



CITY COUNCIL AGENDA

December 27, 2017 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

NO WORK SESSION

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 November 27, 2017
 3. New Business
 - 3.1 Schedule special meeting for 6:00 p.m., January 8, 2017
 4. 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.)
4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of December 11, 2017 meeting
 - 4.2 Approve payment of claims
5. Public Hearings
6. Old Business
 - 6.1 Five Year Financial Plan (2018 – 2022)
 - 6.2 Oak Grove Senior Residence Snow Removal Agreement
7. New Business
 - 7.1 City Commissions Annual Reports
 - 7.2 Passenger Bus Loan Agreement with St. John's Lutheran Church
 - 7.3 Resolution 2017-33, MnDOT Community Roadside Landscape Partnership Fund
 - 7.4 Liability Insurance Coverage Waiver
 - 7.5 2018 Handbook Update
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: Carver County Sheriff's Office November Report.

UPCOMING MEETINGS / EVENTS

January 3	Planning Commission – 6:00 p.m.
January 8	City Council – 6:00 p.m.
January 10	Economic Development Commission – 6:00 p.m.
January 10	Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:30 p.m.
January 16	Parks and Rec. Commission – 5:30 p.m.
January 17	Fire Department – Townships Annual Meeting – 6:00 p.m.
January 18	Senior Advisory Committee – 9:00 a.m.
January 22	Work Session, EDA, City Council – 6:00 p.m.



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

November 27, 2017 – 6:00 p.m.

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
City Staff: City Administrator Steve Helget, City Clerk Kelly Hayes
Consultants: City Attorney Jay Squires, Planning Cynthia Smith-Strack
Others Present: Scott Loomis, Milan Wishnack

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order

1.1 Pledge of Allegiance

Meeting was called to order by President Carol Lagergren at 7:00pm.

2. Approve Agenda

2.1 Approve minutes of October 23, 2017

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

Motion: DS/CH to approve the minutes of October 23, 2017. Vote 5 – 0. Motion carried.

3. Adjournment

Motion: MM/CH to adjourn at 7:01pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

Kelly Hayes, City Clerk / Treasurer

Carol Lagergren, President



CITY COUNCIL MINUTES

December 11, 2017 – 6:00 p.m.
City Council Meeting

Attendees: Dick Stolz, Craig Heher, Mike McPadden, Charlie Storms

Absent: Carol Lagergren

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

Others: Chris Star, Collin King

1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

Meeting was called to order by Dick Stolz at 6:01pm.

2. Approve Agenda

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

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

Resident Chris Star brought up a concern about the increase in her property tax of 32%. She said that half of that increase was from the City, 25% County and 25% School.

4. Consent Agenda

4.1 Approve minutes of November 27, 2017 meeting

4.2 Approve payment of claims

4.3 Approve 2018 Contract for Police Services

4.4 Approve Resolution 2017-28, Approving Contributions

4.5 Approve publication summary of Ordinance 296

4.6 Approve Copy Machine Agreement

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

5. Public Hearings

5.1 Truth In Taxation Hearing – 2018 Budget and Property Tax Levy

Public Hearing was opened at 6:09pm.

City Administrator Helget presented the 2018 Budget and Property Tax Levy.

- Property Tax Levy = 9.6% increase
- No increase for water and sewer rates
- Budgeting a loss in water and sewer
- General Fund Budget = \$2,153,335
- LGA represents 19% of General Fund revenues
- 2018 Projects = preliminary underpass, monument signs, Serenity Trail, buildings and pool updates, Emma Street drainage improvements

Motion: CH/MM to close the public hearing at 6:20pm. Vote 4 – 0. Motion carried.

6. Old Business

- 6.1 Resolution 2017-25, Outdoor Storage Legal Nonconforming Use at 309 First Street NE – Follow-up Report
Helget inspected property at 309 First Street NE and it is in compliance with the outdoor storage area.

7. New Business

7.1 Resolution 2017-29, Adopting 2018 Property Tax Levy

Motion: CH/CS to approve Resolution 2017-29, Adopting Fiscal Year 2018 Final Property Tax Levy. Vote 4 – 0.
Motion carried.

7.2 Resolution 2017-30, Adopting 2018 Budget

Motion: MM/CS to approve Resolution 2017-30 Adopting the 2018 Budget. Vote 4 – 0. Motion carried.

7.3 Resolution 2017-32, Diversified Plumbing & Heating – Site Plan Approval for Building Expansion

Planning Commission approved the expansion of building 1280 sq ft. Owner Collin King also stated that they plan on creating parking lot and paving it, and also plans to make some of the property green space.

Motion: CH/MM to approve Resolution 2017-32, Diversified Plumbing & Heating Site Plan for Building Expansion. Vote 4 – 0. Motion carried.

7.4 Resolution 2017-31, 2017 Budget Amendment

Motion: MM/CH to approve Resolution 2017-31, amending the 2017 budget. Vote 4 – 0. Motion carried.

7.5 2018 Salary Chart

City Clerk Kelly Hayes noted that the 2018 Salary Chart is the chart itself, not the names of the staff on the bottom of the sheet. The amounts reflect a 2% increase across the board.

Motion: CS/CH to approve the 2018 Salary Chart. Vote 4 – 0. Motion carried.

7.6 Schedule a Public Hearing to add Senior Advisory Committee to Chapter 2 of City Code

City Commission/Committees are found in Chapter 2 of the City Code, except for the Senior Advisory Committee. It is recommended to add the Senior Advisory Committee to the Code and this requires a Public Hearing due to changing the City Code.

Motion: CH/MM to schedule a Public Hearing on January 8, 2018 at 6pm to add Senior Advisory Committee to Chapter 2 of the City Code. Vote 4 – 0. Motion carried.

7.7 Five Year Financial Plan (2018 – 2022)

Brad Falteysek from Abdo was unable to attend the meeting.

Motion: MM/CS to table the Five Year Financial Plan to the December 27 meeting. Vote 4 – 0. Motion carried.

8. Council Member & Mayor Reports

CH – Planning Commission looking at Antenna Code and Subdivision Code. Two vacancies on Planning Commission.

MM – nothing to report

CS – nothing to report

DS – Senior Advisory changed to 3rd Thursday of the month.

UPCOMING MEETINGS / EVENTS

December 13 Economic Development Commission – 6:30 p.m.

December 19 Parks and Rec. Commission – 5:30 p.m.

December 21 Senior Advisory Committee – 9:00 a.m.

December 27 Work session, EDA, City Council – 6:00 p.m.

January 3 Planning Commission – 6:00 p.m.

January 8 City Council – 6:00 p.m.

9. Adjournment

Motion: MM/CS to adjourn at 6:49pm. Vote 4 – 0. Motion carried.

Respectfully Submitted:

Kelly Hayes, City Clerk / Treasurer

Carol Lagergren, Mayor

CITY OF NORWOOD YOUNG AMERICA

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

To Be Approved: December 27, 2017

Pre-Paid Claims (Check Sequence #504547-504599)	<u>\$67,667.71</u>
---	---------------------------

Claims Pending Payment (Check Sequence #27600-27646)	<u>\$108,375.95</u>
--	----------------------------

Grand Total	<u>\$176,043.66</u>
--------------------	----------------------------

Pay Period 12/14/17

Check #	Employee	Gross
504547	BEAVER, ROLLIN N.	\$1,610.00
504548	KELLER, TEDI ANNE	\$290.00
504549	PASQUORETTE, MELISSA	\$1,190.00
504550	BAUMANN, ROBBIE L	\$1,290.00
504551	EHRENBERG, STEVEN W	\$1,785.00
504552	FRANCK, JASON L	\$2,020.00
504553	GLANDER, CHRISTOPHER	\$3,400.00
504554	KANDUTH, STEVEN	\$950.00
504555	KARELS, TODD	\$1,060.00
504556	LANO, PAUL	\$2,450.00
504557	LUSKEY, PETER	\$350.00
504558	MOLNAU, JESSE	\$960.00
504559	NOLL, STEVEN J	\$3,320.00
504560	ORR, DAVID A	\$1,600.00
504561	RAETHER, KEVIN W	\$3,390.00
504562	SMITH, MATTHEW D	\$100.00
504563	STACKEN, PATRICK	\$1,280.00
504564	STENDER, MARK	\$2,195.00
504565	WIGFIELD, ANDREW	\$3,320.00
504566	BLOM, SCOTT	\$280.00
504567	DROEGE, BRADLEY	\$2,280.00
504568	HACKBARTH, JESSE W	\$1,800.00
504569	MARTIN, JAMES	\$400.00
504570	MEULENERS, ANTHONY	\$1,120.00
504571	NELSON, JUSTIN L	\$850.00
504572	SILSETH, LUCAS P	\$480.00
504573	THOMAS, MARK	\$4,050.00
504574	THOMAS, WESLEY	\$1,140.00
504575	ULRICH, ALYSSA	\$1,260.00
504576	VILLALVA, MIKE	\$850.00
504577	WARNOCK, THOMAS D	\$130.00
504578	WENISCH, ROMIE	\$3,750.00
504579	ZUM BERGE, STEVEN	\$5,420.00
504581	ARETZ, BRENT R	\$2,412.00
504582	BIPES, DEBORAH	\$146.74
504583	CANO, JOEY M	\$1,471.39
504584	FRATUS, DOMINIC	\$269.92
504585	HAAG, HERMAN	\$174.20
504586	HAYES, KELLY	\$2,238.40
504587	HELGET, STEVE	\$3,485.60
504588	Hormann, Duane	\$342.71
504589	JAUS, RODNEY D	\$1,476.00
504590	LENZ, DEBRA A	\$1,887.21
504591	MENZEL, ALICIA	\$1,628.00
504592	NIESEN, CHRISTOPHER D.	\$1,766.41
504593	PAULSON, DENNIS	\$251.43
504594	SCHNEEDWIND, BRIAN O	\$1,549.61
504595	STENDER, DANIEL H	\$2,054.25
504596	VOIGT, ANTHONY	\$2,336.80
504598	GLANDER, CHRISTOPHER	\$500.00
504599	KleinBank - Net	\$67,667.71
	GROSS	\$80,360.67

CITY OF NORWOOD YOUNG AMERICA

12/20/17 4:30 PM

Page 1

***Check Detail Register©**

DECEMBER 2017

Check Amt Invoice Comment

10100 CHECKING

Paid Chk# 027600 12/27/2017 A-1 ELECTRIC SERV OF WACONIA

E 602-49450-223	Repair/Maintenance Bldg/Ground	\$156.56	20514	WWTP
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$65.00	20596	WEST COURT LIFT STATION
Total	A-1 ELECTRIC SERV OF WACONIA	\$221.56		

Paid Chk# 027601 12/27/2017 BOLTON & MENK, INC

G 808-22100	Escrow Collected	\$228.00	0211304	CURFMAN
G 807-22100	Escrow Collected	\$16,896.50	0211306	PRESERVE 5TH
E 101-41500-303	Engineering Fees	\$175.00	0211307	MISC ATTY
G 807-22100	Escrow Collected	\$450.00	0211307	PRESERVE 5
Total	BOLTON & MENK, INC	\$17,749.50		

Paid Chk# 027602 12/27/2017 CARDMEMBER SERVICE

E 101-41400-200	Office Supplies	\$135.98		
E 602-49450-210	Operating Supplies	\$118.86		
E 101-41940-210	Operating Supplies	\$82.48		
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$324.69		
E 601-49400-200	Office Supplies	\$28.89		
E 602-49450-221	Repair/Maintenance Equipment	\$133.54		
E 101-41400-430	Miscellaneous	\$43.36		
Total	CARDMEMBER SERVICE	\$867.80		

Paid Chk# 027603 12/27/2017 CARVER COUNTY

E 101-43100-310	Other Professional Services	\$675.00	CSER-336	PICTOMETRY
Total	CARVER COUNTY	\$675.00		

Paid Chk# 027604 12/27/2017 CARVER COUNTY

E 101-41400-350	Print/Publishing/Postage	\$1,224.98	2031	TNT BILLINGS
Total	CARVER COUNTY	\$1,224.98		

Paid Chk# 027605 12/27/2017 CARVERLINK-CARVER CO BROADBAND

E 101-41940-321	Telephone	\$142.85		
E 601-49400-321	Telephone	\$77.14		
E 602-49450-321	Telephone	\$77.14		
E 101-42200-321	Telephone	\$162.45		
E 101-43100-321	Telephone	\$48.57		
E 101-45200-321	Telephone	\$48.57		
E 101-41940-321	Telephone	\$147.14		
E 101-41300-321	Telephone	\$122.37		
E 101-41320-321	Telephone	\$122.37		
E 101-41400-321	Telephone	\$146.84		
E 101-46500-321	Telephone	\$48.95		
E 101-42100-321	Telephone	\$24.47		
E 101-45500-321	Telephone	\$24.47		
Total	CARVERLINK-CARVER CO BROADBAND	\$1,193.33		

Paid Chk# 027606 12/27/2017 CENTER POINT

CITY OF NORWOOD YOUNG AMERICA

12/20/17 4:30 PM

Page 2

*Check Detail Register©

DECEMBER 2017					
			Check Amt	Invoice	Comment
E 101-45500-383	Gas Utilities		\$135.30		314 ELM ST W
E 602-49450-383	Gas Utilities		\$19.60		406 2ND AVE SE
E 101-41940-383	Gas Utilities		\$39.85		318 ELM ST W
E 101-41940-383	Gas Utilities		\$266.59		310 ELM ST W
E 601-49400-383	Gas Utilities		\$191.58		104 3RD AVE SE
Total CENTER POINT			\$652.92		
Paid Chk# 027607	12/27/2017	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# 027608	12/27/2017	CITIZENS STATE BANK WAVERLY			
G 101-21718	HSA ACCOUNT		\$333.34		NIESEN
Total CITIZENS STATE BANK WAVERLY			\$333.34		
Paid Chk# 027609	12/27/2017	COUNTRYSIDE VET & FEED STORE			
E 101-42700-315	Animal Impounding		\$70.00	146290	IMPOUND
Total COUNTRYSIDE VET & FEED STORE			\$70.00		
Paid Chk# 027610	12/27/2017	DELTA DENTAL			
G 101-21714	Dental Insurance		\$972.00		
Total DELTA DENTAL			\$972.00		
Paid Chk# 027611	12/27/2017	DENO, SUSAN			
E 601-49400-432	Refund		\$74.99		H2O BILL OVERPAYMENT
Total DENO, SUSAN			\$74.99		
Paid Chk# 027612	12/27/2017	DOOR POWER INC			
E 101-42200-223	Repair/Maintenance Bldg/Ground		\$159.00	6156	NORTH FIRE STATION
Total DOOR POWER INC			\$159.00		
Paid Chk# 027613	12/27/2017	EHLERS AND ASSOCIATES, INC			
E 101-41500-310	Other Professional Services		\$2,375.00	75510	
E 101-41500-310	Other Professional Services		\$3,000.00	75772	
Total EHLERS AND ASSOCIATES, INC			\$5,375.00		
Paid Chk# 027614	12/27/2017	FASTENAL			
E 101-43100-221	Repair/Maintenance Equipment		\$4.96	MNWAC54740	
Total FASTENAL			\$4.96		
Paid Chk# 027615	12/27/2017	FEDER MECHANICAL			
E 602-49450-221	Repair/Maintenance Equipment		\$550.41	4329	SERVICE BOILERS
Total FEDER MECHANICAL			\$550.41		
Paid Chk# 027616	12/27/2017	HAYES, KELLY			
E 101-41410-331	Travel/Meeting Expense		\$49.23		
E 101-41400-331	Travel/Meeting Expense		\$8.56		

CITY OF NORWOOD YOUNG AMERICA

12/20/17 4:30 PM

Page 3

*Check Detail Register©

DECEMBER 2017

		Check Amt	Invoice	Comment
E 101-41320-331	Travel/Meeting Expense	\$7.49		
	Total HAYES, KELLY	\$65.28		
Paid Chk# 027617	12/27/2017	HEALTH PARTNERS		
G 101-21706	Hospitalization/Medical Ins	\$11,015.04		
	Total HEALTH PARTNERS	\$11,015.04		
Paid Chk# 027618	12/27/2017	HEAVEN SCENT CLEANING INC		
E 101-41940-210	Operating Supplies	\$285.00	62689	BLACK LINERS
	Total HEAVEN SCENT CLEANING INC	\$285.00		
Paid Chk# 027619	12/27/2017	HENNING EXCAVATING		
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$2,825.00	7392	WATERLINE SHUT OFF YA CORP
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$3,890.00	7393	WATERMAIN BY SOUTH SHOP
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$3,365.00	7394	WATERMAIN BY FRIENDSHIP
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$3,837.00	7395	WATER SERVICE SHADY LANE
	Total HENNING EXCAVATING	\$13,917.00		
Paid Chk# 027620	12/27/2017	JAGUAR COMMUNICATIONS		
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$5,000.00	1336	FIBER CONSTRUCTION
	Total JAGUAR COMMUNICATIONS	\$5,000.00		
Paid Chk# 027621	12/27/2017	KLEINBANK HSA ACCOUNTS		
G 101-21718	HSA ACCOUNT	\$473.34		HELGET
G 101-21718	HSA ACCOUNT	\$333.34		STENDER
G 101-21718	HSA ACCOUNT	\$166.66		SCHNEEWIND
	Total KLEINBANK HSA ACCOUNTS	\$973.34		
Paid Chk# 027622	12/27/2017	KWIK TRIP INC.		
E 101-43100-212	Motor Fuels	\$15.92		
E 101-43100-212	Motor Fuels	\$14.48		TICKET#3113263
	Total KWIK TRIP INC.	\$30.40		
Paid Chk# 027623	12/27/2017	LANO EQUIPMENT		
E 101-43100-221	Repair/Maintenance Equipment	\$315.99	17929	BOBCAT PARTS
E 602-49450-221	Repair/Maintenance Equipment	\$86.88	18298	EDGE, BOLT
	Total LANO EQUIPMENT	\$402.87		
Paid Chk# 027624	12/27/2017	LENZ, DEBRA		
E 101-41400-331	Travel/Meeting Expense	\$43.87		MILEAGE
	Total LENZ, DEBRA	\$43.87		
Paid Chk# 027625	12/27/2017	LOFFLER BUSINESS SYS LLC		
E 101-41400-437	Maintenance Contract	\$130.58	2679648	COPIES
	Total LOFFLER BUSINESS SYS LLC	\$130.58		
Paid Chk# 027626	12/27/2017	LOOMIS HOMES		
G 811-22100	Escrow Collected	\$14,526.66		935, 945, 955 LAKEWOOD TR

CITY OF NORWOOD YOUNG AMERICA

12/20/17 4:30 PM

Page 4

***Check Detail Register©**

DECEMBER 2017

		Check Amt	Invoice	Comment
Total LOOMIS HOMES		\$14,526.66		
Paid Chk#	027627	12/27/2017	MID COUNTRY BANK	
G 101-21718	HSA ACCOUNT	\$453.34		HAYES
Total MID COUNTRY BANK		\$453.34		
Paid Chk#	027628	12/27/2017	MID-COUNTY CO-OP OIL ASSN	
E 101-43100-221	Repair/Maintenance Equipment	\$386.28	33178	P3 TIRE
Total MID-COUNTY CO-OP OIL ASSN		\$386.28		
Paid Chk#	027629	12/27/2017	MINNESOTA VALLEY TESTING LAB	
E 601-49400-217	Lab Fees	\$93.00	896693	COLIFORM WATER
Total MINNESOTA VALLEY TESTING LAB		\$93.00		
Paid Chk#	027630	12/27/2017	MN DEPARTMENT OF AGRICULTURE	
E 101-45200-433	Dues and Subscriptions	\$10.00		ARETZ PESTICIDE
E 101-45200-433	Dues and Subscriptions	\$10.00		VOIGT PESTICIDE
Total MN DEPARTMENT OF AGRICULTURE		\$20.00		
Paid Chk#	027631	12/27/2017	MN DEPT OF HEALTH	
G 601-20281	MDH FEE	\$2,118.00		4TH QTR CONNECTIONS
Total MN DEPT OF HEALTH		\$2,118.00		
Paid Chk#	027632	12/27/2017	NORWOOD ELECTRIC INC	
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$121.64	15571	OUTLET @ SEWER PLANT
Total NORWOOD ELECTRIC INC		\$121.64		
Paid Chk#	027633	12/27/2017	PERFORMANCE PLUS LLC	
E 101-42200-208	Medical-Physicals	\$2,044.00	4918LF	MED EXAM
Total PERFORMANCE PLUS LLC		\$2,044.00		
Paid Chk#	027634	12/27/2017	QUILL CORPORATION	
E 101-41400-200	Office Supplies	\$51.97	2902278	
Total QUILL CORPORATION		\$51.97		
Paid Chk#	027635	12/27/2017	RUPP, ANDERSON, SQUIRES, PA	
E 101-41500-304	Legal Fees	\$48.00		BUS
E 101-41500-304	Legal Fees	\$144.00		STORAGE
E 101-41500-304	Legal Fees	\$176.00		NON-CONFORMITIES
E 101-41500-304	Legal Fees	\$149.58		MISC
E 101-41500-304	Legal Fees	\$112.00		NUISANCES
Total RUPP, ANDERSON, SQUIRES, PA		\$629.58		
Paid Chk#	027636	12/27/2017	SCHNEIDER EXCAVATING & GRADING	
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$5,095.00	SE1359	SLOPE REPAIR BEHIND WATER PLANT
Total SCHNEIDER EXCAVATING & GRADING		\$5,095.00		
Paid Chk#	027637	12/27/2017	SMITH OIL CO	
E 601-49400-221	Repair/Maintenance Equipment	\$14.97		MC 35 TIRES

CITY OF NORWOOD YOUNG AMERICA

12/20/17 4:30 PM

Page 5

***Check Detail Register©**

DECEMBER 2017					
		Check Amt	Invoice	Comment	
E 602-49450-221	Repair/Maintenance Equipment	\$14.98		MC 35 TIRES	
	Total SMITH OIL CO	\$29.95			
Paid Chk# 027638 12/27/2017 STATE BANK OF HAMBURG					
G 101-21718	HSA ACCOUNT	\$453.34		JAUS	
	Total STATE BANK OF HAMBURG	\$453.34			
Paid Chk# 027639 12/27/2017 STORMS WELDING & MFG INC					
E 101-43100-221	Repair/Maintenance Equipment	\$127.45	51246	T7 PLOW	
	Total STORMS WELDING & MFG INC	\$127.45			
Paid Chk# 027640 12/27/2017 SUN LIFE ASSURANCE COMPANY					
G 101-21707	Disability Insurance	\$351.17			
	Total SUN LIFE ASSURANCE COMPANY	\$351.17			
Paid Chk# 027641 12/27/2017 UNUM LIFE INSURANCE CO					
G 101-21705	PERA Life	\$55.55	0421562-001 7		
G 101-21705	PERA Life	\$63.98	0421563-001 4		
	Total UNUM LIFE INSURANCE CO	\$119.53			
Paid Chk# 027642 12/27/2017 VIVID IMAGE					
E 101-46500-305	Other Professional Fees	\$4,305.00	11539		
	Total VIVID IMAGE	\$4,305.00			
Paid Chk# 027643 12/27/2017 VOLUNTEER FIREFIGHTERS					
E 101-42200-433	Dues and Subscriptions	\$33.00		WARNOCK, SILSETH, BLOM	
	Total VOLUNTEER FIREFIGHTERS	\$33.00			
Paid Chk# 027644 12/27/2017 WATER CONSERVATION SERVICE INC					
E 601-49400-310	Other Professional Services	\$458.50	8068	LEAK LOCATE	
	Total WATER CONSERVATION SERVICE INC	\$458.50			
Paid Chk# 027645 12/27/2017 XCEL ENERGY					
E 601-49400-381	Electric Utilities	\$2,400.52		104 3RD AVE SE	
E 101-41940-381	Electric Utilities	\$1,329.28			
E 101-42200-381	Electric Utilities	\$309.64			
E 101-42500-381	Electric Utilities	\$12.90			
E 101-43100-380	Street Lighting	\$3,347.37			
E 101-43100-381	Electric Utilities	\$543.54			
E 101-45200-381	Electric Utilities	\$386.88			
E 101-45500-381	Electric Utilities	\$660.42			
E 601-49400-381	Electric Utilities	\$597.87			
E 602-49450-381	Electric Utilities	\$4,095.46			
E 101-49860-381	Electric Utilities	\$258.89			
	Total XCEL ENERGY	\$13,942.75			
Paid Chk# 027646 12/27/2017 ZORO					
E 602-49450-210	Operating Supplies	\$27.60			

CITY OF NORWOOD YOUNG AMERICA

12/20/17 4:30 PM

Page 6

***Check Detail Register©**

DECEMBER 2017

	Check Amt	Invoice	Comment
Total ZORO	\$27.60		
10100 CHECKING	\$108,375.95		

Fund Summary10100 CHECKING

101 GENERAL FUND	\$45,414.97
601 WATER FUND	\$25,067.46
602 SEWER FUND	\$5,792.36
807 Escrow - Preserve 5	\$17,346.50
808 Escrow - Curfman 600 RR St	\$228.00
811 Escrow - Loomis Permit Fees	\$14,526.66
	<u>\$108,375.95</u>



more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: December 27, 2017

SUBJECT: Five Year Financial Plan (2018 – 2022)

Brad Falteysek, Abdo, Eick, & Meyers, will be present to provide a presentation on the proposed Five Year Financial Plan (2018 – 2022).

Enclosed is an updated copy of the Financial Plan. There was a small error in the previous Plan distributed in the December 11th Council packet.

Suggested Motion:

Motion to approve the Five Year Financial Plan (2018 – 2022).



CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2018 - 2022 FINANCIAL PLAN
DECEMBER 11, 2017

Prepared by Abdo, Eick & Meyers, LLP

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

	<u>Page No.</u>
Introductory Section	
Transmittal Letter	4
Bond Rating Criteria	7
Financial Section	
Schedule of Property Taxes Levied and Tax Rates	10
Schedule of Tax Capacities and Tax Rates	11
Schedule of Annual Fund Cash Balances	13
Outstanding Debt Schedule	14
Schedule of Debt Transfers by Year and Fund	15
Capital Project/Equipment Plan - All Funds	
Schedule of Planned Capital Outlay 2017 to 2022	16
Selected Graphical Data from Projections	20
Utility Rates Supplement	24

INTRODUCTORY SECTION

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

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 community market value of \$177,200 increasing by 2 percent per year. The City has had 23 permits (7 single family, 16 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 increase in the General fund tax levy assists in balancing the budget and is working toward a 50 percent cash reserve.
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 \$260,000. This will create an approximate \$1 million cash savings by eliminating the \$48,500 annual payment that was due to the County through 2044. The City will reimburse itself by continuing to budget the \$48,500 expense until it reaches \$260,000.
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, except for TIF 3-4 (424) will receive a one-time correction of approximately \$50,000 of additional increments in 2018.
9. The plan includes \$176,600 levy to the capital fund in 2018 and \$200,000 in years thereafter.

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 a decision for the remaining cash reserves that 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 Sanitary Sewer 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 15.9 percent in 2018 from 2017. The debt service levy increases 6.9 percent from 2017 and the capital levy decrease 11.8 percent. The general levy increases a total of 10.0 percent from 2017. The overall levy increase is 9.8 percent which includes the EDA levy.
3. Fund 275 - Capital Fund - Council certified a tax levy for 2018 of \$176,600 to fund future capital purchases. The projection includes future levies of \$200,000 for this fund. This fund will be analyzed each year as part of the budget process. In 2018, \$24,967 of cash reserves will be utilized to make the Fire Department's lease payment on the SCBA's.
4. The Water and Sewer enterprise funds are projected with no increases in rates for 2018.
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 budgeted 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 \$191,694 at the end of 2016. By the end of the 2022, the deficit has decreased to approximately a \$25,000 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 its bond rating which is current rating AA- as established by 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. 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.

2018 Budget

The 2018 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.

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.

FINANCIAL SECTION

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

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	2017	2018	2019	2020	2021	2022
	Actual Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Property Taxes Levied for General Purposes							
101 General Fund	\$ 1,086,596	\$ 1,152,880	\$ 1,336,288	\$ 1,331,365	\$ 1,388,210	\$ 1,446,133	\$ 1,505,276
101 Additional levy for general fund to increase reserve balance	-	-	-	75,000	145,000	60,000	140,000
Total General Fund Operating Levy	1,086,596	1,152,880	1,336,288	1,406,365	1,533,210	1,506,133	1,645,276

Property Taxes Levied for Debt Service							
501 2010 Infrastructure Debt Service	33,003	32,532	32,327	31,187	30,048	34,067	32,660
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	151,436
518 G.O. Refunding Debt Service	254,262	249,262	243,729	254,787	257,778	260,300	255,955
519 2011A G.O. Refunding Debt Service	94,777	88,338	93,654	94,587	92,030	96,128	108,822
520 2013B Infrastructure Debt Service	160,971	160,971	169,816	171,811	166,771	166,981	167,034
521 2016A G.O. Refunding Debt Service	-	30,792	146,167	149,212	146,902	144,592	38,246
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	65,688
Subtotal	834,665	798,232	853,693	872,262	861,477	919,697	819,941

Property Taxes Levied for Capital Replacement Fund							
275 Capital outlay reserve fund	70,900	200,325	176,600	200,000	200,000	200,000	200,000
Total Taxes Levied - General Levy	1,992,161	2,151,437	2,366,581	2,478,627	2,594,687	2,625,830	2,665,217
Tax Levy Increase (Not including EDA)	10.83%	8.00%	10.00%	4.73%	4.68%	1.20%	1.50%
518 EDA levy	43,753	46,299	47,284	47,284	47,284	47,284	47,284

Total Taxes Levied	\$ 2,035,914	\$ 2,197,736	\$ 2,413,865	\$ 2,525,911	\$ 2,641,971	\$ 2,673,114	\$ 2,712,501
Operational Percent Increase (Decrease) in Levy	18.6%	6.1%	15.9%	5.2%	9.0%	4.2%	4.1%
Debt Percent Increase (Decrease) in Levy	8.2%	-4.4%	6.9%	2.2%	-1.2%	6.8%	-10.8%
Capital Percent Increase (Decrease) in Levy	-35.6%	182.5%	-11.8%	13.3%	0.0%	0.0%	0.0%
EDA Percent Increase (Decrease) in Levy	13.1%	5.8%	2.1%	0.0%	0.0%	0.0%	0.0%
Total Percent Increase (Decrease) in General Levy	10.8%	8.0%	10.0%	4.7%	4.7%	1.2%	1.5%

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	2017	2018	2019	2020	2021	2022
	Actual Amounts	Actual Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Total Levy (Excluding Eda Special Levy)	\$ 1,992,161	\$ 2,151,437	\$ 2,366,561	\$ 2,478,627	\$ 2,594,687	\$ 2,625,830	\$ 2,665,217
Less EMV levy	(18,427)	(17,955)	(17,482)	(22,260)	(21,630)	-	-
Less area-wide fiscal disparities distribution	(463,066)	(511,709)	(556,774)	(556,774)	(556,774)	(556,774)	(556,774)
Total Local Levy (non EDA special levy)	1,510,668	1,621,773	1,792,325	1,899,593	2,016,283	2,069,056	2,108,443
Tax Rate Calculation (non EDA)							
Total tax capacity from the county	2,704,785	2,743,609	2,982,298	3,094,664	3,219,619	3,324,646	3,432,730
Less: Captured Tax Increment	(96,148)	(139,693)	(185,537)	(191,103)	(196,836)	(202,741)	(208,824)
Less: Contribution to fiscal disparities	(327,014)	(354,225)	(299,953)	(299,953)	(299,953)	(299,953)	(299,953)
Adjusted Tax capacity used for local rate	2,281,623	2,249,791	2,496,808	2,603,608	2,722,830	2,821,952	2,923,953
Calculated Tax rate (non EDA special levy rate)	66.21%	72.09%	71.78%	72.96%	74.05%	73.32%	72.11%
Total EDA special levy	43,753	46,289	47,284	47,264	47,284	47,284	47,284
Less area-wide fiscal disparities distribution	(10,442)	(11,284)	(12,029)	(12,029)	(12,029)	(12,029)	(12,029)
Total Local EDA Special Levy (non EDA special levy)	33,311	35,015	35,255	35,255	35,255	35,255	35,255
Calculated Tax rate - EDA special levy rate	1.46%	1.56%	1.41%	1.35%	1.29%	1.25%	1.21%
TOTAL TAX RATE	67.67%	73.64%	73.20%	74.31%	75.35%	74.57%	73.32%
Rate change from prior year	4.00%	6.97%	-0.45%	1.12%	1.03%	-0.78%	-1.25%

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)

Tax Capacity		2016		2017		2018		2019		2020		2021		2022	
Total tax capacity from the county		Actual Amounts	Actual Amounts	Actual Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Assumed new growth (5 homes each year)															
Assumed commercial growth (\$500K MV = \$5K in TC)															
Adjusted Tax capacity used for local rate															
Tax Rates															
General															
Scheduled Debt Levies		36.11%	38.63%	40.54%	41.41%	43.78%	40.22%	42.77%							
Scheduled Capital Levies		27.74%	26.75%	25.89%	25.86%	24.57%	25.66%	22.16%							
Proposed EDA Levies		2.36%	6.71%	5.36%	5.88%	5.70%	5.58%	5.41%							
Proposed Additional Debt Levies		1.46%	1.56%	1.41%	1.35%	1.29%	1.25%	1.21%							
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.86%							
Total Direct Tax Rate (Factors Fiscal Disparities not Reflected in Tax Capacity)		67.67%	73.64%	73.20%	74.31%	75.35%	74.57%	73.32%							
Population		3,782	3,877	3,973	4,073	4,175	4,279	4,386							
Taxes per Capita		\$ 538	\$ 567	\$ 607	\$ 620	\$ 633	\$ 625	\$ 618							
Median Home Value		\$ 145,568	\$ 147,024	\$ 177,200	\$ 180,744	\$ 184,359	\$ 188,046	\$ 191,807							
Median Home Taxes (from city)		822	906	1,141	1,187	1,233	1,251	1,260							
% change from prior year \$'s		7.68%	10.25%	25.97%	4.04%	3.89%	1.40%	0.72%							
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	2017	2018	2019	2020	2021	2022
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts
Government-Type							
General Operations							
101 General							
Cash/ Balance at % percent of the following years budget							
Special Revenue							
201 Park Dedication	95,302	96,362	55,382	55,424	55,466	55,508	55,550
603 Storm Sewer	(181,694)	(169,003)	(170,927)	(152,278)	(133,279)	(107,804)	(81,453)
Subtotal	(96,392)	(72,641)	(115,545)	(96,854)	(77,813)	(52,296)	(25,903)
Debt Service (Maturity)							
501 2010 Infrastructure Debt Service (2025)	63,434	63,435	57,170	52,894	48,554	44,350	44,987
516 2008 Debt Service (refunded with 2016A bond)	137,931	-	-	-	-	-	-
517 O.A. Grave Debt Service (2031)	865,637	129,337	140,105	145,828	151,454	161,961	172,530
518 G.O. Refunding Debt Service (2027)	886,393	915,039	975,661	902,346	833,767	765,033	690,271
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	150,292	169,308	183,408	217,423
521 2016A General Obligation bonds (2035)	-	94,073	110,688	135,768	155,706	176,000	217,712
590 Potential Levy (212 underpays project)	-	-	-	-	-	3,176	6,304
Subtotal	1,803,353	1,653,662	1,738,738	1,713,500	1,683,221	1,666,300	1,537,414
Capital Projects							
225 Economic Recovery	124,630	125,820	127,010	128,006	129,030	130,083	131,165
257 Oak Grove	90	90	90	90	90	90	90
275 Capital Fund	557,595	579,640	554,640	640,256	622,736	530,203	525,601
320 2013 Infrastructure	51,939	51,939	51,939	51,078	52,017	52,096	52,095
407 TIF 1-5	-	-	(85)	24,405	48,559	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	56	(1757)	(570)	(570)	(570)	(570)
423 TIF 3-3	-	(4,476)	(5,230)	(5,520)	(5,784)	(6,030)	(6,277)
424 TIF 3-4	7,839	(42,481)	(16,276)	(17,115)	(17,979)	(18,869)	(19,786)
425 TIF 3-5	14,413	14,113	23,298	22,459	21,595	20,705	19,788
Subtotal	761,938	729,653	739,703	849,047	854,056	785,041	803,945
Total - Government-Type Funds	\$ 3,364,150	\$ 3,201,865	\$ 3,281,067	\$ 3,458,854	\$ 3,610,836	\$ 3,608,246	\$ 3,564,917
Enterprise-Type							
601 Water	725,103	669,090	516,575	500,000	487,327	463,682	531,052
602 Sewer	161,102	236,980	170,460	(196,260)	(213,096)	(251,754)	(264,536)
251 Harbor at Pulica	112,604	-	N/A	N/A	N/A	N/A	N/A
Total - Enterprise-Type Funds	\$ 998,809	\$ 906,070	\$ 607,035	\$ 303,740	\$ 274,231	\$ 231,928	\$ 266,517
TOTAL CASH RESERVES - ALL CITY FUNDS	\$ 4,262,959	\$ 4,107,935	\$ 3,928,102	\$ 3,772,644	\$ 3,884,886	\$ 3,840,175	\$ 3,931,474

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

[illegible]

Business Type Debt

Water Fund	2012/2012	2012/2024	2012/2031	40 - 2.00	%	\$ 1,027,500	\$ 948,750	\$ 823,125	\$ 695,625	\$ 566,250	\$ 431,250	\$ 292,500
601 GO Water Revenue Bonds 2012A	1,430,625	3/14/2012	2/1/2024	2/1/2031			255,000	130,000	-	80,000	50,000	40,000
601 GO Water Revenue Bonds 2020B	2,715,000	10/30/2008	2/1/2029	2/1/2018	3.75 - 5.00		100,000	90,000	80,000	60,000	-	-
601 GO Water Revenue Bonds 2020B	120,000	8/4/2010	2/1/2026	2/1/2018	1.45 - 3.65		150,000	125,000	100,000	70,000	-	-
601 GO Refunding Bonds, Series 2010A	255,000	12/7/2010	2/1/2021	2/1/2019	2.00 - 3.00		1,650,000	1,695,000	1,550,000	1,430,000	1,374,000	1,312,000
601 GO Refunding Bonds, Series 2010B	1,966,604	11/24/2010	6/20/2039		2.461		175,000	160,000	145,000	130,000	115,000	100,000
601 GO Water Revenue Bonds, Series 2010	245,000	9/15/2011	2/1/2032	2/1/2030	3.00 - 3.75		1,920,000	1,850,000	1,760,000	1,650,000	1,550,000	1,450,000
601 GO Refunding Bonds, Series 2011A	1,920,000	7/21/2016	2/1/2028	2/1/2025	2.0 - 3.0		4,633,125	4,233,625	3,820,250	3,400,250	3,004,500	
601 GO Refunding Bonds, Series 2014A, Consumer Refunding 2020B							5,487,500	4,994,750	4,502,125	4,009,375	3,516,625	3,023,875

Donnerstag

Account	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	2036/2037	2037/2038	2038/2039	2039/2040	2040/2041	2041/2042	2042/2043	2043/2044	2044/2045	2045/2046	2046/2047	2047/2048	2048/2049	2049/2050	2050/2051	2051/2052	2052/2053	2053/2054	2054/2055	2055/2056	2056/2057	2057/2058	2058/2059	2059/2060	2060/2061	2061/2062	2062/2063	2063/2064	2064/2065	2065/2066	2066/2067	2067/2068	2068/2069	2069/2070	2070/2071	2071/2072	2072/2073	2073/2074	2074/2075	2075/2076	2076/2077	2077/2078	2078/2079	2079/2080	2080/2081	2081/2082	2082/2083	2083/2084	2084/2085	2085/2086	2086/2087	2087/2088	2088/2089	2089/2090	2090/2091	2091/2092	2092/2093	2093/2094	2094/2095	2095/2096	2096/2097	2097/2098	2098/2099	2099/2100	2100/2101	2101/2102	2102/2103	2103/2104	2104/2105	2105/2106	2106/2107	2107/2108	2108/2109	2109/2110	2110/2111	2111/2112	2112/2113	2113/2114	2114/2115	2115/2116	2116/2117	2117/2118	2118/2119	2119/2120	2120/2121	2121/2122	2122/2123	2123/2124	2124/2125	2125/2126	2126/2127	2127/2128	2128/2129	2129/2130	2130/2131	2131/2132	2132/2133	2133/2134	2134/2135	2135/2136	2136/2137	2137/2138	2138/2139	2139/2140	2140/2141	2141/2142	2142/2143	2143/2144	2144/2145	2145/2146	2146/2147	2147/2148	2148/2149	2149/2150	2150/2151	2151/2152	2152/2153	2153/2154	2154/2155	2155/2156	2156/2157	2157/2158	2158/2159	2159/2160	2160/2161	2161/2162	2162/2163	2163/2164	2164/2165	2165/2166	2166/2167	2167/2168	2168/2169	2169/2170	2170/2171	2171/2172	2172/2173	2173/2174	2174/2175	2175/2176	2176/2177	2177/2178	2178/2179	2179/2180	2180/2181	2181/2182	2182/2183	2183/2184	2184/2185	2185/2186	2186/2187	2187/2188	2188/2189	2189/2190	2190/2191	2191/2192	2192/2193	2193/2194	2194/2195	2195/2196	2196/2197	2197/2198	2198/2199	2199/2200	2200/2201	2201/2202	2202/2203	2203/2204	2204/2205	2205/2206	2206/2207	2207/2208	2208/2209	2209/2210	2210/2211	2211/2212	2212/2213	2213/2214	2214/2215	2215/2216	2216/2217	2217/2218	2218/2219	2219/2220	2220/2221	2221/2222	2222/2223	2223/2224	2224/2225	2225/2226	2226/2227	2227/2228	2228/2229	2229/2230	2230/2231	2231/2232	2232/2233	2233/2234	2234/2235	2235/2236	2236/2237	2237/2238	2238/2239	2239/2240	2240/2241	2241/2242	2242/2243	2243/2244	2244/2245	2245/2246	2246/2247	2247/2248	2248/2249	2249/2250	2250/2251	2251/2252	2252/2253	2253/2254	2254/2255	2255/2256	2256/2257	2257/2258	2258/2259	2259/2260	2260/2261	2261/2262	2262/2263	2263/2264	2264/2265	2265/2266	2266/2267	2267/2268	2268/2269	2269/2270	2270/2271	2271/2272	2272/2273	2273/2274	2274/2275	2275/2276	2276/2277	2277/2278	2278/2279	2279/2280	2280/2281	2281/2282	2282/2283	2283/2284</
---------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-------------

Author: Michael Decker

[illegible]

Total Business Type Code

GOVERNMENT TYPE DEBIT

518 GO Bond, Series 2004A	1,325,000	07/02/2008	2/15/2008	2/1/2017	6.00 - 6.15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
---------------------------	-----------	------------	-----------	----------	-------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Total Government Time Ratio

Debt Per Capita - Governmental Total	\$	3,380.49	\$	3,095.87	\$	2,750.75	\$	2,444.26	\$	2,145.11	\$	1,840.39	\$	1,540.14
Debt Per Capita - Enterprise Funds		3,412.22		3,140.94		2,876.59		2,551.96		2,092.99		1,659.99		3,209.94
Total Debt Per Capita		6,792.70		6,233.81		5,627.33		5,006.23		4,198.37		3,502.35		2,627.54
Debt Per Capita - Less: Highway		5,319.94		4,800.95		4,304.81		3,805.24		3,317.43		2,827.84		2,304.55

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	2022
2010 Infrastructure Debt Service Fund (501)						
Transfer in from fund 603 (Storm Water)	\$ (6,906)	\$ (6,759)	\$ (6,597)	\$ (6,434)	\$ (6,265)	\$ (6,089)
	(6,906)	(6,759)	(6,597)	(6,434)	(6,265)	(6,089)
2016A Debt Service fund (516/521)						
Transfer in from fund 602 (Sewer)	\$ (11,810)	\$ (11,810)	\$ (11,810)	\$ (11,810)	\$ (11,810)	\$ (11,810)
Transfer in from fund 601 (Water)	(683)	(683)	(683)	(683)	(683)	(683)
	(12,493)	(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)	\$ (7,281)
Transfer in from fund 602 (Sewer)	(75,312)	(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)	(37,573)
	(120,166)	(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)	\$ (32,025)
Transfer in from fund 602 (Sewer)	(64,849)	(67,977)	(65,916)	(68,818)	(66,434)	(63,957)
Transfer in from fund 601 (Water)	(21,393)	(21,331)	(21,747)	(22,101)	(22,411)	(22,158)
	(118,229)	(121,071)	(119,717)	(123,197)	(121,299)	(118,140)
Water enterprise fund (601)						
Transfer out to fund 521 (2016A Bonds)	\$ 683	\$ 683	\$ 683	\$ 683	\$ 683	\$ 683
Transfer out to fund 518 (2010B bonds) (scheduled)	42,573	42,573	42,573	42,573	42,573	42,573
Transfer out to fund 518 (2010B bonds) (reduction)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Transfer out to fund 519 (2011A bonds)	21,393	21,331	21,747	22,101	22,411	22,158
	59,649	59,587	60,003	60,357	60,667	60,414
Sewer enterprise fund (602)						
Transfer out to fund 521 (2016A Bonds)	\$ 11,810	\$ 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	75,312
Transfer out to fund 519 (2011A bonds)	64,849	67,977	65,916	68,818	66,434	63,957
	151,971	155,099	153,038	155,940	153,556	151,079
Storm Water special revenue fund (603)						
Transfer out to fund 518 (2010B bonds)	\$ 7,281	\$ 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	32,025
Transfer out to fund 501 (2010 infrastructure bonds)	6,906	6,759	6,597	6,434	6,265	6,089
	46,174	45,803	45,932	45,993	46,000	45,395

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

Department	Year	Item	Purchase		Net		2017	2018	2019	2020	2021	2022
			Cost	Cost	Cost	Cost	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Administration	2019	City Code codification	\$ 10,000	\$ 10,000	\$ -	\$ -	-	25,000	25,000	25,000	25,000	-
Fire department	yearly	SCBA's	150,000	150,000	-	-	-	-	-	-	-	25,000
Fire department	2017	Turnout gear	60,000	multiple	5,395	-	-	6,600	6,600	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	-	-	-	-	-	-	-	40,000
Fire department	2022	1996 Ladder 11	750,000	750,000	-	-	-	-	-	-	-	750,000
Fire department	2022	2000 Excavation tool 11	30,000	30,000	-	-	-	-	-	-	-	30,000
Fire department	2022	2001 Excavation 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	2018	2019	2020	2021	2022
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Public Works	2018	Bobcat HLA snowplow	\$ 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	2018 Planter (crescent lines and cuts)	8,000	8,000	-	-	-	-	8,000	-
Public Works	2021	2003 Creeper Mowhawk 13' tornado brush chopper	30,000	25,000	-	-	-	-	25,000	-
Public Works	2021	T7 2004 Sterling dump truck LB500 (snowplow/hauling)	235,000	235,000	-	-	-	-	235,000	-
Public Works	2022	2007 Fiat mower diamond river 1549HD (fence arm mower)	18,500	17,000	-	-	-	-	235,000	-
Public Works	2022	Bobcat 3400 utility vehicle	17,000	15,000	-	-	-	-	-	17,000
Public Works	2022	Blacktop roller/walker RD11 (385 hrs)	30,000	28,000	-	-	-	-	-	15,000
Public Works	2023	2003 New Holland tractor TN75D (835 hrs)	48,000	43,000	-	-	-	-	-	28,000
Public Works	2023	Brene 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 (attachment 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	60,000	-	-	-	-	-	-
Public Works	2027	2017 Ford E450 passenger bus (15 seat)	90,000	90,000	-	-	-	-	-	-
Public Works	2028	Boas 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 KMA-6000T	30,000	30,000	-	-	-	-	-	-
Parks and Recreation	2017	16' Mower	\$ 63,500	\$ 63,500	\$ 63,500	\$ -	\$ -	\$ -	\$ -	\$ -
Parks and Recreation	2017	Wilkommen Memorial Park Restrooms	50,000	50,000	50,000	-	-	-	-	-
Parks and Recreation	2018	M1 Kubota 72" mower ZD331 (1800 hrs)	17,000	13,000	-	13,000	-	-	-	-
Parks and Recreation	2018	2004 Bobcat cab car	15,000	10,000	-	10,000	-	-	-	-
Parks and Recreation	2020	Baseball Field Fence replacement (Wilkommen Park)	60,000	60,000	-	-	-	60,000	-	-
Parks and Recreation	2020	Skating Rink Warning House (12x16')	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 ZD725M (1,200 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					251,305	201,600	114,800	216,000	293,000	965,000

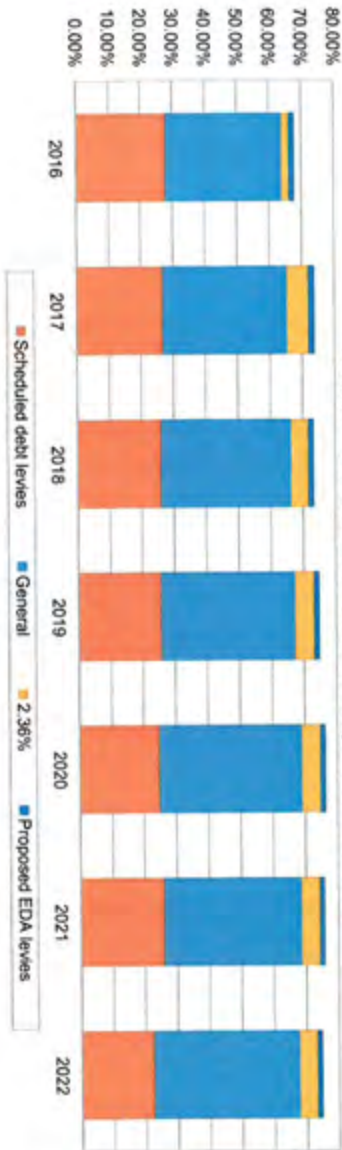
City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - All Funds
Schedule of Planned Capital Outlay 2017 to 2022 (Continued)

Department	Year	Item	Purchase Cost		Net Cost		2017	2018	2019	2020	2021	2022
			Cost	Cost	Cost	Cost	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	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	-	-	-	-
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	Tracking 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 1698 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	Burn 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	2026	W1 2013 Ford F550 with crane	40,000	30,000	-	-	-	-	-	-	-	-
Sewer	2028	Boos V-Plow	6,500	6,500	-	-	-	-	-	-	-	-
Total Enterprise Capital Outlay			-	-	-	-	-	204,000	405,000	73,000	90,000	80,000

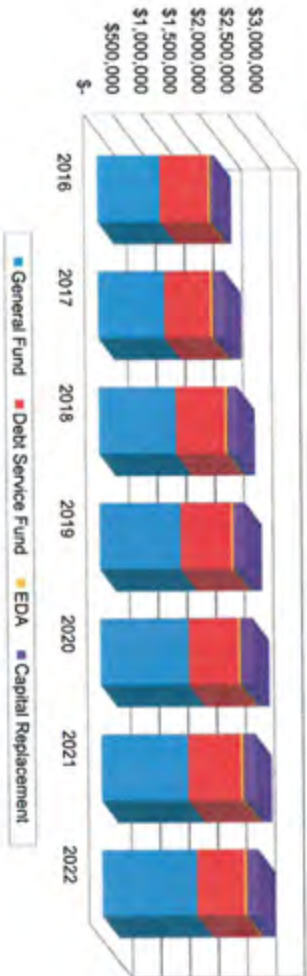
City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - All Funds
Schedule of Planned Capital Outlay 2017 to 2022 (Continued)

	2017	2018	2019	2020	2021	2022
	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Total Capital Projects and Equipment	\$ 251,395	\$ 405,600	\$ 519,800	\$ 291,000	\$ 383,000	\$ 1,035,000
Total Capital Projects and Equipment	\$ -	\$ 150,000	\$ 5,000	\$ 11,500	\$ -	\$ -
Water	-	54,000	400,000	61,500	90,000	80,000
Sewer	-	201,600	114,800	218,000	293,000	955,000
Governmental	251,395					
Governmental Capital Projects and Equipment	-	-	10,000	-	-	-
Administration	137,895	56,800	96,800	32,000	25,000	695,000
Fire department	-	122,000	8,000	85,000	288,000	60,000
Public Works	113,500	23,000	-	101,000	-	-
Parks and Recreation	-	-	-	-	-	-
Revenue	\$ 251,395	\$ 201,600	\$ 114,800	\$ 219,000	\$ 293,000	\$ 955,000
Capital Levy	250,000	250,000	250,000	250,000	250,000	250,000
Potential reduction of levy	(49,675)	(73,400)	(90,000)	(50,000)	(90,000)	(50,000)
Net Capital Levy	200,325	176,600	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)	40,000	-	-	-	-	-
Other expenses	-	-	-	-	-	-
Interest	-	-	416	480	467	398
Transfers in	-	-	-	-	-	-
Total Revenue	273,450	176,600	200,416	200,480	200,467	950,396
Total Expenditures	(261,395)	(201,600)	(114,800)	(218,000)	(293,000)	(955,000)
Net Change in cash balance	22,055	(25,000)	85,616	(17,520)	(92,533)	(4,602)
Beginning balance	557,585	579,640	654,640	640,256	622,736	530,203
Ending balance	\$ 579,640	\$ 554,640	\$ 640,256	\$ 622,736	\$ 530,203	\$ 525,601

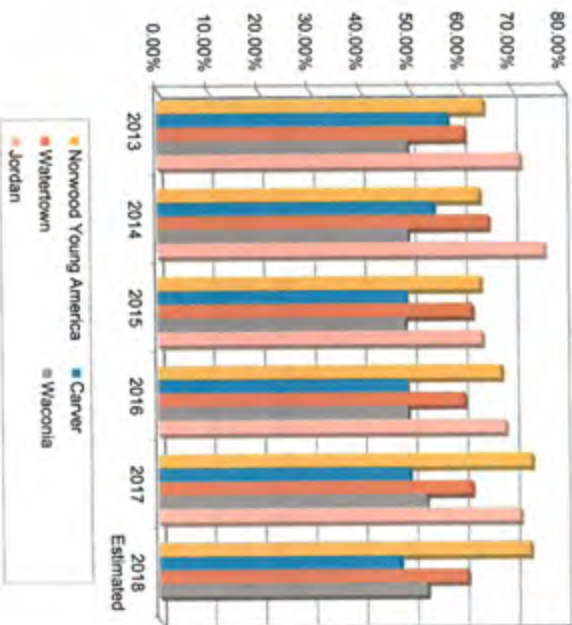
Tax Rates - 2010 and 2017 Actual and Projected 2018-2022

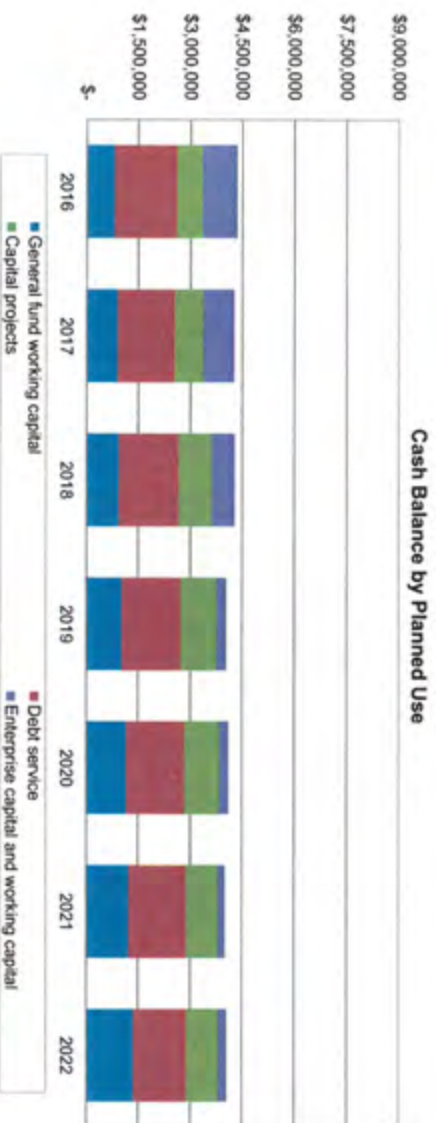
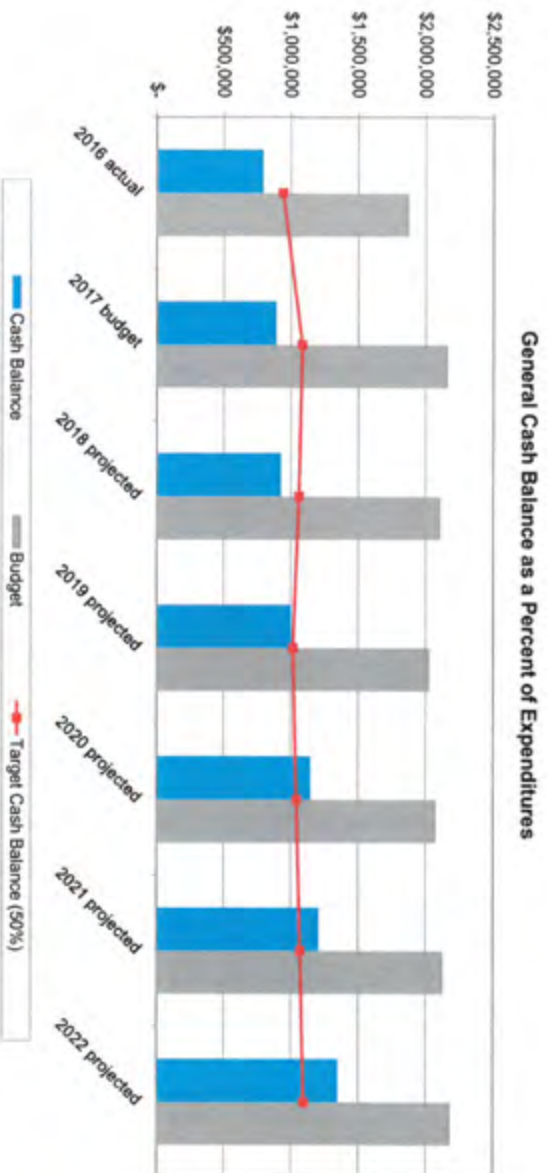


Property Taxes - General Levy, Bonds and Potential Levies to Balance Projects

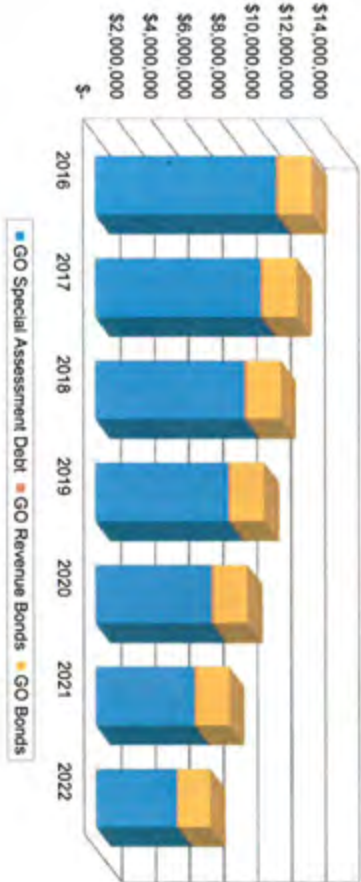


Tax Capacity Rates - 2013 - 2017 for Norwood Young America

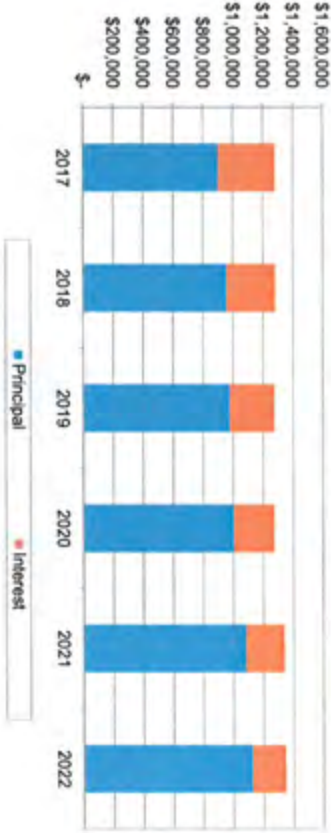




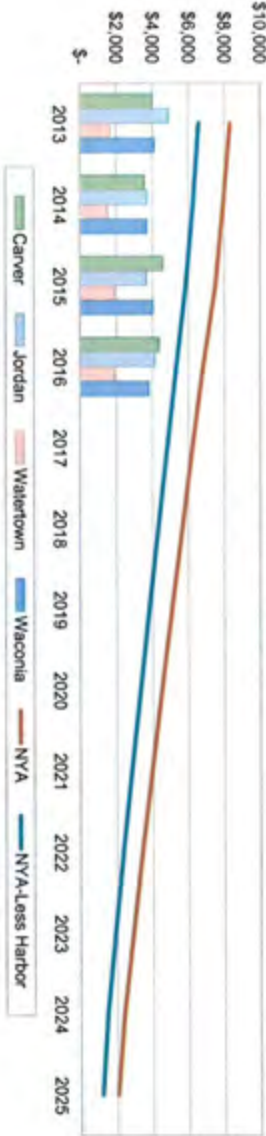
Projected Governmental Debt Balances Based on Current Amortizations

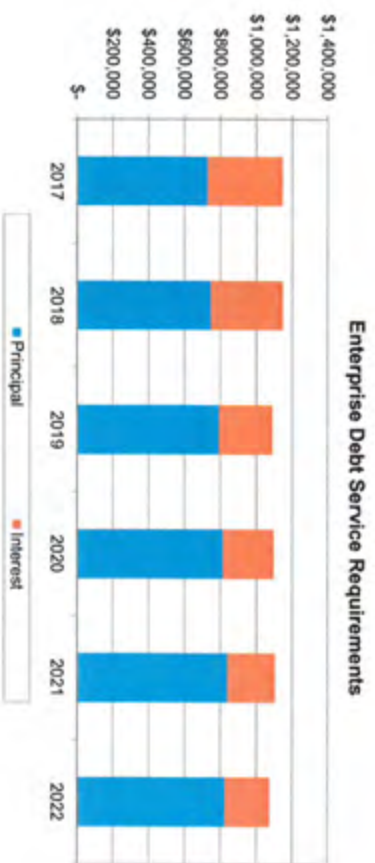
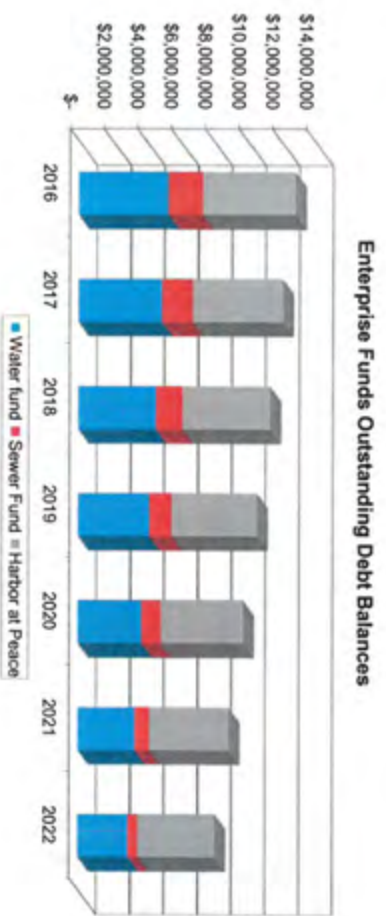


Government Debt Service Requirements



Total Debt per Capita





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



more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 27, 2017
SUBJECT: Oak Grove Senior Residence Snow Removal Agreement

At the City Council's November 13th regular meeting, the Council approved the scope of work and bid for snow removal related services at Oak Grove with the Carver County CDA. Enclosed is the agreement with the CDA which includes the scope of work and service fees as Attachments A and B respectively.

Suggested Motion:

Motion to approve the Snow Removal Services Agreement with the Carver County CDA for the 2017-2018 winter season.

Snow Removal Services Agreement

THIS AGREEMENT dated December 27, 2017 by and between the Carver County Community Development Agency dba/ Oak Grove Senior Residence, (hereinafter referred to as "CDA") and the City of Norwood Young America, (hereinafter referred to as "City").

WITNESSETH:

WHEREAS, the CDA wishes to acquire snow removal services at 114 Reform Street, Norwood Young America, MN and other special projects as agreed upon, on a contractual basis from the City.

NOW, THEREFORE, in consideration of the mutual undertakings and promises herein contained, the parties do agree as follows:

1. **TERM.** The term of this Agreement shall be from October 31, 2017 to April 30, 2018.
2. **WARRANTY.** The City warrants and represents that they are qualified to provide the services described herein.
3. **SERVICES.** The City shall provide services as listed in Attachment A of this Agreement.
4. **PAYMENT.** Payment for services shall be processed within 30 days by the City after completion of services upon the presentation of a claim. Invoices shall list property address, and shall provide a cost breakdown of services and labor or material charges. The CDA reserves the right to inspect the job sites and approve or disapprove the City's work. If the CDA disapproves the work, the City will have forty-eight (48) hours to resolve any problems. The City will not be paid for the job until the problems are resolved.
5. **GOODWILL.** The City agrees that in performing any duties required under this agreement they will avoid any words or actions that would convey a negative image for the CDA or any of the various co-parties involved. Should an event occur that violates this provision, the City and the CDA will mutually agree to necessary corrections to be made.
6. **CONFIDENTIALITY.** All data collected, created, received, maintained, or disseminated for any purposes by the activities of the City because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, [Sections 13.01 through 13.99], particularly those rules and regulations which address information about persons receiving assistance from the CDA and/ or location of CDA assisted housing, shall be complied with.

7. **RECORDS AVAILABILITY AND RETENTION.** Pursuant to Minnesota Statute 16B.06, Subd. 4, the City agrees that the CDA, or any of its duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City and involve transactions relating to this Agreement. The City agrees to maintain these records for a period of six years from the date of termination of this Agreement.

8. **SUBCONTRACTING AND ASSIGNMENT.** The City shall not enter into any subcontract for performance of any services contemplated under this Agreement nor assign any interest in the Agreement without Prior written approval of the CDA and subject to such conditions and provisions as the CDA may deem necessary. The City shall be responsible for the performance of all subcontractors. At the time of this Agreement, the City has entered into an agreement with Curfman Trucking for snow hauling services on an as needed basis.

9. **INDEPENDENT CONTRACTOR.** Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners or joint ventures within the CDA. No tenure or any rights or benefits including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA or any other benefits available to CDA employees, shall construe to the City or its employees performing services under this agreement. Any and all claims that may arise as a consequence of any act or omission on the part of the City shall in no way be an obligation or responsibility of the CDA.

10. **NONDISCRIMINATION.** During the performance of this Agreement, the City agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

11. **HEALTH and SAFETY.** The City shall be solely responsible for the health and safety of its employees in connection with the services performed in accordance with this Agreement. The City shall ensure that all of its employees have received all of the training required to properly and safely perform services outlined in this Agreement. Such training is to include, but not be limited to, all applicable sections of the State and Federal Occupation, Safety and Health Administration (OSHA) laws, Uniform First Code and/or any other applicable health and safety regulations.

12. **SURVIVAL.** Should any of the above provisions be subsequently determined by a court of competent jurisdiction to be in violations of any Federal or State law, or to be otherwise invalid, both parties agree that only those provisions so adjudged shall be invalid, and that the remainder of this Agreement shall remain in full force and effect.

13. **AMENDMENT.** Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing, duly signed by both parties, and attached to the original of this Agreement.

14. **AGREEMENT.** This agreement, when executed, shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.

15. **LIABILITY AND INDEMNIFICATION.** The City agrees it will defend, indemnify and hold harmless the CDA, its officers and employees against any and all liability, loss, costs, damages and expenses which the CDA, its officers or employees may hereinafter sustain, incur, or be required to pay arising out of the City's performance or failure to adequately perform its obligations pursuant to this Agreement.

16. **INSURANCE.** The City hereby agrees, that in order to protect itself as well as the CDA under indemnity provisions set forth above, it will at all times during the term of this contract keep in force:

- a. **Coverage's:** The City shall at its expense carry not less than:
 - \$1,000,000 Commercial General Liability Insurance.
 - \$1,000,000 Automobile Liability Insurance.
 - City shall purchase insurance to protect itself from claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the work to be performed.
- b. **Additional Insured.** The City shall name the CDA as an additional insured on its commercial general liability policy, and that additional-insured coverage shall be primary and non-contributory with respect to any other insurance or self-insurance which may be maintained by the CDA.
- c. **Certificates of Insurance.** The City shall provide to the CDA upon execution of this Agreement a certificate insurance demonstrating the required coverage.
- d. **Failure to Insure.** The failure to carry the required insurance coverage, or to furnish the required certificate of insurance, shall be a material breach of this Agreement.

17. **DEFAULT AND CANCELLATION.** If the City fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the agreement, this shall constitute default. Unless the Provider's default is excused by the CDA, the CDA may terminate this agreement immediately without further notice.

This Agreement may be cancelled without cause by either party upon thirty (30) days written notice.

18. **NOTICE TO CITY:** The City will provide its Minnesota tax identification number upon request.

19. **ANTITRUST.** The City hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/ or services provided in connection with this Agreement resulting from antitrust violations, which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

City of Norwood Young America

**Carver County
Community
Development Agency**

Mayor

Deputy Director

ATTACHMENT A
Scope of Work
Oak Grove Senior Residence

I. Scope of Work:

A. Scope

- a. City agrees to furnish all labor, materials, tools, equipment, machinery and supervision, if necessary, to successfully complete snow removal services when the following occurs: an average of 1/2" (half inch) snowfall for sidewalks and 2" for parking lots; in a timely and professional manner.
- b. Walks to be salted/sanded after snow removal (salt to be provided by property)
- c. Main drive areas will be opened by 6:30 am and/or 5:00 pm to enable travel to and from complex.
- d. Main drives to be plowed every four (4) inches during heavy snowfalls.
- e. At each occurrence of lot clean up (curb to curb), an application of salt/sand is to be applied in all lots.
- f. During blowing conditions, properties will be checked and cleared as necessary.
- g. Final clean up-Parking lots to be plowed curb to curb the next business day following the end of snow fall. A start time will be determined by the contractor in coordination with the property. All vehicles will be removed from the site prior to the start of snow plowing or will be towed by management.

B. Equipment

- a. The City recognizes that various types of equipment may be required to fulfill the scope requirements and acknowledges that they own or have access to equipment necessary to fulfill scope requirements.

ATTACHMENT B

PRICING

DESCRIPTION	UNIT COST
Plowing parking lot and drive areas	Per parking lot \$60.00 – Flat Fee
The following additional fees shall be accessed based on the size of the snow fall:	
<u>inches</u> <u>1½ to 2</u>	<u>\$130.00</u>
<u>inches</u> <u>2 to 6</u>	<u>\$175.00</u>
<u>inches</u> <u>6 to 10</u>	<u>\$235.00</u>
<u>inches</u> <u>10+</u>	<u>\$375.00</u>
Sidewalks – snow removal	Per hour \$110.00
Salt/sanding – parking lot	Per parking lot \$65.00
Salt/sanding – sidewalks	Per hour \$50.00
Bobcat, if necessary	Per hour \$90.00
Dump truck – snow removal, if necessary	Per hour \$70.00
Loader, if necessary	Per hour \$150.00

Note: Hourly rates shall include labor, taxes, fees and other support costs.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: December 27, 2017

SUBJECT: City Commissions 2017 Annual Reports

Each year the City Commissions establish goals that they want to work on during the course of the year. In the past a yearend report has been provided by each Commission. This year the City Council member(s) that serve on these Commissions will provide the 2017 yearend report.

Enclosed are each Commission's 2017 goals which include the action taken this year. Lastly, enclosed is a current list of the members who serve on each respected Commission.

Suggested Motion:

Information only, no action required.

NYA PLANNING COMMISSION 2017 REPORT TO CITY COUNCIL

OVERVIEW

The Norwood Young America Planning Commission is the designated planning agency for the City. The Commission advises the City Council on matters pertaining to planning, land use, and property subdivision. The Commission operates in planning, legislative, and regulatory capacities.

In its planning capacity, the Commission is responsible for making recommendations to the Council regarding the overall development and redevelopment of the City.

In its legislative capacity the Commission develops and recommends adjustments to the City Code relating to land use and the subdivision of property.

In its regulatory capacity the Commission applies existing code to proposed applications for land use and subdivision and makes recommendations to the Council thereon.

The Commission met twelve times so far in 2017 and is expected to meet in December as well. The Commission held eleven regular meetings: January 18th, February 22nd, March 21st, April 18th, May 22nd, June 6th, July 5th, August 1st, September 6th, October 3rd, November 7th, and December 5th (scheduled) and one work session: March 7th.

The Commission has five representatives and two vacancies. Current membership is as follows: Mike Eggers, Bill Grundahl (Vice Chair), Craig Heher (Chair), Mark Lagergren, and JR Hoernemann. The Commission recognizes and thanks Cassandra Kemp for her presence on the Commission. Kemp resigned mid-year. The Commission also recognizes Charlie Storms for his contribution to the Commission. Storms was appointed to the Council earlier in the year.

Remainder of this page intentionally blank

SUMMARY OF MEETING ACTIVITIES

January 18th:

- The Commission discussed a proposed new construction at 211 Railroad Street East.
- The Commission discussed pet daycare and similar uses in the C-3 District and the potential to create enabling language for such uses.
- The Commission reviewed draft language relating to residential lot combinations and administrative subdivisions.
- The Commission reviewed a draft rental code update.

February 22nd:

- The Commission held a public hearing on an amendment to the subdivision regulations allowing administrative subdivisions and lot combinations. The Commission recommended approval.
- The Commission held a public hearing on a variance request for Xtreme Electric for a steel structure in the C-3 District at 211 Railroad Street East. The Commission recommended approval of the amendment.
- The Commission recommended the City Council approve a site plan for Xtreme Electric with conditions attached.
- The Commission held discussion with owners of rental property on a proposed rental code update.
- The Commission reviewed draft language allowing pet daycare in business districts.

March 7th:

The Commission held a work session on a draft rental code update.

March 21st:

- The Commission held a public hearing on a request for a conditional use permit to allow auto sales at 180 Industrial Boulevard. The Commission recommended conditional approval of the CUP to the Council.
- The Commission held a public hearing on a request for an interim use permit to allow limited outdoor storage at 508 Merger Street. The Commission recommended conditional approval of the IUP to the City Council.
- The Commission held a public hearing on an ordinance amendment to allow animal care as a conditional use in the C-2 General Commercial District, C-3 Downtown District, and the B-I Business Industrial District.
- The Commission discussed a request to adjust the regular meeting date and time. Regular meetings to be on the first Tuesday of each month, beginning in May.

April 18th:

- The Commission held a public hearing on an ordinance amending existing standards in the C-3 Downtown District to allow residential uses on the street level providing at least 50% of the structure's first floor adjacent to the street was reserved for commercial uses.
- The Commission held a public hearing to consider rezoning of 120 Morse Street from C-3 to R-3 Medium Density Mixed Residential District. The Commission recommended approval of the rezoning request.
- The Commission discussed a rental code update.
- The Commission reviewed a partial vacation of Liberty Street adjacent to 524 Elm Street West. The Commission recommended approval of the partial vacation.
- The Commission considered standards for pylon signs in the RC-1 Residence and Commercial District.

May 2nd:

- The Commission reviewed a revised draft of the proposed rental code update.
- Commissioner Grundahl was appointed to a Comprehensive Plan Committee.
- The Commission discussed existing regulations pertaining to telecommunication towers.

June 6th:

- The Commission held a public hearing on an amendment to the zoning code to address standards for signs in the RC-1 District. The Commission recommended approval of the amendment.
- The Commission held a public hearing regarding rezoning a portion of Preserve 5th Addition from P-1 Park and Open Space to R-1 Low Density Single Family Residential District. The Commission postponed action on the request.
- The Commission held a public hearing on variance and conditional use permit requests for a contractor operation with ancillary outdoor storage at 600 Railroad Street West (Steve Curfman). The variance was for rear yard setback and allowed use of an existing foundation for a new 9000 sf structure. The Commission recommended conditional approval of both the variance and CUP request.
- The Commission considered a site plan for Steve Curfman and recommended approval.

July 5th:

- The Commission discussed rezoning of a portion of Preserve 5th Addition after receipt of additional information and input from the City Attorney. The Commission also considered final plat approval. The Commission recommended conditional approval of both items to the City Council.
- The Commission discussed a rental code update and next steps.
- The Commission held discussion regarding allowing one family homestead dwellings in the C-2 General Commercial District. The Commission did not support single family dwellings in the commercial district.

August 1st:

- The Commission held a public hearing on a request for a conditional use permit to allow ancillary outdoor storage at 170 Industrial Boulevard. The Commission recommended conditional approval of the CUP to the Council.
- The Commission held a public hearing on a lot split and variance request for two non-contiguous lots under one legal description and parcel number. The Commission recommended conditional approval of the requests to the Council.
- The Commission held a public hearing on a rental code revision and recommended approval to the City Council.
- The Commission provided input to the Council regarding a revised site plan proposed by Steve Curfman for 600 Railroad Street West. The Commission recommended conditional approval of the site plan to the Council.

September 6th:

- The Commission discussed zoning of 515 Morse Street and alternative actions relating to legal non-conformance.
- The Commission discussed the potential to amend the City Code to allow contractor operations in the C-2 General Commercial District. The Commission did not support contractor operations in C-2. The Commission instead recommended rezoning of the small area to C-3, an abutting zoning classification.
- The Commission received an update on a small wireless law placed into effect in May.

October 3rd:

- The Commission held a public hearing on rezoning four lots adjacent to Railroad Street East from C-2 General Commercial District to C-3 Downtown District. The Commission recommended approval of the request to the Council.
- The Commission held a public hearing on a request to amend the planned land use classification of approximately 60 acres of property owned by Central Schools. The hearing also included a companion request to rezone the subject property from C-2 General Commercial to R-2 Medium Density One and Two Family Residential. The Commission recommended the Council approve the requests.
- The Commission reviewed a small expansion to All Saints Lutheran Church. The Commission recommended conditional approval of the site plan to the Council.
- The Commission discussed CUP compliance at an industrial location.
- The Commission discussed 2018 goals/work plan.

November 7th:

- The Commission will be presented draft language pertaining to telecommunications towers for review and discussion.
- The Commission will review results of a CUP audit for a use in the Industrial District.
- The Commission initiate review of the subdivision code.

- The Commission will review an annual report and confirm goals/work plan for 2018.

December 5th:

- The agenda for this meeting is to be determined.

Remainder of this page intentionally blank

GOALS FOR 2017

1. Consider whether or not food trucks should be allowed in the City. If so, consider necessary operational conditions and applicable districts.
2. Consider numerous inquiries received regarding auto repair shops in commercial and industrial districts. At this time automobile 'service stations' are allowed under CUP in the C-2 General Commercial District. Automobile "repair, major" is allowed as a permitted use in the B-I Business Industrial District, and auto repair as an accessory use is allowed in the C-3 Downtown District. At this time auto repair (either major or minor) is allowed as a principal use in the C-3, RC-1, or I-1 District. Discussion about where auto repair may fit in alternate zones and under what conditions could be examined in 2017.
3. Consideration of accessory dwelling units as allowed uses in certain residential districts as a means of addressing community of a lifetime and active aging issues. In 2016 we opted out of a recently enacted state law requiring "drop homes" be permitted as temporary health care dwellings.
4. Participate in the 2040 Comprehensive Plan update process.
5. Review of Chapter 11 of the City Code, subdivision regulations.
6. Review of/familiarization with the zoning map.

GOALS FOR 2018

1. Follow up on goals from 2017.
2. Conduct CUP audits.

2017 Economic Development Commission Goals Update

	A	B	C	D
	Marketing Goals	Deadline	Assigned To	Action
1	Planning for updates to gateway signs		Sign Sub-committee	In the process of completing in 2018
2	Investigate banners on streetlights and over streets			In the process of researching and plan to complete in 2018
3	Update City billboard with new logo	Sept. 2017		Completed
4	Continue to update EDC page on City website			Will be updated with new City website scheduled to go live first week in January 2018
5	Continue to post on EDC Facebook page			On-going
6	Continue Quarterly newsletters			On-going – in 2018 will include with the City newsletter which three are planned to go out.
7	Work the newspaper to develop Business Spotlights		McPadden	In coordination with Chamber of Commerce
8				
9				
10	Industrial Development Goals	Deadline	Assigned To	Action
11	Pursue Shovel Ready Designation for Tacoma West			Decided not to pursue due to cost
12	Participate in Carver County Real Estate Expo			Not held in 2017
13	Participate in MnCAR Expo			Attended
14	Promote the available sites in Tacoma West			On-going
15	Host Manufacturer's Week			Hosted at 212 Business Center in October.
16	Remain in contact with existing manufacturers			On-going
17				
18	Commercial Development Goals	Deadline	Assigned To	Action
19	Host National Small Business Week event			Hosted breakfast in May; Kwik Trip speaker
20	Conduct ribbon cuttings and ground breakings			Had 11 in 2017
21	Investigate the feasibility of a No Interest Loan program			Marketing revolving loan program
22	Promote the EDC loan program and Open to Business			Brochure
23	Investigate the feasibility of applying for Carver County CDA grant			Considering possible application in 2018
24	Actively promote commercial sites and work with owner/realtors			On-going
25	Respond to business leads in a timely manner			On-going
26				
27	Collaboration Goals	Deadline	Assigned To	Action
28	Support the Chamber of Commerce and events			On-going
29	Coordinate at least one joint meeting with Council, EDC, Planning and Chamber Board			Held 3 meetings in 2017 on the future of our downtowns and Faxon Rd. commercial district.
30	Continue to work with CDA and Open to Business			On-going



SENIOR ADVISORY COMMITTEE

Communicating the social, economic, recreational, cultural, and personal needs of the senior portion of the City's population.

Community Commissioners: Carolyn Durbin, JH Höbernemann, Ray Kraemer, Laverne Kroell, Gladys Pederson, Lois Schultz, Tom Simmons

Housing Commissioners/Reps: Bonita Hellmann (Harbor/Haven), Laurie Hilgers (Harbor/Haven), Brenda Schmitz (Peace Villa), Stephanie Bileby (Oak Grove)

Representatives: Dick Stolz (City Council), Kelly Hayes (City Clerk), Lindsay Juricek (Carver County Public Health), Dave Murphy (Carver County Sheriff's Office)

2017 GOALS UPDATE

GOAL	ACTION
Advocate and educate community regarding future housing and care needs.	All of the Senior Housing establishments within the City (The Harbor, The Haven, Peace Villa, Oak Grove) are 100% occupied.
Promote new buss.	Bus Drivers were hired in August and SmartLink began scheduling rides at the end of August. The City has agreements with Community Ed, The Harbor/Peace Village, and St. John's Church. We continue to promote the bus and hope to be at the required 30 hours sometime in 2018.
Continued outreach to seniors outside of Peace Village and Oak Grove Senior campuses.	The Senior Advisory Committee created a survey that was sent to residents of NYA that were 50 years and older. The City computed the results. Carver County Public Health is currently analyzing the results and will bring back to the Senior Advisory Committee in early 2018.
Hold senior "Scam Seminar" with Carver County Sheriff's Deputy as needed.	An article was put in the newsletter to inform all residents of scams that are currently going on via phone and computer.
Educate community about Aging and Alzheimer's.	Training was held at St. John's Church in June.
Music In the Park.	Held Music in the Park every Thursday evening throughout the summer.
Promoting bus for social events.	The Senior Housing establishments created flyers to notify the residents of how to schedule a bus ride through SmartLink.
Continue to hold Senior Dances.	Two senior dances were held in 2017.
Promote "drug take-back program" on April 29, 2017 at City Hall.	Drug Take Back was held in April and was well received. The Sheriff's Department will continue this program as this year alone over 11,000 pounds of medications/drugs were taken off of the streets in Carver County.

PARKS & RECREATION COMMISSION

2017 GOALS & OBJECTIVES UPDATE

<u>Goal</u>	<u>Action</u>
Preserve 3 rd Addition, Outlot A Development Plan	Developed a formal plan for the creation of a public park/lake access/nature area. Approved by the Council on March 27, 2017; Res. 2017-10
Willkommen Memorial Park Restrooms Project	Completed the construction of a 24' x 26' restrooms facility and solicit donations/contributions.
Serenity Trail	Researched the cost of repaving the existing trail where the bituminous surface was removed. Will also be replacing existing culverts and overlaying existing asphalt surface. 2018 number one priority project.
Establish plan for Young America Corp. \$5,000 donation	In the process of designing "German" park bench for Willkommen Memorial Park. To be completed in 2018.
Update Trails & Sidewalks Plan	To be completed in 2018: Rate condition of existing sidewalks; Evaluate trail and sidewalk system; Update Trails & Sidewalks Map; Present to City Council for approval.

LONG-TERM GOALS

<u>Goal</u>	<u>Action</u>
South Park Improvements	Improve/replace Hockey Rink warming house, rink boards, and lighting
Dog Park	Install fencing and signage on site east of Econo Foods.

Norwood Young America
City Commission Appointments-

COMMISSION	NAME	ORIGINAL APPT. DATE	LATEST REAPPT. DATE	APPT. EXPIRE DATE
Planning Commission	JR Hoernemann	Jan. 14, 2013	Jan. 12, 2015	Jan. 1, 2018
	Bill Grundahl	Jan. 24, 2011	Jan. 12, 2015	Jan. 1, 2018
	Mark Lagergren	Jan. 9, 2006	Jan. 12, 2015	Jan. 1, 2018
	Mike Eggers	Aug. 28, 2017		Jan. 1, 2020
	Council Rep:			
	Craig Heher			Jan. 1, 2018
Economic Development	Bruce Mathwig	Jan. 26, 2015	Jan. 26, 2015	Jan. 1, 2018
	Tina Diedrick	Jan. 9, 2017		Jan. 1, 2020
	Kyle Strickland	Nov. 12, 2012	Jan. 11, 2016	Jan. 1, 2019
	Julie Schmidt	Feb. 13, 2006	Jan. 11, 2016	Jan. 1, 2019
	Theresa Meis	Jun. 26, 2017		Jan. 1, 2020
	Council Rep:			
	Carol Lagergren			Jan. 1, 2018
	Mike McPadden			Jan. 1, 2018
	Planning Comm Rep:			
Parks & Recreation	Chamber Rep:			
	Kaarin Foedle			Jan. 1, 2018
	Sharilyn Feltmann	Jan. 14, 2002	Jan. 9, 2017	Jan. 1, 2020
	Lori Trocke	April 28, 2014	Jan. 9, 2017	Jan. 1, 2020
	Karla Hormann	Feb. 8, 2016		Jan. 1, 2019
	Jim Zellmann	Jan. 14, 2002	Jan. 1, 2016	Jan. 1, 2019
	Council Rep:			
	Charlie Stormis			Jan. 1, 2018
Senior Advisory	Planning Comm Rep:			
	JR Hoernemann			Jan. 1, 2018
	School District Rep:			
	Julie Kuenzel			Jan. 1, 2018
	Laurie Hilgers	Jan. 8, 2007	Jan. 9, 2017	Jan. 1, 2020
	Bonita Heilman	Jan. 8, 2007	Jan. 9, 2017	Jan. 1, 2020
	JR Hoernemann		Jan. 12, 2009	Jan. 1, 2017
	LaVonne Kroells	Jan. 12, 2009	Jan. 12, 2015	Jan. 1, 2018
	Carolyn Durbin	May 28, 2003	Jan. 11, 2016	Jan. 1, 2019
	Brenda Schmitz	May 28, 2003	Jan. 11, 2016	Jan. 1, 2019
	Ray Kraemer	May 28, 2003	Jan. 12, 2015	Jan. 1, 2018
	Lois Schultz	Feb. 13, 2006	Jan. 12, 2016	Jan. 1, 2019
	Tom Simmons		Jan. 9, 2017	Jan. 1, 2020
	Gladys Pedersen	April 24, 2006	Jan. 11, 2016	Jan. 1, 2019
	Council Rep:			
	Dick Stolz			Jan. 1, 2018



more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 27, 2017
SUBJECT: St. John's Lutheran Church – Bus Loan Agreement

Enclosed is the proposed Passenger Bus Loan Agreement between the City and St. John's Lutheran Church. The agreement allows the Church to utilize its own bus drivers to transport its congregation members to and from St. John's Church. Only persons who have a Minnesota driver's license, have a DOT physical, and have received the DOT certified training to operate the bus will be permitted to drive it. Drivers will be required to punch in on the time clock which is located in the bus shed and also complete the bus manifest prior to leaving the bus shed area.

St. John's Church would like to begin utilizing the bus on January 7th and every Sunday thereafter.

Suggested Motion:

Motion to approve the Passenger Bus Loan Agreement between the City and St. John's Lutheran Church.

PASSENGER BUS LOAN AGREEMENT

This **AGREEMENT** is made and entered into this ____ day of _____, 2017, by and between the **City of Norwood Young America**, hereafter "**City**", and **St. John's Lutheran Church**, hereafter "**Church**".

1. Loaned Equipment. The City agrees to lend the following passenger bus (the "Bus") to the Church: 2017 Ford E450, fifteen (15) passenger seat bus.
2. Purpose. The **City** and **Church** agree to enter into and execute this Agreement for the purpose of the City providing use of its 15 passenger seat bus to the Church for transportation of Church congregation members to and from St. John's Lutheran Church located at 115 Main Street E., Norwood Young America, Minnesota on Sunday mornings and summer Bible School.
3. Term. This agreement may be cancelled by either party at any time upon written notice to the other party.
4. Bus Inspection. The Church is responsible for examining the Bus prior to receiving it from the City and must return the Bus in the same condition in which it was received, except normal wear and tear.
5. Routine Maintenance. The City is responsible for any routine maintenance to include fueling.
6. Training and Licensure. The Church agrees that only persons with a valid Minnesota driver license will operate the bus. All drivers must have a DOT physical and receive Minnesota Department of Transportation certified training to operate the Bus. The City will provide the training to the Church's drivers at no cost to the Church. The Church will provide a list of names of their drivers and proof of DOT physicals to the City and subsequent updates as appropriate.
7. Damage to Equipment. The Church shall be responsible for any damage to the Bus while under the Church's usage.
8. Insurance. The Church agrees to maintain commercial general liability (CGL) insurance in the minimum amount of \$1,500,000 per occurrence for bodily injury and property damage. The Church shall name the City as an additional insured on the Church's CGL insurance. The Church shall maintain automobile liability insurance in the minimum amount of \$1,500,000 per occurrence for bodily injury and property damage. The following coverages should be included: owned, hired, and non-owned automobiles. The Church shall provide the City with a certificate of insurance evidencing the required insurance coverages. The Church's insurance shall be primary and non-contributory to any other valid and collectible insurance available to the City.

9. Workers' Compensation. The Church shall be responsible for injuries or death of its own personnel while using the Bus. The Church will maintain workers' compensation insurance covering its own personnel while they are using the Bus.
10. Indemnification. The Church agrees to defend and indemnify the City against any claims brought or actions filed against the City or any officer, employee, or volunteer of the City for injury to, death of, or damage to the property of any third person or persons, arising from the Church's use of the Bus.
11. Assumption of Risk. The Church acknowledges that using the Bus has certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The Church assumes any and all risks, whether known or unknown, while using the Bus.
12. Waiver. The Church understands and agrees that neither the City nor any person acting on behalf of the City may be held liable in any way for any event which occurs in connection with using the Bus which may result in harm, injury or other damage to the Church or any other person, including damage to property. This waiver of liability does not waive liability for any injuries that the Church obtains as the result of willful, wanton or intentional misconduct by the City or any person acting on behalf of the City.
13. Rate. A rate of \$50.00 shall be charged for the first three (3) hours of usage and a rate of \$20.00 per hour for each subsequent hour. The normal Sunday hours of usage shall be from 7:30 a.m. to 10:30 a.m. The rate for summer Bible School shall be set and agreed upon by both parties each year prior to commencement of the School. Rates are subject to adjustments to account for rising fuel prices and operational expenses.
14. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Church and the City and contains the entire agreement.
15. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both the Church and the City.
16. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
17. Captions. Captions or headings contained in this Agreement are included for convenience only and form no part of the agreement between the Church and the City.


18. Waivers. The waiver by either the Church or the City of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
19. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
20. Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESSS WHEREOF, the Church and City, by action of their respective governing bodies, caused this Agreement to be approved.

**CITY OF Norwood Young America,
MINNESOTA**

**St. John's Lutheran Church,
Norwood Young America, Minnesota**

BY: _____
Its Mayor

BY:  _____

AND: _____
Its City Administrator



more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 27, 2017
SUBJECT: Resolution 2017-33, MnDOT Community Roadside Landscape Partnership Fund

The Economic Development Commission is currently working on a project to replace the existing city entrance signs located on Highways 212 and 5. Planned is do some landscaping with the new signs. MnDOT has a roadside landscape grant for entrance signs located in their right-of-way. Proposed is to install two new signs on Highway 212 and one on Highway 5. The EDC is seeking to apply for \$1,000.

The grant application deadline is December 31, 2017 for spring planting. The enclosed Resolution 2017-33 is a requirement with the application.

Suggested Motion:

Motion to approve Resolution 2017-33, MnDOT Community Roadside Landscape Partnership Fund.

RESOLUTION 2017-33

A RESOLUTION AUTHORIZING SUBMITTAL OF A MNDOT COMMUNITY ROADSIDE LANDSCAPE PARTNERSHIP FUND APPLICATION FOR ENTRANCE MONUMENTS LOCATED ON HIGHWAY 212 AND HIGHWAY 5

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

WHEREAS, the Norwood Young America Economic Development Commission has been researching options to replace the existing entrance signs located on U.S. Highway 212 and Minnesota Highway 5; and

WHEREAS, the Economic Development Commission is recommending the updating of the landscaping around the entrance signs; and

WHEREAS, MnDOT has a Community Roadside Landscape Partnership Fund available to reimburse communities for landscaping located within the MnDOT right-of-way;

WHEREAS, the Economic Development Commission has recommended that an application for the Community Partnership Landscape Partnership be submitted on behalf of the City.

NOW THEREFORE, BE IT RESOLVED that the City Council of Norwood Young America, Carver County, Minnesota act as sponsoring unit for the project identified as Entrance Monuments Landscaping Project on U.S. Highway 212 and Minnesota Highway 5 to be conducted during the period of April 15 through June 1, 2018.

BE IT FURTHER RESOLVED that Economic Development Coordinator, Holly J. Kreft, is hereby authorized to apply to the Minnesota Department of Transportation for funding for this project on behalf of the City of Norwood Young America.

Adopted by the City Council this 27th day of December, 2017.

ATTEST:

Carol Lagergren, Mayor

Kelly Hayes, City Clerk-Treasurer



more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 27, 2017
SUBJECT: Liability Insurance Coverage Waiver

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

Suggested Motion:

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



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

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

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

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

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

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

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

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

LMCIT Member Name: _____

Check one:

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

Date of city council/governing body meeting _____

Signature _____ Position _____



TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: December 27, 2017

RE: Employee Handbook Updated

The League of MN Cities has a handbook model that cities can adjust to fit their policies and procedures. The League's model had quite a few changes since the last time the Personnel Committee reviewed and updated the handbook in January 2016.

It is the recommendation of the Personnel Committee to make the changes as presented in the attached handbook effective January 1, 2018. For your convenience, all changes are highlighted.

Suggested Motion:

Motion to approve the Employee Handbook with an effective date of January 1, 2018.



EMPLOYEE HANDBOOK

Adopted 1997
Revised January 2018

City of Norwood Young America
310 Elm Street West - PO Box 59
NYA, MN 55368
Phone: 952/467-1800
Fax: 952/467-1818
Website: www.cityofnya.com

TABLE OF CONTENTS

Introduction	2
Definitions	3
Personal Communication and Use of Social Media	6
Citywide Work Rules & Code of Conduct	6
Employee Recruitment and Selection	8
Organization	10
Hours of Work	11
Compensation	12
Performance Reviews	14
Benefits	15
Leaves	17
Sexual Harassment Prevention	22
Respectful Workplace Policy	24
Separation From Service	27
Discipline	27
Grievance Procedure	29
Meal Reimbursement, Employee Education & Training	29
Outside Employment	31
Drug Free Workplace	31
City Driving Policy	32
Cellular Phone Use	32
Credit Card Policy	32
Safety	33

INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Norwood Young America. These policies do not establish contract terms and should not be construed as contract terms. No supervisor or City representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to this provision. Nothing in this Personnel Handbook, or in other City policies which may be communicated to the employee, constitutes a contract of employment for any city employee. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City Council. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current city policy at all times.

Except as otherwise prohibited by law, the City of Norwood Young America has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

- Elected Officials
- City Attorney
- Members of City Boards, Commissions, and Committees
- Consultants and Contractors
- Volunteers, except for Paid-Per-Call Firefighters

Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law. These policies serve as an information guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

EEO Policy Statement

The City of Norwood Young America is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Norwood Young America will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Data Practices Advisory

Employee records are maintained in a location designated by the City Clerk. Personnel data is retained in the following locations, among others: personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Media Requests

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No city employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a designee to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The City finished street cleaning on 16 streets in the northwest corner of the City this past week" instead of "The City is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the city administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees

Employees who are eligible for city-provided benefits. Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least 30 hours per week on a regular basis.

Core Hours

The core hours that all employees are expected to work.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit

As permitted by state law, all City employees are required to participate in direct deposit.

Employee

An individual who has successfully completed all stages of the selection process, including the probationary training period.

Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The City contributes a matching 7.65 percent on behalf of each employee. These amounts may change if required by law.

Fiscal Year

The period from January 1 to December 31.

Full-Time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Hours of Operation

The City Hall's regular hours of operation are Monday through Friday, from 8 a.m. to 4:30 p.m.

Immediate Family

An employee's spouse, child or step-child, parent or step-parent, in-law, sibling, grandchild and grandparent.

Management Employee

An employee who is responsible for managing a department or division of the City.

Non-Exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek and 2.0 times their regular hourly wages for all worked holidays.

Part-Time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

Pay Period

A 14 day period beginning at 12:00 a.m. on Saturday through 11:59 p.m. on Friday, fourteen days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion

Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee

Employees who work only part of the fiscal year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits.

Service Credit

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits.

Training Period (also called Probationary Period)

A six-month period at the start of employment with the City (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process. During this training period, there will be frequent meetings with a supervisor to discuss progress and at the end of six months, a formal review will be conducted.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Transfer

Movement of an employee from one City position to another of equivalent pay.

Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Saturday through the following Friday. With the approval of the City Administrator, departments may establish a

different workweek based on coverage and service delivery needs (e.g., fire department, park and recreation department).

PERSONAL COMMUNICATIONS AND USE OF SOCIAL MEDIA

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Remember that what you write or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- The City of Norwood Young America expects its employees to be fair, truthful, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Do not engage in name-calling or personal attacks. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to City business, identify yourself and use a disclaimer such as, "I am an employee of the City of Norwood Young America, however, these are my own opinions and do not represent those of the City of Norwood Young America."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the City (e.g., City of NYA Cop).

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting city employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Norwood Young America. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Norwood Young America. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments, and all other City policies.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

Attendance & Absence

The operations and standards of service in the City of Norwood Young America require that employees be at work unless valid reasons warrant absence or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. Understanding attendance requirements is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warrant such behavior.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

All city tools and equipment must be kept in working order. City tools and equipment may not be used for personal use. Any abuse of or recklessness with city equipment will subject the offender to disciplinary action.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the city administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance / Uniform Allowance / Dress Code

Public Works and Public Utilities Public Service employees are required to wear the city designated uniforms at all times while working. The uniform policy and allowance is as follows:

- ~~The city will issue five sets of uniforms to new employees.~~
- Upon issue, uniforms become the responsibility of the employee for maintenance and care.
- Each new fiscal year, full-time employees will be given a \$150 allowance to purchase additional uniforms and/or steel-toed boots. An employee expense form and a copy of the receipt must be completed for reimbursement.
- Hoop or dangling earrings or any other jewelry that may cause a safety issue are not permitted.
- The uniforms, excluding the boots, are considered city property and are to be returned in the event of termination of employment. If all issued uniforms are not returned, the city will deduct the cost of the uniforms from the final paycheck (except where such deductions are prohibited by state law).

Office employees are expected to present a professional image to customers and the public. Clothing should be in good and clean condition, free of tears and holes. Items such as t-shirts, sweatshirts, sweatpants, tank tops, crop tops, and shorts are not permitted. Jeans may be worn in the office on Fridays or as permitted by the city administrator.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the city administrator.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the city to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Smoking

The City of Norwood Young America observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

EMPLOYEE RECRUITMENT & SELECTION

Scope

The city administrator or a designee will manage the hiring process for positions within the city. The Personnel Committee will conduct the interview process and make a recommendation to the City Council. The City Council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The city administrator or designee will recommend to the City Council if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. When a position becomes available, it will be posted both internally and externally. **Internal applicants will be considered first. If no one internally applies for the position – or if no one internally meets the qualifications, we will continue to the external applicants.**

Application for employment will generally be made online or by application forms provided by the City. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The

deadline for application may be extended by the City administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing and Examinations

Applicant qualifications may be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam.

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

The City Council, with recommendation from the Personnel Committee, will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Pre-Employment Medical Exams

The city administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the city administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the city administrator or designee, the Personnel Committee, and the department supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The city has the right to make the final hiring decision based on qualifications, abilities, experience and the city's needs.

Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator, in consultation with the Personnel Committee, will determine the level of background check to be conducted based on the position being filled.

Training Period (also called Probationary Period)

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires. Training periods are six months in duration, but may be extended up to an additional six months, subject to City Council approval. During this training period, there will be frequent meetings with a supervisor to discuss progress and at the end of six months, a formal review will be conducted.

ORGANIZATION

Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, minimum requirements, desirable training and experience, supervisory responsibilities (if any). Good attendance and compliance with work rules and policies are essential functions of all city positions, and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position, the existing job description is reviewed by the city administrator or designee, the Personnel Committee, and the department supervisor to ensure the job description is an accurate reflection of the position. Any revisions to the job description are subject to approval by the City Council. A current job description will be provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator and Personnel Committee followed by approval from the City Council.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the city administrator.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city administrator and Personnel Committee, subject to final approval by the City Council.

Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. The city administrator, the Personnel Committee, and department supervisors will make decisions about layoffs based on the city's needs and on the performance, knowledge, skills, and abilities of employees first, and seniority will be used as a secondary consideration. The Personnel Committee shall submit a list of employees to be laid off to the City Council for final approval.

The City Administrator and Personnel Committee will make decisions about layoffs based on the city's needs and on the performance, knowledge, skills, and abilities of employees first, and seniority will be used as a secondary consideration. The Personnel Committee will submit a list of employees to be laid off to the City Council for final approval.

HOURS OF WORK

Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the city administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments.

Core Hours

To ensure employee availability and accountability to the public the city serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during their regularly scheduled department hours.

The department hours that employees (exempt and non-exempt) are expected to work are Monday through Friday:

- Administration: 8:00am to 4:30pm
- Public Works Service – Parks/Streets: 7:00am to 3:30pm
- Public Utilities Service – Utilities: 6:30am to 3:00pm

Exceptions to these hours may include approved Personal Time Off (PTO) or leave request and off-site meetings or trainings. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40 hour workweek. Likewise, if an employee is scheduled to work on the weekend, they will be required to take off equivalent hours during the same workweek.

Part-time, seasonal, and temporary positions: In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Effective DATE, YEAR, employees in part-time and temporary positions will not be permitted to work more than 28 hours/week, including hours worked and paid leave (such as annual leave or holiday leave). All shifts, including schedule trades or picked-up shifts, must be pre-approved by supervisor. Unpaid furloughs may be imposed on employees who exceed 28 hours/week. Working a shift without prior approval may result in discipline, up to and including termination of employment. In some rare instances, a part-time, seasonal, or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks. Exceptions must be approved by the supervisor or city administrator.

Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the city may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or city administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the city administrator, on the use of meal breaks and rest periods.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use PTO or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Public **Works Services** employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the city administrator.

COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- require nondisclosure by an employee of his or her wages as a condition of employment.
- require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172(d)

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the city clerk/treasurer of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc. **When paydays fall on a holiday, checks are normally issued the day before the holiday.**

Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their timesheets. To comply with the provisions of the federal and state Fair Labor Standards Acts (FLSA), hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

The City of Norwood Young America will comply with applicable state and federal laws governing accrual and use of overtime. The city administrator, with Council approval, will decide whether each position is designated as "exempt" or "non-exempt" from earning overtime according to the FLSA laws.

Non-Exempt (Overtime-Eligible) Employees

The workweek begins at 12:00a.m. on Saturday and runs until the following Friday night at 11:59p.m. The city administrator and/or the department supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. Exceptions are subject to city administrator approval.

Overtime

Overtime earned will be paid at the rate of time-and-one-half. **Overtime is paid for actual hours worked that exceed 40 hours in a workweek.** Hours such as PTO, holiday, funeral, compensatory time, or any other hours that are physically not worked will not be included as hours towards overtime.

All employees, in all departments, may be required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Comp Time

In lieu of being paid overtime, and employee may request to have this time recorded as compensatory (comp) time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked. The maximum balance of compensatory time for any employee is 120 hours. Once an employee has reached a balance of 120 hours of compensatory time, no further compensatory time may accrue. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The city clerk/treasurer will maintain compensatory time records. Compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Call-Back

Non-exempt employees that are required to return to work for emergency purposes, will be paid a "call back" wage at their overtime rate of pay. Call-back pay is earned when an employee is requested to return to work due to an emergency after he/she has left work. **Call-backs occur when the supervisor contacts the employee to return to work or when an alarm is received via the City issued cell phone. Call-back pay begins when the employee returns to work.** A minimum of 1 hour will be paid for all call backs. This time must be distinguished on the timecard. Employees that are called in to plow snow will qualify for call back pay on non-scheduled work days.

On-Call

Employees that are required to be on-call to answer alarms for the water/sewer plants, will receive a \$100 per week stipend for being on-call. The on-call employee is required to stay within a 30 miles radius of the City.

Flexing Time

To be good stewards of the city's money, employees that are required to work during the weekend will be required, unless overtime accrual is preapproved by the city administrator, to flex this time during the pay week. In the same sense, employees that are required to come in earlier or stay late may be asked to flex their time within the same pay week to avoid overtime accrual.

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work forty (40) or more hours per week. **Exempt employees do not receive extra pay for the hours worked over forty (40) in one workweek.**

There are certain circumstances where an exempt employee may receive additional wages above their regular salary.

- On-Call: Exempt employees that are part of the weekly rotation for water/sewer emergencies, will receive \$100 for being on-call for the week.

- **Call-Back:** Exempt employees that are called back to work, after they have left for the day, will receive call-back pay at their regular rate of pay for all hours worked. This does not include meetings or other scheduled events.
- **Holiday:** Exempt employees that are required to work on the holiday will receive their regular rate of pay for all hours worked.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Norwood Young America will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Norwood Young America may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and under this program make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Norwood Young America will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8:00 a.m. to 4:30 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to the city administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the city administrator for specific situations as determined necessary.

PERFORMANCE REVIEWS

An objective performance review system will be established by the city administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Health, Dental, Life Insurance, Short-Term/Long-Term Disability

The city will contribute a monthly amount toward group health, dental, life insurance, and short-term/long-term disability benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council. New employees are required to complete forms regarding benefits within the first 30 days of employment.

Insurance benefits will begin the first day of employment. Unless there is a qualifying status change (birth, adoption, marriage, divorce, termination of employment, or death) benefits cannot be changed except during open enrollment. For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Clerk/Treasurer.

In accordance with federal health care reform laws and regulations, while avoiding penalties, the city will offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. The amount to be contributed and the type of coverage will be determined annually by the City Council.

Health Savings Account (HSA)

The City will contribute a monthly amount toward a Health Savings Account (HSA). The amount will be determined annually by the City Council. Employees are required to set up their HSA through a bank or company of their choice and submit the account information to the City Clerk within the first 30 days of employment.

Retirement

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. In addition, employees may independently participate in ICMA or other retirement plans approved by the City Council, with no contribution from the city. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the City Clerk/Treasurer. Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).

Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be a full-time employee in good standing and have been employed by the city for at least one year. All requests for tuition reimbursement must be pre-

approved and will be considered on a case-by-case basis by the city administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).
- ~~Courses must occur outside of the regular workday.~~

The city will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the city if they voluntarily leave employment within twenty-four (24) months of receiving tuition reimbursement from the city.

Personal Time Off (PTO)

Regular full-time employees will accrue Personal Time Off (PTO) pursuant to the following chart based on the employee's continuous years of employment or as approved by the City Council. PTO is accrued on the first paycheck following the month's end (example: January's PTO will be accrued on the first paycheck in February).

An employee will not earn any PTO for any pay period unless he/she is employed by the city on the last scheduled work day of the pay period. Requests PTO must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and city administrator. PTO can be requested in increments as small as one hour up to the total amount of the accrued leave balance. PTO is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

<u>Years of Service</u>	<u>Accrual Rate</u>	<u>Maximum Accrual</u>
Less than one year	8 hours per month	
One through five years	11 hours per month	132 hours
Six through 10 years	14 hours per month	168 hours
11 through 19 years*	18 hours per month	216 hours

Upon separation of employment, if the departing employee is in "good standing", the City will pay the employee for the value of the employee's accrued PTO time at the employee's current rate of pay. If the employee is terminated for misconduct or fails to provide a two week written notice of resignation, the employee is not considered to be in "good standing" and will forfeit any right the employee otherwise may have had to the payout of the PTO time.

*Effective February 1, 2016, employees with 20 or more years of continuous service will no longer be entitled to PTO beyond the amount accrued by employees with 11 through 19 years of service. Notwithstanding the previous sentence, employees who have already reached 20 or more years of continuous service as of January 31, 2016 will continue to accrue PTO at the rate of 21 hours per month with a maximum accrual of 252 hours.

Holidays

The city observes the following official holidays for all regular full-time employees:

- New Year's Day
- Martin Luther King, Jr Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- One (1) Floating Holiday

Holidays commence at midnight of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter. Regular full-time employees will receive 8 hours of holiday pay at their regular rate of pay, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day

immediately after the holiday. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for city operations/facilities that are closed on holidays.

In addition to holiday pay, employees that are required to work on the official holiday will be paid at the overtime rate of pay for all hours worked. Employees that are required to work on the observed holiday will be paid at their regular rate of pay.

Employees wanting to observe holidays other than those officially observed by the city may request to use PTO leave.

LEAVES

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers’ compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city’s leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member (an employee’s spouse, child or step-child, parent or step-parent, in-law, sibling, grandchild and grandparent). This paid leave will not be deducted from the employee’s leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Medical Certification

Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor’s certification may be required. The physician’s certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position.

A statement attesting to the employee’s ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

Returning to Work After a PTO for a Medical Absence

After a medical absence, a physician’s statement may be required on the employee’s first day back to work, indicating the nature of the illness or medical condition and attesting to the employee’s ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. PTO may be denied for any employee required to provide a doctor’s statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it has been required by the city.

Unpaid Leave

Unpaid leaves may be approved in accordance with the city personnel policies. Employees must normally use all accrued PTO and compensatory time prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the city administrator. Insurance benefits will remain in effect during unpaid leave. PTO leave will not accrue during an unpaid leave.

Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of PTO accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees may be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued PTO or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Family and Medical Leave

Refer to the City's model FMLA policy for language. The City of Norwood Young America does not offer Family Medical Leave because requirements are not met (the City does not employ 50 or more employees).

Safety Leave

Employees are authorized to use PTO leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed for at least one year prior to the leave request are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with the birth or adoption of a child are eligible for up to 12 weeks of unpaid leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption of the child; except that in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable. In the case of both spouses working for the same employer, each eligible employee is entitled to 12 weeks of parental leave per 12 month period.

Employees are required to use accrued leave (i.e., PTO, compensatory time, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the city administrator with the approval of the City Council.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conference Leave

Any employee who has worked at least half time during the 12-month period immediately preceding the leave, may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use PTO leave hours for this absence, but are not required to do so.

Bone Marrow/Organ Donation Leave

Employees working an average of twenty (20) or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay or take PTO for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice.

All employees eligible to vote at a regularly scheduled election, at an election to fill a vacancy in the office of United States Senator or Representative, an election to fill a vacancy in nomination for a constitutional office, or an election to fill a vacancy in the office of State Senator or Representative, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay

The city administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or PTO. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue PTO based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued PTO and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee may retain up to forty (40) hours of PTO leave earned when the leave is for medical reasons, including a Parenting Leave. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the City Council.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will provide a pregnant female employee who requests reasonable accommodation because of health conditions related to her pregnancy with the following accommodations:

- More frequent restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds

If a female employee requests additional reasonable accommodations because of health conditions related to her pregnancy or childbirth, the city will engage in an interactive process with respect to the employee's request for a reasonable accommodation.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator.

The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

SEXUAL HARASSMENT PREVENTION

General

The City of Norwood Young America is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute §363A.03, subdivision 43, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct or communication is used as a factor in decisions affecting an individual's employment; or
- Such conduct or communication has the purpose or result of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Expectations

The City of Norwood Young America recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

- Immediate supervisor;
- City administrator;
- Mayor or city councilmember.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
2. Document the occurrences of harassment.
3. Submit the documented complaints to your supervisor, city administrator, mayor, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The city urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Retaliation

The City of Norwood Young America will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

The City of Norwood Young America will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights when requesting religious or disability accommodation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, barring any extenuating circumstances, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. City Administrator;
3. Mayor or City Councilmember
4. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will follow the response process within "Supervisor's Response to Allegations of Disrespectful Workplace Behavior" including reporting the allegations within two business days to the city administrator, who will decide how to proceed in addressing the claim/complaint

RESPECTFUL WORKPLACE POLICY (includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The city acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of disrespectful behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior: includes the use of physical force, harassment, or intimidation.

Discriminatory behavior: includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior: may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

Sexual harassment: can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct or communication of a sexual nature when:

- Submitting to the conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct or communication is used as a factor in decisions affecting an individual's employment; or
- Such conduct or communication has the purpose or result of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Names and Pronouns:

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

- 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
- 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.
- 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, city administrator, or Police Department. Any employee who observes sexual harassment

or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the city administrator.

2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator or the mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the city administrator, and an investigation will be conducted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.
2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The investigator will obtain a description of the incident, including date, time and place, and the following:
 - Corroborating evidence.
 - A list of witnesses.
 - Identification of the offender.
3. The supervisor must notify the city administrator about the allegations.
4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.
5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.
6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the mayor and/or city councilmember, who will confer with the city attorney, regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SEPARATION FROM SERVICE

Retirement

See the section titled "Retirement" in the Benefits section of this handbook.

Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees and department heads must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive work days may be considered a resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

Severance Pay

Employees who leave the employment of the city in good standing by retirement or resignation will receive pay for 100 percent of unused PTO. Any unused floating holiday at the time of separation from the city will not be paid as severance pay. Employees have the option of contributing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law.) Employees that do not leave the City in good standing will forfeit their PTO.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Norwood Young America. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The supervisor and/or the city administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation

from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the city administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The city administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and retained elsewhere, and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies. The City Council must approve this action.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee at any time for any or no reason, for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE PROCEDURE

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

1. The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.
2. If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city administrator within seven (7) days after the supervisor's response is due. The city administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the city administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the grievance will be treated as denied at that step and the employee may elect to immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION & TRAINING

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The city will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will be eligible for payment under this policy when the subject matter relates directly to the employee's duties or directly relates to a reasonable promotional opportunity within the same field. The employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The supervisor and the city administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance **prior to the event.**

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator and/or City Council.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the city administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals will be reimbursed when training occurs over a meal time. Gratuity and alcoholic beverages do not qualify for reimbursement. The maximum allowed coverage per meal is: \$8.00 breakfast, \$12.00 lunch, \$15.00 supper. Expenses over these amounts will not be reimbursed. Employees must complete an Employee Expense Form and attach the receipt to receive reimbursement.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Norwood Young America regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city administrator. Any city employee accepting employment in an outside position that is determined by the city administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved PTO or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

City employees may be on the city fire department. If an employee is working and responds to a fire call/alarm during the employee's normal core work hours, the employee will continue to receive the employee's current city wage. If the fire call extends past the employee's core hours, the employee's city wage will cease and from there the employee will log hours as a firefighter and be paid accordingly through the fire department. Non-core work hours as a firefighter should not be logged on the employee's city timesheet.

DRUG FREE WORKPLACE

In accordance with federal law, the City of Norwood Young America has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis.

CELL PHONE POLICY

This policy is intended to define acceptable and unacceptable uses of city issued cell phones. Its application is to ensure cell phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy is implemented to prevent the improper use or abuse of cell phones and to ensure that city employees exercise the highest standards of propriety in their use.

General Policy

The City Administrator will determine which positions require a cell phone. The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Supervisors will be responsible for enforcement within their departments. Employees will be provided: a phone, charger, and protective cover - paid for by the City. **If the employee wishes to upgrade the phone, the employee will be responsible for any and all additional costs.** Seasonal and temporary employees are not eligible for City cell phones or reimbursement. All additional costs and overage charges incurred by the employee may be deducted from the employee's paycheck.

City provided cell phones that are damaged or lost due to employee carelessness will be replaced at the employee's expense.

Employees receiving a City owned cell phone are prohibited from the following:

- using equipment for personal profit or gain;
- transmitting, receiving or distributing pornographic, obscene, abusive or sexually explicit materials;
- violating any city policy, local, state or federal law or engaging in any type of illegal activity;
- engaging in any type of harassment or discrimination.

Phone Set-Up

The City will set up the phone by creating a "Gmail" and an "iTunes" for each employee. The employee will be given a copy of the account names and passwords. Employees are not to change the accounts or passwords that the City sets up. **If an account or password is changed without the City's knowledge, disciplinary action may occur.** The City owned cell phone is the property of the City and information on the device can be accessed by the City at any time, at the discretion of the City Administrator.

Employees who abuse or misuse the City owned cell phones may be subject to disciplinary action. Personal use of cell phones is permitted so long as the use in no way limits or interferes with the conduct of work of the employee or other employees. **If an employee has excessive personal use of a cell phone which causes the City to go over the allowable minutes/data in the plan, the City may charge the employee the overage expense. The overages will be calculated by the allowable minutes/data divided equally amongst those that have a phone in the phone plan.**

Personal use numbers, calls and text messages included on the cell phone billing records are not considered government data, therefore, they are not public.

CREDIT CARD POLICY

As per MN Statute 471.382, the Norwood Young America City Council may authorize the use of a credit card by an employee otherwise authorized to make a purchase on behalf of the City. If the City employee makes a purchase by credit card that is not approved by the City Council, the employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts. The City credit card should be used as a “last resort” form of payment.

Employees authorized to use the City of Norwood Young America’s credit card include the following positions: City Administrator, City Clerk/Treasurer, Public Services Director and Fire Chief. Individual purchases over \$1,000.00 will require prior Council approval.

Employees authorized to use the City of Norwood Young America’s fuel credit card(s) include: Public Services Department, and Fire Department Personnel. Purchases shall be for vehicle fuel, oil and other items related to the operation of the vehicle or that department.

SAFETY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota workers’ compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee’s immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee as provided by the City.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee’s behavior violates the city’s personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee’s request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender. Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

ACKNOWLEDGEMENT AND RECEIPT

I have received my copy of the Personnel Policy Handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the City's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. If I have questions regarding the handbook, I will contact the city administrator or city clerk.

I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

CITY OWNED CELL PHONE

Phone Number_____

Passcode_____

Gmail Account_____

Password_____

iTunes Account_____

Password_____

CITY CREDIT AND FUEL CARDS

Company Name_____

Number_____

Company Name_____

Number_____

Company Name_____

Number_____

KEYS / LOCATION

Location_____

Key #_____

Location_____

Key #_____

Location_____

Key #_____

Location_____

Key #_____

Other_____