
504492	STENDER, DANIEL H	$2,191.38
504493	VOIGT, ANTHONY	$2,420.68
504494	KLEINBANK - NET	$14,543.33
	GROSS	$22,212.16

CITY OF NORWOOD YOUNG AMERICA

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OCTOBER 2017

	Name	Check Date	Check Amt	
10100 CHECKING				
Paid Chk# 027353	US POSTAL SERVICE	10/9/2017	$399.59	OCTOBER UTILITY BILLS
Paid Chk# 027354	BLOOMINGTON SECURITY SOL	10/23/2017	$734.13	KNOB & LEVER, DBOLT
Paid Chk# 027355	BOLTON & MENK, INC	10/23/2017	$3,917.00	MIS
Paid Chk# 027356	BOND TRUST SERVICES CORP.	10/23/2017	$450.00	2013B
Paid Chk# 027357	CARDMEMBER SERVICE	10/23/2017	$2,594.85	
Paid Chk# 027358	CARQUEST AUTO PARTS	10/23/2017	$970.79	
Paid Chk# 027359	CARVER COUNTY	10/23/2017	$2,531.23	3RD QTR OVERTIME
Paid Chk# 027360	Void	10/23/2017	$0.00	
Paid Chk# 027361	CARVER COUNTY	10/23/2017	$21,960.50	ASSESSMENT CONTRACT
Paid Chk# 027362	CARVER COUNTY	10/23/2017	$162.20	RECYCLE ITEMS
Paid Chk# 027363	CARVER COUNTY ATTORNEYS	10/23/2017	$2,657.35	3RD QTR 2017 FINES
Paid Chk# 027364	CARVERLINK - CARVER CO BRO	10/23/2017	$3,346.07	
Paid Chk# 027365	Void	10/23/2017	$0.00	
Paid Chk# 027366	Void	10/23/2017	$0.00	
Paid Chk# 027367	CENTERPOINT ENERGY	10/23/2017	$126.72	104 3RD AVE SE
Paid Chk# 027368	CITIZEN STATE BANK HSA ACC	10/23/2017	$1,000.02	LENZ
Paid Chk# 027369	Void	10/23/2017	$0.00	
Paid Chk# 027370	CITIZENS STATE BANK WAVERL	10/23/2017	$333.34	NIESEN
Paid Chk# 027371	COUNTRYSIDE VET & FEED STO	10/23/2017	$146.50	
Paid Chk# 027372	DAVE'S SEASON ALL	10/23/2017	$1,000.00	CEMETERY MOWING
Paid Chk# 027373	DIVERSIFIED PLUMING & HEATI	10/23/2017	$46.00	REFUND RECORDING FEE
Paid Chk# 027374	DPC INDUSTRIES INC	10/23/2017	$240.00	SULFUR DIOXIDE
Paid Chk# 027375	EMERGENCY RESPONSE SOLU	10/23/2017	$198.35	ROCKER LUG
Paid Chk# 027376	FIRE SAFETY USA	10/23/2017	$45.00	ADAPTER
Paid Chk# 027377	GOPHER STATE ONE-CALL, INC.	10/23/2017	$67.50	LOCATES
Paid Chk# 027378	GREAT NORTHERN ENVIRONME	10/23/2017	$2,822.78	SPLIT GLAND, O-RING, WASHER, N
Paid Chk# 027379	CORE & MAIN	10/23/2017	$4,928.82	CURB BOX
Paid Chk# 027380	HEAVEN SCENT CLEANING INC	10/23/2017	$663.41	BLACK LINERS
Paid Chk# 027381	HELGET, STEVE	10/23/2017	$81.55	MEALS
Paid Chk# 027382	HOME SOLUTIONS	10/23/2017	$27.96	
Paid Chk# 027383	ISD 108	10/23/2017	$46.00	REFUND RECORDING FEE
Paid Chk# 027384	KLEINBANK	10/23/2017	$963.34	STENDER
Paid Chk# 027385	KOHLS SWEEPING SERVICE	10/23/2017	$1,240.00	STRIPED TURN LANES
Paid Chk# 027386	LIBERTY TITLE INC	10/23/2017	$900.00	1025 FOX CROSSING 2017042
Paid Chk# 027387	LOFFLER - 131511	10/23/2017	$278.22	COPIES
Paid Chk# 027388	LOOMIS HOMES	10/23/2017	$900.00	2017027 875 LAKEWOOD TR
Paid Chk# 027389	MAYER LUMBER CO.	10/23/2017	$116.64	PLIERS
Paid Chk# 027390	MID COUNTRY BANK	10/23/2017	$443.34	HAYES
Paid Chk# 027391	MID COUNTY AUTO TRUCK & TI	10/23/2017	$368.57	TRIMEC CLASSIC
Paid Chk# 027392	MID-COUNTY CO-OP OIL ASSN	10/23/2017	$706.50	DYED DIESEL
Paid Chk# 027393	MINI BIFF	10/23/2017	$565.85	SPORTS COMPLEX
Paid Chk# 027394	MINNESOTA VALLEY TESTING L	10/23/2017	$165.40	PHOSPHORUS
Paid Chk# 027395	MN DEPT OF LABOR & INDUSTR	10/23/2017	$100.00	CLAY ELEVATOR
Paid Chk# 027396	MUNICIPAL DEVELOPMENT GR	10/23/2017	$1,931.76	EDC SERVICES
Paid Chk# 027397	NORWOOD ELECTRIC INC	10/23/2017	$55.26	LAMP
Paid Chk# 027398	NYA WEST CARVER LIONS	10/23/2017	$200.00	REIMBURSE WINE TASTING & SANTA

CITY OF NORWOOD YOUNG AMERICA

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OCTOBER 2017

	Name	Check Date	Check Amt	
Paid Chk# 027399	PRO AUTO & TRANSMISSION RE	10/23/2017	$3,181.51	T3 REPAIRS
Paid Chk# 027400	QUILL CORPORATION	10/23/2017	$632.57	TONER CARTRIDGE
Paid Chk# 027401	SCHNEIDER EXCAVATING & GR	10/23/2017	$1,562.50	BLADING OF ALLEYS
Paid Chk# 027402	SMITH OIL CO	10/23/2017	$695.26	BUS
Paid Chk# 027403	STATE BANK OF HAMBURG	10/23/2017	$443.34	JAUS
Paid Chk# 027404	STRACK CONSULTING LLC	10/23/2017	$1,020.00	PLANNING CONSULTANT
Paid Chk# 027405	SUN LIFE ASSURANCE COMPAN	10/23/2017	$351.17	DISABILITY
Paid Chk# 027406	UNHINGED PIZZA	10/23/2017	$364.07	POOL CONCESSIONS
Paid Chk# 027407	UFC	10/23/2017	$41.90	PICCO 55DL
Paid Chk# 027408	UNUM LIFE INSURANCE CO	10/23/2017	$119.53	0421562-001 7
Paid Chk# 027409	US POSTAL SERVICE	10/23/2017	$910.59	NOV H2O BILLS
Paid Chk# 027410	UTILITY CONSULTANTS, INC.	10/23/2017	$510.70	CBOD, TSS TESTING
Paid Chk# 027411	VESSCO, INC.	10/23/2017	$1,746.25	DRIP TRAP KIT
Paid Chk# 027412	WM MUELLER & SONS INC	10/23/2017	$840.75	
Paid Chk# 027413	XCEL ENERGY	10/23/2017	$2,712.81	104 3RD AVE SE
		Total Checks	$75,567.49	

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		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk# 027353	10/9/2017 **US POSTAL SERVICE**			
E 603-49500-350	Print/Publishting/Postage	$133.20		OCTOBER UTILITY BILLS
E 602-49450-350	Print/Publishting/Postage	$133.20		OCTOBER UTILITY BILLS
E 601-49400-350	Print/Publishting/Postage	$133.19		OCTOBER UTILITY BILLS
	Total US POSTAL SERVICE	$399.59		
Paid Chk# 027354	10/23/2017 **BLOOMINGTON LOCK & SAFE CO**			
E 101-41940-223	Repair/Maintenance Bldg/Ground	$734.13	SH97144	KNOB & LEVER, DBOLT
	Total BLOOMINGTON LOCK & SAFE CO	$734.13		
Paid Chk# 027355	10/23/2017 **BOLTON & MENK, INC**			
E 101-41500-303	Engineering Fees	$1,880.00	0208778	EMMA
G 807-22100	Escrow Collected	$1,292.00	0208779	PRESERVE 5TH
E 101-41500-303	Engineering Fees	$360.00	0208780	MIS
E 101-41500-303	Engineering Fees	$385.00	0208780	CAP IMPR
	Total BOLTON & MENK, INC	$3,917.00		
Paid Chk# 027356	10/23/2017 **BOND TRUST SERVICES CORP.**			
E 520-49330-604	Bond Service Charge	$450.00	36814	2013B
	Total BOND TRUST SERVICES CORP.	$450.00		
Paid Chk# 027357	10/23/2017 **CARDMEMBER SERVICE**			
E 101-41320-305	Other Professional Fees	$119.89		
E 101-43100-207	Training Instructional	$250.00		
E 101-43100-221	Repair/Maintenance Equipment	$65.35		
E 101-41400-430	Miscellaneous (GENERAL)	$1.95		
E 101-42200-331	Travel/Meeting Expense	$1,200.00		
E 101-49860-200	Office Supplies (GENERAL)	$511.17		
E 101-43100-212	Motor Fuels	$52.49		
E 101-41320-326	Newsletter Expenses	$394.00		
	Total CARDMEMBER SERVICE	$2,594.85		
Paid Chk# 027358	10/23/2017 **CARQUEST AUTO PARTS**			
E 601-49400-221	Repair/Maintenance Equipment	$4.58	5927-154753	
E 602-49450-221	Repair/Maintenance Equipment	$4.57	5927-154753	
E 602-49450-210	Operating Supplies (GENERAL)	$13.08	5927-154981	
E 101-45200-221	Repair/Maintenance Equipment	$19.89	5927-155056	
E 101-43100-221	Repair/Maintenance Equipment	$7.88	5927-155277	
E 101-43100-221	Repair/Maintenance Equipment	$91.51	5927-155573	
E 101-43100-221	Repair/Maintenance Equipment	$789.00	5927-155731	
E 101-41940-221	Repair/Maintenance Equipment	$19.99	5927-156069	
E 101-43100-210	Operating Supplies (GENERAL)	$15.25	5927-156070	CHANNEL LOCK
E 602-49450-221	Repair/Maintenance Equipment	$5.04	5927-156119	FUEL LINE
	Total CARQUEST AUTO PARTS	$970.79		
Paid Chk# 027359	10/23/2017 **CARVER COUNTY**			
E 101-42100-311	County Police Contract	$2,531.23	SHERI002944	3RD QTR OVERTIME

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			Check Amt	Invoice	Comment
		Total CARVER COUNTY	$2,531.23		
Paid Chk# 027361	10/23/2017	**CARVER COUNTY**			
E 101-41400-438	Taxes and Assessments		$21,960.50	48158	ASSESSMENT CONTRACT
		Total CARVER COUNTY	$21,960.50		
Paid Chk# 027362	10/23/2017	**CARVER COUNTY**			
E 101-43100-386	Recycling Program		$162.20	1287	RECYCLE ITEMS
		Total CARVER COUNTY	$162.20		
Paid Chk# 027363	10/23/2017	**CARVER COUNTY ATTORNEYS OFF**			
E 101-41500-307	Prosecution Contract		$2,657.35		3RD QTR 2017 FINES
		Total CARVER COUNTY ATTORNEYS OFF	$2,657.35		
Paid Chk# 027364	10/23/2017	**CARVERLINK-CARVER CO BROADBAND**			
E 101-45200-321	Telephone		$48.45		
E 101-49860-321	Telephone		$30.70		
E 101-41940-321	Telephone		$146.90		
E 101-43100-321	Telephone		$48.45		
E 101-46500-321	Telephone		$48.26		
E 101-41300-321	Telephone		$120.66		
E 101-42100-321	Telephone		$24.13		
E 101-45500-321	Telephone		$24.13		
E 101-41320-321	Telephone		$120.66		
E 602-49450-321	Telephone		$76.90		
E 601-49400-321	Telephone		$76.90		
E 101-41940-321	Telephone		$2,272.95		
E 101-42200-321	Telephone		$162.19		
E 101-41400-321	Telephone		$144.79		
	al	**CARVERLINK-CARVER CO BROADBAND**	$3,346.07		
Paid Chk# 027367	10/23/2017	**CENTER POINT**			
E 101-41940-383	Gas Utilities		$16.98		318 ELM
E 602-49450-383	Gas Utilities		$19.56		406 2ND AVE SE
E 101-45500-383	Gas Utilities		$16.98		314 ELM
E 101-41940-383	Gas Utilities		$23.77		310 ELM
E 601-49400-383	Gas Utilities		$49.43		104 3RD AVE SE
		Total CENTER POINT	$126.72		
Paid Chk# 027368	10/23/2017	**CITIZEN STATE BANK HSA ACCTS**			
G 101-21718	HSA ACCOUNT		$333.34		LENZ
G 101-21718	HSA ACCOUNT		$333.34		ARETZ
G 101-21718	HSA ACCOUNT		$333.34		MENZEL
		Total CITIZEN STATE BANK HSA ACCTS	$1,000.02		
Paid Chk# 027370	10/23/2017	**CITIZENS STATE BANK WAVERLY**			
G 101-21718	HSA ACCOUNT		$333.34		NIESEN
		Total CITIZENS STATE BANK WAVERLY	$333.34		

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		Check Amt	Invoice	Comment
Paid Chk# 027371	10/23/2017 **COUNTRYSIDE VET & FEED STORE**			
E 101-42700-315	Animal Impounding	$148.50		
Total	**COUNTRYSIDE VET & FEED STORE**	$148.50		
Paid Chk# 027372	10/23/2017 **DAVE S SEASON ALL**			
E 101-43100-437	Maintenance Contract	$1,000.00		CEMETERY MOWING
Total	**DAVE S SEASON ALL**	$1,000.00		
Paid Chk# 027373	10/23/2017 **DIVERSIFIED PLUMING & HEATING**			
E 101-41320-430	Miscellaneous (GENERAL)	$46.00		REFUND RECORDING FEE
Total	**DIVERSIFIED PLUMING & HEATING**	$46.00		
Paid Chk# 027374	10/23/2017 **DPC INDUSTRIES INC**			
E 602-49450-216	Chemicals and Chem Products	$240.00	827001703-17	SULFUR DIOXIDE
Total	**DPC INDUSTRIES INC**	$240.00		
Paid Chk# 027375	10/23/2017 **EMERGENCY RESPONSE SOLUTIONS**			
E 101-42200-221	Repair/Maintenance Equipment	$198.35	9494	ROCKER LUG
otal	**EMERGENCY RESPONSE SOLUTIONS**	$198.35		
Paid Chk# 027376	10/23/2017 **FIRE SAFETY USA**			
E 101-43100-221	Repair/Maintenance Equipment	$45.00	104355	ADAPTER
Total	**FIRE SAFETY USA**	$45.00		
Paid Chk# 027377	10/23/2017 **GOPHER STATE ONE-CALL, INC.**			
E 601-49400-223	Repair/Maintenance Bldg/Ground	$33.75	7090617	LOCATES
E 602-49450-223	Repair/Maintenance Bldg/Ground	$33.75	7090617	LOCATES
Total	**GOPHER STATE ONE-CALL, INC.**	$67.50		
Paid Chk# 027378	10/23/2017 **GREAT NORTHERN ENVIRONMENTAL**			
E 602-49450-223	Repair/Maintenance Bldg/Ground	$2,822.78	1709	SPLIT GLAND, O-RING, WASHER, NUT, SLEEVE
otal	**GREAT NORTHERN ENVIRONMENTAL**	$2,822.78		
Paid Chk# 027379	10/23/2017 **HD SUPPLY WATERWORKS**			
E 601-49400-229	Water Meters	$4,284.36	H865700	SCREW, CONNECTIONS, SWIVEL
E 601-49400-223	Repair/Maintenance Bldg/Ground	$359.52	H902749	LID COVER
E 601-49400-223	Repair/Maintenance Bldg/Ground	$284.94	H912856	CURB BOX
Total	**HD SUPPLY WATERWORKS**	$4,928.82		
Paid Chk# 027380	10/23/2017 **HEAVEN SCENT CLEANING INC**			
E 101-41940-210	Operating Supplies (GENERAL)	$570.00	62672	BLACK LINERS
E 101-41940-210	Operating Supplies (GENERAL)	$93.41	62674	RUBBER BANDS
Total	**HEAVEN SCENT CLEANING INC**	$663.41		
Paid Chk# 027381	10/23/2017 **HELGET, STEVE**			
E 101-41300-331	Travel/Meeting Expense	$12.00		MEALS
E 101-41300-331	Travel/Meeting Expense	$69.55		MILEAGE
Total	**HELGET, STEVE**	$81.55		

CITY OF NORWOOD YOUNG AMERICA

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		Check Amt	Invoice	Comment
Paid Chk# 027382	10/23/2017 **HOME SOLUTIONS**			
E 101-42200-221	Repair/Maintenance Equipment	$27.96		
	Total HOME SOLUTIONS	$27.96		
Paid Chk# 027383	10/23/2017 **ISD 108**			
E 101-41320-430	Miscellaneous (GENERAL)	$46.00		REFUND RECORDING FEE
	Total ISD 108	$46.00		
Paid Chk# 027384	10/23/2017 **KLEINBANK**			
G 101-21718	HSA ACCOUNT	$463.34		HELGET
G 101-21718	HSA ACCOUNT	$333.34		STENDER
G 101-21718	HSA ACCOUNT	$166.66		SCHNEEWIND
	Total KLEINBANK	$963.34		
Paid Chk# 027385	10/23/2017 **KOHLS SWEEPING SERVICE**			
E 101-43100-224	Street Maint Materials	$1,240.00	6461	STRIPED TURN LANES
	Total KOHLS SWEEPING SERVICE	$1,240.00		
Paid Chk# 027386	10/23/2017 **LIBERTY TITLE INC**			
G 101-22000	Deposits	$900.00		1025 FOX CROSSING 2017042
	Total LIBERTY TITLE INC	$900.00		
Paid Chk# 027387	10/23/2017 **LOFFLER BUSINESS SYS LLC**			
E 101-41400-437	Maintenance Contract	$278.22	2630061	COPIES
	Total LOFFLER BUSINESS SYS LLC	$278.22		
Paid Chk# 027388	10/23/2017 **LOOMIS HOMES**			
G 101-22000	Deposits	$900.00		2017027 875 LAKEWOOD TR
	Total LOOMIS HOMES	$900.00		
Paid Chk# 027389	10/23/2017 **MAYER LUMBER CO.**			
E 101-41940-223	Repair/Maintenance Bldg/Ground	$116.64	148431	PLIERS
	Total MAYER LUMBER CO.	$116.64		
Paid Chk# 027390	10/23/2017 **MID COUNTRY BANK**			
G 101-21718	HSA ACCOUNT	$443.34		HAYES
	Total MID COUNTRY BANK	$443.34		
Paid Chk# 027391	10/23/2017 **MID COUNTY AUTO TRUCK & TIRE**			
E 101-45200-223	Repair/Maintenance Bldg/Ground	$226.80	10995	TRIMEC CLASSIC
E 101-45200-221	Repair/Maintenance Equipment	$141.77	31988	LAWN MOWER TIRE
	Total MID COUNTY AUTO TRUCK & TIRE	$368.57		
Paid Chk# 027392	10/23/2017 **MID-COUNTY CO-OP OIL ASSN**			
E 101-43100-212	Motor Fuels	$706.50	40775	DYED DIESEL
	Total MID-COUNTY CO-OP OIL ASSN	$706.50		
Paid Chk# 027393	10/23/2017 **MINI BIFF**			
E 101-45200-418	Other Rentals (Biffs)	$107.61	A-91080	FRIENDSHIP

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		Check Amt	Invoice	Comment
E 101-45200-418	Other Rentals (Biffs)	$107.61	A-91092	FRIENDSHIP
E 101-45200-418	Other Rentals (Biffs)	$189.21	A-91249	SPORTS COMPLEX
E 101-45200-418	Other Rentals (Biffs)	$161.42	A-91282	WILLKOMMEN PARK
	Total MINI BIFF	$565.85		
Paid Chk# 027394	10/23/2017 **MINNESOTA VALLEY TESTING LAB**			
E 602-49450-217	Lab Fees	$36.20	886362	PHOSPHORUS
E 601-49400-217	Lab Fees	$93.00	886561	COLIFORM WATER
E 602-49450-217	Lab Fees	$36.20	887528	PHOSPHORUS
	Total MINNESOTA VALLEY TESTING LAB	$165.40		
Paid Chk# 027395	10/23/2017 **MN DEPT OF LABOR & INDUSTRY**			
E 101-41940-223	Repair/Maintenance Bldg/Ground	$100.00		CLAY ELEVATOR
	Total MN DEPT OF LABOR & INDUSTRY	$100.00		
Paid Chk# 027396	10/23/2017 **MUNICIPAL DEVELOPMENT GROUP**			
E 101-46500-310	Other Professional Services	$1,931.76	NYA100217	EDC SERVICES
	Total MUNICIPAL DEVELOPMENT GROUP	$1,931.76		
Paid Chk# 027397	10/23/2017 **NORWOOD ELECTRIC INC**			
E 101-41940-223	Repair/Maintenance Bldg/Ground	$55.26	15444	LAMP
	Total NORWOOD ELECTRIC INC	$55.26		
Paid Chk# 027398	10/23/2017 **NYA WEST CARVER LIONS**			
E 101-45200-432	Refund	$200.00		REIMBURSE WINE TASTING & SANTA
	Total NYA WEST CARVER LIONS	$200.00		
Paid Chk# 027399	10/23/2017 **PRO AUTO & TRANSMISSION REPAIR**			
E 101-43100-221	Repair/Maintenance Equipment	$160.12	0057917	T2 REPAIRS
E 101-43100-221	Repair/Maintenance Equipment	$490.25	0057939	T5 REPAIRS
E 101-43100-221	Repair/Maintenance Equipment	$91.58	0058004	T3 REPAIRS
E 101-43100-221	Repair/Maintenance Equipment	$256.74	0058007	T7 REPAIRS
E 101-43100-221	Repair/Maintenance Equipment	$1,062.03	0058011	T6 REPAIRS
E 101-43100-221	Repair/Maintenance Equipment	$1,120.79	0058026	P4 REPAIRS
	Total PRO AUTO & TRANSMISSION REPAIR	$3,181.51		
Paid Chk# 027400	10/23/2017 **QUILL CORPORATION**			
E 101-41400-200	Office Supplies (GENERAL)	$545.58	1346806	LABELS, CORRECTION TAPE, PAPER
E 101-42200-200	Office Supplies (GENERAL)	$86.99	1499233	TONER CARTRIDGE
	Total QUILL CORPORATION	$632.57		
Paid Chk# 027401	10/23/2017 **SCHNEIDER EXCAVATING & GRADING**			
E 101-43100-223	Repair/Maintenance Bldg/Ground	$1,562.50	SE1453	BLADING OF ALLEYS
	otal SCHNEIDER EXCAVATING & GRADING	$1,562.50		
Paid Chk# 027402	10/23/2017 **SMITH OIL CO**			
E 602-49450-212	Motor Fuels	$63.05		SEWER
E 101-45200-212	Motor Fuels	$16.77		PARKS
E 101-42200-212	Motor Fuels	$130.45		FIRE DEPT

CITY OF NORWOOD YOUNG AMERICA

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OCTOBER 2017

		Check Amt	Invoice	Comment
E 101-43100-212	Motor Fuels	$234.51		STREET
E 601-49400-212	Motor Fuels	$63.05		WATER
E 251-46331-212	Motor Fuels	$187.43		BUS
	Total SMITH OIL CO	$695.26		
Paid Chk# 027403	10/23/2017 **STATE BANK OF HAMBURG**			
G 101-21718	HSA ACCOUNT	$443.34		JAUS
	Total STATE BANK OF HAMBURG	$443.34		
Paid Chk# 027404	10/23/2017 **STRACK CONSULTING LLC**			
E 101-41320-305	Other Professional Fees	$1,020.00	1068	PLANNING CONSULTANT
	Total STRACK CONSULTING LLC	$1,020.00		
Paid Chk# 027405	10/23/2017 **SUN LIFE ASSURANCE COMPANY**			
G 101-21707	Disability Insurance	$351.17		DISABILITY
	Total SUN LIFE ASSURANCE COMPANY	$351.17		
Paid Chk# 027406	10/23/2017 **UNHINGED PIZZA**			
E 101-41320-331	Travel/Meeting Expense	$103.90		EDC MEETINGS
E 101-41410-331	Travel/Meeting Expense	$36.66		ELECTIONS
E 101-49860-251	Concessions	$223.51		POOL CONCESSIONS
	Total UNHINGED PIZZA	$364.07		
Paid Chk# 027407	10/23/2017 **UNITED FARMERS CO-OP**			
E 101-45200-221	Repair/Maintenance Equipment	$41.90		PICCO 55DL
	Total UNITED FARMERS CO-OP	$41.90		
Paid Chk# 027408	10/23/2017 **UNUM LIFE INSURANCE CO**			
G 101-21715	Life Ins	$63.98		0421563-001 4
G 101-21715	Life Ins	$55.55		0421562-001 7
	Total UNUM LIFE INSURANCE CO	$119.53		
Paid Chk# 027409	10/23/2017 **US POSTAL SERVICE**			
E 101-41400-350	Print/Publishting/Postage	$511.00		10 ROLLS & 100 ADD OZ
E 601-49400-350	Print/Publishting/Postage	$133.20		NOV H2O BILLS
E 603-49500-350	Print/Publishting/Postage	$133.20		NOV H2O BILLS
E 602-49450-350	Print/Publishting/Postage	$133.19		NOV H2O BILLS
	Total US POSTAL SERVICE	$910.59		
Paid Chk# 027410	10/23/2017 **UTILITY CONSULTANTS**			
E 602-49450-217	Lab Fees	$510.70	96163	CBOD, TSS TESTING
	Total UTILITY CONSULTANTS	$510.70		
Paid Chk# 027411	10/23/2017 **VESSCO, INC.**			
E 601-49400-223	Repair/Maintenance Bldg/Ground	$1,746.25	70921	DRIP TRAP KIT
	Total VESSCO, INC.	$1,746.25		
Paid Chk# 027412	10/23/2017 **WM MUELLER & SONS INC**			
E 101-43100-224	Street Maint Materials	$42.75	228311	

CITY OF NORWOOD YOUNG AMERICA

*Check Detail Register©

OCTOBER 2017

		Check Amt	Invoice	Comment
E 101-43100-224	Street Maint Materials	$114.00	228312	
E 101-43100-224	Street Maint Materials	$114.00	228519	
E 101-43100-224	Street Maint Materials	$456.00	228520	
E 101-43100-224	Street Maint Materials	$114.00	229038	
Total	**WM MUELLER & SONS INC**	$840.75		
Paid Chk# 027413	10/23/2017 **XCEL ENERGY**			
E 101-45200-381	Electric Utilities	$24.26		710 RR ST
E 601-49400-381	Electric Utilities	$2,688.55		104 3RD AVE SE
Total	**XCEL ENERGY**	$2,712.81		
10100	**CHECKING**	$75,567.49		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	$59,292.72
251 HARBOR AT PEACE	$187.43
520 2013 INFRASTRUCTURE	$450.00
601 WATER FUND	$9,950.72
602 SEWER FUND	$4,128.22
603 STORM WATER UTILITY	$266.40
807 Escrow - Preserve 5	$1,292.00
	$75,567.49

TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes

DATE: October 23, 2017

RE: Schedule Public Hearing for the 2018 Fee Schedule

A public hearing is required to be held whenever changes are made to any city ordinance. City Council will be amending Chapter 20 of the City Code at the November 27, 2017, City Council meeting. Chapter 20 of the City Code pertains to fees charged by the city for services and licenses provided.

The proper notice will be published in the *Norwood Young America Times* announcing a public hearing to amend Chapter 20 of the City Code to establish a fee schedule for the year 2018.

Recommendation:
Motion to call for a Public Hearing on November 27 at 6:00pm to amend Chapter 20 of the City Code pertaining to the 2018 Fee Schedule.

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 23, 2017

SUBJECT: Carver County 2018 Assessment Service Contract

==========

Enclosed is the proposed 2018 Assessment Service Agreement with Carver County. The County is responsible for placing a market value on every property located within Norwood Young America.

Jay Squires, City Attorney, has reviewed the agreement and finds it acceptable.

Suggested Motion:

Motion to approve the 2018 Service Agreement for Joint Assessment.

TO: Mayor and City Council Members

FROM: Debbie Lenz, Deputy Clerk

DATE: October 23, 2017

SUBJECT: Public hearing for delinquent utilities and special assessments

---

Attached for your review and City Council approval is Resolution 2017-22, a resolution certifying delinquent utility bills and invoices to property taxes. The City has made good faith efforts to collect these accounts, including sending proper notices to the property owners.

There are 1360 utility accounts of which 181 (13 %) received notices. Forty-eight of those accounts have paid in full as of 10-17-17.

Staff recommendation: **Motion to adopt Resolution 2017-22, a resolution certifying unpaid fees for the City of Norwood Young America to the County Auditor for collection with 2018 taxes.**

RESOLUTION 2017-22

A RESOLUTION CERTIFYING UNPAID FEES
FOR THE CITY OF NORWOOD YOUNG AMERICA
TO THE COUNTY AUDITOR FOR COLLECTION WITH 2018 TAXES

WHEREAS, certain persons are delinquent in payment of their fees charged by the City of Norwood Young America; and

WHEREAS, all delinquent accounts have been notified by mail that said charges must be paid by November 22, 2017, or said charges would be placed on their taxes for collection in 2018; and

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for delinquent sewer and water bills.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA:

1. Such charges, as shown on attached lists, are hereby certified to the Carver County Auditor for collection with the 2018 real estate taxes.

2. Such assessment shall be payable in one annual installment extending over a period of 1 year and shall bear interest at the rate of 8.0 percent per annum from the date of the adoption of this assessment resolution. Interest shall accrue on the entire assessment from the date of this resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and the property owner may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to November 30 of the year in which such payment is made.

Adopted by the City Council this 23rd day of October 2017.

CITY OF NORWOOD YOUNG AMERICA

_____
Mayor

ATTEST:

_____
Kelly Hayes, City Clerk-Treasurer

2017 Unpaid Utility Bills

PIN	Certified
58.0110200	$692.53
58.0110350	$1,068.30
58.0110500	$241.72
58.0110950	$83.67
58.0111450	$52.20
58.0112000	$257.23
58.0113150	$602.21
58.0113300	$137.36
58.0113350	$1,173.71
58.0113550	$393.09
58.0120250	$240.89
58.0140250	$810.17
58.0140900	$99.17
58.0141200	$164.25
58.0141900	$510.39
58.0142200	$157.92
58.0142600	$475.04
58.0142750	$815.95
58.0142950	$147.42
58.0143050	$85.42
58.0143350	$82.40
58.0144400	$1,123.52
58.0145250	$1,598.19
58.0150400	$157.31
58.0151050	$309.69
58.0500040	$132.33
58.0500060	$60.75
58.0500070	$49.83
58.0500220	$766.66
58.0500490	$985.72
58.0500550	$169.44
58.0500620	$52.73
58.0500731	$1,019.09
58.0500750	$252.47
58.0500790	$231.10
58.0500800	$655.45
58.0500821	$61.30
58.0500960	$100.17
58.0500970	$900.83
58.0501100	$1,173.57
58.0501120	$190.55
58.0501180	$301.94
58.0501230	$916.38
58.0501280	$185.95
58.0501330	$76.87
58.0501370	$169.66
58.0501490	$439.57
58.0501580	$164.55
58.0501610	$555.46
58.0501660	$173.59
58.0501750	$47.99
58.0501780	$323.68
58.0510040	$210.54
58.0510060	$638.84

58.0510081	$700.64
58.0510130	$240.68
58.0510160	$57.39
58.0510220	$545.90
58.0510231	$201.34
58.0510260	$957.11
58.0510300	$1,379.55
58.0510570	$47.99
58.0510580	$555.07
58.0510610	$76.13
58.0510630	$962.13
58.0510750	$101.88
58.0510760	$1,700.74
58.0510850	$183.98
58.0510870	$122.51
58.0510890	$332.58
58.0510960	$1,034.01
58.0750020	$96.88
58.0750050	$73.71
58.0750100	$860.08
58.0750140	$53.81
58.1500030	$97.25
58.1500200	$98.90
58.1500210	$113.12
58.1500220	$231.37
58.1840230	$638.45
58.1850080	$294.43
58.1860110	$475.81
58.1860180	$87.74
58.1860190	$109.57
58.1870130	$960.50
58.1870160	$391.78
58.1870210	$1,341.82
58.1870230	$163.23
58.1870270	$402.00
58.1920011	$87.56
58.1920020	$92.43
58.1920050	$105.76
58.2800050	$98.42
58.3000020	$91.97
58.3850120	$463.67
58.3850140	$491.06
58.3850230	$110.35
58.3850350	$150.24
58.3850400	$107.81
58.5250110	$87.47
58.5250160	$828.92
58.5250170	$98.53
58.5250240	$96.34
58.6050070	$291.81
58.6050200	$120.78
58.6050230	$313.36
58.6110005	$614.47
58.6500010	$59.80
58.6500030	$120.50
58.6500040	$98.38
58.6500290	$106.41
58.6500330	$88.15

58.6500500	$294.04
58.6500530	$145.66
58.6510190	$91.63
58.6520010	$137.38
58.6520280	$284.46
58.6520620	$83.37
58.6520820	$147.38
58.6530030	$141.87
58.6530060	$765.78
58.6530130	$299.16
58.6530150	$134.46
58.6530180	$370.55
58.6530240	$123.03
58.6530280	$1,003.46
58.6530310	$163.50
58.6530380	$118.34
58.6530400	$192.35
58.6880100	$227.95
58.6880120	$220.60
58.7100020	$115.06
58.7100030	$1,138.89
58.7100040	$1,019.96
58.7100060	$356.23
58.7100070	$87.59
58.7100080	$1,314.82
58.7100110	$224.09
58.7100120	$83.10
58.7100220	$121.13
58.7120010	$344.29
58.7120030	$165.88
58.7120200	$1,279.55
58.7120220	$96.76
58.7120300	$332.54
58.7120380	$191.77
58.7150040	$1,011.06
58.7200130	$112.05
58.7200140	$122.80
58.7200150	$489.81
58.7200200	$222.17
58.7250130	$84.33
58.7250140	$133.70
58.7250190	$82.89
58.7250250	$23.73
58.7270070	$1,364.83
58.7280050	$1,355.10
58.7280060	$93.98
58.7280290	$217.05
58.7280570	$236.41
58.7350040	$79.60
58.7350180	$551.72
58.7400040	$251.24
58.7450040	$95.73
58.7450070	$714.89
58.7500040	$93.13
58.7650020	$189.08
58.7650040	$505.80

58.7650100	$1,681.31
58.7650130	$94.13
58.7650290	$222.65
58.7660030	$370.90
58.7660060	$1,466.07
58.7660200	$120.43
58.7660210	$352.69
58.7660260	$107.86
58.7660340	$332.43
58.7660380	$1,273.73
58.7660550	$74.27
58.7660580	$219.14
58.8500102	$88.88
TOTAL	69153.25

2017 Unpaid Invoices

58.0111800	$100.00
58.0140650	$494.54
58.0142600	$100.00
58.0501610	$130.00
58.6520280	$3580.00
58.6530150	$115.20
58.7120430	$100.00
TOTAL	$4,619.74

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 23, 2017

SUBJECT: Highway 212 Underpass Project - Preliminary Design Proposals

==========

Request for consulting proposals for the U.S. Highway 212 Underpass Project preliminary design were solicited from Bolton & Menk and SRF Consulting Group. The cost proposals received were as follows:

Bolton & Menk	$117,500
SRF Consulting Group	$59,550

At a special City Council meeting on October 18th, Kevin Jullie, SRF Consulting Group, presented a summary of their proposal and answered questions.

Enclosed the City's Request for Proposals that was submitted to both Bolton & Menk's and SRF Consulting Group's. **The Council is asked to bring to the meeting their respective copies of the two engineering proposals**.

Suggested Motion:

Motion to accept _____ proposal for preparing the U.S. Highway 212 Underpass Preliminary Design.

Real People. Real Solutions.

more than a place, it's home.

Proposal for

City of Norwood Young America

U.S. Highway 212 Underpass Preliminary Design

September 27, 2017

Submitted by:

Bolton & Menk, Inc.

2638 Shadow Lane Suite 200

Chaska, MN 55318

P: 952-448-8838

F: 952-448-8805

Contact:

Josh Eckstein, P.E.

C: 612-756-3445

joshec@bolton-menk.com

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Total Consultant Cost	16

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

September 27, 2017

Steven Helget
City Administrator
City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

RE: U.S. Highway 212 Underpass Preliminary Design

Dear Mr. Helget:

The City of Norwood Young America has been discussing and evaluating options for a safe pedestrian crossing of U.S. Highway 212 for many years. The proposed Underpass Preliminary Design project will provide the city that safe crossing.

We know Norwood Young America – Bolton & Menk, Inc. is intimately familiar with the city's need and desire for a safe pedestrian crossing on Highway 212, particularly near the school. We have been involved in numerous meetings, discussions, planning sessions, studies, and funding requests over the years to evaluate various methods, locations, and the overall feasibility of providing a safe pedestrian crossing, including an overpass, re-use bridge, and underpass.

As a result of our many years of service to the city, Bolton & Menk has in-depth knowledge of the previous issues, the existing and planned infrastructure, and the drainage mechanisms and function. We have a substantial amount of existing infrastructure information, survey control and records, right-of-way, and platting information in house and available for use to complete the preliminary design in an efficient and cost-effective manner. Bolton & Menk has extensive experience working on similar projects including underpasses, box culverts, Safe Routes to School funding, cooperative agreements with county and state agencies, and local plan inclusion in agency project letting.

We are local – The Bolton & Menk project team includes project manager **Josh Eckstein** (providing service to the city since 2002) and project engineer **Phillip Schrupp** (born and raised in the city) together with **Jake Saulsbury** (providing service to the city since 2002) and **John Swanson** (providing service to the city since 1993). They will provide technical support and familiarity with the city's infrastructure and history and facilitate a complete, efficient, and cost-effective preliminary design. Our team also has nearly 500 staff in numerous specialty areas to call on as needs arise. With our team located just 20 minutes away from the project and City Hall, we can be in Norwood Young America at a moment's notice.

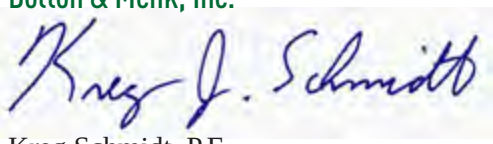
Bolton & Menk is an equal opportunity employer.

We have history – **The Bolton & Menk team is intended to be an extension of city staff with close coordination between the city and team maintained at all times.** For more than 30 years, Bolton & Menk has routinely provided Norwood Young America with timely and high quality professional engineering services. We know and understand intricate details of your community that can only come through this long-standing commitment. Bolton & Menk is unmatched in our understanding of your infrastructure systems, design standards, and expectations.

In continued service to the City of Norwood Young America, we are excited at the opportunity to complete the Highway 212 Underpass Preliminary Design project for you. Josh Eckstein will serve as your project manager and lead client contact on this project. Please contact him at 612-756-3445 or joshec@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,

Bolton & Menk, Inc.



Kreg Schmidt, P.E.
Principal-in-Charge

BOLTON & MENK

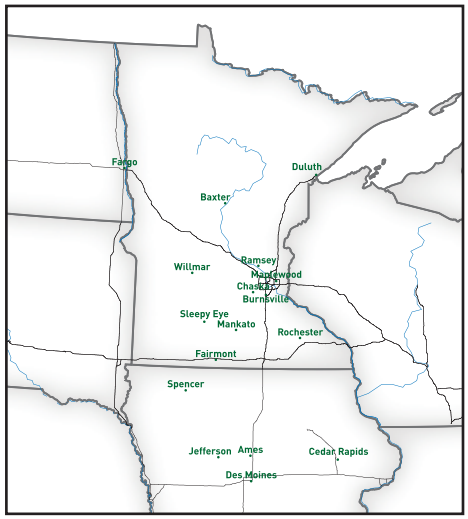
Real People. Real Solutions.

General Information

Section 1

BOLTON & MENK

Real People. Real Solutions.



Bolton & Menk, Inc.

2638 Shadow Lane Suite 200
Chaska, MN 55318
P: 952-448-8838 | F: 952-448-8805

Engineering News-Record Top 500

Ranked #161 among the Top 500 Engineering and Surveying Firms in the United States.

Services Provided:

- Civil/Municipal Engineering & Planning
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Engineering
- Aviation Services
- Water Resources Engineering
- Landscape Architecture
- Land Surveying
- Geographic Information Systems
- Project Funding & Financing

General Information

We believe everyone deserves to live in a safe, sustainable, and beautiful community and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. We still want to help, we work hard every day, and we always remember what got us here—we're people helping people. Today, Bolton & Menk, Inc. has nearly 500 employees including a professional staff of more than 150 engineers, planners, landscape architects, and surveyors.

We specialize in providing public infrastructure solutions. We take care of our clients by providing the best services and solutions for them. From advocating for our communities to designing their dreams to finding funding; we take pride in our work throughout the Upper Midwest. Because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things: we'll work hard for you and we'll do a good job. We take a personal interest in the work being done around us. And at the end of the day, we're ***Real People*** offering ***Real Solutions***.

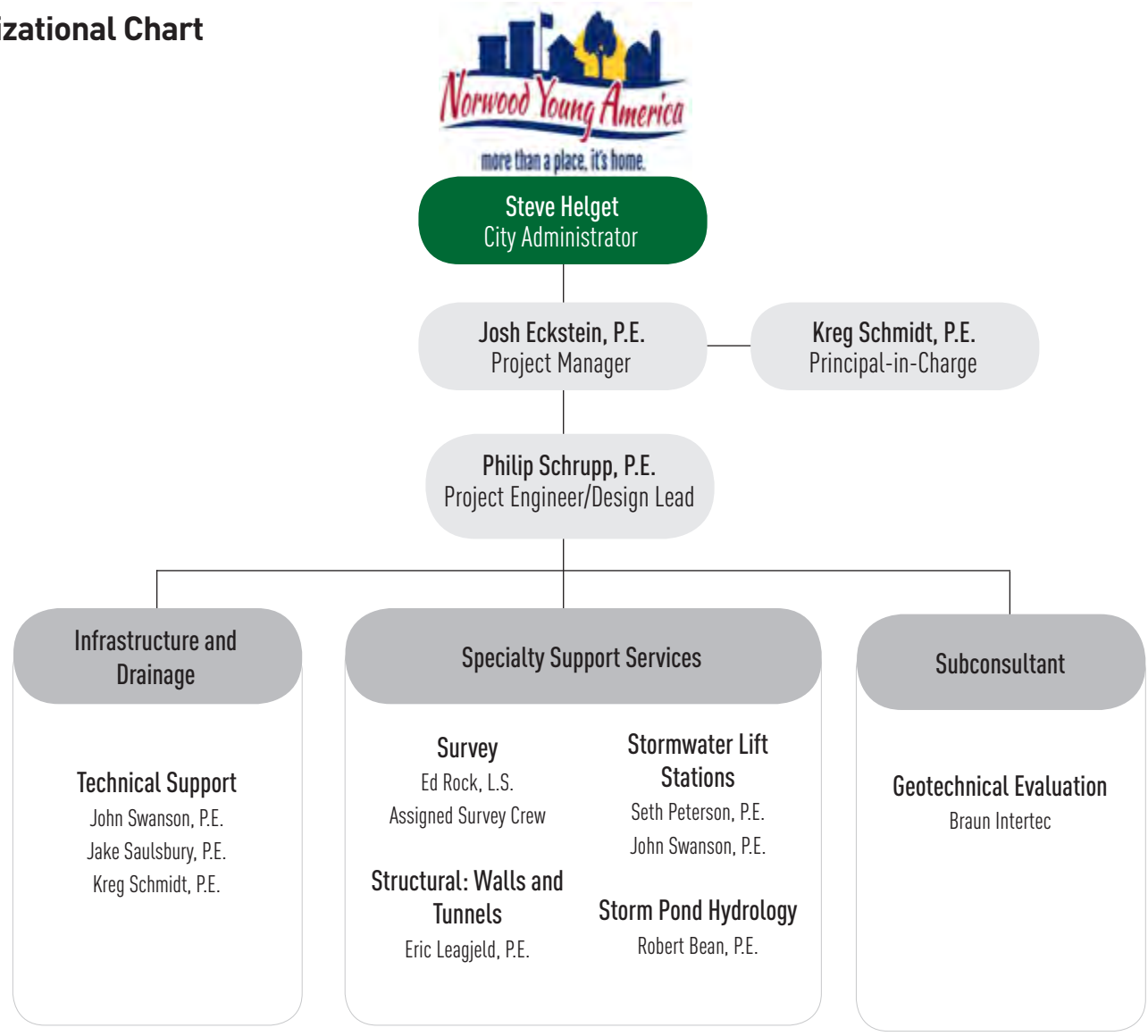
Key Personnel

The Bolton & Menk, Inc. project team includes individuals with the appropriate technical and managerial experience and training to complete the Highway 212 Underpass Preliminary Design to the satisfaction of the City of Norwood Young America. Bolton & Menk is committed to maintaining the availability of the proposed project team. Should additional staff be required, we will use the capabilities of other professional and technical staff members with your approval.

Although we are proposing the project staff below, we will draw upon Bolton & Menk's professional and technical staff of nearly 500 members as needed. This additional resource brings substantial planning, engineering, and support capabilities across a range of civil, water resources, structural, environmental, transportation, landscape architecture, surveying, and administrative skills. Based on these assignments, resources, and strategies, we are confident you will be fully satisfied with our project staffing and availability.

Our team will be led by Josh Eckstein, and supported by key individuals and support staff. The organizational chart below illustrates key personnel associated by assigned tasks. Project team member bios have been included in the following pages of this section. Full resumes can be provided upon request.

Organizational Chart



Kreg Schmidt, P.E.
Principal-in-Charge

Kreg will actively oversee all of Bolton & Menk's services to the city. He will monitor Bolton & Menk's quality assurance and quality control program, as well as progress, schedule, and budget, working closely with the project manager to ensure critical issues are addressed in a timely manner. Kreg began his career in 1988 and immediately began serving the City of Young America while with Englehart & Associates. His background includes evaluation, planning, design, and implementation of municipal engineering projects related to streets, municipal sanitary sewer systems, municipal water systems, stormwater systems, and residential, commercial, and industrial development. He has extensive experience working on projects having multiple agency jurisdictions and is familiar with the funding and financing tools available to cities, including the state aid and Chapter 429 process. Kreg successfully works with numerous jurisdictional entities on dozens of projects on an annual basis. He holds a Bachelor of Science in civil engineering from the University of Minnesota.

Josh Eckstein, P.E.
Project Manager

Josh will be responsible for management and overseeing the project team, schedule, costs, and scope. He will provide close coordination of all design and project related information with city staff and project partners. Josh has been providing service to the city since 2002. He knows Norwood Young America well as he and his family moved to the area in 1986 and grew up just 15 miles down the road in Lester Prairie. Josh has lived and worked in the area since graduating from Lester Prairie High School in 2000. After college graduation, Josh purchased a home in Lester Prairie and currently resides there. One of his first jobs as an engineering intern was inspection of The Preserve subdivision of Norwood Young America.

Josh began his career in 2002. He has completed a variety of engineering projects related to municipal and county highways and streets; municipal sanitary sewer, water systems, and stormwater systems; and residential, commercial, and industrial developments. His design background includes preliminary design and planning, final design, preparation of construction plans and specifications, construction management, and contract administration of municipal, county, and township engineering projects. He also has extensive experience working with the governing agencies in the area including MnDOT, Carver County, and the Carver County Watershed District. He has a range of experience developing, designing, and managing projects with multiple agencies and funding sources such as Safe Routes to School, municipal state aid, county, city, Minnesota Public Facilities Authority, watershed management organizations, state bridge bond funds, and Chapter 429 bond funds.

Josh has a history of work and involvement in many projects within the community of Norwood Young America including the Preserve development, Tacoma Avenue/Railroad Street Improvements (SAP 98-080-30), South Baseball Field Improvements, Sports Complex Improvements, Willkommen Park Improvements, 2005, 2007, 2010, and 2013 Infrastructure Rehabilitation Projects, CSAH 34 Improvements (SAP 10-634-11), 2008 Trunk Watermain Project, 2010 Reform Street Extension, 2009 Oak Grove Redevelopment Project, 2010 Shady Lane Drainage Project, 2016 Water Supply Plan update, Stormwater fee calculations, and Oak Lane utility review.

Josh serves as assistant city engineer for the City of Lester Prairie, Winsted, New Germany, and Plato and serves as an additional point of contact for the cities of Norwood Young America, St. Bonifacius, and Cologne. In addition to his design experience he has five summers of experience working as a construction observer for numerous municipalities. Josh holds a Bachelor of Science in civil engineering from Minnesota State University, Mankato.

Philip Schrupp P.E.
Project Engineer

Philip will be responsible for general project layout, horizontal and vertical geometrics, ADA requirements, plan preparation, plan production, quantities, and the engineer's estimate. Philip was born, raised, and lived in Norwood Young America for 28 years. He graduated from Central High School in 2004.

Philip began his career at Bolton & Menk in 2012. Prior to joining Bolton & Menk, Philip worked for the City of Bloomington and a local geotechnical and material testing firm.

Philip has significant experience in the design and construction of utility, street, local trail, box culverts, MnDOT trail, and federal trail projects, including ADA compliance. His experience includes preliminary design and planning, final design, preparation of construction plans and specifications, construction management for municipal, county, state and federal aid engineering projects, and agency and funding source documentation requirements.

Philip has extensive experience in non-destructive testing and geotechnical evaluations. He has experience with related projects in the cities of Waconia, Watertown, St. Bonifacius, Savage, St. Louis Park, Cologne, Chaska, Mayer, Orono, Richfield, Wayzata, Bloomington, Plymouth, Brooklyn Park, and Winsted. In addition, Philip has completed projects for the City of Norwood Young America, including the 2014 Seal Coat project. Philip holds a Bachelor of Science in civil engineering from the University of Minnesota.

John Swanson, P.E.

Technical Support /Infrastructure History and Familiarity

John has been providing engineering services to the city since 1993. He will provide technical support and assist with the design given his history with the existing infrastructure, drainage mechanisms, and extensive experience working with the City, and on projects of this type. John began his engineering career in 1989. He has extensive experience in the development, design, and construction of infrastructure projects, including sanitary sewer, forcemain, lift stations, water production, storage and distribution facilities, streets, and storm sewers.

John has additional experience with CIPP and slip lining rehabilitation methods and trenchless construction, including cased borings and directional drilling with various carrier pipe sizes, materials, soil conditions, and areas crossed including rivers, lakes, railroads, and state and county highways. His expertise is in the design, construction, and project management of infrastructure retrofitting, reconstruction, and rehabilitation projects including deep installations with challenging soil and ground water conditions, and minimal construction limits. John holds a Bachelor of Science in civil engineering from the University of Minnesota and a Bachelor of Arts in mathematics from Macalester College.

Jake Saulsbury, P.E.

Technical Support/Infrastructure History and Familiarity

Jake has been providing engineering services to the city since 2002, from designing projects to serving as assistant city engineer. He will provide technical support and assist with design given his familiarity with the existing infrastructure, drainage mechanisms, and extensive experience in the city, and on other projects of this nature. Jake joined the firm in 1999 and has completed a variety of municipal engineering and planning projects. His background includes evaluation, planning, design, and implementation of municipal engineering projects related to streets, municipal sanitary sewer systems, municipal water systems, stormwater systems, sidewalks/trails, and residential, commercial, and industrial development.

Jake has extensive experience working on projects having multiple agency jurisdictions. This experience consists of consensus building, facilitating public meetings and open houses, TAC/PAC committee representation, permitting requirements, and coordination with other government agencies. Jake has a strong working relationship with these agencies and has assisted other communities in successfully securing permits and meeting project schedules that meet the needs of the city. In addition, Jake has an in-depth understanding of the various funding programs available and has worked with many clients to secure grant funding through these programs. Over the last five years, Jake has helped Bolton & Menk in assisting area clients in receiving more than $20,000,000 in grants and funds from outside sources for municipal projects. Jake holds a Bachelor of Science in civil engineering from the University of Minnesota.

Bolton & Menk has been the only City Engineer Norwood Young America has had since the cities merged in 1995. Prior to the merge, Bolton & Menk served Young America since 1987.

Subconsultant

Bolton & Menk has nearly 500 professional and technical staff in-house, covering a variety of service areas. As such, the only subconsultant needed to complete the proposed preliminary plans is a geotechnical engineer to complete the geotechnical evaluation. **Braun Intertec** will provide the geotechnical investigation and evaluation as defined in the RFP.

Braun Intertec is committed to being your full-service, professional geotechnical, environmental, and testing consultant. Their interdisciplinary approach is based on creative problem solving, proactive planning, and comprehensive support from their experts. Braun Intertec can provide you with a mix of services to meet your needs in the most cost-effective, efficient, and timely manner. The following is an overview of services Braun Intertec provides:

- Geotechnical engineering
- Construction materials testing
- Environmental consulting
- Drilling
- Concrete consulting
- Building sciences
- Materials laboratory testing
- Nondestructive examination
- Geothermal consulting

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Project Understanding

Section 2

Project Understanding

The U.S. Highway 212 Preliminary Design project involves constructing a pedestrian underpass across Highway 212 between the Central School District property and Kehrer Park. A bituminous trail will then connect the existing trail on the school property through the underpass, across Kehrer Park to the sidewalk on the south side of Wilson Street.

Bolton & Menk is familiar with the city's need and desire for a safe pedestrian crossing on Highway 212, particularly near the school. Bolton & Menk has been involved in numerous meetings, discussions, planning sessions, studies, funding requests and more over the years to evaluate various methods, locations, and the overall feasibility of providing a safe pedestrian crossing, including an overpass, re-use bridge, and underpasses.

We have also been involved with various agency planning meetings and studies with MnDOT and Carver County regarding the Highway 212 Corridor from Chaska through Norwood Young America, TH 5, and various county roads throughout the region. Additionally, we evaluated the proposed underpass alignment included in the request for proposals (RFP) and provided our recommended revisions and methods to mitigate infrastructure and drainage issues. As part of that evaluation, we prepared preliminary drawings and graphics for the underpass, *free of charge*, and presented the findings to the city council during their May 22, 2017 meeting. The renderings we presented to the council are included at the end of this section.

Project Issues

There are several issues associated with the proposed project that should be addressed to ensure the successful outcome the city expects. The following summarizes the issues related to preliminary design:

Pedestrian Safety and Security

The trail slopes and access need to be ADA compliant. Bolton & Menk has an abundance of experience working with clients to ensure trails and sidewalks meet current ADA requirements.

Drainage

The area surrounding the proposed underpass is relatively flat with minimal topographic relief. The city is bisected by a regional ditch that conveys stormwater runoff from within and west of the city, from the northwest side of the city at Friendship Park to the southeast side of the city west of Tacoma Avenue.

Agencies with jurisdiction over this ditch include Carver County, MnDOT, and MnDNR. The ditch is highly susceptible to flooding during high precipitation and runoff periods. The city has experienced numerous localized flooding along the ditch and in low areas over the years. The wastewater treatment facility has also been flooded, resulting in significant damage at least twice in the past 40 years, the most recent being in 2014. Considering this, it is imperative that upstream and downstream impacts to the overall drainage in the area and ditch, resulting from the proposed underpass and trails, be mitigated with the proposed improvements. Bolton & Menk has an in-depth understanding of the area's drainage and hydrology, the regional ditch hydrology, and the agencies with jurisdiction over the ditch. The drainage along Highway 212 must be conveyed through the project area, in accordance with MnDOT requirements, without significantly impacting upstream or downstream highway drainage facilities.

Existing City Infrastructure

Existing sanitary sewer, storm sewer, and watermain facilities are located in the area of the proposed underpass. These facilities must be accurately located to the extent practicable. The preliminary design process should consider these facilities to determine appropriate proposed improvement locations and elevations, as well as the extent of existing facility protection and relocation required.

Highway 212 project renderings previously completed by Bolton & Menk.

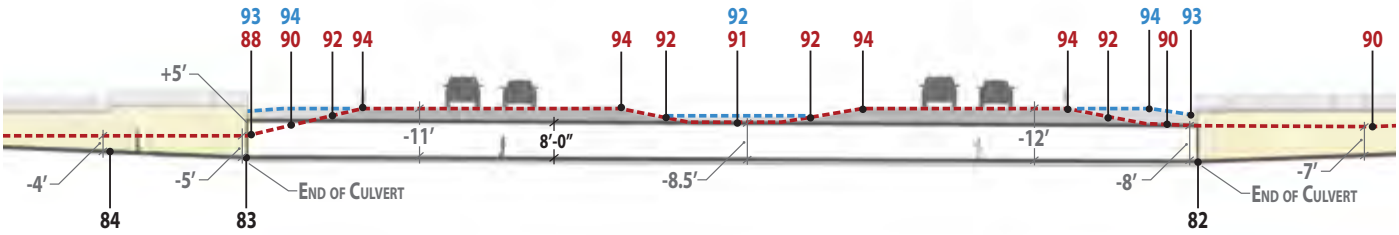
Morse Street Underpass | Norwood-Young America, Minnesota
Concept Perspective Rendering 1 - View from North Side of 212 Looking South

Morse Street Underpass | Norwood-Young America, Minnesota
Concept Perspective Rendering 2 - View from South side of 212 Looking North

Morse Street Underpass | Norwood-Young America, Minnesota
Underpass Concept Plan

Section A-A': See Concept Plan for Location

Morse Street Underpass | Norwood-Young America, Minnesota



Section Enlargement

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Project Approach

Section 3

Project Approach

Bolton & Menk will serve the City of Norwood Young America using an engineering team approach led by project manager, Josh Eckstein. Josh will be the primary contact for the city and is responsible for all activities performed on behalf of the city. By using this approach, consistency is maintained for the services provided – the city only has to look to one place for answers or information.

A structured engineering team assembled from our organization of experience professionals will support Josh in service to Norwood Young America. Our team has the ability to provide expertise in municipal; stormwater management; structural; wastewater collection and treatment; water supply, storage, distribution, and treatment; transportation engineering; landscape architecture; GIS; surveying; municipal planning; and funding. **The Bolton & Menk team is intended to be an extension of city staff with close coordination between the city and team maintained at all times.** We have continually adhered to this philosophy for the city for more than 30 years.

As a result of our years of service to the city, Bolton & Menk has intimate knowledge of previous issues, the existing and planned infrastructure, and the drainage mechanisms and function in the city. In addition, we have a substantial amount of existing infrastructure information, survey control and records, right-of-way and platting information, and more in house and available for use.

Our extensive history, knowledge, experience, and available information will be used to complete the preliminary design, in accordance with the RFP to the high Bolton & Menk standards the city has come to expect, and in a cost-effective manner.

Project Management

Our approach is to lead the project process through consistent communication, firm schedules, and established milestones. Josh will be at the disposal of the City of Norwood Young America to meet their needs 24 hours a day, 7 days a week. In addition, with the proximity of our Chaska location and staff to the city, we will be able to respond to the city's needs in a timely and efficient manner and can be available for face-to-face meetings. Josh will coordinate with the geotechnical subconsultant to ensure the geotechnical evaluation and analysis is completed promptly and in accordance with appropriate agency regulations. No other subconsultants are needed for the preliminary design.

Josh will be responsible for ensuring the preparation and submittal of monthly invoicing, project status updates, and website information updates in accordance with the RFP and as requested by the city. Bolton & Menk has extensive experience in preparing the requested invoicing, project status, and website information updates. In fact, we provide these services on a regular basis for numerous projects with numerous clients on an annual basis.

Utility Identification and Coordination

Bolton & Menk will submit a Gopher State One Call ticket for topographic surveys in order to acquire the actual location of private and public utilities in the project area to the extent practicable. We will also request private utility maps with the locate request. The geotechnical subconsultant, Braun Intertec, will also routinely submit a Gopher State One Call ticket for their geotechnical investigation activities.

As part of the topographic survey, Bolton & Menk will complete structure surveys on all sanitary sewer, storm sewer, and watermain facilities accessible to determine the actual location, elevation, and condition of these facilities. All locates will be completed in accordance with statute, industry standards, and agency requirements.

Stormwater Management and Hydraulics Evaluation

Bolton & Menk is very familiar with the drainage, hydrology, and hydraulics within the city, including the regional ditch that is prone to flooding.

As part of the preliminary design, Bolton & Menk will complete a hydrologic and hydraulic analysis of the contributing drainage area. We will then evaluate the storm sewer pond, and storm sewer lift station required in order to provide drainage through and around the underpass,

while maintaining existing drainage along Highway 212 and minimizing downstream impacts to the regional ditch.

Geotechnical Evaluation

Bolton & Menk intends to use Braun Intertec as a subconsultant to complete a geotechnical investigation and evaluation in accordance with the RFP requirements. The geotechnical evaluation will include the following:

- Soil borings
- Ground water elevation encountered
- Soil classifications
- R-value determination for pavement design
- Soil bearing capacity for foundation and bedding
- Sieve analysis on water bearing soil strata encountered for determination of dewatering needs
- Geotechnical report for submittal to the city and MnDOT

Survey Data

Bolton & Menk will complete a topographic survey of the applicable project area in accordance with the RFP requirements. The survey will include a topographic survey, structure inventory, utility locations, locating available monumentation, property lines, right-of-way monuments, bench marks, soil boring locations, etc. The survey control will be coordinated with the MnDOT project datum. In addition, Bolton & Menk will acquire plat and right-of-way mapping information as necessary. To the extent practicable, we will use the information we have available from previous projects in the area in order to complete the task in a cost effective-manner.

The monumentation location and property line survey activities will be completed to the level of accuracy necessary for the preparation of temporary and/or permanent easements. Easement needs are anticipated to be minimal. The south side of Highway 212 is city-owned Kehrer Park, thus no easements are needed. The north side of Highway 212 is Central School District property so easements or an agreement with the school district may be required.

Engineers Estimate/Opinion of Probable Cost

Bolton & Menk will complete a quantity estimate and preliminary Engineer's Estimate for the project based on the work required in the preliminary 30% complete plans. The preliminary estimated construction costs will be based on estimated final project work tasks and quantities, as well as an estimate of the current industry costs for completing the proposed work at the time the estimate is completed. Bolton & Menk will provide the city and MnDOT with all work in its original software format on a flash drive as part of the final product.

Alternative Approach

A value engineering alternative has been provided in Section 6 – Total Consultant Cost.

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Schedule

Section 4

Schedule

We have developed the following schedule detailing the anticipated work tasks, deliverable due dates, and final completion dates. This schedule is based on our review of the project background, description, and scope of services included in the RFP and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.

Task	Completion Date
City Authorize Contract	October 23, 2017
Commence Survey Activities	November 2017
Commence Geotechnical Evaluation	November 2017
Preliminary Plans	November - December 2017
Present Plans to Council	January 8, 2018
Submit Plans to MnDOT for Review	January 9, 2018
MnDOT Review	January - Mid-February 2018
Complete any Revisions Required by MnDOT Review	Mid-February - March 1, 2018
Submit Completed 30% Plans to City and MnDOT	March 1, 2018
NOTE: It is critical that council award the contract promptly as it is necessary to complete survey and geotechnical evaluation prior to inclement weather to be cost-effective and accurate. Project delays could affect the completion date of March 1, 2018, as MnDOT review period often takes as long as six weeks or more.	

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Additional Information

Section 5

Similar Experience

Bolton & Menk specializes in providing professional engineering services for municipalities. Over our 68-year history, the firm has continued to grow and expand its expertise based on the unique needs and challenges of cities. In addition to basic services such as infrastructure maintenance, reconstruction, and expansion, we offer specialized expertise in traffic and transportation engineering, landscape architecture, water resources, environmental services, surveying and mapping, water and wastewater treatment, city planning, as well as airport planning and engineering. This range of municipal services enables our firm to easily accommodate the diverse needs of our clients.

The following is a brief summary of recent project experience Bolton & Menk has completed that included numerous items related to the proposed project including box culverts, pedestrian underpasses, trails, and Safe Routes to School. Additional project information is available upon request.

CSAH 10 Realignment in Waconia, Carver County, MN

CSAH 10 serves as the backbone of Carver County running from Chaska, to Waconia, to Watertown. Much of the county's planned growth will occur near this corridor. CSAH 10 cuts through urban Waconia at lower speeds with many access points. The city and county have planned for a beltway that would re-route the corridor to the edge of the community serving as a high speed corridor with highly managed access. In 2014, the school district passed a referendum that called for major development to expand their facilities in Waconia. The land this was to occur on was split by this beltway vision, accelerating the planning and implementation of the western portion of the beltway.

Bolton & Menk worked with Carver County and the City of Waconia since voters approved the referendum. Competitive funding was successfully obtained to relocate the roadway to the west, with funds being used to manage access on Highway 5 and construct a roundabout at new CSAH 10. A comprehensive corridor study was completed to identify the corridor alignment, focusing on items

such as cost, safety, sight distance, typical section (urban or rural), trail accommodations, access management, intersection safety and control, property impacts, drain tile, and farmland triangulation. Our team also completed traffic studies, wetland delineations, hydraulic analysis, utility coordination, trail design, pedestrian underpass design, and right-of-way acquisition assistance. The partners agreed on a recommended alignment that balanced the key issues. This project is currently under construction.

TH 5 Corridor Improvements, City of Waconia, MN

The City of Waconia was looking to improve the TH 5 corridor as the city wanted additional thru and turn lanes to make the corridor more functional for the public. The city also wanted a trail system along the corridor for pedestrians and bicyclists. The project provided an opportunity to improve the city's watermain, sanitary sewer, and storm sewer, and also add a water re-use system.

During the design phase, various issues arose regarding ADA compliance and keeping both pedestrians and bicyclists safe. Bolton & Menk was tasked with making sure the job could be built to current ADA standards, which allowed for a continuous trail for pedestrians and bicyclists and ensured the footprint of the trail system fell within the city's right-of-way. A couple issues occurred with grades, MnDOT trail design requirements, and ADA standards. By using horizontal and vertical geometry (switch backs), Bolton & Menk was able to use a box culvert, MnDOT trail design requirements, and ADA rules to ensure all grades and requirements could be met while keeping the footprint of the trail within the city's right-of way.

During project construction, Bolton & Menk altered various grades and cross-slopes. These changes allowed the project to be constructed to current ADA standards while allowing for a safe trail system along the corridor.

Bolton & Menk completed the job and built a better, safer, and more direct road through the city for motorists, bicyclists, and pedestrians. The city was also able to improve their existing watermain, sanitary sewer, storm sewer, and build a new water re-use system not only for today's use, but for future development along the TH 5 corridor.

Sidewalk and Trail Improvements, City of Lester Prairie, MN

The City of Lester Prairie needed to facilitate safe and efficient movement of pedestrian traffic from easterly developments to the existing city sidewalk system. This project filled the gap between the existing sidewalk system and the newly developed area of town.

The city updated its Comprehensive Plan in 2006. The plan describes how the traffic on County Road (CR) 23 and CR 9 will increase over the next several years. The plan calls for more biking and walking paths to give people an alternative form of transportation. It also states the city should support Safe Routes to School efforts that include educational and incentive programs.

Police department observations indicate that pedestrians have been riding their bikes and walking in lanes of traffic in order to get to the downtown businesses, school, city park, and pool. The police department indicated 101 traffic enforcement issues along this alignment in 2005-2006, one being a bicycle accident that resulted in injuries. Many citizens voiced concerns with their children having to walk in the roadway to get to their destinations. Because no crosswalks exist along CR 9, and the speed limit on CR 23 is 55 mph, ISD #424 buses students from East Park Estates rather than have them walk or bike to school.

Bolton & Menk designed a pedestrian facility that met the city's needs and budget, and also complied with all state and federal Safe Routes to School funding criteria. This allowed us to prepare and submit a worthy application for funding.

The city was awarded federal Safe Routes to School grant dollars for the project. A design which included both concrete sidewalk and a bituminous trail segment was developed to bridge the gap between the existing sidewalk system and the new development area east of town.

Box Culvert Underpass, City of St. Louis Park, MN

The City of St. Louis Park was looking to connect their existing pedestrian facilities to new sidewalk and trails throughout the city. They also wanted to create bikeways that connected to neighboring communities.

Bolton & Menk was tasked with creating horizontal and vertical alignments that connected the city's existing facilities together. There were many unique and difficult areas where grades and locations of the trail needed to be built, including areas adjacent to schools and parks. We also determined which pedestrian crossing technology would be used to allow for safe routes to and from these facilities.

Bolton & Menk was able to design and build trail and sidewalk systems that met current ADA and MnDOT standards, while also providing children safe routes to and from school.

CSAH 61/TH 41 Improvements, Carver County, MN

AWARD WINNING PROJECT

Carver County and MnDOT, in partnership with the Cities of Chaska, Chanhassen, and Carver are working together to identify transportation system improvements on TH 41 and CSAH 61. These corridors serve important roles in connecting the southwest metro area and providing access and connectivity within the local communities they serve to move pedestrians, automobiles, transit, and freight users.

The long-term corridor improvements will reflect the transportation needs of the region and the local communities they serve. Efforts include:

- Defining the issues and potential opportunities
- Establishing the goals and objectives
- Developing and evaluating improvement alternatives
- Reaching consensus on recommendations
- Developing a long-term implementation plan

This is a massive effort targeting some of the most challenging issues in the region. TH 41 is a four-lane roadway with parking bisecting a historic downtown constrained in 80 feet of right-of-way. There is limited pedestrian space. Traffic projections range from 22,000 to 26,000 vehicles per day. We worked hard on behalf of all parties to find a sustainable solution, which took compromise from all parties and coordination with city, county, MnDOT functional groups, MnDOT leadership, and Metropolitan Council leadership. Our work is not yet complete; our final round of engagement occurred this spring to present the recommended options for council approval. The recommended solution will be developed into a staff-approved layout for construction in 2019. Through innovative approaches, we have studied and shown all parties that a three-lane divided section can work for mobility, create turn lanes (which do not exist today), and greatly enhance safety and the pedestrian network, including a trail underpass. All agencies and partners support this recommendation.

We are also studying CSAH 61, which was Highway 212 prior to the freeway being constructed nearly 10 years ago. Changing land use, regional growth, and numerous access points have been factored into the planning. Our team identified realignment alternatives that support future regional traffic demands, address safety concerns, minimize impacts to significant environmental resources including a calcareous fen, and strike a balance between serving existing land uses and maximizing future development potential.

Dinkytown Greenway, City of Minneapolis, MN

During construction of the new I-35W bridge, a pedestrian underpass was installed for a future trail to connect the U of M West Bank Campus to 13th Avenue S in downtown Minneapolis. Bolton & Menk prepared the Project Memorandum, completed surveying and complex ownership identification, and prepared construction plans and specifications. The project site is one of complex history in terms of both land uses and property ownership. Various past industrial and railroad operations have contributed to soil contamination and buried debris.

Dinkytown Greenway included an 18-foot-wide facility with two 6-foot bike lanes and a 6-foot sidewalk. This configuration was developed in collaboration with the city public works and city park board. Trail wayfinding and bike lane striping on 13th Avenue S are other key project components.

River to River Greenway, Dakota County, MN

A linking greenway connecting the Big Rivers Regional Trail and Mississippi River Regional Trail was hindered by a one-mile missing segment. The connection was historically controversial due to potential impacts to Dodge Nature Center, an environmental education and habitat restoration organization located on 462 acres.

Innovative stakeholder engagement techniques were utilized to capture and illustrate stakeholder concerns. GPS application was used on an iPhone to capture real-time feedback during field walks, identifying both areas of concern and potential greenway locations. Audience polling during stakeholder meetings determined public concerns. Often minor changes could gain support for an alignment. The unique approach was tailored to best resolve the specific problem as it presented itself. Through this process, Bolton & Menk was able to successfully identify a recommended trail alignment, including a street underpass that connected an elementary school to the Dodge Nature Center, was supported by Dodge Nature Center, Henry Sibley High School, and the Cities of Mendota Heights and West St. Paul.

The River to River Greenway now makes an important connection between the Big Rivers Regional Trail and Mississippi River Regional Trail, as well as to several other amenities.

TH 23 Pedestrian Facility Grade Separation, City of Marshall, MN

MnDOT District 8 began developing plans for a mill and concrete overlay of TH 23 through Marshall to be completed in 2010. With these plans to remove and replace the pavement section, the City of Marshall recognized an opportunity to install a pedestrian underpass connecting Southwest Minnesota State University (SMSU) on the west side of TH 23 to the high school and a proposed athletic complex on the east side. Bolton & Menk determined the feasibility of a pedestrian underpass, completed a Level 1 Geometric Layout and environmental documentation, completed a Project Memorandum for federal funding, and prepared final design plans for construction. Bolton & Menk worked closely with the City of Marshall and MnDOT staff throughout the design process. The project was constructed in conjunction with the MnDOT project and completed in the fall of 2010.

The pedestrian underpass is a 14-foot by 10-foot box culvert with concrete sidewalk connections on both sides. It was designed to Americans with Disabilities Act (ADA) standards and enhanced with aesthetic retaining walls and lighting. The underpass improves safety conditions for pedestrians crossing TH 23 since they are not forced to either cross the highway at-grade or travel two-thirds of a mile out of their way to use a signalized intersection for purposes of traveling from one destination to the other. The pedestrian underpass facility has been integrated into the SMSU sidewalk and trail system.

Safe Routes to School

Bolton & Menk has provided a full range of services for Safe Routes to School projects to several municipal clients. Since 2006, we have assisted municipalities with planning, securing funds, and/or implementation (design and construction) of Safe Routes to School projects. Our in-house staff has been specially trained and focused on pedestrian and bike project planning, design, and construction; MnDOT State Aid design standards and guidelines; and ADA compliance standards and regulations. Our team understands what makes a good Safe Routes to School project and has helped guide communities through the planning and stakeholder outreach necessary to establish a common goal and effective Safe Routes to School project. In addition to project engineers, we have GIS experts in-house who bring fresh ideas for the use of web-based GIS technology to spark interest and accessibility to Safe Routes to School information within a community.

Below is a comprehensive listing of communities Bolton & Menk has assisted with the planning, design, securing of funding, or construction for the Safe Routes to School program.

- City of Arlington
- City of Belle Plaine
- City of Belmond, Iowa
- City of Big Lake
- City of Buffalo
- City of Cologne
- City of Eagle Lake
- City of Fairmont
- City of Fridley
- City of Jordan
- City of Mankato
- City of Norwood Young America
- City of Perry, Iowa
- City of Saint Peter
- City of St. Francis
- City of Waconia
- Hans Hagen Homes
- Mankato ISD #77

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Total Consultant Cost

Section 6

Total Consultant Cost

Bolton & Menk proposes to complete the preliminary design in accordance with the RFP requirements for a not-to exceed fee of **$117,500**. This fee includes labor, vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Value Engineering Alternative

Based on our extensive experience working with the city, project understanding, and similar projects of this nature, we are confident we can minimize the overall approach while still providing a quality, cost-effective project. The following is a summary of project scope revisions recommended for consideration.

Geotechnical Evaluation

The RFP requires four 100-foot-deep soil borings for the box culvert underpass. This is typically required for a bridge with the need for piling construction. The project includes a box culvert underpass. MnDOT standards for soil borings for a box culvert are typically 20 to 25-feet below the bottom of the box culvert. We recommend consideration be given to reducing the depth of the four underpass borings to 40-feet.

Structural Engineering/Foundation Design and FADR

This requirement is typically for constructing a bridge and associated abutments. Box culverts under MnDOT controlled roadways have been standardized, in most cases, and require the use of a MnDOT Standard Plate for the plans. All structural requirements are essentially included in the standard plate. We recommend consideration be given to eliminating extensive foundation and structural requirements, and instead using the standard plates with a bedding design as approved by MnDOT for the box culvert.

Pavement Design

The RFP requires extensive pavement design evaluation and calculations for both the Highway 212 pavement replacement and the bituminous trail. The underpass installation is proposed to be included with MnDOT's Highway 212 overlay project. It is anticipated MnDOT will dictate to the city the Highway 212 pavement section required for replacement of the excavated pavement area. Typically, replacing an existing pavement on projects of this type requires replacing the existing pavement structure as it currently exists prior to placing the overlay. The MnDOT pavement design methodology generally does not apply to bituminous trails. In addition, the majority of the proposed trail is located outside of MnDOT right-of-way, thus MnDOT has no jurisdiction. We recommend eliminating the pavement design requirements shown in the RFP. Bolton & Menk would instead work with MnDOT to determine the Highway 212 replacement section required. We also recommend the trails be constructed with the current city standard trail pavement section that has been in use within the city for many years.

Project Website Updates

With this approach, we could bypass updating the 30% plans on the city website.

Should the City of Norwood Young America decide to use the Value Engineering Alternatives approach addressed above, Bolton & Menk proposes to complete the project for a not-to-exceed fee of **$77,500** saving both the city and residents **$40,000**.

RFP Based Fee Summary	
Civil Engineering	$85,500
Geotechnical Analysis	$32,000
Total RFP Based Fee	**$117,500**

Value Engineering Proposed Savings	
Structural, Pavement Design, and Website Deduction	-$29,500
Geotechnical Analysis Deduction	-$10,500
Total Proposed Value Engineering Fee Savings	**$40,000**

Value Engineering Based Fee Summary	
Civil Engineering	$56,000
Geotechnical Analysis	$21,500
Total Value Engineering Based Fee	**$77,500**

SRF Consulting Group, Inc. | Engineers Planners Designers

SRF P11012

September 27, 2017

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

Subject: Proposal for Professional Services for U.S. Highway 212 Underpass Preliminary Design City of Norwood Young America

Dear Mr. Helget:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to provide professional services to prepare the preliminary engineering design for the pedestrian underpass on U.S. Highway 212 in the City of Norwood Young America (City).

1. General Information

The successful design and implementation of this project will demand a seasoned and experienced team, one that the City and its partners can trust and with whom they can collaborate to satisfy the technical needs, schedule requirements, and management challenges generated by this highly visible project. **SRF Consulting Group, Inc.** and our team members have the experience, technical expertise, staff capacity, and management strategy needed to successfully complete this challenging assignment.

1) **Local Connections** – SRF is currently working with City staff and Council to update the City's 2018 Comprehensive Plan.

2) **Safe Routes to School Grant** – SRF previously worked with City staff, representatives from Carver County Public Works, MnDOT and surrounding businesses to prepare the Safe Routes to School grant solicitation in which the City was successfully awarded $1,225,360 in funding for the underpass project.

3) **MnDOT Experience** – We have a long working relationship with MnDOT Metro staff and have successfully developed and implemented pedestrian safety improvement's under MnDOT highways, like the City's proposed underpass project.

4) **Highway 212 Experience** – SRF is currently designing a project along Trunk Highway 212 from Carver to Cologne which will provide two additional travel lanes and improved access

along the corridor. As part of this work, we have been involved with public engagement, agency coordination, permit applications, environmental clearance, funding assistance for construction, and preparation of construction documents. Our in-depth knowledge of the corridor, and experience working with review agency staff, property owners along highway, and the overall process of collaborating with MnDOT to incorporate the underpass project into MnDOT's future Trunk Highway 212 Pavement Rehabilitation Project, make SRF the right choice.

State/Federal Aid Experience

SRF has extensive State and Federal Aid experience on pedestrian/trail facilities, having produced numerous feasibility studies and designs conforming to the high standards required by State and Federally funded jobs. Pedestrian/trail facilities require smaller funding packages yet are complicated projects to deliver. SRF has a proven track record in delivering this type of project on time and on budget.

Much of our success is due to our trusted relationships with regulatory agencies and ability to balance the interests of the agencies with those of our client, resulting in implementable, cost-effective projects that achieve project goals. We have cultivated these relationships by coordinating with the agencies early in the process, clearly explaining the parameters and goals of the projects and identifying agency issues, concerns, data needs, and regulatory processes. We follow up these initial discussions with responsive analysis and well-considered conclusions.

Underpass/Overpass Experience

Our firm's experienced engineers have designed a multitude of pedestrian/trail crossing projects which range in complexity from simple timber structures to intricately detailed trail bridges with unique aesthetics and accent lighting, optimal for becoming recognizable landmarks and community gateways. We specialize in designing vital connections uniting communities while improving safety. Our trail tunnel and bridge projects utilize multiple structure types to create an aesthetic sensitive to the surrounding environment. Our full-service approach includes civil engineering, environmental services, landscape architecture and urban design and public involvement.

Descriptions of selected projects similar to the Highway 212 Underpass proposed in the City of Norwood Young America are included on the next page:

Selected Project Experience

Parkers Lake Trail Underpass | Plymouth, Minnesota

The City of Plymouth retained SRF to prepare construction plans for the Parkers Lake Trail underpass at CSAH 6. This project was part of the reconstruction of CSAH 6 and consisted of a precast concrete box culvert underpass with cast-in-place wingwalls at each end.

To enhance the views of the entrances to pedestrian traffic, SRF developed special stone facing and other aesthetic treatments and architectural designs.

TH 7/School Road Pedestrian Underpass | Hutchinson, MN

SRF was selected by the City of Hutchinson to develop a feasibility study and design plans for a pedestrian underpass beneath TH 7. The pedestrian underpass provides access from the Luce Line Trail and Oddfellows Park to the north side of TH 7, while reducing pedestrian and bicycle conflicts at the intersection of TH 7 and School Road. The project included five secondary trail connections, providing additional trail connectivity to the Luce Line Trail, Shady Ridge Road and School Road. The preferred design included both cast-in-place and segmental retaining walls with surfaces designed to match the architecture of the nearby Heritage Museum. SRF also prepared final construction documents for use in MnDOT's construction plan as well as a separate set of documents for the City.

Wayzata Country Club Underpass | Wayzata, Minnesota

For safety reasons, it became necessary to develop a pedestrian crossing under Wayzata Boulevard for golfers traveling from the Country Club to the driving range.

Aesthetics were very important to the Country Club, so SRF developed a concept that would match and compliment the existing Club. This was accomplished by utilizing a precast concrete box culvert section with cast-in-place wing walls with a stone pattern that matched the type and color of the existing Country Club. Ornamental railing was also utilized with provisions for future ornamental lighting if this became desirable.

Additional Experience

Project	Underpass	Regional Trail	Design	Public Process	Planning
Lyman Boulevard (CSAH 18) Highway 41 to Powers Boulevard (CSAH 17), Carver County	●	●	●	●	●
Lake Minnetonka Underpass TH 7, Carver County	●	●	●		
TH 41 Trail, Carver County	●	●	●	●	●
TH 110 Crossing in Mendota Heights, Dakota County	●	●	●	●	●
Luce Line Trail, Hennepin County		●	●	●	●
Dakota Rail Regional Trail, Carver County		●	●	●	●

KEY PERSONNEL

Project Manager – **Nathen Will** - Nathen will use his 21 years of experience in engineering and project management to develop a technically sound underpass alternative that balances raising the Highway 212 roadway profile, stormwater and utility impacts with the connectivity of the trails within Kehrer Park and the Central School District's property. Nathen was involved with the concept design used to secure the City's $1.2M in funding from the Metropolitan Council's Safe Routes to Schools program. He will use this project background for a seamless transition to the preliminary engineering phase. Nathen has worked on numerous MnDOT projects and understands what MnDOT will require for the staff approved layout and 30-percent preliminary plans. He has led previous underpass projects including the Trunk Highway (TH) 7 at School Road (Hutchinson) and Lyman Boulevard (Chanhassen) while serving as the QC/QA Manager for the TH 41 trail and underpass (Chanhassen).

Drainage Design – **Bob Leba** - Bob has 19 years of experience in highway and municipal drainage design including projects coordinating with both MnDOT and the Carver County Water Management Organization (CCWMO). Bob will evaluate and find a stormwater solution that meets MnDOT's and CCWMO requirements while minimizing maintenance needs for the City. Bob will coordinate the drainage design to facilitate construction of the pedestrian underpass. Bob recently coordinated the drainage design with the TH 110 trail underpass in the City of Mendota Heights.

Geotechnical – **Bryan Field** (Braun Intertec) - Bryan has 13 years of experience on geotechnical projects, and will prepare the FADR for the underpass and the MDR for the trails. Bryan has coordinated the soil borings along Highway 212 and Lyman Boulevard for the Carver County Public Works and is familiar with the soils in the area. Bryan also understands the MnDOT geotechnical guidelines and will look for opportunities to reduce project costs by coordinating with MnDOT. Bryan has assisted the project team with previous projects including specifically the TH 110 underpass in Dakota County and Lyman Boulevard in Carver County.

Structural Design - **Casey Black** - Casey has 12 years of structural engineering experience and has designed trail underpasses under TH 110 (Mendota Heights), TH 7 at School Road (Hutchinson), and Lyman Boulevard (Chanhassen). Casey will balance the roadway, trail, stormwater, utility and geotechnical impacts associated with the underpass while meeting MnDOT's structural requirements.

QA/QC Manager – **Craig Hass** – Quality is one of SRF's core values. Craig has 15 years of experience in a wide variety of MnDOT, County and City roadway projects. As the QA/QC Manger, Craig will use this experience to ensure that risks are managed appropriately and that all quality control procedures are followed.

Sub-consultants

Braun Intertec

Located in Minneapolis, **Braun Intertec** will provide geotechnical engineering services. For more than 50 years, Braun Intertec has provided geotechnical, environmental, and testing solutions in the private and public sectors. Their award-winning services include engineering, environmental and laboratory testing, geothermal consulting, and materials laboratory for the commercial, industrial, energy, institutional, construction and government sectors. Their interdisciplinary approach ensures they are available throughout all stages of the project – from planning and design to construction, to ongoing management and operations.

2. Project Understanding

The City of Norwood Young America is a growing semi-rural small community located on the fringe of the Twin Cities Metropolitan Area in Carver County. The city is divided by Highway 212 (principal arterial) a four-lane divided rural expressway running east-west with a posted speed limit of 50 miles per hour. The city's public schools, Central High School, Central Middle School and Central Elementary School are located north of Highway 212 between Reform Street and Morse Street. Highway 212 divides the residential areas resulting in a large portion of the student population having to cross Highway 212 to access the schools. The most direct route across Highway 212 is an existing crosswalk at the unsignalized intersection of Morse Street. This crossing has many challenges including:

- A long crossing distance (260 feet) due to the skew of the intersection and the four-lane divided roadway.
- High-speed conflicting traffic volumes, much of which is traveling above the posted speed limit and comprised of a large percentage of heavy commercial vehicles.
- Distracted drivers not yielding to pedestrians in the marked crosswalk.

These conditions make Highway 212 an unsafe environment for students, which is demonstrated by the low volume of students walking/biking to school.

The Norwood Young America Highway 212 Underpass safety improvement project will provide a safer more direct route to the city's schools through the construction of a pedestrian underpass (box culvert) under Highway 212 and provide connections to local streets. This project will fill a critical gap in the city's existing trail network. The project will also meet State Aid Standards, the Americans with Disabilities Act (ADA), and the MnDOT Bikeway Facility Design Manual and will provide a non-motorized transportation option to the residents of the adjacent neighborhoods.

The project need was identified as part of the Highway 212 Access Management, Safety and Phasing Plan (2016) and as a priority project for the Southwest Corridor Transportation Coalition. The

project will also coincide with MnDOT's Highway 212 mill and overlay project in 2020. As part of these planning initiatives, public and stakeholder involvement meetings were held to better understand the key issues and concerns in the City. From those meetings, it was clear that there are safety concerns for students walking and biking to school.

One of the primary project goals is to provide a safe, cost effective crossing for pedestrians, cyclists, and non-motorized travelers at or near the intersections of Highway 212 at Reform Street and Morse Street. The City has local and Federal funding (Safe Routes to School) allocated to the underpass crossing and was approached by Carver County and MnDOT with an opportunity to tie the underpass crossing to the planned MnDOT resurfacing project on Highway 212. This opportunity provides the City the ability to take advantage of efficiencies in environmental documentation, final design and construction of work which will be completed under the MnDOT resurfacing project.

The City will lead this multi-jurisdictional project. SRF Consulting Group, Inc. understands that in addition to the City, the Central Public School District, MnDOT and Carver County all have a vested interest in the pedestrian underpass and associated trail connections.

3. Project Approach

SRF Consulting Group's approach to every project is simple: provide our best service to each and every client through clear and consistent communication, innovative and sustainable solutions, accurate and cost-effective services, and respect for all interested stakeholders.

This underpass project has a diverse range of stakeholders including the City, MnDOT, Central Public School District, Metropolitan Council, Carver County, residents and businesses and the Carver County Watershed Management Organization. In additional to technical expertise, strong project management and a project manager who knows and can communicate with all agency stakeholder as well as the local businesses and residents is critical to completing the project on time and within budget.

Critical Path Tasks

Our project team has years of experience and an extensive list of projects successfully delivered which involve both State and Federal Aid project delivery. Our staff clearly understands the approval sequencing of the Highway 212 Underpass project, and time sensitive tasks. It will be imperative in the preliminary design phase to provide clear and accurate information such that the City Council and MnDOT may easily identify the preferred trail connection through the underpass.

Critical path work tasks such as Right-of-Way identification, environmental documentation (additional scope task), and geotechnical field work can be completed only after the preferred trail connection has been identified. The selected trail connection will dictate the next steps in the design development and agency review process.

We have identified several key activities and components needed for this project, and our approach to addressing them is included below.

Project Management

Regular and clear communication with all parties involved is paramount to delivering a successful project. This can mark the difference between projects delivered on time and on budget and those which are not. At the onset of the project, clear communication paths will be established between the City Project Manager, the MnDOT Project manager, the SRF Project Manager and the design team. Information and graphics for inclusion into the City website will be prepared as necessary to communicate concise project updates to the public.

As Project Manager, Nathen Will will maintain regular contact with the City Project Manager to coordinate work and maintain the project schedule (including workload, deliverables, and project meetings). Nathen will also conduct the project kick-off meeting and project management team (PMT) meetings and produce meeting minutes in a timely manner, as well as preparing monthly invoices and providing progress reports of work tasks remaining and completed.

Highlighted below are three critical project management areas that must be actively managed for the Highway 212 Underpass project to be successful.

1. **Stormwater Management.** The existing topography including rural ditches, existing stormwater ponding, the drainage ditch that passes under Morse Street and the limited right of way have pinned the underpass crossing to the area identified in the Pedestrian Underpass Concept plan. Additional drainage impacts will be reviewed to provide trail connections adjacent to Highway 212 to provide key connections directing pedestrians to the underpass rather than the existing at-grade intersections at Reform Street and Morse Street. These connecting trails are considered essential to the project; however, additional drainage impacts and coordination will be necessary with all stakeholders to determine the optimal solution.

2. **Right-of-Way.** It may be determined that privately held lands will be impacted for the permanent underpass structure, the associated trail connections, drainage improvement or for its maintenance. SRF will quickly identify impacted lands and provide detailed limits of impacts. This information can be used to begin negotiations for permanent land easements or possible land acquisitions. Right-of-Way negotiations will need to satisfy the Federal Rules for Acquisition and should begin as early in the project as possible once impacts have been identified and the preferred crossing concept selected.

3. **Cost Control.** Local and Federal funding has been allocated toward the construction of the underpass project. It is imperative during preliminary design to provide the City and MnDOT with complete information from which they may base selection of the improvements. Maximizing efficiencies resulting from tying the Highway 212 Underpass project to the Highway 212 resurfacing project will provide significant cost advantages during final design and construction.

Utility Identification

SRF will follow the MnDOT procedures outlined in the MnDOT Utilities Manual, which lays out steps from early identification via the Gopher State One Call, ongoing coordination and correspondence with utility representatives, and depicting the utilities in the preliminary construction documents. The process includes one meeting with utility companies to ensure a plan of action is in place to deal with affected utilities within the project area and prevent any impacts to the project schedule.

SRF will coordinate with MnDOT's Highway 212 project to avoid any duplication of effort. We are familiar with the existing sanitary sewer, watermain and storm sewer within the project area based upon our earlier coordination and conceptual design that we prepared for the City with Carver County involvement through the Safe Routes to School grant.

Our efforts will be focused on locating existing facilities in the project area during the preliminary design stage to accurately reflect the potential impacts due to the proposed underpass and trail connections. Based upon our earlier concept design, we determined the watermain along the north right-of-way line of Highway 212 would need to be lowered at the underpass / trail crossing. Also, consideration for insulating the existing sanitary sewer or lowering the pipe would be further evaluated during the preliminary design to look for ways to reduce the overall project cost.

SRF will submit a Utility Adjustment Memorandum to the City and MnDOT summarizing the necessary utility relocations or adjustments for the underpass project.

Stormwater Management and Hydraulics Evaluation

During the preliminary design our trail and drainage design team will perform a preliminary hydraulic analysis for the underpass location as identified in the Pedestrian Underpass Concept Plan. This is particularly important so that the underpass is hydraulically disconnected from the adjacent stormwater ponding area that exists in Kehrer Park, south of the underpass opening, the adjacent conveyance ditches along Highway 212 and avoids impacts to the existing drainage ditch between the Dairy Queen and Highway 212.

A detailed hydraulic analysis will be completed for the preliminary design including project corridor between Reform Street and Morse Street. The findings of the analysis will be summarized in a report and incorporated into the design to determine pipe and structure needs, ditches and ponding options.

Once the preliminary design is completed, the drainage team will develop the surface water model for the 100-year storm event at the underpass location.

Geotechnical Evaluation

Bryan Field will lead the geotechnical design effort for the Highway 212 Underpass project. Bryan, with assistance from his team, will prepare the geotechnical subsurface investigation plan and geotechnical analysis identified in the RFP. Bryan's geotechnical experience working with state, county and other government agencies and the team's familiarity with MnDOT Trunk Highway standards will be imperative to successfully delivering this project in a timely and effective manner.

Survey Data

SRF will augment the survey and mapping data, SRF previously collected to review the concept design, so that preliminary construction limits and tie-in points are accurate for the underpass project. Critical utility, wetland, drainage and underpass information will be field located by survey. A full topographic survey will be required for areas with no other information available. SRF will coordinate with MnDOT for additional survey and mapping data if available for the larger Highway 212 overlay project. The survey will be consistent with the MnDOT survey datum. Our fee includes additional supplement surveys, assumed for 3 working days and one office day, as required in the RFP.

Structure Engineering and Preliminary Design Plans

The preliminary engineering phase will begin using the location of the underpass noted in the Pedestrian Underpass Concept Plan. SRF will meet with City staff to review the scope, schedule and project milestones based upon the preferred structure type. Time-sensitive design tasks such as Right-of-Way acquisition will commence based upon the updated schedule.

SRF will prepare a Geometric Layout and Preliminary Bridge Plan for the underpass in accordance with MnDOT standards. They will be submitted for review and approval by the City and MnDOT. All design exceptions will be identified and provided to the City and MnDOT for consideration.

A preliminary bridge plan will be prepared in accordance with MnDOT's preliminary bridge plan checklist. The plans will include the proposed bridge geometry, design criteria, structure type, and foundation type. MnDOT considers box culverts greater than 10-feet wide as a bridge, therefore the preliminary bridge plan checklist governs the design.

A preliminary bridge plan would require approval from the MnDOT Bridge Preliminary Design Unit before final design could progress. Environmental Documentation approval would need to be received before preliminary bridge plans could be approved.

Right-of-Way Mapping

The construction limits developed in the preliminary design will be used to determine the proposed right-of-way and easements that will be required for the early right-of-way acquisition period. SRF

will provide the City a plan view drawing of proposed Right-of-Way and easement areas to fully encompass the project and any needed drainage, utility, temporary and maintenance easements.

Engineer's Estimates

Accurate construction cost estimates continue to be an essential tool in evaluating the success of projects. We will prepare and submit a cost estimate with the preliminary (30%) construction plan. We will also engage our construction staff and discuss pricing with other industry experts to ensure accurate pricing.

Submission of Work

SRF will develop the proposed 30% construction plan using the current MnDOT CADD standards in MicroStation format. This will ensure the electronic files will be easily incorporated in the larger Highway 212 mill and overlay project with minimal effort by MnDOT. Our file deliverables will be provided to the City on a flash drive and include a PDF of the final deliverables.

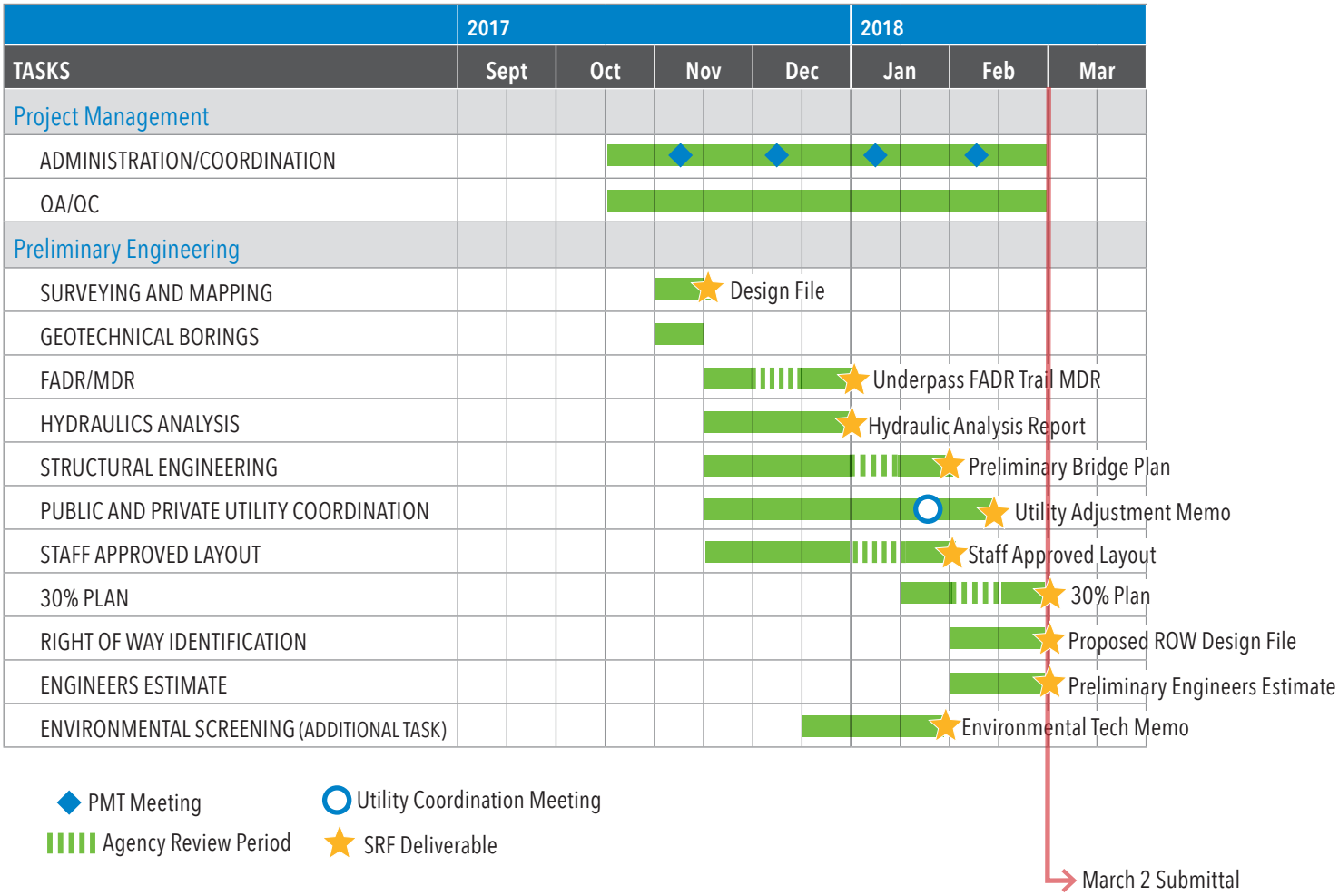
4. Schedule

The schedule for this project, as outlined in the RFP will require the skills of a project manager with experience in managing multi-agency projects, as well as one who is familiar with the MnDOT design requirements. This skill is not one that is learned quickly or easily – it takes years of experience to understand the processes and the time the various tasks take.

Our Project Manager, as well as our carefully selected team members, have significant experience in projects similar to the Highway 212 Underpass and understand the unique needs of this project and the affected stakeholders. Through close coordination and clear communication with all stakeholders, we can ensure project milestones are met. Our experience, commitment to the client and the success of the project, and our strong relationships with the affected agencies give us the ability to manage this multi-agency project and complete it on schedule and within budget.

We have shown our anticipated project schedule on the next page, and have indicated the key tasks, milestones and the approximate dates for this project. In addition, we have shown key deliverables as well as the various meetings anticipated throughout the design life of the project.

U.S. HIGHWAY 212 UNDERPASS
PRELIMINARY DESIGN



5. Additional Information

5.1 NEPA Requirements & Environmental Documentation

To comply with federal funding procedural requirements, the proposed project will need to include documentation of the potential for social, economic, and environmental (SEE) impacts under the National Environmental Policy Act (NEPA). Our first step will be to coordinate with MnDOT to verify the type of document needed based on funding sources, and which process applies (Federal Aid Project Memorandum versus Trunk Highway Categorical Exclusion Document), and the relationship of the project to the Highway 212 resurfacing project. We believe at a minimum; the City will be required by MnDOT to initiate the environmental screening of the proposed underpass project with the assumption that the underpass NEPA document would be rolled into the larger Highway 212 environmental document prepared by MnDOT. Therefore, we propose to prepare an Environmental Technical Memorandum, for the City to document the initial screening results and will submit to MnDOT for consideration.

Optional Cost: Estimated fee to prepare the Environmental Technical Memorandum is $2,000

6. Total Consultant Cost

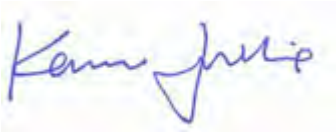
SRF is pleased to present this fee estimate which has been developed to deliver the project identified in the RFP including the MnDOT layout and preliminary plan. If SRF is selected for this project, we propose to meet City staff to complete and refine as necessary our scope of services and estimated amounts to arrive at a mutually agreeable contract amount. Our fees for this project are allocated as follows which includes our subconsultant fees:

Task	Amount
Project Management	$5,000
Utility Identification	$3,000
Stormwater Management and Hydraulics Evaluation	$10,000
Geotechnical Evaluation	$20,550
Survey Data	$4,000
Structure Engineering and Preliminary Design Plans	$15,000
Right-of-Way Mapping	$2,000
Total Consultant Cost	**$59,550**

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Nathen A. Will, PE (MN IL)
Senior Associate

Kevin Jullie, PE (MN)
Principal

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

From: Cynthia Smith Strack, Consulting Planner

Date: October e3, 2017

Re: Rezoning – Railroad Street East

Applicants: Collin King d.b.a. Diversified Plumbing & Heating – Property Owner 125 Railroad Street East
City of Norwood Young America

Subject Property Addresses: 111 – 125 Railroad Street East

Property ID: 580140750, 580140800, and 580501290

Zoning Class Existing: C-2 General Commercial District

Zoning Class Proposed: R-2 Medium Density Single Family Residential District

Request: Consider **Ordinance** Rezoning property from C-2 General Business to C-3 Downtown District.

BACKGROUND
The Planning Commission discussed the zoning applicable to certain properties adjacent to Railroad Street East. The current zoning is C-2 General Commercial. Three of the four lots subject to the C-2 zoning are nonconforming due to setback requirements. The pertinent lots are not adjacent to Highway 212 where the C-2 zoning is most common. To remedy the volume of non-conformance issues the Commission favors rezoning to C-3 Downtown District. The C-3 zone abuts the subject properties.

The Applicants (Collin King and the City) have petitioned for rezoning to from C-2 General Business to C-3 Downtown District. Existing C-3 zoning abuts the subject parcels to the south and west; therefore, the rezoning will not constitute "spot zoning". The code does not specify review criteria or required standards for approving a rezoning request. The Code does require specific adoption criteria – i.e. a two-thirds super majority vote by the City Council.

The Code standard is as follows:

> ***Subd. 1 Adoption.*** *This chapter may be amended, changed or altered only by a favorable (two-thirds) majority vote of all members of the City Council, and only after a public hearing has been duly advertised and held by the Planning Commission.*
>
> ***DISCUSSION: This Section applies to rezoning and text amendments to the land use code. The applicable standard doesn't include minimum review criteria. The Applicants are requesting the properties be rezoned to C-3 Downtown District to remedy problematic existing non-conforming use issues.***

RECOMMENDATION
The Planning Commission held a public hearing on the request on October 3, 2017 following posted, published, and mailed notice.

No oral or written comments for or against the rezoning were received during the hearing. Following the hearing and discussion the Planning Commission approved a motion recommending the Council approve the rezoning request.

ACTION:
The City Council is to act on the rezoning request.

ATTACHMENTS:
Memo
Draft Rezoning Ordinance
Application
Map

CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 294

AN ORDINANCE REZONING CERTAIN PROPERTY FROM C-2 GENERAL COMMERCIAL TO C-3 DOWNTOWN DISTRICT.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA HEREBY ORDAINS:

II. THE FOLLOWING DESCRIBED PROPERTY IS HEREBY REZONED FROM C-2 GENERAL COMMERCIAL TO C-3 DOWNTOWN DISTRICT:

All that Property North of the Railway, East of Franklin Street North, South of Railroad Street East, and West of Faxon Road.

III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 23rd day of October, 2017.

_____
Carol Lagergren, Mayor

Attest:

_____
Kelly Hayes, City Clerk

(SEAL)

City of Norwood Young America
Summary of Ordinance No. 294

The City Council of the City Norwood Young America has adopted Ordinance 294, thereby rezoning certain property from C-2, General Commercial to C-3, Downtown District.

The following described property is hereby rezoned from C-2, General Commercial to C-3, Downtown District:

> All that Property North of the Railway, East of Franklin Street North, South of Railroad Street East, and West of Faxon Road.

Effective Date: Ordinance No. 294 shall become effective upon its passage and publication according to law. The ordinance was adopted by the Norwood Young America City Council on October 23, 2017.

A complete copy of this ordinance is available for review at the Norwood Young America City Hall, 310 Elm Street W., Norwood Young America. If you have questions, contact the City at (952) 467-1800.

Submitted by:
Kelly Hayes
City Clerk/Treasurer

Planning and Zoning Application

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

Applicant's Name	Telephone
DIVERSIFIED PLUMBING & HEATING INC.	Home Work/Cell 952-448-0756 952-334-2794
Address (Street, City, State, ZIP) PO BOX 91 CHASKA MN 55318	
Property Owner's Name (If different from above)	Telephone Home Work/Cell
Location of Project 125 RAILROAD ST E, NORWOOD YOUNG AMERICA	
Legal Description SEE ATTACHED	
Description of Request (Attach separate sheet, if necessary) SEE ATTACHED	

Proposed Action(s): Check all that apply

___Annexation $300.00	___Comp Plan Amendment $500.00 + Escrow	___Storm Water Plan $250.00
___Application for Appeal $150.00	___Sketch Plat $200.00 + Escrow	X Rezoning $350.00
___City Code Amendment $250.00	___Site Plan $300.00 + Escrow	___ Street/Alley Vacation $150.00
___Parking Reduction $100.00	___PUD Sketch Plan $200.00 + Escrow	___Zoning Text Amendment $300.00
___CUP/IUP $200.00 (Residential)	___PUD Plan Amendment $300.00 + Escrow	X Recording Fee $46.00
___CUP/IUP $300.00 (Non Residential)	___PUD Final Plan $300.00 + Escrow	___ Other _____
___Variance $150.00 (Residential)	___PUD General Concept Plan $400.00 + Escrow	
___Variance $200.00 (Non Residential)	___Preliminary Plat $350.00 + $10.00/Lot + Escrow	
___Lot Split $200.00	___ Final Plat $250.00 + $10.00/Lot + Escrow	
X Public Hearing Notice $75.00	___Wetland Mitigation Plan $100.00 + Escrow	

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

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

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED

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

Applicant's Signature:	Date
	9/13/2017
Fee Owner's Signature:	Date

For Office Use Only

Accepted By:	Amount	Date

Norwood Young America

more than a place, it's home.

Rezoning Checklist

For a complete list of required guidelines, refer to Section 1210.05 of the Zoning Ordinance.

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

Petitioner Check-in		City Check-in
✓	**Two (2) sets of the following:** 1. Written description of the request 2. 11"x17" certified survey of site OR written legal description 3. Any additional information requested by the City	
✓	**Cash fee**: $350.00	
✓	**Public hearing notice fee:** $75.00	
✓	**Recording Fee:** $46.00	
✓	**Completed application form**	

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

Diversified Plumbing & Heating Inc. requests to change the current zoning regulations of the property located at 125 East Railroad St. Norwood Young America. Currently this property is designated C-2 General Commercial. Diversified Plumbing & Heating Inc. is requesting that the zoning be changed to C-3 Downtown District.

Collin King

Owner of Diversified Plumbing & Heating Inc.

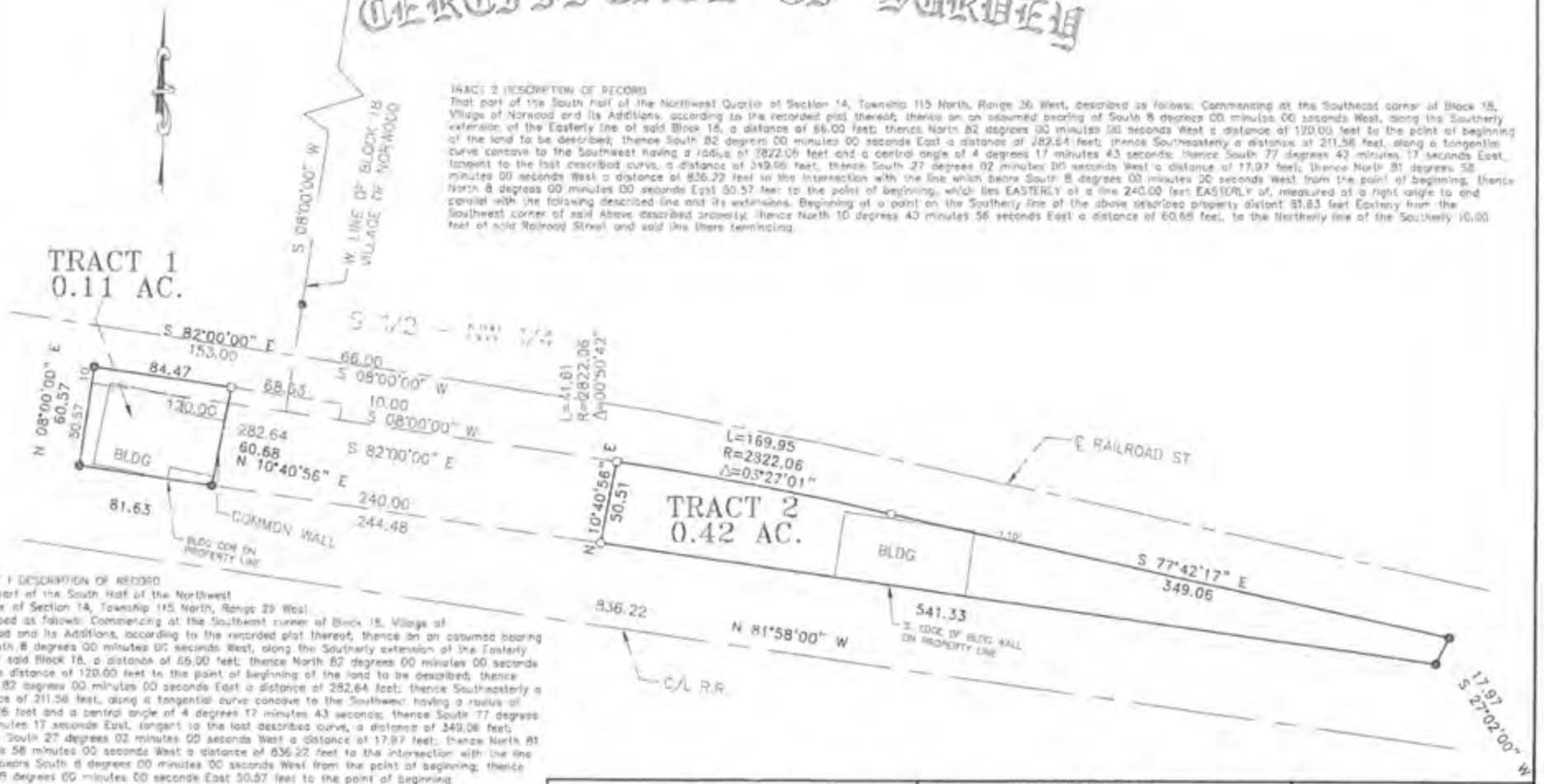
EXHIBIT "A"
LEGAL DESCRIPTION

That part of the South Half of the Northwest Quarter of Section 14, Township 115 North, Range 26 West, described as follows: Commencing at the southeast corner of Block 18, VILLAGE OF NORWOOD AND ITS ADDITIONS, according to the recorded plat thereof, thence on an assumed bearing of South 8 degrees 00 minutes 00 seconds West, along the southerly extension of the Easterly line of said Block 18, a distance of 66.00 feet; thence North 82 degrees 00 minutes 00 seconds West a distance of 120.00 feet to the point of beginning of the land to be described; thence South 82 degrees 00 minutes 00 seconds East a distance of 282.64 feet; thence southeasterly a distance of 211.56 feet, along a tangential curve concave to the southwest having a radius of 2822.06 feet and a central angle of 4 degrees 17 minutes 43 seconds; thence South 77 degrees 42 minutes 17 seconds East, tangent to last described curve, a distance of 349.06 feet; thence South 27 degrees 02 minutes 00 seconds West a distance of 17.97 feet; thence North 81 degrees 58 minutes 00 seconds West a distance of 836.22 feet to the intersection with the line which bears South 8 degrees 00 minutes 00 seconds West from the point of beginning; thence North 8 degrees 00 minutes 00 seconds East a distance of 50.57 feet to the point of beginning.

Which lies Easterly of a line 240.00 feet easterly of, measured at a right angle to and parallel with the following described line and its extensions: Beginning at a point on the southerly line of the above described property distant 81.63 feet easterly from the southwest corner of said above described property; thence North 10 degrees 40 minutes 56 seconds East a distance of 60.68 feet, to the northerly line of the southerly 10.00 feet of said Railroad Street and said line there terminating.

CERTIFICATE OF SURVEY

TRACT 2 DESCRIPTION OF RECORD
That part of the South Half of the Northwest Quarter of Section 14, Township 115 North, Range 26 West, described as follows: Commencing at the Southeast corner of Block 18, Village of Norwood and its Additions, according to the recorded plat thereof; thence on an assumed bearing of South 8 degrees 00 minutes 00 seconds West, along the Southerly extension of the Easterly line of said Block 18, a distance of 66.00 feet; thence North 82 degrees 00 minutes 00 seconds West a distance of 120.00 feet to the point of beginning of the land to be described; thence South 82 degrees 00 minutes 00 seconds East a distance of 282.64 feet; thence Southeasterly a distance of 211.56 feet, along a tangential curve concave to the Southwest having a radius of 2822.06 feet and a central angle of 4 degrees 17 minutes 43 seconds; thence South 77 degrees 42 minutes 17 seconds East, tangent to the last described curve, a distance of 349.06 feet; thence South 27 degrees 02 minutes 00 seconds West a distance of 17.97 feet; thence North 81 degrees 58 minutes 00 seconds West a distance of 836.22 feet to the intersection with the line which bears South 8 degrees 00 minutes 00 seconds West from the point of beginning; thence North 8 degrees 00 minutes 00 seconds East 50.57 feet to the point of beginning, which lies EASTERLY of a line 240.00 feet EASTERLY of, measured at a right angle to and parallel with the following described line and its extensions. Beginning at a point on the Southerly line of the above described property distant 81.63 feet Easterly from the Southwest corner of said Above described property; thence North 10 degrees 40 minutes 56 seconds East a distance of 60.68 feet, to the Northerly line of the Southerly 10.00 feet of said Railroad Street and said line there terminating.



TRACT 1 DESCRIPTION OF RECORD
That part of the South Half of the Northwest Quarter of Section 14, Township 115 North, Range 26 West, described as follows: Commencing at the Southeast corner of Block 18, Village of Norwood and its Additions, according to the recorded plat thereof; thence on an assumed bearing of South 8 degrees 00 minutes 00 seconds West, along the Southerly extension of the Easterly line of said Block 18, a distance of 66.00 feet; thence North 82 degrees 00 minutes 00 seconds West a distance of 120.00 feet to the point of beginning of the land to be described; thence South 82 degrees 00 minutes 00 seconds East a distance of 282.64 feet; thence Southeasterly a distance of 211.56 feet, along a tangential curve concave to the Southwest having a radius of 2822.06 feet and a central angle of 4 degrees 17 minutes 43 seconds; thence South 77 degrees 42 minutes 17 seconds East, tangent to the last described curve, a distance of 349.06 feet; thence South 27 degrees 02 minutes 00 seconds West a distance of 17.97 feet; thence North 81 degrees 58 minutes 00 seconds West a distance of 836.22 feet to the intersection with the line which bears South 8 degrees 00 minutes 00 seconds West from the point of beginning; thence North 8 degrees 00 minutes 00 seconds East 50.57 feet to the point of beginning

That part of the Southerly 10.00 feet of Railroad Street, now vacated, lying between extensions across it of lines 33.00 feet Easterly of and 120.00 feet Westerly of, measured at a right angle to and parallel with the Easterly line of Block 18, Village of Norwood and its Addition, according to the recorded plat thereof.

Which lies Westerly of the following described line and its extensions: Beginning at a point on the Southerly line of the above described property distant 81.63 feet Easterly from the Southwest corner of said above described property; thence North 10 degrees 41 minutes 54 seconds East a distance of 60.68 feet to the Northerly line of the Southerly 10.00 feet of said Railroad Street; and said line there terminating.

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

AVERY GROOHOR, LS

DATE 6/7/17 REGISTRATION NO. 15475

REVISED: 7/13/17

LAND SURVEY FOR
STEVE CURFMAN
PART OF S 1/2 – NW 1/4
SEC. 14, T115, R26 YOUNG AMERICA TOWNSHIP
CARVER COUNTY, MINNESOTA

⊗ DENOTES CARVER CO. MONUMENT
● DENOTES IRON PIPE FOUND
○ DENOTES IRON PIPE SET BY RLS NO. 15475
SCALE: 1 INCH = 60 FEET

Jun., 2017 FILE NO. 2560

SIBLEY SURVEYORS, INC.

1230.10 C-3 Downtown Districts

Subd. 1 Intent. The C-3, Downtown Districts, which include the original Norwood downtown, known as "Downtown Business" and the original Young America downtown, known as "Community Uptown", is intended to serve as the specialized service, retail, employment, and public business district for the community. The specific intent of this district is:

A. To be the focal point for specialty services and goods focusing on neighborhood service related businesses;
B. To allow for mixed commercial and residential uses since the district offers convenient access to services.
C. To promote pedestrian-friendly design and development and encourage gathering areas.

Subd. 2 Permitted Uses. The following uses are permitted in the Downtown District:

A. General commercial office space;
B. Professional Services, such as medical/dental clinics, law offices, and accounting offices;
C. Finance, Insurance and Real Estate;
D. Personal or Business Services, such as laundry, barber, shoe repair, beauty salons, photography studios and physical fitness centers less than 5,000 square feet
E. Public facilities serving all or portions of the city, such as municipal offices, library, post office.
F. Retail Trade, such as grocery, hardware, drug, clothing, appliance and furniture stores.
G. Dwelling units, if located above the street level in nonresidential structures.
H. Specialty Shops, such as book and stationary stores, candy stores, ice cream parlors, tobacco, coffee, gift and florist shops;
I. Standard restaurants
J. On and off-sale liquor establishments
K. Public Parks

Subd. 3 Permitted Accessory Uses. The following accessory uses are permitted in the Downtown Districts.

A. Off-street parking and loading facilities, subject to Section 1250
B. Fences, subject to Section 1245.05
C. Lighting, subject to Section 1245.08
D. Decks, patios and porches in conjunction with the principal use;
E. Signs, subject to Section 1260

Subd. 4 Conditional Uses. The following uses are permitted, subject to the provisions of Section 1210.06:

Principal Uses:

A. Contractor Operations *(Amended by Ord. 216; 8-24-2009)*
B. Lodging Services, such as hotels, motels and bed and breakfasts.
C. Entertainment Services, such as motion picture theaters and bowling alleys
D. Licensed Daycare Facilities
E. Custom or limited manufacturing, assembly, or treatment of articles or merchandise

from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool *(Amended by Ord. 261, 5-11-2015)*

F. Auto Dealership Sales, Storage, and Display with or without ancillary minor auto repair and service, provided:
   i. Sales, display, and storage are limited to new and used passenger automobiles.
   ii. A valid dealership license is maintained.
   iii. Office space devoted to perform transactions in conjunction with the business is provided on site.
   iv. Service and repair, if provided, are clearly secondary and subordinate to the use of the property for auto dealer sales, display, and storage.
   v. Auto service and repair, if provided, shall be conducted indoors and all automobiles undergoing service or repair shall be stored off-street.
   vi. Auto repair shall not include vehicle painting or auto body work.

(Amended by Ordinance 274, 6-27-16)

Accessory Uses:

A. Outdoor Dining;
B. Recreational Facilities;

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the C-3 District, with the exception of "Lot Coverage" and building height, which shall be the maximum amount allowed:

A. Lot Area:	no minimum established
B. Lot Width:	no minimum established
C. Lot Coverage:	no maximum established
D. Building Height:	45 feet (principal structure) *(Amended by Ord. 216; 8-24-2009)*
	25 feet (accessory structure)

E. Setbacks:

Principal Structures:

Front yard:	0 feet
Side yard:	0 feet
Side yard:	5 feet (if adjacent to a residential district)
Street side yard:	0 feet
Rear yard:	0 feet
Rear yard:	10 feet (if adjacent to a residential district or alley)

Accessory Structures:

Front yard:	not permitted in front yards
Side yard:	5 feet
Street side yard:	0 feet
Rear yard:	5 feet
Alley rear yard:	10 feet

Subd. 6 Architectural Standards and Guidelines. Architectural standards and guidelines shall follow the provisions of Section 1245.02 of this Chapter.

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

Map Date: 9/16/2017

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

From: Cynthia Smith Strack, Consulting Planner

Date: October 23, 2017

Re: Site Plan Approval: Building Addition All Saints Church – 511 Merger Street

---

Applicant:	All Saints Lutheran Church
Subject Address:	511 Merger Street
Legal Description:	Lots 1,2,3, and 4, Block 32 Rothfork's Addition
Property ID:	586880050
Zoning Class:	C-2 General Commercial District
Request:	Site plan approval
Representative:	Tom Skinner, All Saints Dave Tebrake, Miller Architects and Builders
Attachments:	Application Site Plan Certificate of Survey

BACKGROUND

Dave Tebrake, Miller Architects and Builders and Tom Skinner, All Saints Lutheran Church have filed an application for approval of a small expansion at All Saints Church – 511 Merger Street. The expansion includes an approximate 1,700 sf addition to the building front and west side and a 125 sf addition to the north side of the building. No expansion of the worship area is contemplated.

In addition to the expansion, plans include major maintenance of the exterior façade: new doors, windows, siding, soffit, and fascia. A new six inch water line is proposed to accommodate a fire suppression system update. Interior maintenance includes new flooring, painting walls, new ceilings, and new LED light fixtures is also a component of the project.

Site plan review is required under Section 1210.08, Subd. 2 of the Code for any new construction or enlargement of an existing structure in the C-2 District.

The Applicants represent:

- The existing church is proposed to be expanded by approximately 1,800 square feet. Two separate expansions are proposed. The first is an "L" shaped addition to the south and west (front and side) corner of the building totaling 1,772 square feet. The second is a 160 sf addition to the north side of the building.
- The worship area is not being expanded.
- No changes to the parking lot are proposed.

EXAMINATION OF CODE REQUIREMENTS: SITE PLAN APPROVAL

District and Use:
The property is zoned C-2 General Commercial District. Churches are permitted uses under Section 1230.09, Subd. 2 of the Code.

Site Plan Review:
The building fronts on Merger Street. Lot performance, building setback, building height, and lighting standards appear to have been met.

The parking lot is legal non-conforming pertaining to setback from property line. No expansion of the worship area is planned, therefore, changes to parking standards are not applicable.

Additions to existing structures must meet the architectural standards of Section 1245.03 of the Code. Pre-finished horizontal steel siding is proposed with manufactured stone wainscot and vertical steel gable accents. The proposed addition appears to meet minimum requirements for exterior materials.

Conditions

Landscaping: Proposed Condition
Section 1255.05 of the Code establishes landscape requirements for expansions of non-residential uses. The Code requires a minimum of one (1), or one (1) tree per 1000 square feet of gross building area. Since 1,800 additional square feet of building area are being added, the Applicant should be required to add two trees to the site.

Exterior Lighting: Proposed Condition
The proposed addition doesn't exceed twenty (20) percent of the existing structure. As such a lighting plan is not required. In the event soffit or coach lights are placed at the front of the building, it shall be designed and arranged to limit direct illumination and glare in any contiguous parcel of land. Reflected glare or spill light shall not exceed five tenths (0.5) foot-candle when the source of light abuts any residential or public use parcel, or one (1.0) foot-candle when the source of light abuts any commercial or industrial parcel or any public right-of-way measured at one (1) foot above the ground at the property line.

Signage: Individual Permit Required.
Any signage, if contemplated, requires a separate permit and is subject to Section 1260 (Signs) of the City Code.

Building Permit Required.
Building permits shall be required prior to any building construction or improvements on the property.

Additional Department/Agency Comments

Public Works: The plans have been forwarded to Public Services Director Tony Voigt for review and comment.

Fire Department: The plans have been forwarded to the Fire Chief Steve Zumberge for review. No changes have been requested, however, a lock box will be needed.

City Engineer: The City Engineer has reviewed the application and plans. John Swanson notes additional information will be needed when construction plans are drafted. At this time Swanson notes sidewalk and the connection to Reform Street are approved from an engineering scope but civil plans will be needed.

RECOMMENDATION

After review and discussion, the Planning Commission approved a motion recommending the City Council approve the site plan conditioned on the following:

1. The "Use" is a place of worship at 511 Merger Street, the "Property".
2. The "Site Plan" is a site plan completed by Miller Architects and Builders dated September 7, 2017 attached hereto.
3. Compliance with recommendations as set forth within the memo from Consulting Planner, Cynthia Smith Strack, dated October 3, 2017
4. Final design review and approval from John Swanson, Bolton-Menk (City Engineer).
5. Two additional trees shall be planted at the site.
6. In the event soffit or coach lights are placed at the front of the building, it shall be designed and arranged to limit direct illumination and glare in any contiguous parcel of land. Reflected glare or spill light shall not exceed five tenths (0.5) foot-candle when the source of light abuts any residential or public use parcel, or one (1.0) foot-candle when the source of light abuts any commercial or industrial parcel or any public right-of-way measured at one (1) foot above the ground at the property line.
7. Evidence of review and issuance of a permit, if required by the Carver County Water Management Organization.
8. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
9. Building permits shall be required prior to any building construction or improvements on the property.
10. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
11. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
12. Any modifications not defined as "minor" pursuant to Section 1210.08, Subd. 4, shall require separate site plan approval.

ACTION

The Council is to take action on the site plan, a sample RESOLUTION is attached for consideration.

RESOLUTION 2017-23

A RESOLUTION APPROVING AN ADDITION TO AN EXISTING STRUCTURE AT 511 MERGER STREET (ALL SAINTS LUTHERAN CHURCH)

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

WHEREAS, Tom Skinner representing All Saints Lutheran Church (the Property Owner) has applied for approval of an approximate 1,800 square foot addition to an existing place of worship; and

WHEREAS, the property is legally described as Lots 1,2,3, and 4, Block 32 Rothfork's Addition; and the property identification number is 586880050; and

WHEREAS, site plan review and approval is required under §1210.08, Subd. 2 of the City Code for any proposed building or expansion of existing structures, unless they are agricultural or single or two-family residential uses; and

WHEREAS, the Applicant makes the following representations which the City accepts as a good faith representation of the proposed operation:

1. The existing church is proposed to be expanded by approximately 1,800 square feet. Two separate expansions are proposed. The first is an "L" shaped addition to the south and west (front and side) corner of the building totaling 1,772 square feet. The second is a 160 square foot addition to the north side of the building.

2. The worship area is not being expanded.

3. No changes to the parking lot are proposed.

WHEREAS, the City of Norwood Young America Planning Commission on October 3, 2017 reviewed plans for the proposed building expansion and made the following findings:

1. The proposed use is consistent with the planned use of the property under the 2008 Comprehensive Plan.
2. The proposed use is permitted within the C-2, General Commercial District.
3. The building fronts on Merger Street. Lot performance, building setback, building height, and lighting standards appear to have been met.
4. The parking lot is legal non-conforming pertaining to setback from property line. No expansion of the worship area is planned, therefore, changes to parking standards are not applicable.
5. Additions to existing structures must meet the architectural standards of Section 1245.03 of the Code. Pre-finished horizontal steel siding is proposed with

manufactured stone wainscot and vertical steel gable accents. The proposed addition appears to meet minimum requirements for exterior materials

WHEREAS, the Planning Commission, after review and discussion, recommended the City Council approve the site plan based on several conditions; and

WHEREAS, at a regular meeting on October 23, 2017, the City Council considered the application materials on file with the City and the recommendation of the Planning Commission.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby accepts the Planning Commission's findings relating to the site plan.

BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a site plan for an 1,800 square foot addition to a structure at 511 Merger Street, subject to the following conditions:

1. The "Use" is a place of worship at 511 Merger Street, the "Property".

2. The "Site Plan" is a site plan completed by Miller Architects and Builders dated September 7, 2017 attached hereto.

3. Compliance with recommendations as set forth within the memo from Consulting Planner, Cynthia Smith Strack, dated October 3, 2017.

4. Final design review and approval from John Swanson, Bolton-Menk (City Engineer).

5. Two additional trees shall be planted at the site.

6. In the event soffit or coach lights are placed at the front of the building, it shall be designed and arranged to limit direct illumination and glare in any contiguous parcel of land. Reflected glare or spill light shall not exceed five tenths (0.5) foot-candle when the source of light abuts any residential or public use parcel, or one (1.0) foot-candle when the source of light abuts any commercial or industrial parcel or any public right-of-way measured at one (1) foot above the ground at the property line.

7. Evidence of review and issuance of a permit, if required, by the Carver County Water Management Organization.

8. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.

9. Building permits shall be required prior to any building construction or improvements on the property.

10. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.

11. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.

12. Any modifications not defined as "minor" pursuant to Section 1210.08, Subd. 4, shall require separate site plan approval.

Adopted by the City Council this 23rd day of October, 2017.

_____
Carol Lagergren, Mayor

Attest:

_____
Kelly Hayes, City Clerk

Planning and Zoning Application

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

Applicant's Name Miller Architect & Builders - David TeBrake	Telephone Home Work/Cell Cell 320.267.7562 Work 320.251.4109
Address (Street, City, State, ZIP) 3335 W. St. Germain St in St. Cloud, MN 56302	
Property Owner's Name (If different from above) All Saints Lutheran Church	Telephone Home Work/Cell 952.467.3388
Location of Project 511 Merger St	
Legal Description Lots 1, 2, 3 & 4 of Block 32 in Rothfork's Addition to Norwood. Twp 115 Rng 26 Sec. 14	
Description of Request (Attach separate sheet, if necessary) Site plan review approval of an 1,887 s.f. addition & renovation of the interior & exterior of the existing facility.	

Proposed Action(s): Check all that apply

___Annexation $300.00	___Comp Plan Amendment $500.00 + Escrow	___Storm Water Plan $250.00
___Application for Appeal $150.00	___Sketch Plat $200.00 + Escrow	___ Rezoning $350.00
___City Code Amendment $250.00	X Site Plan $300.00 + Escrow	___ Street/Alley Vacation $150.00
___Parking Reduction $100.00	___PUD Sketch Plan $200.00 + Escrow	___Zoning Text Amendment $300.00
___CUP/IUP $200.00 (Residential)	___PUD Plan Amendment $300.00 + Escrow	___ Recording Fee $46.00
___CUP/IUP $300.00 (Non Residential)	___PUD Final Plan $300.00 + Escrow	___Boundary Line Adjustment$100.00
___Variance $200.00 (Residential)	___PUD Gen. Concept Plan $400.00 + Escrow	___ Other _____
___Variance $300.00 (Non Residential)	___Prelim Plat $350.00 + $10.00/Lot + Escrow	
___Lot Split $200.00	___ Final Plat $250.00 + $10.00/Lot + Escrow	
___Public Hearing Notice $75.00	___Wetland Mitigation Plan $100.00 + Escrow	

ALL ESCROW MUST BE PAID BY CERTIFIED CHECK
Escrow Deposit $2,000.00 pd. CS09-2200
Escrow Deposit - Site Plan Review: $15,000 (Tacoma West Industrial Park), $5,000.00 (All other site plan reviews)
Escrow Deposit - Development Review (paid at Sketch Plan): $10,000.00

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

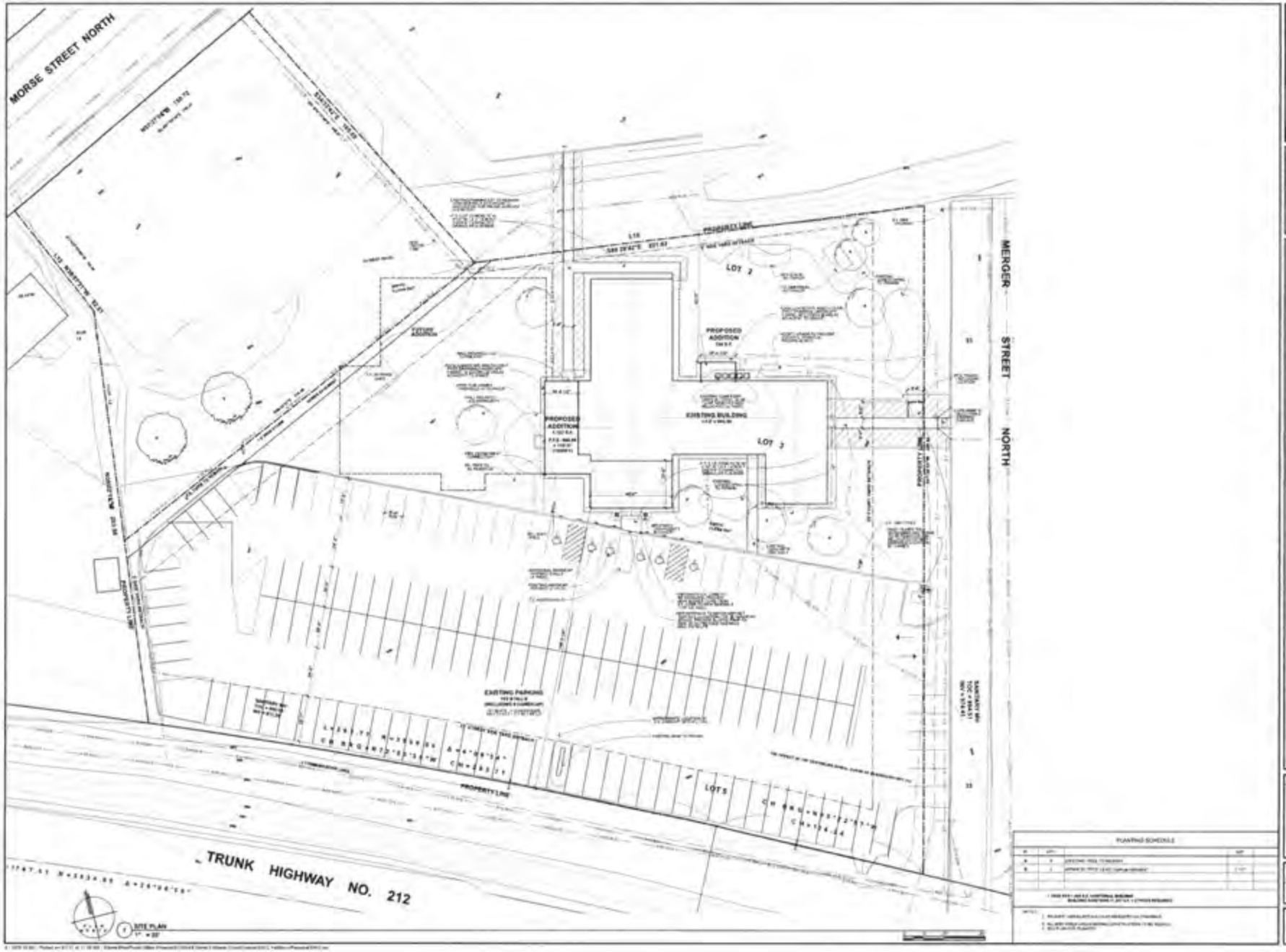
APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED

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

Applicant's Signature:	Date 9-1-17
Fee Owner's Signature:	Date 9-1-17

For Office Use Only

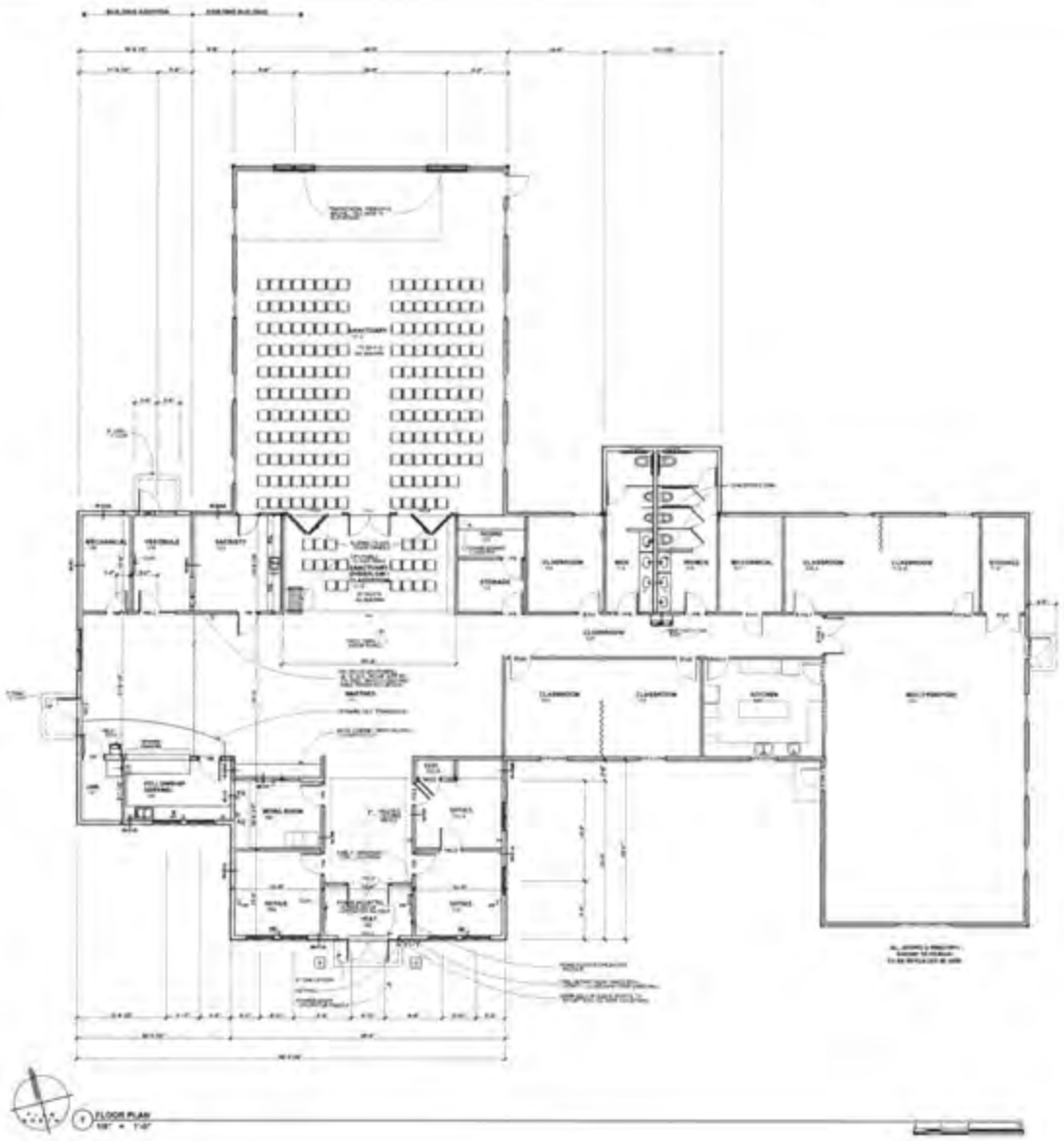
Accepted By:	Amount	Date



Miller
ARCHITECTS & BUILDERS

ALL SAINTS LUTHERAN CHURCH
ADDITION & REMODEL
511 MERGER STREET
NORWOOD YOUNG AMERICA, MINNESOTA 55368

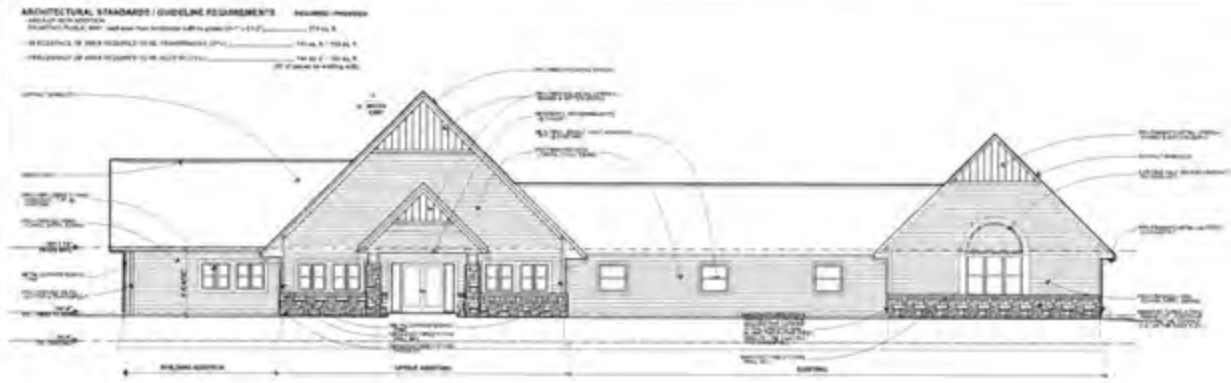
A-101



Miller
ARCHITECTS & BUILDERS

ALL SAINTS LUTHERAN CHURCH
ADDITION & REMODEL
511 MERGER STREET
NORWOOD YOUNG AMERICA, MINNESOTA 55368

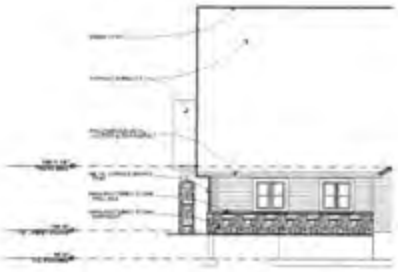
A-201



1 SOUTH ELEVATION

2 NORTH ELEVATION

3 WEST ELEVATION



4 EAST ELEVATION

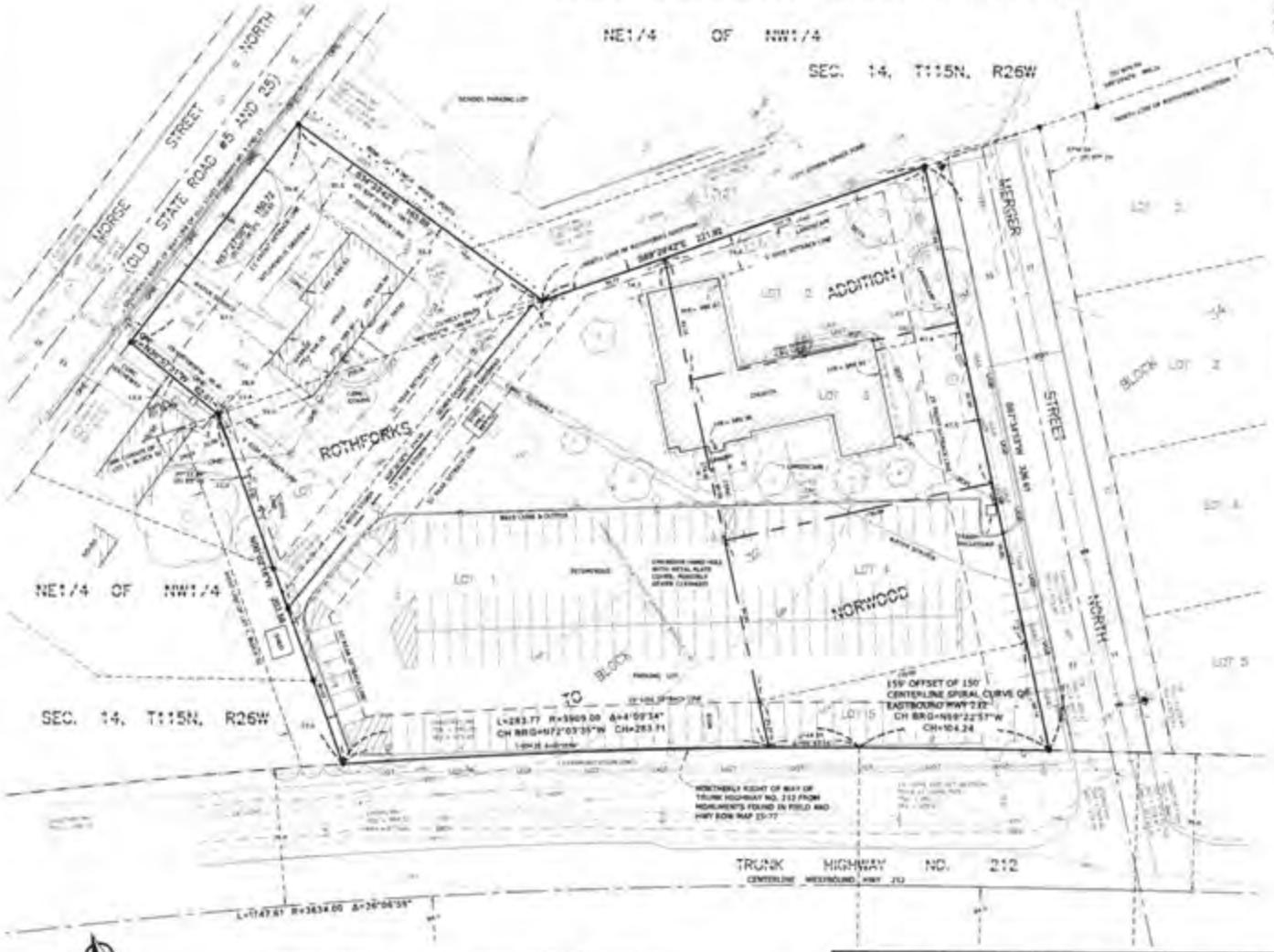
Miller
ARCHITECTS & BUILDERS

ALL SAINTS LUTHERAN CHURCH
ADDITION & REMODEL
511 MERGER STREET
NORWOOD YOUNG AMERICA, MINNESOTA 55368

A-601

BOUNDARY & TOPOGRAPHIC SURVEY

ALL SAINTS LUTHERAN CHURCH, NORWOOD, MN.



Legal Description Per Doc. No. 1132A4, Recorded December 24, 1984

Lots Two (2), Three (3) and Four (4), Block Thirty-two (32), Rothfork's Addition to Norwood, and that part of Lot One (1), Block Thirty-two (32) Rothfork's Addition which lies north of Highway 212, except that part of said Lot One (1) described as follows: Commencing at the Northwest corner of Rothfork's Addition to the Village of Norwood, Minnesota; thence Easterly along the North line of said addition for 22 feet to the point of beginning of the following described tract; from said point on the said North line thence Southerly at an internal angle of 89° 46' parallel with the West line of Lot One (1), Block Thirty-two (32) of said addition for 113.15 feet; thence Northeasterly to a point on the said North line of Rothfork's Addition which point is 205.05 feet east of the Northwest corner of said Lot One (1); thence West along said North line to the point of beginning. Also that part of Lot Five (5), not previously conveyed to the Minnesota State Highway Department; ALSO EXCEPT: The West twenty-two feet of Lot One (1), of Block Thirty-two (32), lying North of Highway 212 which is now established all in Rothfork's Addition to the Village of Norwood.

Legal Description Per Doc. No. 1113308, Recorded April 12, 2007

Commencing at a point 840.2 feet South of the South Quarter Corner of Section 11, Township 115 North, Range 26 West, being the Northeast corner of Rothforks' Addition to the City of Norwood; thence West at an internal angle 89 degrees 21 minutes 00 seconds for a distance of 209.05 feet to the point of beginning of the tract to be described; thence continuing west along the North line of Rothfork's Addition a distance of 201.05 feet; thence North 35 degrees 09 minutes 30 seconds West for 65.46 feet to the South right of way line of old State Highway No. 5 and 25; thence North 17 degrees 28 minutes 18 seconds East along the said south right of way of old State Highway No. 5 and 25 for a distance of 150.63 feet; thence South 36 degrees 31 minutes 56 seconds East for a distance of 165.17 feet to the point of beginning.

AND

That part of Lot 1, Block 32, Rothfork's Addition to the Village of Norwood, which lies North of Highway No. 212 described as follows:

Commencing at the Northwest corner of Rothfork's Addition to the Village of Norwood; thence Easterly along the North line of said addition for 22 feet to the point of beginning of the tract to be herein described; thence South 0 degrees 18 minutes 18 seconds West, parallel with the West line of Lot 1, Block 32 of said Rothfork's Addition, for 113.15 feet; thence North 38 degrees 39 minutes 41 seconds East to a point on the said North line of Rothfork's Addition which point is 205.05 feet Easterly of the Northwest corner of said Lot 1; thence West along said North line to the point of beginning.

Surveyor's Note:

1. There is an overlap between the adjoin properties shown. Deeds 1113308 and 1132A4 overlap by as much as 28 feet +/- along the westerly edge of All Saint's Lutheran Church's property. The distance of 205.05 feet on Doc. No. 1113308 appears to be an error, because the parcel lines set prior to the point of beginning and it does not fit the monuments found on the property.
2. The dashed line for neighboring parcel is on the Church's property.
3. All underground utilities must not be shown. Gopher State One Call ticket was taken in on 8/8/12 and all utilities that were marked were located in on 8/14/12. Ticket # 122222336 and 122222347.
4. Property is subject to all recorded easements and restrictions of record. All easements may not be shown.
5. Both properties are zoned C-2 General Commercial District. All adjacent lots are also C-2 General Commercial District.
6. The property comprised currently has 5 separate Parcel ID numbers.

LEGEND

- NEW LOT LINE
- EXISTING LOT LINE
- BOUNDARY LINE
- BOUNDARY LINE TO BE REMOVED
- EASEMENT LINE
- SETBACK LINE
- SANITARY SEWER LINE
- STORM SEWER LINE
- SANITARY SEWER LINE
- WATER LINE
- BURIED GAS LINE
- BURIED COMMUNICATION LINE
- BURIED ELECTRIC LINES
- OVERHEAD ELECTRIC LINES
- COMMUNICATION PEDESTAL
- AIR CONDITIONER
- LIGHT POLE
- POWER POLE AND GUY WIRE
- POWER TRANSFORMER
- FIRE HYDRANT
- POST
- SPRINKLER CONTROL VALVE BOX
- SIGN
- CONIFEROUS TREE (SHOWN APPROX. SIZE)
- DECIDUOUS TREE (SHOWN APPROX. SIZE)

PROPERTY ADDRESS:
525 Horse Street North &
511 Merger Street North
Norwood Young America, MN. 55368

AREA TABLE

PID NUMBER	SQUARE FEET	ACRES
580400120	17,951	0.41
580400110	47,480	1.09
580400340	11,618	0.27
580400200	13,326	0.31
580400200	19,916	0.46
TOTAL PROPERTY	120,351	2.77

NO.	DATE	DESCRIPTION
1	09/19/12	ADDED SETBACK LINES
2	09/19/12	ADDED SURVEY NOTES
3	09/19/12	ADDED SAN. SERVICE
4	12/04/13	ADDED INDIV. LOT INFO

COPYRIGHT © 2013
BY DESIGN TREE ENGINEERING INCORPORATED

DATE:	8/30/12
SCALE:	AS SHOWN
DRAWN BY:	DJB
CHECKED BY:	DJB
PROJECT NO.	00012973

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel J. Bernstein 46562 12/04/2013
DATE

PREPARED FOR:
All Saints Lutheran Church
PO Box 550
Norwood Young America
MN 55368

Design Tree

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

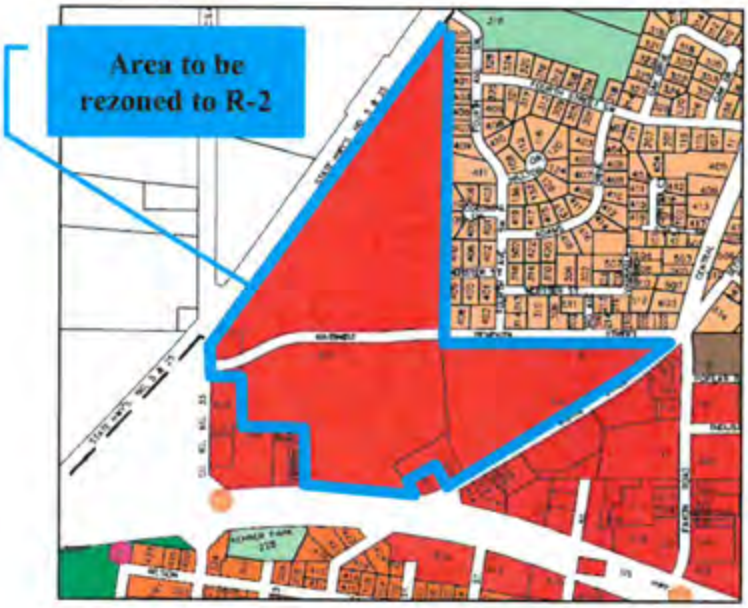
From: Cynthia Smith Strack, Consulting Planner

Date: October 23, 2017

Re: Request for Comprehensive Plan Amendment Authorization and Rezoning – ISD 108 Properties

---

Applicants:	ISD 108
Subject Property Addresses:	Morse Street
Property ID:	580144100, 580146000, 580143800, 580145800, and 580114200
Planned Use:	Public/Semi-Public/Utility
Proposed Planned Use:	R-2 Medium Density Single Family Residential District
Zoning Class Existing:	C-2 General Commercial District
Zoning Class Proposed:	R-2 Medium Density Single Family Residential District
Request:	Consider authorizing comprehensive plan amendment and Ordinance Rezoning ISD 108 property from C-2 General Business to R-2 Medium Density Single Family Residential District



BACKGROUND:
ISD 108 and the Planning Commission discussed challenges associated with legal non-conforming use issues related to the existing zoning classification of public school properties. Under the 2030 (2008) Comprehensive Plan, the property is classified as "Public/Semi-Public/Utility" for planned land use purposes. The property is zoned C-2 General Commercial District. The City does not have a zoning classification corresponding to "Public/Semi-Public/Utility" as such current planned land use and zoning are inconsistent. In addition, the Planning Commission is suggesting rezoning of the ISD property to R-2 Medium Density Single Family Residential District as schools are permitted uses in the R-2 District. Rezoning of the property requires amendment of the planned use (future land use) map contained in the 2030 Comprehensive Plan. No development or changes to existing structures are proposed or forecast. The request relates to a desire to address a legal non-conforming use issue.

REVIEW:
The Applicants have petitioned for comprehensive plan amendment (minor) and rezoning to from C-2 General Business to R-2 Medium Density Single Family Residential District.

Comprehensive Plan Amendment
The comprehensive plan may be amended when unforeseen circumstances arise. A super majority vote is needed to amend the comprehensive plan. The proposed planned use reassignment qualifies for minor (administrative) review by the Metropolitan Council. The Council must authorize submittal of the plan amendment to the Metropolitan Council. The Metropolitan Council then reviews the amendment to consider authorizing the City to place the amendment into effect. The City is then able to effectuate the amendment.

The Comprehensive Plan Amendment is not expected to impact the regional system as no development or changes in structures are contemplated. The purpose of the amendment is to adjust planned use of approximately sixty (60) acres of property from a "public/semi-public/utility" planned land use classification to a "low/medium density residential" planned land use classification. The property is currently zoned commercial resulting in a legal non-conforming use issue. Schools are allowed uses in the proposed low/medium one and two family residential zoning district. Since no additional development or structural changes are proposed or forecast, the scope of the planned use change is of minimal impact on forecast land use. The subject site is within the MUSA (served by municipal owned WWTP), serviced by existing utilities, and serviced by existing transportation facilities. The amendment will not impact regional systems including transportation, wastewater, or regional parks. In addition, the amendment does not include any area within the Mississippi Critical Area boundary. Stormwater and drinking water systems are not impacted as development or structural change are not proposed or forecast.

Rezoning
Existing R-2 zoning abuts the subject parcels to the north and east; therefore, the rezoning will not constitute "spot zoning". The code does not specify review criteria or required standards for approving a rezoning request. The Code does require specific adoption criteria – i.e. a two-thirds super majority vote by the City Council.

The Code standard is as follows:

> ***Subd. 1 Adoption.*** *This chapter may be amended, changed or altered only by a favorable (two-thirds) majority vote of all members of the City Council, and only after a public hearing has been duly advertised and held by the Planning Commission.*
>
> ***DISCUSSION: This Section applies to rezoning and text amendments to the land use code. The applicable standard doesn't include minimum review criteria. The Applicants are requesting the properties be rezoned to R-2 Medium Density Single Family Residential District to remedy existing non-conforming use issues.***

RECOMMENDATION:
The Planning Commission held a public hearing on the proposed comprehensive plan amendment (i.e. adjustment of future land use map) and accompanying rezoning request on October 3, 2017 following posted, published, and mailed notice. No comments either oral or written were received against the request. One resident inquired as to whether or not apartments are allowed in the R-2 Medium Density Single Family Residential District (they are not). Persons associated with the request spoke in favor of the amendment and rezoning. Following the hearing and discussion the Planning Commission unanimously voted to recommend the City Council authorize

submittal of the Comprehensive Plan Amendment to the Metropolitan Council and consider rezoning the property from C-2 General Business District to R-2 Medium Density Single Family Residential District.

ACTION:
The Planning Commission shall hold the public hearing. The Planning Commission will be asked to make a recommendation to the City Council to approve or deny submittal of a minor comprehensive plan amendment and approve/deny the rezoning Ordinance during the business portion of the PC meeting.

ATTACHMENTS:
Memo
Draft Rezoning Ordinance
Application
Map
Resolution Authorizing CPA Submittal

CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 295

AN ORDINANCE REZONING CERTAIN PROPERTY FROM C-2, GENERAL COMMERCIAL TO R-2, MEDIUM DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA HEREBY ORDAINS:

II. THE FOLLOWING PARCELS AS LEGALLY DESCRIBED IN EXHIBIT A, ATTACHED HERETO, ARE HEREBY REZONED FROM C-2 GENERAL COMMERCIAL TO R-2 MEDIUM DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT:

Property identification numbers: 580144100, 580146000, 580143800, 580145800, and 580114200

III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 23rd day of October, 2017.

_____
Carol Lagergren, Mayor

Attest:

_____
Kelly Hayes, City Clerk/Treasurer

(SEAL)

EXHIBIT A
LEGAL DESCRIPTIONS OF PARCELS TO BE REZONED

City of Norwood Young America
Summary of Ordinance No. 295

The City Council of the City Norwood Young America has adopted Ordinance 295, thereby rezoning certain property from C-2, General Commercial to R-2, Medium Density Single Family Residential District.

The following described property is hereby rezoned from C-2, General Commercial to R-2, Medium Density Single Family Residential District.

> Property identification numbers: 580144100, 580146000, 580143800, 580145800, and 580114200

Effective Date: Ordinance No. 295 shall become effective upon its passage and publication according to law. The ordinance was adopted by the Norwood Young America City Council on October 23, 2017.

A complete copy of this ordinance is available for review at the Norwood Young America City Hall, 310 Elm Street W., Norwood Young America. If you have questions, contact the City at (952) 467-1800.

Submitted by:
Kelly Hayes
City Clerk/Treasurer

RESOLUTION NO. 2017-24

A RESOLUTION APPROVING FORMAL SUBMITTAL OF *"INDEPENDENT SCHOOL DISTRICT 108"* COMPREHENSIVE PLAN AMENDMENT REQUEST TO THE METROPOLITAN COUNCIL

WHEREAS, Pursuant to Minnesota Statute 462.355 and 473.864; the City shall adopt and amend from time to time a comprehensive municipal plan; and

WHEREAS, The City Council of the City of Norwood Young America, received a request from Independent School District 108, Central School District, to rezone public school property from commercial to residential so as to remedy an existing legal non-conforming use status; and

WHEREAS, The ISD 108 request proposes a land use change to the 2030 Comprehensive Plan, specifically a change in the future land use classification of approximately sixty (60) acres of property from general commercial use to medium density one and two family residential use; and

WHEREAS, A public hearing to solicit public comment on the proposed land use change was scheduled before the Norwood Young America Planning Commission, the City's planning agency; and

WHEREAS, A notice of the time, place and purpose of a hearing on the proposed Comprehensive Plan amendment was published in the City's official newspaper at least ten days before the day of the hearing with a copy of the notice posted for public viewing; and

WHEREAS, A copy of the proposed Comprehensive Plan amendment was available at the City Offices for public review; and

WHEREAS, A public hearing was held on October 3, 2017 as described in the public notice; and

WHEREAS, The Planning Commission reviewed the request following the public hearing and approved a motion recommending the City Council approve submittal of the Comprehensive Plan amendment request to the Twin Cities Metropolitan Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Norwood Young America, Carver County, Minnesota approves the submittal of a Comprehensive Plan amendment request entitled "Independent School District 108" to the Twin Cities Metropolitan Council for formal review.

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

And the following voted against the same:

Whereupon Resolution 2017-24 was declared duly passed and adopted this 23rd day of October 2017.

_____
Carol Lagergren, Mayor

Attest:

_____
Kelly Hayes, City Clerk/Treasurer

Planning and Zoning Application

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

Applicant's Name Central Schools ISD #108	Telephone 467-7000 Home Work/Cell
Address (Street, City, State, ZIP) 531 Morse St NYA MN 55368	
Property Owner's Name (If different from above)	Telephone Home Work/Cell
Location of Project 531 Morse St + other	
Legal Description See attached	
Description of Request (Attach separate sheet, if necessary) Change zone of all properties to residential	

Proposed Action(s): Check all that apply

___Annexation $300.00	___Comp Plan Amendment $500.00 + Escrow	___Storm Water Plan $250.00
___Application for Appeal $150.00	___Sketch Plat $200.00 + Escrow	X Rezoning $350.00
___City Code Amendment $250.00	___Site Plan $300.00 + Escrow	___ Street/Alley Vacation $150.00
___Parking Reduction $100.00	___PUD Sketch Plan $200.00 + Escrow	___Zoning Text Amendment $300.00
___CUP/IUP $200.00 (Residential)	___PUD Plan Amendment $300.00 + Escrow	X Recording Fee $46.00
___CUP/IUP $300.00 (Non Residential)	___PUD Final Plan $300.00 + Escrow	___Boundary Line Adjustment$100.00
___Variance $200.00 (Residential)	___PUD Gen. Concept Plan $400.00 + Escrow	___ Other _____
___Variance $300.00 (Non Residential)	___Prelim Plat $350.00 + $10.00/Lot + Escrow	
___Lot Split $200.00	___ Final Plat $250.00 + $10.00/Lot + Escrow	
X Public Hearing Notice $75.00	___Wetland Mitigation Plan $100.00 + Escrow	

ALL ESCROW MUST BE PAID BY CERTIFIED CHECK
Escrow Deposit $2,000.00
Escrow Deposit - Site Plan Review: $15,000 (Tacoma West Industrial Park), $5,000.00 (All other site plan reviews)
Escrow Deposit - Development Review (paid at Sketch Plan): $10,000.00

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

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED

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

Applicant's Signature: Bri Carter	Date 9/21/17
Fee Owner's Signature: For ISD #108	Date

For Office Use Only

Accepted By:	Amount	Date

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

Map Date: 9/16/2017

Norwood Young America

more than a place, it's home.

INDEPENDENT SCHOOL DISTRICT 108
CENTRAL SCHOOLS

ADMINISTRATIVE COMPREHENSIVE PLAN AMENDMENT
CITY OF NORWOOD YOUNG AMERICA

OTHER RELEVANT INFORMATION

October 23, 2017

Norwood Young America

more than a place. it's home.

October 23, 2017

Angela R. Torres
Senior Planner
Twin Cities Metropolitan Council

RE: Other Relevant Information Regarding Comprehensive Plan Amendment Independent School District 108 (Central Schools) – Norwood Young America

As requested under administrative review the following additional relevant information is provided:

1. Regional System: The purpose of the amendment is adjust planned use of 59.5 acres of property from a "public/semi-public/utility" planned land use classification to a "low/medium density residential" planned land use classification. The City does not have a zoning classification specific to public/semi-public/utility planned use. The property is currently zoned commercial resulting in a legal non-conforming use issue. Schools are allowed uses in the proposed low/medium one and two family residential zoning district. No development or structural changes are proposed in conjunction with the rezoning request. Since no additional development or structural changes are proposed, the scope of the planned use change is of minimal impact on forecast land use. The subject site is within the MUSA (served by municipal owned WWTP), serviced by existing utilities, and serviced by existing transportation facilities. The amendment will not impact regional systems including transportation, wastewater, or regional parks.

2. The amendment does not include any area within the Mississippi Critical Area boundary.

3. Stormwater: No development or structural changes are proposed or forecast.

4. Water Use: No development or structural changes are proposed or forecast.

Norwood Young America

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INDEPENDENT SCHOOL DISTRICT 108
CENTRAL SCHOOLS

ADMINISTRATIVE COMPREHENSIVE PLAN AMENDMENT
CITY OF NORWOOD YOUNG AMERICA

EXECUTED RESOLUTION AUTHORIZING SUBMITTAL OF AMENDMENT

October 23, 2017

INSERT EXECUTED RESOLUTION

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

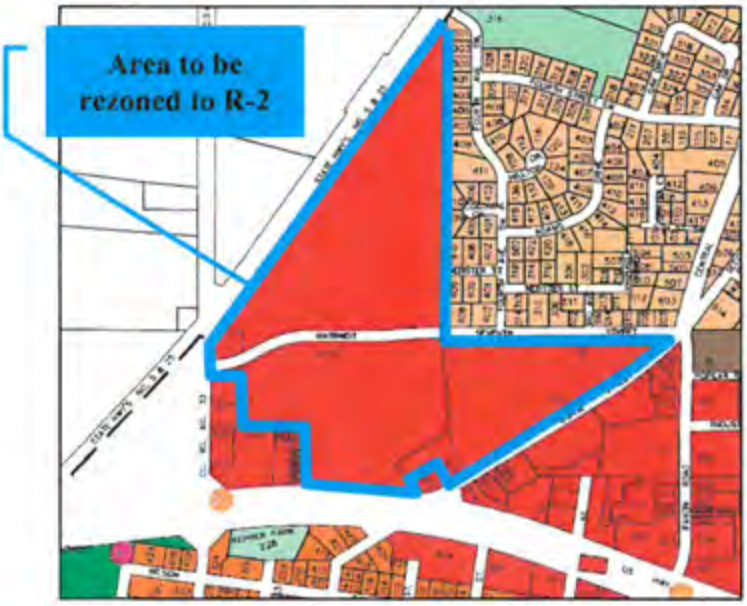
From: Cynthia Smith Strack, Consulting Planner

Date: October 23, 2017

Re: Request for Comprehensive Plan Amendment Authorization and Rezoning – ISD 108 Properties

---

Applicants:	ISD 108
Subject Property Addresses:	Morse Street
Property ID:	580144100, 580146000, 580143800, 580145800, and 580114200
Planned Use:	Public/Semi-Public/Utility
Proposed Planned Use:	R-2 Medium Density Single Family Residential District
Zoning Class Existing:	C-2 General Commercial District
Zoning Class Proposed:	R-2 Medium Density Single Family Residential District
Request:	Consider authorizing comprehensive plan amendment and Ordinance Rezoning ISD 108 property from C-2 General Business to R-2 Medium Density Single Family Residential District



BACKGROUND:
ISD 108 and the Planning Commission discussed challenges associated with legal non-conforming use issues related to the existing zoning classification of public school properties. Under the 2030 (2008) Comprehensive Plan, the property is classified as "Public/Semi-Public/Utility" for planned land use purposes> The property is zoned C-2 General Commercial District. The City does not have a zoning classification corresponding to "Public/Semi-Public/Utility" as such current planned land use and zoning are inconsistent. In addition, the Planning Commission is suggesting rezoning of the ISD property to R-2 Medium Density Single Family Residential District as schools are permitted uses in the R-2 District. Rezoning of the property requires amendment of the planned use (future land use) map contained in the 2030 Comprehensive Plan. No development or changes to existing structures are proposed or forecast. The request relates to a desire to address a legal non-conforming use issue.

REVIEW:
The Applicants have petitioned for comprehensive plan amendment (minor) and rezoning to from C-2 General Business to R-2 Medium Density Single Family Residential District.

Comprehensive Plan Amendment
The comprehensive plan may be amended when unforeseen circumstances arise. A super majority vote is needed to amend the comprehensive plan. The proposed planned use reassignment qualifies for minor (administrative) review by the Metropolitan Council. The Council must authorize submittal of the plan amendment to the Metropolitan Council. The Metropolitan Council then reviews the amendment to consider authorizing the City to place the amendment into effect. The City is then able to effectuate the amendment.

The Comprehensive Plan Amendment is not expected to impact the regional system as no development or changes in structures are contemplated. The purpose of the amendment is to adjust planned use of approximately sixty (60) acres of property from a "public/semi-public/utility" planned land use classification to a "low/medium density residential" planned land use classification. The property is currently zoned commercial resulting in a legal non-conforming use issue. Schools are allowed uses in the proposed low/medium one and two family residential zoning district. Since no additional development or structural changes are proposed or forecast, the scope of the planned use change is of minimal impact on forecast land use. The subject site is within the MUSA (served by municipal owned WWTP), serviced by existing utilities, and serviced by existing transportation facilities. The amendment will not impact regional systems including transportation, wastewater, or regional parks. In addition, the amendment does not include any area within the Mississippi Critical Area boundary. Stormwater and drinking water systems are not impacted as development or structural change are not proposed or forecast.

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> ***DISCUSSION: This Section applies to rezoning and text amendments to the land use code. The applicable standard doesn't include minimum review criteria. The Applicants are requesting the properties be rezoned to R-2 Medium Density Single Family Residential District to remedy existing non-conforming use issues.***

RECOMMENDATION:
The Planning Commission held a public hearing on the proposed comprehensive plan amendment (i.e. adjustment of future land use map) and accompanying rezoning request on October 3, 2017 following posted, published, and mailed notice. No comments either oral or written were received against the request. One resident inquired as to whether or not apartments are allowed in the R-2 Medium Density Single Family Residential District (they are not). Persons associated with the request spoke in favor of the amendment and rezoning. Following the hearing and discussion the Planning Commission unanimously voted to recommend the City Council authorize

submittal of the Comprehensive Plan Amendment to the Metropolitan Council and consider rezoning the property from C-2 General Business District to R-2 Medium Density Single Family Residential District.

ACTION:
The Planning Commission shall hold the public hearing. The Planning Commission will be asked to make a recommendation to the City Council to approve or deny submittal of a minor comprehensive plan amendment and approve/deny the rezoning Ordinance during the business portion of the PC meeting.

ATTACHMENTS:
Memo
Draft Rezoning Ordinance
Application
Map
Resolution Authorizing CPA Submittal

Norwood Young America

more than a place, it's home.

INDEPENDENT SCHOOL DISTRICT 108
CENTRAL SCHOOLS

ADMINISTRATIVE COMPREHENSIVE PLAN AMENDMENT
CITY OF NORWOOD YOUNG AMERICA

UNIFIED PLAN DOCUMENT

October 23, 2017

Norwood Young America

more than a place, it's home.

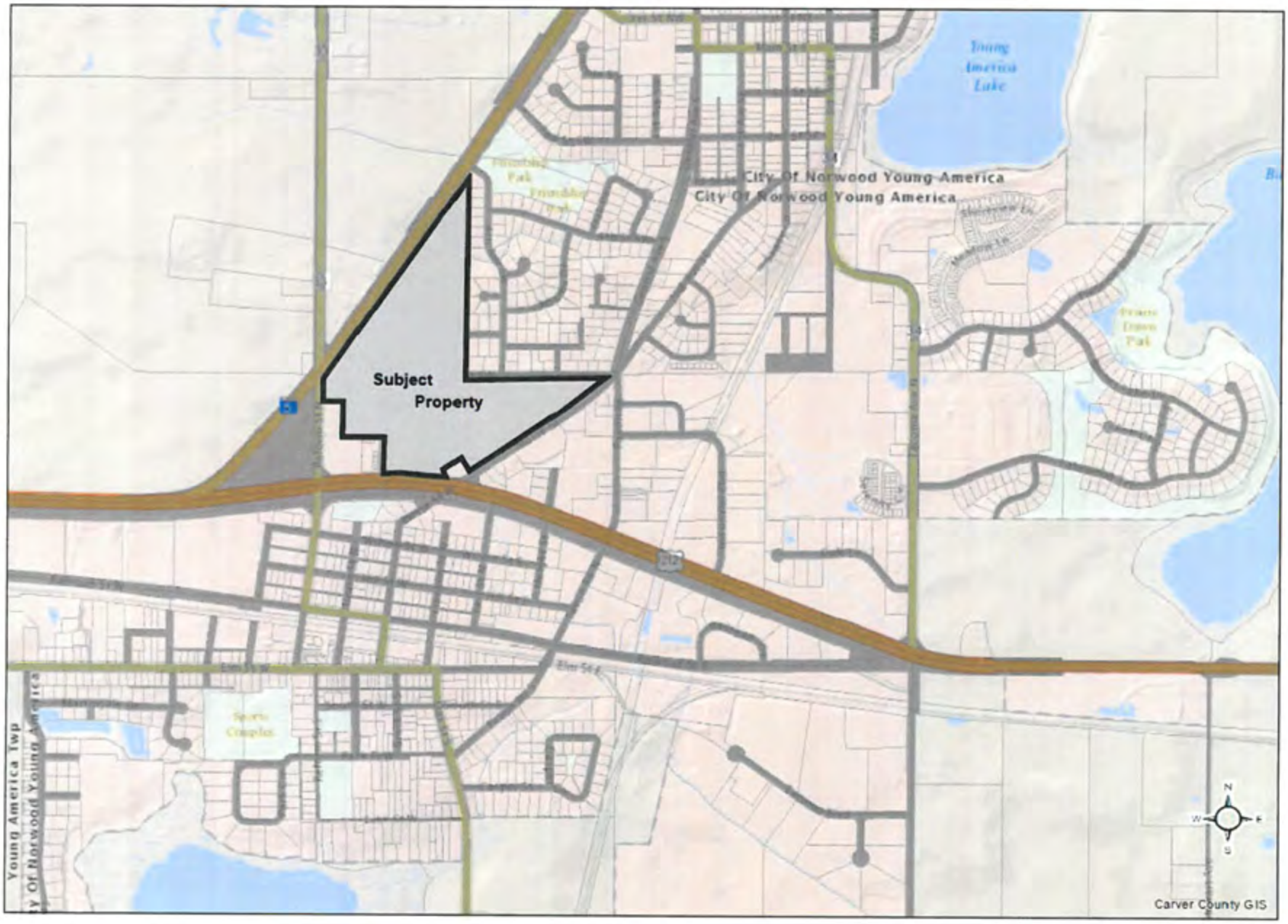
INDEPENDENT SCHOOL DISTRICT 108
CENTRAL SCHOOLS

ADMINISTRATIVE COMPREHENSIVE PLAN AMENDMENT
CITY OF NORWOOD YOUNG AMERICA

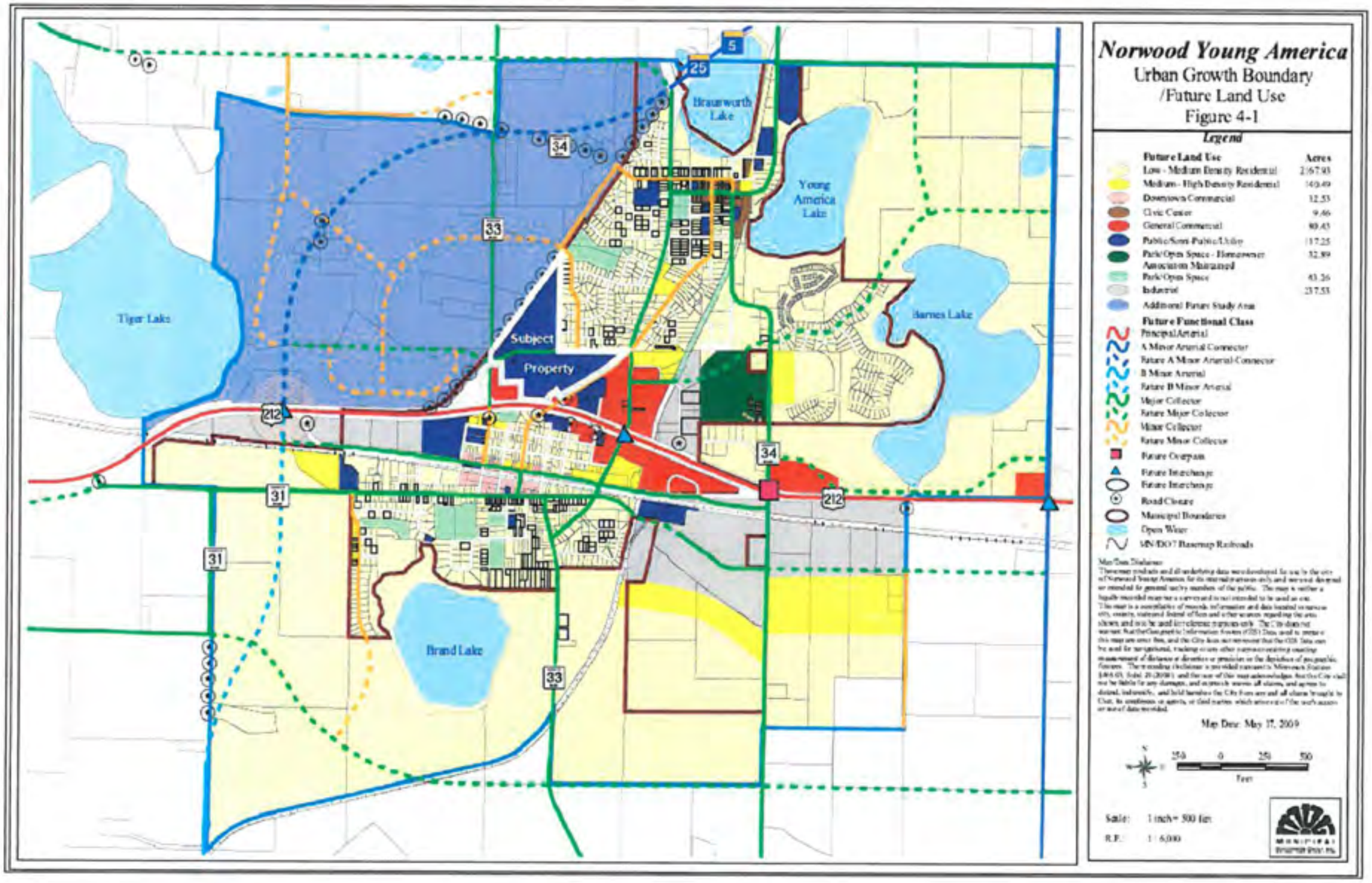
CONTENT	PAGE
Color Map General Project Location	0
Color Maps Current & Proposed Planned Land Use	0
Color Map Sewer	0
Staff Report to Planning Agency	0
Other Relevant Information	0
Adjacent Jurisdiction Review Letters	0
Adopted Resolution Authorizing Submittal	0

October 23, 2017

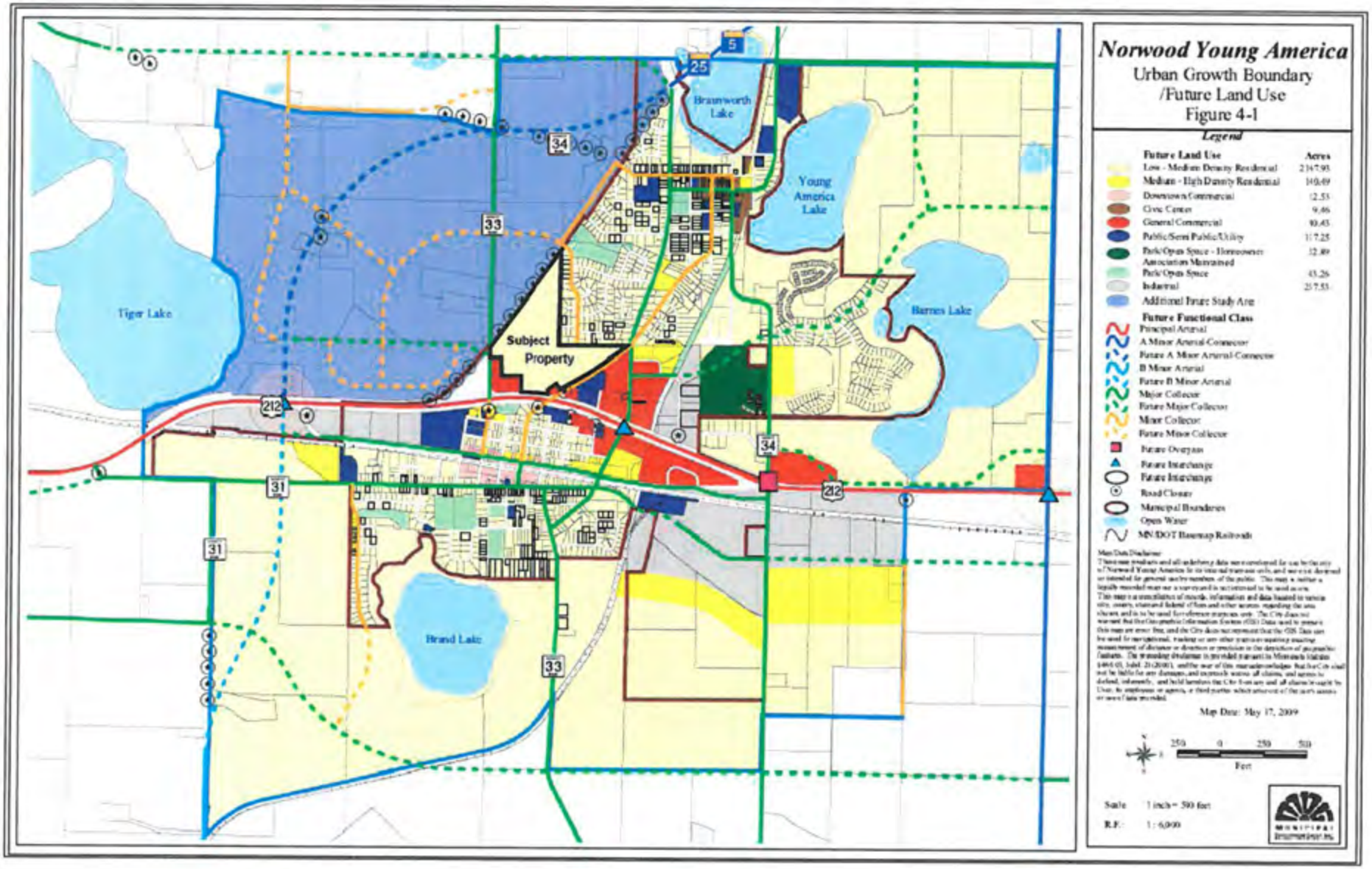
LOCATION OF PROPOSED AMENDMENT



CURRENT PLANNED LAND USE



PROPOSED PLANNED LAND USE CHANGE



UTILITIES (NO CHANGE)

INSERT MAP

Norwood Young America

more than a place, it's home.

INDEPENDENT SCHOOL DISTRICT 108
CENTRAL SCHOOLS

ADMINISTRATIVE COMPREHENSIVE PLAN AMENDMENT
CITY OF NORWOOD YOUNG AMERICA

STAFF REPORT

October 23, 2017

Norwood Young America

more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 23, 2017

SUBJECT: Resolution 2017-25, Amending Resolution 2016-20, Outdoor Storage Nonconforming Use at 309 First Street NE

At the October 9th regular City Council meeting, the Council reviewed and discussed the outdoor storage nonconforming use at 309 First Street NE. The Council consented to consider amending Resolution 2016-20, extending the deadline for the fencing installation requirement to May 1, 2018. Tim Anderson, the owner of the property and of Pioneer Storage & Rental was present at the meeting and requested the fencing requirement be waived and that he be allowed to utilize more of the property for outdoor storage.

The subject property is currently zoned R-3, Medium Density Mixed Residential. The commercial outdoor storage on the subject property is a nonconforming use. At or about the time Mr. Anderson purchased the property, staff determined that the nonconforming use of the property had been terminated with the exception of 10% which is illustrated in the aerial photo attached to Resolution 2017-25. At the October 9th meeting, Mr. Anderson stated he'd move all the commercial outdoor storage items to the defined storage area.

Enclosed is Resolution 2017-25 which amends Resolution 2016-20 and extends the fencing installation deadline to May 1, 2018 and it also requires a six foot (6') high galvanized chain link fence be installed.

Suggested Motion:

Motion to approve Resolution 2017-25, A Resolution amending Resolution 2016-20, a Resolution determining certain outdoor storage as a legal nonconforming use at 309 First Street NE.

RESOLUTION 2017-25

A RESOLUTION AMENDING RESOLUTION 2016-20, A RESOLUTION DETERMINING CERTAIN OUTDOOR STORAGE AS A LEGAL NONCONFORMING USE AT 309 FIRST STREET NE

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

WHEREAS, the property located at 309 First St. NE, including PID # 58.0510520 (the "Property") is zoned R-3 (Medium Density Mixed Residential); and

WHEREAS, the permitted uses for properties in the R-3 Zoning District include single-family dwellings; twin homes; two-family dwellings; townhomes up to 4 units per attached group; a State licensed residential facility serving six (6) or fewer persons, a State licensed day care facility serving 12 or fewer persons, and a group family day care facility licensed under Minnesota Rules, parts 9502.0315 to 9502.0445 to serve 14 or fewer children; and public parks, open spaces and other recreational uses, non-commercial in nature; and

WHEREAS, the Property has historically been utilized for commercial storage; and

WHEREAS, Tim Anderson and Wayne Anderson, Pioneer Storage & Rental LLC (the "Applicants") have requested a determination on the amount of business related outdoor storage that will be permissible at their property located at 309 First Street NE; and

WHEREAS, City staff have determined the property to be 1.05 acres or 45,738 and have researched the non-conforming use and the intensity of outdoor storage and determined that it decreased markedly between 2013 and 2015 .

THEREFORE BE IT RESOLVED that the City Council of Norwood Young America, Carver County, Minnesota, hereby makes and adopts the following Findings of Fact:

1. Outdoor Storage in the R-3 District is not a permitted or conditionally permitted use.
2. The Use appears to be consistent with the historical use of the property for commercial storage, subject to conditions listed below.
3. The Use appears that it will not result in an expansion of the legal nonconforming use of the Property, defined by Ordinance as an increase of outdoor storage or intensification of the performance standards listed in Section 1245.01 of Chapter 12-Zoning of the Norwood Young America City Code, subject to conditions listed below.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby determines that the Use of the Property meets the provisions of Section 1215 of Chapter 12-Zoning of the Norwood Young America City Code and hereby approves the Applicant's use of the Property for commercial storage, subject to the following conditions:

1. The Applicant shall not utilize more than 10% (4,574 square feet) of the entire parcel for outdoor storage.
2. All storage permitted must be maintained to the south of the existing building as illustrated on the attached aerial photograph and kept in a neat and tidy manner.
3. The materials stored outdoors shall be restricted to boats, campers, RVs, and fish houses.
4. The interior use of the existing buildings shall be limited to storage.
5. At no time shall there be storage of any vehicles, materials, equipment or similar that will result in the emission of noise or vibration, smoke and particulate matter, refuse, or odor, or any other performance standards as established in Chapter 12-Zoning or that create a nuisance as defined in Chapter 6-Nuisances of the Norwood Young America City Code.
6. This approval shall expire one year after the date of adoption unless the Applicants have commenced operation of the Use on-site.
7. This approval is subject to installation of a six foot (6') high galvanized chain link fence around the defined outdoor storage area as identified in the attached aerial photo and also to all applicable codes, regulations, ordinances, and conditions of this Resolution 2017-25 and violation thereof shall be ground for revocation. The deadline for installation of the fencing is May 1, 2018.
8. The site shall be subject to inspection and review by the City for compliance with the provisions of this Resolution 2017-25.
9. The nonconforming continuance rights for the Property, approved under this Resolution 2017-25 shall be revoked if the Use ceases for more than 12 consecutive months.
10. The property owners have been consulted with and they are in agreement that the non-conforming use of the property for commercial outdoor storage has been terminated except for the 10% or 4,574 square feet and hereby agree to limit the storage area as illustrated in the attached aerial photograph.

Adopted by the City Council this 23rd day of October 2017.

CITY OF NORWOOD YOUNG AMERICA

_____

Carol Lagergren, Mayor

ATTEST:

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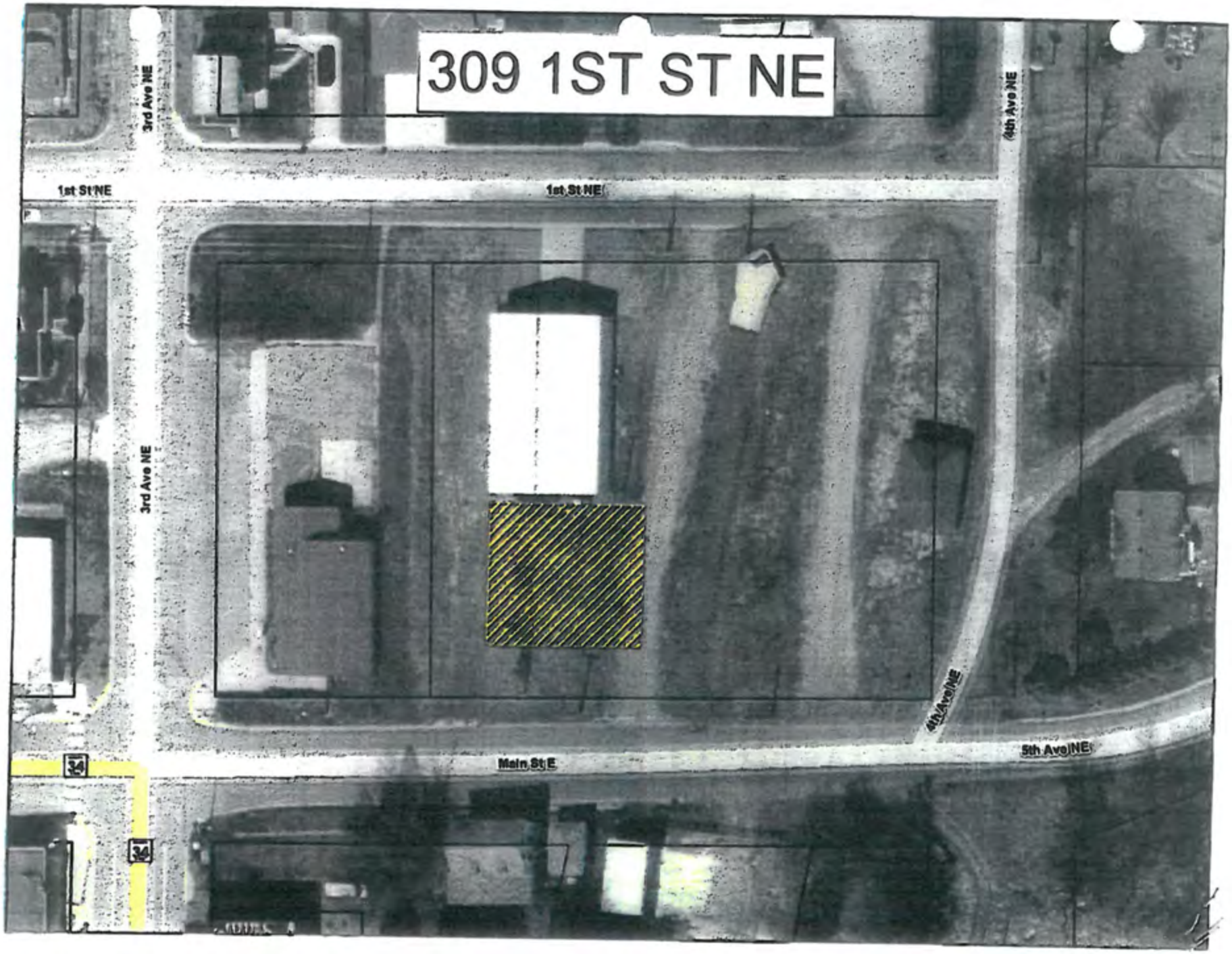
Kelly Hayes, City Clerk/Treasurer


309 1ST ST NE
3rd Ave NE
1st St NE
1st St NE
4th Ave NE
3rd Ave NE
4th Ave NE
Main St E
5th Ave NE

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 23, 2017

SUBJECT: Schedule Special City Council Meeting and Reschedule/Cancel December 25, 2017 Regular Meeting

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Proposed is to schedule a 2018 Budget work session meeting. Items to discuss include: 1) 2018 Fee Schedule; 2) final property tax levy; 3) water and sewer rate increases; and 4) 2017 Municipal State Aid for Street Maintenance. Possible dates include: October 30, November 2, 6, 14, 15, 16, or 20.

Proposed is to also discuss rescheduling or canceling the regular December 25, 2017 Work Session/EDA/City Council meeting. Possible dates to reschedule to include December 18, 20, 21, 27, or 28.

Suggested Motions:

Motion to schedule a special City Council meeting for 6:00 p.m., _____, 2017.

Motion to reschedule the December 25, 2017 regular meeting to 6:00 p.m. _____ _____, 2017.

OR

Motion to cancel the December 25, 2017 regular meeting.