



CITY COUNCIL AGENDA

October 22, 2018 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

WORK SESSION

1. Call Meeting of City Council Work Session to Order
 2. Approve Agenda
 - 2.1 Review 2019 Contract for Police Services
 - 2.2 Review Draft 2019 - 2023 Financial Plan
 3. Adjournment
-

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 2.1 Approve minutes of September 24, 2018 meeting
 3. Adjournment
-

CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment

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

 - 3.1 Deputy Matt Arnst Quarterly Report
4. Consent Agenda

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

 - 4.1 Approve minutes of October 8, 2018 meeting
 - 4.2 Approve payment of claims
5. Public Hearings
 - 5.1 Resolution 2018-32 Regarding Delinquent Utilities and Special Assessments
6. Old Business
7. New Business
 - 7.1 Brand Lake Highlands Development Update
 - 7.2 Adopt Ordinance No. 311, Amending 1260.09 Relating to Wall Signs in Commercial and Industrial Districts
 - 7.3 Adopt Ordinance No. 312, Amending Section 1245.05 Pertaining to Fences
 - 7.4 Approve Veterans Park Freedom Rock Proposal
 - 7.5 Approve The Harbor 2019 Budget
 - 7.6 Consider Joel Acevedo – Water and Sanitary Sewer Extension
 - 7.7 Approve Trailer Purchase Proposal
 - 7.8 Approve Resolution 2018-33, SCDP Grant Application Authorization
 - 7.9 Approve Resolution 2018-32, Certify Delinquent Utilities and Special Assessments
 - 7.10 Approve Comments of Carver County Draft 2040 Comprehensive Plan

7.11 Schedule a Public Hearing for Municipal Consent of the Final Layout for SP 1012-24

8. Council Member & Mayor Reports

9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council.

UPCOMING MEETINGS / EVENTS

November 6	General Election – polls open 7:00 a.m. to 8:00 p.m. at the Pavilion
November 7	Planning Commission – 6:00 p.m.
November 12	Veterans Day Observance – City Offices Closed
November 13	Personnel Committee – 5:00 p.m.
November 13	City Council – 6:00 p.m.
November 14	Economic Development Commission – 6:00 p.m.
November 20	Parks and Recreation Commission – 5:30 p.m.
November 22	Senior Advisory Committee – 9:00 a.m.
November 26	Work Session, EDA, City Council – 6:00 p.m.
November 28	Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:00 p.m.

RESOLUTION 2018-32

A RESOLUTION CERTIFYING UNPAID FEES FOR THE CITY OF NORWOOD YOUNG AMERICA TO THE COUNTY AUDITOR FOR COLLECTION WITH 2019 TAXES

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

WHEREAS, all delinquent accounts have been notified by mail that said charges must be paid by November 30, 2018, or said charges would be placed on their taxes for collection in 2019; and

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

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

1. Such charges, as shown on attached lists, are hereby certified to the Carver County Auditor for collection with the 2019 real estate taxes.
2. Such assessment shall be payable in one annual installment extending over a period of 1 year and shall bear interest at the rate of 8.0 percent per annum from the date of the adoption of this assessment resolution. Interest shall accrue on the entire assessment from the date of this resolution.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and the property owner may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to November 30 of the year in which such payment is made.

Adopted by the City Council this 22nd day of October 2018.

CITY OF NORWOOD YOUNG AMERICA

Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk-Treasurer

2018 Unpaid Utility Bills

58.0110150	\$160.10
58.0110200	\$717.50
58.0110350	\$1,208.49
58.0110450	\$84.43
58.0110500	\$100.79
58.0111150	\$59.54
58.0111200	\$177.95
58.0112210	\$83.21
58.0112350	\$68.46
58.0112400	\$185.22
58.0113150	\$403.06
58.0113350	\$299.47
58.0113550	\$690.67
58.0120250	\$85.00
58.0140250	\$1,176.95
58.0140900	\$438.83
58.0140950	\$118.20
58.0140950	\$428.54
58.0141900	\$154.82
58.0142500	\$81.51
58.0142600	\$1,167.03
58.0143300	\$76.84
58.0144120	\$140.05
58.0144400	\$1,256.35
58.0145250	\$1,170.04
58.0150600	\$165.00
58.0150720	\$1,291.33
58.0151050	\$630.23
58.0151100	\$677.51
58.0500010	\$89.70
58.0500050	\$136.29
58.0500090	\$21.69
58.0500130	\$71.10
58.0500180	\$187.32
58.0500220	\$665.52
58.0500400	\$97.24
58.0500450	\$77.36
58.0500550	\$175.13
58.0500620	\$226.45
58.0500731	\$1,025.82
58.0500750	\$269.03
58.0500780	\$526.83
58.0500790	\$109.68
58.0500800	\$467.54
58.0500970	\$1,420.33
58.0501100	\$1,386.03
58.0501120	\$69.02
58.0501170	\$49.18
58.0501180	\$1,120.59

58.0501230	\$1,009.13
58.0501240	\$88.63
58.0501280	\$77.74
58.0501490	\$882.43
58.0501580	\$327.91
58.0501610	\$673.43
58.0501630	\$68.35
58.0501650	\$117.04
58.0501660	\$51.64
58.0501660	\$139.70
58.0501730	\$46.47
58.0501780	\$296.27
58.0510040	\$429.91
58.0510060	\$1,325.88
58.0510130	\$675.18
58.0510150	\$68.91
58.0510160	\$325.06
58.0510220	\$553.09
58.0510231	\$66.69
58.0510260	\$1,077.61
58.0510300	\$1,460.29
58.0510580	\$596.52
58.0510630	\$1,044.93
58.0510650	\$478.80
58.0510750	\$105.89
58.0510760	\$3,459.29
58.0510850	\$508.02
58.0510890	\$759.18
58.0510900	\$93.95
58.0510960	\$1,156.50
58.0511020	\$115.09
58.0511040	\$73.61
58.0750100	\$1,285.42
58.1500110	\$56.70
58.1500210	\$112.93
58.1500220	\$331.96
58.1500270	\$102.70
58.1840230	\$377.67
58.1850040	\$92.36
58.1850080	\$292.70
58.1860180	\$66.87
58.1870060	\$126.86
58.1870130	\$1,540.18
58.1870160	\$562.46
58.1870210	\$1,576.20
58.1870230	\$92.31
58.1870270	\$511.43
58.1870280	\$91.61
58.1920010	\$78.12
58.1920020	\$340.42
58.1920030	\$66.07
58.1920050	\$94.03
58.2800050	\$198.69

58.3850130	\$371.59
58.3850140	\$588.94
58.3850180	\$132.12
58.3850270	\$49.28
58.3850350	\$162.21
58.3850400	\$307.45
58.5250060	\$168.29
58.5250160	\$860.96
58.6050070	\$484.21
58.6110005	\$1,068.97
58.6500290	\$177.16
58.6500400	\$413.43
58.6500450	\$70.50
58.6500580	\$245.55
58.6510010	\$117.33
58.6520010	\$1,020.68
58.6520490	\$218.01
58.6520620	\$68.07
58.6530030	\$139.40
58.6530100	\$105.24
58.6530130	\$123.39
58.6530150	\$73.55
58.6530180	\$219.36
58.6530240	\$127.85
58.6530280	\$1,125.17
58.6530310	\$66.88
58.6530380	\$111.71
58.6540360	\$52.12
58.6880110	\$192.25
58.6880120	\$853.12
58.7100030	\$1,220.77
58.7100040	\$956.28
58.7100060	\$657.73
58.7100080	\$1,776.87
58.7100110	\$394.63
58.7100120	\$96.74
58.7120030	\$169.83
58.7120070	\$68.16
58.7120120	\$65.53
58.7120130	\$378.27
58.7120200	\$1,346.97
58.7120310	\$286.76
58.7120430	\$111.51
58.7150040	\$700.00
58.7200140	\$258.37

58.7200150	\$467.62
58.7200170	\$74.00
58.7200200	\$85.14
58.7200250	\$113.19
58.7200290	\$326.60
58.7250010	\$76.53
58.7250020	\$123.41
58.7250250	\$470.40
58.7270070	\$1,582.88
58.7280050	\$1,499.66
58.7280120	\$78.57
58.7280290	\$211.79
58.7280460	\$80.00
58.7280570	\$297.95
58.7280670	\$558.21
58.7280670	\$371.66
58.7280670	\$419.69
58.7280670	\$430.56
58.7350110	\$55.49
58.7350170	\$103.49
58.7350180	\$99.26
58.7400040	\$293.79
58.7450040	\$89.00
58.7450070	\$778.61
58.7650020	\$80.48
58.7650040	\$847.48
58.7650100	\$1,239.28
58.7650130	\$82.20
58.7650160	\$89.65
58.7650200	\$82.49
58.7650290	\$324.70
58.7660030	\$1,078.82
58.7660060	\$75.70
58.7660070	\$83.84
58.7660260	\$89.34
58.7660330	\$319.21
58.7660380	\$1,552.65
58.7660570	\$164.77
58.7660580	\$84.62
58.8500102	\$75.45

\$80,801.19

2018 UNPAID INVOICES

58.0142600	200.00
58.0145250	150.00
58.0150700	475.00
58.0500040	234.36
58.0500780	115.00
58.0501420	107.29
58.0510060	150.00
58.0510300	100.00
58.1870250	115.00
58.7200290	602.00
<u>58.7660380</u>	<u>408.00</u>
TOTAL	\$2656.65



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 22, 2018

SUBJECT: Brand Lake Highlands Development Update

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The City Council at its August 27, 2018 regular meeting, discussed the existing open space easement in the Brand Lake Highlands development. The Council agreed to have the City's engineer survey the easement boundaries in the rear yards and directed me to contact any property owners who are infringing into the easement area and give them until June 1, 2019 to come into compliance. A letter has been mailed to all property owners notifying them of this course of action, but the survey has not been completed yet.

I've been contacted by residents of the Brand Lake development with a request that if the easement area in the rear yards is to be surveyed than the front easement area should be as well. They question if it's found that homes are infringing into the easement area in the front yards how the City is going to address the enforcement. I've contacted Bolton & Menk and they've estimated the cost for surveying the entire open space easement area (front and rear yards) to be about \$4,000.

Jay Squires, City Attorney, will be in attendance to address questions relating to the front yard open space easement area and other questions relating to the enforcement of the easement.

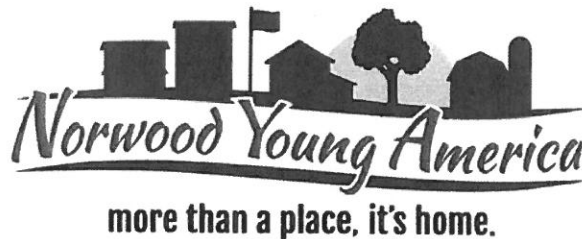
The following enclosures are provided:

1. Minnesota DNR approval letter of Brand Lake Highlands Shoreland Planned Unit Development
2. Open Space Easement
3. Brand Lake Highlands Protective Covenants
4. Letters sent to Brand Lake Property Owners
5. Aerial Photo
6. Photo of Open Space Easement Sign

Suggestion Motion:

Motion to survey the entire open space easement areas in the Brand Lake Highlands Development.

Norwood Young America



October 8, 2018

Re: Brand Lake Highlands – Open Space Easement

Dear Property Owner:

As directed by the City Council, I'm sending this letter to inform all property owners that the City's engineering consultant, Bolton & Menk, will be surveying the open space easement area throughout the Brand Lake Highlands development. The purpose of the survey is to confirm the actual boundary location of the easement area as it relates to each individual property in the development. Bolton and Menk will be conducting the survey the week of October 15, 2018.

In 2004, prior to the City of Norwood Young America approving the Brand Lake Highlands final plat, the City and DDTR Incorporated (the Developers) were required to obtain plat approval from the Minnesota Department of Natural Resources (DNR). As a condition of the DNR's approval, DDTR Incorporated was required to give the City an Open Space Easement so certain areas within the development would remain in their natural state.

Enclosed is an aerial photo which illustrates the open space easement areas. Specifically the shaded areas located in the rear yards are the areas to be left in their natural state. Also enclosed is a copy of the Open Space Easement document.

This letter also serves as notice that any items identified in the Open Space Easement that are prohibited must be removed. Upon completion of the survey and as directed by the City Council, a letter will be mailed to any property owner not in compliance with the open space easement and given until June 1, 2019 to come into compliance.

Please feel free to contact me at 952-467-1805 or cityadmin@cityofnya.com with any questions or to discuss further.

Thank you for your cooperation in this matter.

Respectfully yours,


Steven Helget
City Administrator

Norwood Young America



more than a place, it's home.

Norwood Young America
310 Elm Street West - P.O. Box 59
Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

September 28, 2017

Re: Brand Lake Highlands - Open Space Easement

Dear Property Owners:

As directed by the City Council I'm sending this letter to remind all property owners in the Brand Lake Highlands development of the existing Open Space Easement. In 2004, prior to the City of Norwood Young America approving the Brand Lake Highlands final plat, the City and DDTR Incorporated (the Developers) were required to obtain plat approval from the Minnesota Department of Natural Resources (DNR). As a condition of the DNR's approval, DDTR Incorporated was required to give the City an Open Space Easement so certain areas within the development would remain in their natural state.

Enclosed is an aerial photo which illustrates the open space easement areas. Specifically the shaded areas located in the rear yards are the areas to be left in their natural state. Also enclosed is a copy of the Open Space Easement document.

This letter serves as notice that any items identified in the Open Space Easement that are prohibited must be removed. In addition, except in the front yards, the vegetation within the easement area is not to be maintained but allowed to grow naturally. If the area has been sodded the DNR recommends removal and seeded with a native mix. If desired, you may spot treat invasive species in the easement area.

Please feel free to contact me at 952-467-1805 or cityadmin@cityofnya.com with any questions or to discuss further.

Thank you in advance for your cooperation in this matter.

Respectfully yours,


Steven Helget
City Administrator



July 20, 2016

Re: Brand Lake Highlands – Open Space Easement

Dear Property Owners:

The purpose of this letter is to inform you, in case you're not already aware, of an Open Space Easement that exists in the Brand Lake Highlands development. In 2004, prior to the City of Norwood Young America approving the Brand Lake Highlands final plat, the City and DDTR Incorporated (the Developers) were required to obtain plat approval from the Minnesota Department of Natural Resources (DNR). According to DNR rules, any housing development located within 1,000 feet of a shoreline requires their approval. In this case the approval was triggered by the development's proximity to Brand Lake.

Due to the absence of a City shoreland ordinance in 2004, the City fell under the DNR's standards for management of shoreland areas. But the proposed Brand Lake Highlands development plan didn't meet the state standards which included among other things minimum lot sizes of 20,000 square feet and 125 feet minimum lot widths. As an alternative to meeting the state standards, the DNR allowed the City to apply for a Planned Unit Development (PUD). A PUD is a designed grouping of both varied and compatible land uses. The PUD allowed for smaller lots but it also required the establishment of open space preservation and management.

As a condition of the DNR's approval, DDTR Incorporated was required to give the City an Open Space Easement so certain areas within the development would remain in their natural state. The City was required to install signage as a means to remind property owners that the buffer area is to be left natural. In addition, DDTR Incorporated was required to include in its protective covenants a reference to the Open Space Easement stating that all Brand Lake Highlands lots are subject to the easement.

At this time it appears some property owners have infringed on the easement area. This letter serves as notice that any items identified in the Open Space Easement that are prohibited must be removed. In addition, except in the front yards, the vegetation within the easement area is not to be maintained but allowed to grow naturally. If the area has been sodded the DNR recommends removal and seeded with a native mix. If desired, you may spot treat invasive species in the easement area. If any open space identification signs have been removed and still exist please contact me and the City will reinstall them.

Page 2

Brand Lake Highlands – Open Space Easement

For your information and convenience, enclosed is a copy of the Open Space Easement document, the Protective Covenants for Brand Lake Highlands, an aerial photo which illustrates the open space easement areas, and a copy of the Brand Lake Highlands final plat.

Please feel free to contact me at 952-467-1805 or cityadmin@cityofnyc.com with any questions or to discuss further.

Thank you in advance for your cooperation in this matter.

Respectfully yours,


Steven Helget
City Administrator



OPEN
SPACE
EASEMENT[®]
NO
Structures, Grading,
Mowing, or Filling
Beyond this point.

Document No.
T 148780




OFFICE OF THE
REGISTRAR OF TITLES
CARVER COUNTY, MINNESOTA
Check # 2014 Fee: \$ 19.50
Cert. # 31567

Certified and filed on 09-28-2004 at 03:30 ☐ AM ☒ PM



2004-09-28


Carl W. Hanson, Jr.
Registrar of Titles

OPEN SPACE EASEMENT

This Easement is made this 19 day of September, 2004, by and between **DDTR Incorporated**, a Minnesota corporation, hereinafter referred to as "**Grantor**", and the **City of Norwood Young America**, a Minnesota municipal corporation, hereinafter referred to as "**City**".

WITNESSETH:

Pursuant to the provisions of Minnesota Statutes Chapter 84C, Grantor, for good and valuable consideration, grants to the City a permanent open space easement for the purposes set forth in this instrument, over, under, and across the real property described on **Exhibit "A"**, attached hereto, hereinafter referred to as the "**subject property**".

1. For the purpose of retaining and protecting natural, scenic and open space values of real property, grantor, its successors and assigns, and the City as holder of this easement, agree that without specific written authorization from the City the following are prohibited in perpetuity on the subject property;

- (a) Constructing, installing, or maintaining anything made by man, including, but not limited to, buildings, structures, fences, clothes line poles, antennas, and playground equipment. This does not include

public utility facilities, public trails or driveways to homes from a public street.

- (b) Storage of vehicles or boats or other items or material of any kind.
- (c) Cutting, removing, or altering trees, shrubs or other vegetation, except along public streets, and except for control of noxious weed or tree disease control by or as directed by a governmental agency.
- (d) Grading, excavation, filling, tiling or other topographical alterations.
- (e) Any commercial use.
- (f) Deposit of waste, garbage, yard waste, junk or debris of any kind.

2. City may enter upon the subject property for purposes of inspection and enforcement of the restrictions contained herein and to cause to be removed from the subject premises without any liability, any structures, uses, materials, substances or unnatural matter inconsistent with the covenants contained herein and the natural state of the subject property.

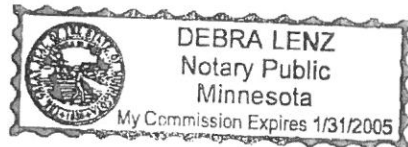
3. In addition to any other remedy the City may have, the restrictions contained herein may be enforced by injunction. The owners of the subject property shall pay to the City all expenses including reasonable attorney's fees incurred by City in enforcing the terms of this easement.

4. The public shall not have any interest in the subject property by virtue of this easement or otherwise, except as herein set forth.

5. It is not the intent of this easement to deprive Grantor, their successors or assigns, the use of the subject property or a reasonable means of access across the subject property, provided that such use or means of access is not specifically prohibited by the terms of this easement.

STATE OF MINNESOTA)
) ss.
COUNTY OF CARVER)

The foregoing instrument was acknowledged before me this 14th day of September, 2004, by Michael McPadden and Thomas Simmons the Mayor and City Administrator of the City of Norwood Young America, a municipal corporation, on behalf of the City and pursuant to authority granted by the City Council.



Debra Lenz
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Melchert Hubert Sjodin, PLLP
121 Main Street West, Suite 200
Norwood Young America, MN 55387
DPH

L:\Dave\Clients\DDTR, Inc\Open Space Easement.doc

* DDTR
512 FAAR RD
P.O. BOX 627
NYA
MN
55368

EXHIBIT "A"

LEGAL DESCRIPTION OF SUBJECT PROPERTY

The Easterly 30.00 feet of Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15, Block 2, BRAND LAKE HIGHLANDS Carver County, Minnesota, according to the record plat thereof.

AND

The Westerly 30.00 feet of Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11, Block 1, BRAND LAKE HIGHLANDS, Carver County, Minnesota, according to the record plat thereof.

AND

That part of Lots 7, 8, 9, 10, 11, 12, 13, 14, and 15, Block 2, BRAND LAKE HIGHLANDS, Carver County, Minnesota, according to the record plat thereof that lies Westerly of the following described line:

Commencing at the Southwest corner of said Lot 15; thence on an assumed bearing of North 89 degrees 23 minutes 53 seconds East, along the South Line of said Lot 15, a distance of 150.57 feet to the point of beginning; thence North 17 degrees 24 minutes 55 seconds West, a distance of 72.00 feet; thence North 22 degrees 51 minutes 08 seconds West, a distance of 169.23 feet; thence North 10 degrees 04 minutes 27 seconds West, a distance of 121.13 feet; thence North 04 degrees 24 minutes 12 seconds West, a distance of 272.93 feet; thence North 08 degrees 33 minutes 31 seconds West, a distance of 72.13 feet; thence North 06 degrees 10 minutes 57 seconds West, a distance of 92.02 feet to the North Line of said Lot 7, Block 2, and said line there terminating.

AND

That part of Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11, Block 1, BRAND LAKE HIGHLANDS, Carver County, Minnesota, according to the record plat thereof that lies Easterly of the following described line:

Commencing at the Southwest corner of said Lot 11, BRAND LAKE HIGHLANDS; thence on an assumed bearing of North 89 degrees 23 minutes 53 seconds East, along the South Line of said Lot 11, a distance of 162.63 feet to the point of beginning of the line to be described; thence North 24 degrees 55 minutes 03 seconds West, a distance of 126.68 feet; thence North 30 degrees 56 minutes 13 seconds West, a distance of 49.25 feet; thence South 63

degrees 56 minutes 24 seconds West, a distance of 10.12 feet; thence North 26 degrees 48 minutes 56 seconds West, a distance of 123.44 feet; thence North 15 degrees 45 minutes 27 seconds West, a distance of 98.00 feet; thence North 01 degrees 09 minutes 19 seconds West, a distance of 231.81 feet; thence North 11 degrees 48 minutes 51 seconds West, a distance of 141.61 feet; thence North 08 degrees 16 minutes 19 seconds West, a distance of 114.90 feet; thence North 00 degrees 22 minutes 05 seconds West, a distance of 112.19 feet; thence North 05 degrees 25 minutes 59 seconds East, a distance of 106.06 feet; thence North 00 degrees 07 minutes 29 seconds East, a distance of 266.73 feet to the North Line of said Lot 1, Block 1, and said line there terminating.



Minnesota Department of Natural Resources

Central Region Waters – 1200 Warner Road, St. Paul, MN 55106-6793

Telephone: (651) 772-7910

Fax: (651) 772-7977

July 29, 2004

Mr. Tom Simmons, City Administrator
City of Norwood Young America
P.O. Box 59
10 First Avenue NE
Norwood Young America, MN 55368

Re: APPROVAL OF "BRAND LAKE HIGHLANDS" SHORELAND PLANNED UNIT
DEVELOPMENT, BRAND LAKE (10-110P), CITY OF NORWOOD YOUNG AMERICA,
CARVER COUNTY

Dear Mr. Simmons:

The above referenced project has been reviewed by DNR Waters pursuant to Minnesota Rules 6120.3800, relating to planned unit developments within shoreland areas. Based on our review, we find that Brand Lake Highlands of Norwood Young America PUD is consistent with State standards for cluster and planned unit developments. The preliminary grading plans, dated 11/12/03 and received 1/22/04; the preliminary plat signed 5/3/04 and received 5/6/04; the Open Space Easement document and descriptions in Exhibit "A" received via email 7/7/04; and the Declaration of Standards, Protective Covenants, Conditions, and Restrictions received via email 7/22/04; all for the Brand Lake Highlands development, are found to be consistent with these rules. Therefore, on behalf of the Commissioner of the Department of Natural Resources, I hereby give approval for the City to make its final decisions on of this development.

Erosion control measures should be utilized in accordance with Carver SWCD guidelines and SWCD staff should be notified of the construction timetable so that site visits can be scheduled accordingly.

Please continue to work with Area Hydrologist Julie Ekman if you have questions or need assistance.

Sincerely,

Dale E. Homuth
Regional Hydrologist

c: Marty Campion, Otto Associates
David Hubert, Melchert-Hubert-Sjodin
Aaron Mlynek, Carver SWCD
Brand Lake (10-110P) file
City of Norwood Young America Shoreland File

DNR Information: 651-296-6157 • 1-888-646-6367 • TTY: 651-296-5484 • 1-800-657-3929



CLUSTER/PUD EVALUATION SHEET

Part 1. DNR In-house Information:

DNR Region and Area Number

Region 3 Area W Metro

Checklist Preparer

Ekman
(Name)

Date Prepared

DNR PUD Approval Required?*

☒ Yes ☐ No

Date of Field Inspection
(DNR field inspection required when
the PUD is subject to DNR approval)

*In shoreland areas, DNR approval is required when the local unit of government has not yet adopted planned unit development (PUD) standards compliant with 1989 Minnesota Rules, Parts 6120.2500 - 6120.3900 for shoreland areas. DNR approval is required for all wild & scenic rivers planned cluster developments (PCD). This form does not apply to the Lower St. Croix Wild and Scenic Riverway Designation.

Part 2. General Project Information:

Project Name

Brand Lk Highlands

Is this a Shoreland District PUD?

☒ Yes ☐ No

Is this a Wild & Scenic River District PCD?

☐ Yes ☒ No

Lake/Stream Involved
(Include shoreland or wild &
scenic rivers classification.)

Brand Lk 10-110P

NE
(Classification)

City &/or County Name

Norwood Young America
Carver Co

The Project Proposal is for:

New Development ☒
Resort Conversion ☐
Redevelopment of existing site ☐

Is the project one of the following:

A "residential" PUD? Residential planned unit development means a use where the nature of residency is nontransient and the major or primary focus of the development is not service- oriented. For example, residential apartments, manufactured home parks, townhouses, cooperatives, and full fee ownership residences would be considered as residential planned unit developments. ☒ Yes ☐ No

A "commercial" PUD? Commercial planned unit developments are typically uses that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented. For example, hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other primarily service- oriented activities are commercial planned unit developments. ☐ Yes ☒ No

NOTE: An expansion to an existing commercial PUD involving 6 or less new dwelling units or sites since the date the community adopted land use regulations compliant with the revised shoreland PUD standards in Part 6120.3800 is permissible as a permitted use (under DNR's shoreland rules), provided the total project density does not exceed the density calculated in the project density evaluation calculations which follows in Part 5.

A combined "residential and commercial" PUD? For the purposes of this checklist, this is a development with a mixture of uses and a combination of residential/ commercial dwelling units or sites. The total project acreage must be divided between the respective tables on page 6 for residential density analysis and page 8 for commercial density analysis. If a portion of the project area is set aside for a strictly commercial activity not involving dwelling units or dwelling sites (e.g., a proposed/existing marina, restaurants, etc.), then a portion of the lot must be excluded from the density evaluation noted in the preceding sentence - this would be an area equal to creating a hypothetical lot for these facilities such that all dimensional, sewage treatment and water supply, and performance standards could be satisfied assuming this development was standing on its own. ☐ Yes ☒ No

Conversion of a resort or other land use to a residential PUD? Resorts and other land uses may be converted to a residential PUD provided: ☐ Yes ☒ No
1) the proposed conversion has been initially evaluated in accordance with the criteria in Parts 5 and 6 which follow; and 2) remedial measures have been taken to correct project deficiencies as determined by the evaluation in Parts 5 and 6, all in accordance with Part 6120.3800, Subpart 5. (D) (See Attachment A, Part A).

☐ Yes ☐ No If this is a resort/other land conversion, have items 1 and 2 in the preceding paragraph been satisfied?

This checklist is designed so that an affirmative answer to the following questions will indicate that the PUD proposal meets applicable DNR shoreland/wild and scenic rivers rules. If a question is not applicable to a given PUD proposal, then an "N/A" should be entered into the "Yes" column (with an explanation, if necessary).

Part 3. Land Use District Compatibility:

Is the proposed land use permissible in the applicable zoning district? ☒ Yes ☐ No

If this is a residential PUD in a Shoreland District, does the development have at least 5 dwelling units or sites? If not, the proposal does not qualify as a residential PUD. ☒ Yes ☐ No

If this is a shoreland PUD, is the community requiring a Conditional Use application? ☐ Yes ☒ No

Part 4. Project Development Information:

Have the following project development documents been provided:

Documents that explain how the PUD will be designed and will function, as approved by the DNR/local unit of government (specify which of the following have been provided): ☒ Yes ☐ No ←

☒ A master plan/drawing describing the project ~~and the floor plan for all commercial structures to be occupied:~~

☐ A property owners association agreement (for residential PUD's) with mandatory membership and all in accordance with the requirements of Part 6120.3800, subpart 5. (C) (See Attachment A, Part B); and

☒ Deed restrictions, covenants, permanent easements or other instruments that: 1) properly address future vegetative and topographic alterations, ~~construction of additional buildings, (uncontrolled) beaching of watercraft, and construction of commercial buildings in residential PUD'S;~~ and 2) ensure the long-term preservation and maintenance of open space (in accordance with the criteria and analysis specified in Part 6. A. of this checklist).

A site plan and/or plat for the project showing locations of property boundaries, surface water features, existing and proposed structures and other facilities, land alterations, sewage treatment and water supply systems (where public systems will not be provided), and topographic contours at ten-foot intervals or less. When a PUD is a combined commercial and residential development, the site plan and/or plat must indicate and distinguish which buildings and portions of the project are residential, commercial or a combination of the two (see discussion on combined residential and commercial PUD's).

☒ Yes ☐ No ←

The PUD applicant has satisfied all the necessary environmental assessment worksheet (EAW) or environmental impact statement (EIS) requirements. The DNR/local unit of government approval cannot occur until the environmental review process is complete. *If an EAW/EIS is required, do not answer this question "Yes" unless the required environmental review process is complete.* ☐ Yes ☐ No

In accordance with A.-C. below, attach a map or drawing which shows:

- how the project has been divided into tiers, and
- those areas 'unsuitable' for inclusion in the density calculation.

- A. In a shoreland district, divide the parcel into tiers by locating one or more lines approximately parallel to a line that identifies the ordinary high water level at the following intervals, proceeding landward:

SHORELAND TIER DIMENSIONS

	Unsewered (feet)	Sewered (feet)
General development lakes-first tier	200	200
General development lakes-second and additional tiers	267	200
Recreational development lakes	267	267
Natural environment lakes	400	320 ✓
All river classes*	300	300

- B. In a wild and scenic river district, determine the tier depth dimensions for all tiers by dividing the minimum lot size by the minimum lot width requirement (NOTE: Certain urban reaches of wild and scenic rivers are managed by use of shoreland provisions which will require identifying tier depths as specified in A. above).
- C. Calculate the "suitable area" for development within each tier, excluding all unsuitable areas such as wetlands bluffs, land below the ordinary high water level of public waters, controlled access lot type areas**, and the area set aside for commercial facilities not involving dwelling units or sites. This suitable area is then subjected to either the residential (subpart D below) or commercial (subpart E below) PUD density evaluation steps to arrive at an allowable number of dwelling units or sites. Include this suitable area figure in column 2 of the Residential PUD Table in subpart D or column 4 of the Commercial PUD Table in subpart E, as appropriate.

The total site acreage equals 16.6

Specify the total square feet/acreage of the site which is unsuitable due to:

Wetlands 2.08

Bluffs —

Land below the Ordinary High Water Level 0

Controlled Access Lot Area none

The area set aside for strictly commercial facilities 0

** See the discussion in Part 6. C. (4) of this checklist if it is desired to provide over-water mooring spaces for nonriparian residential lot owners. To do this, additional riparian open space area will have to be provided consistent with the controlled access lot sizing calculations in the shoreland rules and as explained in Attachment A, Part C.

- D. For Residential PUD's, determine the allowable density by tier in accordance with Steps 1-3 below:
1. In a Shoreland District, divide the suitable area within each tier by the single residential lot size standard for lakes or, for rivers, the single residential lot width standard times the tier depth (unless the local unit of government has specified an alternative minimum lot size for rivers which shall then be used) to yield a base density of dwelling units or sites for each tier. Complete columns 2 and 3 in the Residential PUD Table on the following page;
 2. In a wild and scenic river district, divide the suitable area within each tier by the single residential lot size. Complete columns 2 and 3 in the Residential PUD Table in subitem 3 which follows; and

3. Complete the remainder of the table on the following page to the degree necessary to determine final allowable project density.

RESIDENTIAL PUD ANALYSIS

1	2	3	4	5	6	7	8	9
Tier	Suitable area/sq. ft*	Required Lot Size/ in sq. ft.	Allowable Base Density: divide Column 3 into Column 2	Density Increase Multiplier **	Total Allowable Density with Multiplier	Total Density Proposed	Cumulative Density Allowed ***	Cumulative Density Proposed ***
1	358,499	20,000	18	1.5		11		
2	273,992	20,000	14	2.0		15		
3				3.0				
4				3.0				
5				3.0				
Column Totals			32			26		

*Do not include as suitable area any wetlands, bluffs, land below the ordinary high water level, any land designated as controlled access lot area, or any land set aside for strictly commercial facilities.

**The total site acreage equals 16.6, and give the total square feet/acreage of the site which is unsuitable due to:
Wetlands 2.08; Bluffs _____; Land below Ordinary High Water Level _____; Controlled access lot area _____; Land used strictly for Commercial Facilities _____. The density increase multiplier in this column can only be applied to the preceding column if the provisions of Subpart F. are satisfied.

***Use this column only if allowable density is being transferred from a given tier to another tier farther back from the waterbody. Please note that density may not be transferred from a tier farther back to a tier closer to the waterbody.

4. The proposed project density is consistent with the Residential PUD Analysis Table. Yes No

E. For commercial PUD's determine the allowable density of dwelling units or sites by completing the Commercial PUD Analysis Table in item 2 on the next page. Complete the Commercial PUD table, if necessary, concurrently with the more detailed explanation in item 1 below:

1. Density/base dwelling unit or dwelling site calculation:

- Determine the average inside living area size (i.e., average unit floor area) of dwelling units or sites within each tier, including both existing and proposed units and sites. Computation of inside living area sizes need not include decks, patios, stoops, steps, garages, or porches and basements, unless they are habitable space. Fill in column 2 of the table on the next page.
- Select the appropriate floor area ratio from the table included as Attachment B to this checklist and complete column 3 of the table below.
- Multiply the suitable area within each tier (in column 4) by the floor area ratio (in column 3) to yield a total floor area for each tier allowed to be used for dwelling units or sites and put the answer in column 5 of the table.
- Divide the "total floor area" for each tier in column 5 by the average inside living area size in column 2 to yield a base number of dwelling units or sites for each tier, put the answer in column 6.
- Complete the remainder of the Commercial PUD Analysis Table, as appropriate.

2.

COMMERCIAL PUD ANALYSIS

1	2	3	4	5	6	7	8	9	10	11
Tier	Average Unit Floor Area/ sq. ft.	Floor Area Ratio/ From Appendix B	Suitable Tier Area/ sq. ft.*	Total Floor Area Pier Tier* Column 3 multiplied by Column 4 **	Base Density/ Divide Column 5 by Column 2 ***	Density Increase Multiplier ****	Total Allowable Dwelling Units/Sites with Multiplier	Total Number of Units/Sites Proposed	Cumulative Number of Units/Sites Allowed *****	Cumulative Number of Units/Sites Proposed *****
1						1.5				
2						2.0				
3						3.0				
4						3.0				
5						3.0				
Column Totals										

* Do not include as suitable area any wetlands, bluffs, land below the Ordinary High Water level, any land designated as controlled access lots, or any land set aside for strictly commercial facilities.

The Total Site Area equals: _____

Give the total square footage/acreage of the site, which is unsuitable due to:

Wetlands: _____; Bluffs: _____; Land below the OHW level: _____;

Controlled Access Lot area: _____; Land for strictly Commercial Facilities: _____.

** This is the total floor area for each tier allowed to be used for dwelling units or sites.

*** This is the total number of dwelling units or sites allowable per tier without a density increase.

**** The density increase multiplier in this column can only be applied to the preceding column if the provisions of Subpart F, which follow, are satisfied.

***** Use this column only if allowable density is being transferred from a given tier farther back from the waterbody. Please note that density may not be transferred from a tier farther back to a tier closer to the waterbody.

3. The proposed project density is consistent with the Commercial PUD Analysis Table. ☐ Yes ☐ No

F. **Density Increases:** Maximum density increases consistent with the density multiplier in the tables in subparts D and E above are permissible only when all of the design standards in Part 6 of this checklist are fully satisfied and one of the following provisions is satisfied: ☐ Yes ☐ No

The actual proposed structure setback(s) identified in Part 6. B. 5. c. of this checklist are equivalent to 150 percent of the minimum required structure structure setback; or ☐ Yes ☒ No

The actual proposed structure setback(s) identified in Part 6. B. 5. c. of this checklist are 125 percent of the required structure setback and the impact of reducing the structure setback from a 150 percent increase to a 125 percent increase is mitigated or reduced an equivalent amount through vegetative management, topography, or other methods acceptable to the local unit of government. ☐ Yes ☒ No

Part 6. Design and performance standards.

All PUD's must meet the following design and performance standards prior to final approval by the DNR/responsible local unit of government:

A. Open Space Preservation and Management

___ Yes ___ No

1. At least 50 percent of the total project area is preserved as open space and the following additional standards are met: (6.52) 14.52 = 45%
- a) Dwelling units or sites, road rights-of-way, or land covered by road surfaces, parking areas, or structures, except water-oriented accessory structures or facilities, are developed areas and are not included in the computation of minimum open space.
 - b) Open space does not include commercial facilities or uses (except open space may contain water-oriented accessory structures or facilities consistent with Part 6120.3300, Subpart 3, (H) (See Attachment A, Part D.) or recreational facilities for use by owners or occupants of the dwelling units or sites, or the public).
 - c) Open space includes areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries.
 - d) The appearance of open space areas, including topography, vegetation, and allowable uses, is preserved by use of restrictive deed covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means.
 - e) All required open space areas are clearly identified or described in all final project drawings/plats and related project documents.

NOTE: Open space may include subsurface sewage treatment systems if the use of the space is restricted to avoid adverse impacts on the systems.

2. The shore impact zone (SIZ), based on normal structure setbacks, is included as open space subject to the following:

- a) Determine SIZ depth by multiplying the normal minimum building setback of 150' feet by one-half to give a shore impact zone depth back from the ordinary high water level of 980.6 feet; and
- b) reserve the SIZ as open space as follows:
 - For new residential PUD'S, at least 70 percent of this SIZ area is preserved in its natural state.
 - For new commercial PUD'S, at least 50 percent of this SIZ area is preserved in its existing or natural state.
 - For existing developments/conversions, at least 50 percent of this SIZ area is preserved in its natural or existing state.

B. Centralization of Utilities and Structures

___ Yes ___ No

- 1. The PUD is connected to a publicly-owned sewer or water supply system, if available.
- 2. If publicly-owned utility systems are not available, the on-site water supply and sewage treatment systems are centralized and will meet the applicable requirements of the State Department of Health or the Minnesota Pollution Control Agency, respectively.
- 3. The PUD applicant has either: 1) received any required State Minnesota Pollution Control Agency (MPCA) permit for the sewage treatment system; or 2) the applicant has received a written statement from the MPCA indicating that it is likely that there will be no anticipated problems in issuing a permit.
- 4. Sufficient lawn area free of limiting factors has been set aside for a replacement soil treatment system for each sewage treatment system that is constructed.

5. For residential PUD'S, all dwelling units or sites are clustered into one or more groups on suitable sites and are designed and located to meet or exceed the following standards for the relevant shoreland or wild and scenic river district classification:

	(1) Requirement of local ordinance	(2) Actual Proposal	(3) Percentage of that required by local ordinance
a) Minimum structure elevation above OHW*	_____	_____	NA
b) Maximum structure height	_____	_____	N/A
c) Minimum structure setback from the OHW	_____	_____	_____ %**
d) Minimum structure setback from top of bluff, if applicable	_____	_____	_____ %**

*Either state in number of feet or specify an elevation using a national geodetic vertical datum or assumed datum.

**Divide column 2 by column 1 and multiply by 100.

C. Placement of Shore Recreation Facilities

1. All swimming areas, docks and watercraft mooring areas and launching ramps are centralized in suitable locations.
2. The number of spaces provided for continuous over-water mooring, beaching or docking of watercraft does not exceed one for each first tier residential or commercial dwelling unit or site allowable in the applicable table in Part 5. D. or E. Commercial PUD'S can also include mooring sites authorized under a DNR protected water's permit for a commercial marina. Indicate the number of over-water spaces in this proposed development, and of this the number authorized under DNR permit for a commercial marina _____.
3. Access to the lake or river for non-first tier property owners or for occupants of non-first tier commercial dwelling units or sites is provided only by a launching ramp. The launching ramp may include a small dock for the loading and unloading of equipment.
4. As an alternative to item 3 immediately above and for residential PUD'S only, nonriparian owners have been provided over-water mooring, beaching, or docking spaces in addition to those allowed for riparian first tier owners in item 2 immediately above. This is accomplished by providing additional "open space" in an amount (area) equal to the "controlled access lot" sizing requirements in the shoreland rules in Part 6120.3300, Subp. 2. E. (1) for the number of additional spaces proposed (complete the calculations in Attachment A, Part C). The additional open space also meets the following:
 - a) A separate [controlled access] "lot of record" has not been created/subdivided, but: 1) the riparian area used for the controlled access lot sizing calculation has been clearly shown on the PUD drawings; and 2) the allowable project densities determined in Part 5. D. and E. have been redetermined to reflect the reduced riparian tier area now available for dwelling unit or dwelling site density calculations;
 - b) This additional open space is treated consistent with the provisions of Part 6. A.1. a - e of this checklist; and
 - c) If nonriparian dwelling units or sites are being provided with over-water mooring spaces, then indicate the total number of mooring spaces, and of this total the number

for: 1) residential/commercial first tier dwelling units or sites _____; 2) the number authorized under DNR permit for a commercial marina; and 3) the number of spaces for non first tier/nonriparian residential dwelling units or sites calculated on Attachment A, Part C of this checklist.

5. All launching ramps and on-water mooring structures/facilities for residential uses, within the meaning of Minnesota Rules, Parts 6115.0170, Subp. 20; 6115.0210; and 6115.0211, shall be exempt from a DNR permit if: 1) approved as part of a PUD consistent with Parts 6120.2500-6120.3900; and 2) designed and constructed in accordance with the criteria of the applicable DNR agency rule cited in this subpart.

- D. Visibility. Structures, parking areas and other facilities will be treated to reduce visibility as viewed from the public water and adjacent shoreland. A specific plan/planning statement has been submitted by the applicant showing how this is to be accomplished by use of vegetation, topography, increased setbacks, color, or other means acceptable to the local unit of government/DNR, assuming summer, leaf-on conditions. ___Yes ___No

- E. Erosion Control and Stormwater Management. To prevent erosion: ___Yes ___No
- 1) If necessary, time restrictions have been specified that limit the length of time bare ground can be exposed.
 - 2) Temporary ground covers, sediment entrapment facilities, vegetated buffer strips or other appropriate techniques will be used to minimize erosion potential to surface waters.
 - 3) If necessary because of special site conditions, an erosion control plan approved by the soil and water conservation district was required.
 - 4) The project has been designed to effectively manage the quantity and quality of runoff. The project will not result in increased erosion, sedimentation or flood discharges or stages for runoff events up to and including the 100-year frequency event.
 - 5) Impervious surface within any tier does not exceed 25 percent of the tier area (except that 35 percent impervious surface coverage may be allowed in the first tier of general development lakes with approved storm water management and vegetative control plans).

- F. Accessory Structures: ___Yes ___No
- 1) All accessory structures and facilities, except those that are water-oriented, meet or exceed the normal structure setback standards.
 - 2) Water-oriented accessory structures allowed within the normal building setback area are centralized and meet the standards in Parts 6120.3300, Subpart 3. B. (3) and 6120.3300, Subpart 3. (H) (See Attachment A, Part D).

Appendix 7B - Attachment A

SUPPLEMENTARY REGULATORY PROVISIONS

A. Resort Conversions
Part 6120.3800, Subpart 5. (D).

B. Provisions for Property Owners
Association Agreement Documents
Part 6120.3800, Subpart 5. (C).

C. Nonriparian Over-Water
Mooring/Controlled Access Lot
Sizing
Part 6120.3300, Subpart E.

D. Accessory/Water Oriented
Structures
Part 6120.3300, Subpart 3. (B)(3).
Part 6120.3300, Subpart 3. (H).

A. Conversions

Proposed conversions must be initially evaluated using the same procedures and standards for developments involving all new construction. Inconsistencies between existing features of the development and these standards must be identified.

Deficiencies involving water supply and sewage treatment, structure color, impervious coverage open space, and shore recreation facilities must be corrected as part of the conversion or as specified in the conditional use permit.

Shore and bluff impact zone deficiencies must be evaluated and reasonable improvements made as part of the conversion. These improvements must include, where applicable, the following:

- ___ Removal of extraneous buildings, docks, or other facilities that no longer need to be located in shore or bluff impact zones.
- ___ Remedial measures to correct erosion sites and improve vegetative cover and screening of buildings and other facilities as viewed from the water.
- ___ If existing dwelling units are located in shore or bluff impact zones, conditions are attached to approvals of conversions that preclude exterior expansions in any dimension or substantial alterations. The conditions must also provide for future relocation of dwelling units, where feasible, to other locations, meeting all setback and elevation requirements when they are rebuilt or replaced.

Existing dwelling unit or dwelling site densities that exceed the standards in Part 5 of this checklist may be allowed to continue but must not be allowed to be increased, either at the time of conversion or in the future. Efforts must be made during the conversion to limit impacts of high densities by requiring seasonal use, improving vegetative screening, centralizing shore recreation facilities, installing new sewage treatment systems or other means.

B. Provisions for Property Owners Association Agreement Documents

Open space preservation. Deed restrictions, covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means must be provided to ensure long term reservation and maintenance of open space. The instruments must include all of the following protections:

- ___ Commercial uses are prohibited.
- ___ Vegetation and topographic alterations other than routine maintenance are prohibited.
- ___ Construction of additional buildings or storage of vehicles and other materials is prohibited.
- ___ Uncontrolled beaching of watercraft is prohibited.

Development, organization and functioning. Unless an equally effective alternative community framework is established when applicable, all residential planned unit developments must use an owners association with the following features:

- ___ Membership is mandatory for each dwelling unit or site purchaser and any successive purchases.
- ___ Each member must pay a pro rata share of the association's expenses, and unpaid assessments can become liens on units or sites.
- ___ Assessments are adjustable to accommodate changing conditions.
- ___ The association are responsible for insurance, taxes, and maintenance of all commonly owned property and facilities.

C. Controlled Access for Nonriparian Owners/Over-Water Mooring Spaces

Nonriparian/non-first tier owners in residential PUD'S can be provided over-water mooring or docking spaces. Provisions of Part 6 C. of this checklist and the following provisions are satisfied.

Additional riparian open space equivalent to the width and size of a standard single residential lot is

provided for the first six additional watercraft allowed for nonriparian lots. For each additional watercraft above six, the width of the above-noted standard residential lot (using the same depth must be increased by the percentage from the following table and the calculations which follow:

CONTROLLED ACCESS FRONTAGE REQUIREMENTS

Ratio of lake size to shore length <u>acres/mile)</u>	Required increase in frontage <u>(percent)</u>
Less than 100	25
100-200	20
201-300	15
301-400	10
Greater than 400	5

CONTROLLED ACCESS SIZING REQUIREMENTS

1. Indicate the number of nonriparian/ non-Tier 1 over-water mooring spaces to be provided _____
2. Indicate the standard minimum single residential lot dimensions for this lake's classification. If 6 or less additional non-Tier 1 over-water mooring spaces are to be provided, the additional riparian open space to be provided must meet these dimensions and area. Recalculate the suitable area and allowable first tier densities in the table in Part 5. D. of this checklist to reflect the loss of suitable area due to this additional dedication of open spaces.

Width _____ Depth _____ Area _____

3. If more than 6 additional spaces are to be provided, then:
 - a) Select the appropriate percentage increase multiplier from the table above _____%
 - b) Multiply this multiplier in a) by the difference between the number of spaces proposed and six _____%
 - c) Increase the lot width in 2. above by the total percentage multiplier calculated in b) immediately above. Assume the same lot depth in 2. above and recalculate the lot area. This is the area and dimensions for the additional open space and recalculate the figures in the table in Part 5. D of this checklist. Width _____ Depth _____ Area _____

D. Water-Oriented Accessory Structures

The structure or facility must not exceed ten feet in height, exclusive of safety rails, and detached decks must not exceed eight feet above grade at any point.

The setback of the structure or facility from the ordinary high water level must be at least ten feet.

The structure or facility must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, color, or other means acceptable to the local unit of government, assuming summer, leaf-on conditions.

The roof may be used as a deck with safety rails, but must not be enclosed or used as a storage area.

The structure or facility must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities.

The structure cannot occupy an area greater than 250 square feet. As an alternative for general development and recreational development waterbodies, water-oriented accessory structures used solely for watercraft storage, and including storage of related boating and water-oriented sporting equipment, may occupy an area up to 400 square feet, provided the maximum width of the structure is 20 feet as measured parallel to the configuration of the shoreline.

NOTE: Water-oriented accessory structures may have the lowest floor placed lower than the flood protection elevation determined if the structure is constructed of flood-resistant materials to the elevation, electrical and mechanical equipment is placed above the elevation and, if long duration flooding is anticipated, the structure is built to withstand ice action and wind-driven waves and debris.

Attachment B COMMERCIAL PLANNED UNIT DEVELOPMENT

FLOOR AREA RATIOS*

Average unit floor area (sq.ft.)	Public waters classes		
	Sewered general development first tier on unsewered general development lakes; urban, agricultural, tributary river segments	Second and additional tiers on unsewered general development lakes; recreational development lakes; transition and forested river segments	Natural environment lakes; remote river segments
200	.040	.020	.010
300	.048	.024	.012
400	.056	.028	.014
500	.065	.032	.016
600	.072	.038	.019
700	.082	.042	.021
800	.091	.046	.023
900	.099	.050	.025
1,000	.108	.054	.027
1,100	.116	.058	.029
1,200	.125	.064	.032
1,300	.133	.068	.034
1,400	.142	.072	.036
1,500	.150	.075	.038

* For average unit floor areas less than shown, use the floor area ratios listed for 200 square feet. For floor areas greater than shown, use the ratios listed for 1,500 square feet. For recreational camping areas, use the ratios listed at 400 square feet. Manufactured home sites in recreational camping areas shall use a ratio equal to the size of the manufactured home, or if unknown, the ratio listed for 1,000 square feet.

**DECLARATION OF SINGLE FAMILY RESIDENTIAL DEVELOPMENT
STANDARDS, PROTECTIVE COVENANTS, CONDITIONS
AND RESTRICTIONS FOR BRAND LAKE HIGHLANDS**

City of Norwood Young America, Carver County, Minnesota

THIS DECLARATION is made this 14 day of September, 2004, by **DDTR Incorporated**, a corporation under the laws of the State of Minnesota, hereinafter referred to as “Declarant” or “Developer”, WITNESSETH:

RECITALS

WHEREAS, the Declarant is the fee owner and developer of certain real property located in the City of Norwood Young America, hereinafter referred to as “**NYA**”, Carver County, Minnesota, described as follows:

Lots 1 through 11, Block 1 and Lots 1 through 15, Block 2, Brand Lake Highlands

WHEREAS, the Developer desires that said property, hereinafter referred to as the “**Property**”, be made subject to certain single family residential development standards, covenants, conditions, restrictions and limitations for the benefit of the Property as a whole and for the benefit of each owner and subsequent owner of a part of said Property and that

each owner be made aware of the standards, covenants, conditions, restrictions, limitations and responsibilities associated with the use and enjoyment of the Property.

NOW, THEREFORE, Declarant hereby declares that the Property described above shall hereafter be held, used, sold, transferred, conveyed and occupied subject to the covenants, conditions, restrictions, development standards, easements, charges, liens, limitations, and responsibilities hereinafter set forth. This Declaration shall run with the Property and shall be binding on all parties or persons having any right, title or interest in the Property or any part thereof, their heirs, devisees, personal representatives, successors and assigns, and shall inure to the benefit of the owners of the Property. Any person acquiring an interest in the property shall be automatically bound by and deemed to have agreed to the provisions and conditions of this Declaration.

SECTION 1

GOALS AND PURPOSES OF THE DECLARATION

Section 1.01 The goals and purposes of this Declaration are intended to include the following:

- A. To ensure the construction of appropriate single family homes on the Lots.
- B. To protect the Lot owners against improper use of surrounding Lots that might depreciate the value of their Lots.
- C. To protect and preserve the character and nature of the development of the Property including the natural characteristics of the Property.
- D. To prevent any commercial, business, home occupation or industrial use of the Property.

- E. To guard against the erection of structures built of unsightly, improper or unsuitable materials.
- F. To ensure adequate and reasonable development of the Property appropriate to the type of homes to be constructed thereon.
- G. To encourage the erection of attractive houses and garages appropriately located to foster a harmonious appearance and function.
- H. To ensure compatibility of new construction with existing homes in Brand Lake Highlands.
- I. To protect and preserve the value and investment of each Lot owner.
- J. To comply with all terms and restrictions contained herein and the regulations of the City of Norwood Young America.

SECTION 2

USES OF THE PROPERTY

Section 2.01 Residential Use. No Lot shall be used for any purpose except for a single family residential dwelling house. No industry, business, trade, home occupation or profession of any kind shall be conducted, maintained or permitted. However, this Section shall not prohibit the use of a portion of a residence for incidental office purposes to the extent permitted by applicable zoning laws.

Section 2.02 Type of Housing. All houses and garages shall be of new construction only and shall be of the type that is built on the Lot site. No prefabricated, modular or manufactured housing shall be permitted. No structures may be moved on to a Lot. No structure shall be constructed that is not attached to the residential dwelling and an integral

part of the architectural style of the dwelling. All uses and construction shall comply with all applicable codes and ordinances.

Section 2.03 Prohibited Structures. No building other than a residence and attached garage erected in conformance with this Declaration shall be constructed, used or occupied. No basement, trailer, shack, shed, fish or ice house, garage, tent (except for temporary recreational purposes) or any other building of a temporary character shall be placed or used on any Lot at any time for any purpose. No storage or accessory building or shed shall be permitted. No vehicles of any kind shall be stored on the property. However, a vehicle such as a camper, motor home, recreational vehicle, boat or trailer may be parked on a Lot for not more than 72 hours at a time to accommodate visitors or temporary storage or transition.

Section 2.04 Size of House. The house to be constructed on a Lot shall be a single family home with attached private garage for not less than three automobiles. There shall be no tuck under garages. On Lots 1 – 11, Block 1, no house shall exceed one story in height above the grade established on the front of the house facing the street and garages shall have a minimum of 900 square feet. On Lots 1 – 15, Block 2, no house shall exceed two stories in height above the grade established on the front of the house facing the street and garages shall have a minimum of 725 square feet. A one story house shall have a minimum of 1,600 square feet. A two story house shall have a combined minimum of 2,400 square feet. A split entry house shall have a minimum of 1,100 square feet. A modified two story house shall have a minimum 1,800 square feet. All footage requirements shall include only finished indoor living space and shall exclude garages, three season porches, basements, decks, platforms or patios.

Section 2.05 Plans and Specifications. Approval By Architectural Review Committee. No building or structure shall be constructed, erected or altered on any Lot without the plans and specifications having first received prior approval by the Architectural Review Committee as required by Section 2 of this Declaration.

Section 2.06 Utilities and Meters. All Lots shall be served by underground utility facilities including electricity, gas, telephone and cable. No above ground poles or wires may be used except for temporary construction or repair.

Section 2.07 Connection to Utilities. Each house shall be connected to and use the designated City of Norwood Young America public sanitary sewer and water utilities. The Lot owner shall pay all connection charges.

Section 2.08 Time of Completion of Construction. All buildings shall be completely finished on the exterior, including painting, within eight (8) months after the date of issuance of a building permit by the City of Norwood Young America. No unfinished building or building not having been issued a Certificate of Occupancy by the City of Norwood Young America shall be occupied as a residence.

Section 2.09 Driveways – Time of Completion. All houses shall be served by a separate driveway extending from the curb line of the street to the garage. No driveway may be shared with another Lot. Driveways shall be large enough to permit off street parking for two automobiles per house. Driveways shall be constructed of either brick, concrete or bituminous pavement and shall be completely finished within twelve (12) months of the date of the issuance of the building permit for the house by the City of Norwood Young America.

Section 2.10 Landscaping, Trees and Sodding. A Professional Landscape Plan is encouraged. Each Lot shall be graded and landscaped to conform with the general natural

characteristics of the property and neighboring residential area. Landscaping shall be subject to the landscaping requirements of the City of Norwood Young America including construction of concrete or blacktop driveways and area limits on impervious surfaces and height restrictions. Major landscaping shall be subject to approval by the Architectural Review Committee. Upon completion of construction, each Lot shall be sodded on the front and sides, including the front boulevard, and at least 15.00 feet in the backyard from the house. Two deciduous trees a minimum of two inches in diameter shall be placed on the front Lot along the street right-of-way by the builder. Only trees approved by the City of Norwood Young America shall be planted. At this time such approved trees are Patmore Ash, Bergeson Ash, Summit Ash, Greenspire Linden, Glenleven Linden and Northern Pine Oak. Landscaping shall be completed within three (3) months of occupancy of the house, weather permitting. If occupancy occurs in the winter, landscaping shall be completed no later than the next July 1.

Section 2.11 Maintenance. All Lots, yards, homes and buildings shall be maintained in good order and repair.

Section 2.12 Garbage and Trash Storage and Disposal. Offensive Material. All garbage, refuse, trash or debris must be kept in clean, sanitary containers approved by the City of Norwood Young America. All Lot owners shall have the contents of such containers removed on not less than a weekly basis by a waste collection service licensed by the City of Norwood Young America. No trash or garbage container shall be located outside a building unless completely screened from view from off the Lot except when set out for pick up by the waste collection service. No incinerators shall be permitted. No substance or material of any kind shall be kept that will emit a foul, obnoxious or offensive odor.

Section 2.13 Outside Storage. All tools, equipment and other items and materials must not be stored outside. However, firewood may be stored outside if stored in a neat manner and is not visible from the front side of the Lot.

Section 2.14 Satellite Dishes and Antennas and Towers. No exterior tower or antenna of any kind shall be constructed, maintained or permitted on any Lot. Satellite dishes shall not be installed in the front or side yards. All satellite dishes must not be more than two (2) feet in diameter and not visible from Emma Street.

Section 2.15 Easements. Drainage and utility easements are designated as shown on the final plat of Brand Lake Highlands and are granted to the City of Norwood Young America according to the final plat. No building, fences or other obstructions shall be placed on such easements.

All Lots in Brand Lake Highlands are subject to an open space easement as recorded with the Carver County Recorder.

The south 20.00 feet of Lot 11, Block 1 of Brand Lake Highlands, is subject to a trail easement as recorded with the Carver County Recorder.

Part of Lot 15, Block 2, and part of Lots 10 and 11, Block 1, are subject to a temporary cul-de-sac easement in favor of the City of Norwood Young America as recorded with the Carver County Recorder.

Section 2.16 Signs. No sign of any kind shall be displayed to the public view on any Lot except one sign of not more than five square feet advertising the property for sale during a temporary sale period. However, Developer may erect additional signs of reasonable type and size to be used to advertise the property during the original construction or sale period.

Section 2.17 Animals. No animals, horses, cattle or other livestock or birds, fowl, poultry, fish, reptiles or insects shall be kept on any Lot except dogs, cats or other commonly accepted household pets provided they are not kept, bred or maintained for any commercial purpose and provided they do not constitute a nuisance. No more than 3 animals shall be permitted.

Section 2.18 Dog Kennels. Any dog kennel shall have a poured concrete base with steel fencing and shall be attached to the back of the house or garage.

Section 2.19 Fences. Fencing is discouraged. Any fence constructed on a Lot shall comply with all applicable ordinances and shall not be greater than six (6) feet in height and shall not be erected on the front or sides of the Lot.

Section 2.20 Mailboxes. Mail for all houses in Brand Lake Highlands shall be delivered to "cluster mailboxes" of approximately six (6) mailboxes each as approved and located by the United States Postal Service and the City of Norwood Young America. No other mailbox or receptacle of any kind for the delivery of newspapers, "shoppers", or other advertisements shall be allowed on individual Lots.

Section 2.21 House Numbers. Each house shall be permanently identified with a house number that may be clearly read from the street in front of the house. The numbers shall be as assigned by the City of Norwood Young America.

Section 2.22 Noxious and Hazardous Activities Prohibited. No noxious or offensive activities shall be allowed on any Lot, nor shall anything be done thereon which may be or become a public or private nuisance to others. No activity shall be permitted or maintained which would be considered hazardous by fire insurance companies or could adversely affect the insurability of the structures on the Lot.

Section 2.23 Model House and Sale Use. Notwithstanding anything else in this Declaration to the contrary, any house may be used by the Developer or its successors, agents or assigns, as a model family residence and/or real estate office with customary development signs for the sale of Lots or houses during the initial development and sale period of the Lots in Brand Lake Highlands or additional phases of development adjoining Brand Land Highlands.

SECTION 3

ARCHITECTURAL REVIEW

Section 3.01 Approval of Plans and Specifications Required. No building, additions, decks, porches, garages, accessory structures, outbuildings, fences, walls, swimming pools, tennis courts, or other recreational uses, antennas or towers, mail boxes, outside lighting, landscaping or other structures of any type, hereinafter collectively called "Improvements", shall have construction commenced or erected, nor shall any exterior addition to or change or alteration therein be made, until the complete plans and specifications showing the nature, kind, shape, height, materials, color, surrounding landscaping, and location of the improvements shall have been submitted to and approved in writing by the Architectural Review Committee as to quality and distinction, compliance with the covenants contained herein, and harmony of external design and location in relation to surrounding structures and topography. The Declarant has drafted architectural guidelines to be followed for review by the Architectural Review Committee. The guidelines shall be available upon request by any person proposing to build a home in Brand Lake Highlands. The Declarant reserves the right to amend, revise or change the guidelines from time to time as may be necessary or appropriate. In the event the Committee fails to approve or disapprove such design and

location within 10 days after the plans and specifications have been submitted to the Committee, approval shall be deemed to have been granted. Provided, nevertheless, that all improvements must be designed and constructed in accordance with the covenants and provisions of this Declaration and all applicable laws and codes. All plans and specifications will be deemed to have been submitted by written receipt issued at the time the application is submitted for approval. The decision of the Committee shall be final.

Section 3.02 Committee Membership. The initial members of the Architectural Review Committee shall be Dennis W. Mielke, Timothy E. Fahey, Rita D. Fahey and Doris K. Mielke (the Declarants) or any two of them as they shall designate. They shall have the authority to appoint additional, replacement or successor members of the Committee including a representative of the City of Norwood Young America. However, the Committee shall not at any time exceed five nor be less than two members. At such time as the Declarants no longer own more than two Lots or none of them are a member of the Architectural Review Committee, at least two of the members shall be owners and occupiers of Lots in Brand Lake Highlands.

SECTION 4

AMENDMENTS, DURATION AND ENFORCEMENT

Section 4.01 Amendments. Until the last Lot is conveyed to an owner other than a successor Declarant or Builder, this Declaration may be amended unilaterally by the Declarant (a) if necessary to bring any provision into compliance with any applicable governmental statute, rule, regulation or judicial determination, (b) if reasonably necessary for issuance of title insurance coverage with respect to the Lots, (c) if required by a first mortgagee to make, insure or guarantee mortgages on the Lots, and (d) for any other purpose

not contrary to the original general intent and purpose of the Declaration. This Declaration may also be amended by 75 percent of the Lot owners at any time, each Lot having one vote. However, no amendment shall materially adversely affect the substantive rights of any owner or mortgagee or adversely affect the title to any Lot without the approval of the affected owner and mortgagee. Nor shall any such amendment violate any zoning or other applicable law then pertaining to the property without consent of the governmental body that may have jurisdiction over such matters at the time of the proposed amendment. Any amendment shall be effective upon the recording thereof with the Carver County Recorder.

Section 4.02 Duration. This Declaration and the covenants, conditions and restrictions contained herein shall run with the property and shall be binding on all parties and all persons claiming under them for a period of thirty (30) years from the date this Declaration is recorded. After that time this Declaration shall be automatically extended for successive periods of ten (10) years unless an instrument signed by a majority of the then owners of the lots has been recorded, agreeing to change this Declaration in whole or in part.

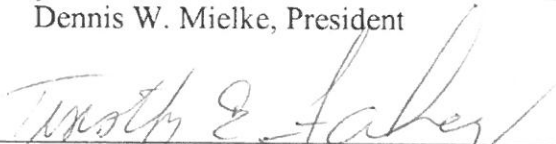
Section 4.03 Enforcement. Any person with a legal or equitable interest in the property subject to this Declaration shall have the right to enforce, by proceedings at law or in equity, all covenants, conditions, restrictions and limitations now or hereinafter imposed by the provisions of this Declaration. Such proceedings may include an action to restrain a violation or to recover damages or both, including reasonable attorney's fees. However, there shall be no right of reversion, re-entry or forfeiture of title resulting from any violation thereof. Failure to enforce any provision contained herein shall not be deemed a waiver of the right to enforce any other provision or to enforce any provision thereafter.

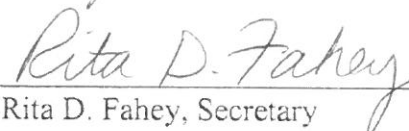
Section 4.04 Severability. Invalidation of any of these standards, covenants, conditions or restrictions by judgment or court order shall not affect any other provisions which shall remain in full force and effect.

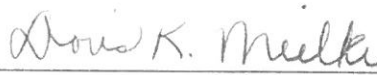
IN WITNESS WHEREOF, THE ABOVE NAMED Declarant/Developer has caused this instrument to be executed as of the day and year first above written.

DDTR Incorporated

By: 
Dennis W. Mielke, President

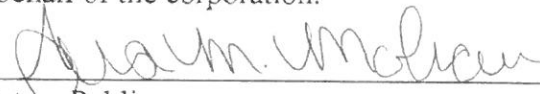
By: 
Timothy E. Fahey, Vice-President

By: 
Rita D. Fahey, Secretary

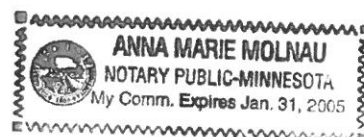
By: 
Doris K. Mielke, Treasurer

STATE OF MINNESOTA)
) ss.
COUNTY OF CARVER)

The foregoing instrument was acknowledged before me this 14 day of September, 2004, by Dennis W. Mielke, Timothy E. Fahey, Rita D. Fahey and Doris K. Mielke as President, Vice-President, Secretary and Treasurer of DDTR Incorporated, a corporation under the laws of the State of Minnesota, on behalf of the corporation.


Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
DDTR, Inc.
512 Faxon Road
P.O. Box 627
Norwood Young America, MN 55368





0 100
SCALE IN FEET



OPEN SPACE EASEMENT
PER DOC. NO. T148780



Easement Exhibit
Norwood Young American, Carver County, MN
BOLTON & MENK, INC.
Consulting Engineers & Surveyors

2638 SHADOW LANE, SUITE 200
CHASKA, MINNESOTA 55318
(952)-448-8838

PART OF
BLK'S 1 & 2
BRAND LAKE HIGHLANDS

FOR: CITY OF NORWOOD YOUNG AMERICA



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

From: Cynthia Smith Strack, Consulting Planner

Date: October 22, 2018

Re: Code Amendment: Wall Signs

BACKGROUND

The City Council directed the Planning Commission investigate the potential to update the sign code to pertaining to wall signs. The Council suggested allowing up to one wall sign per building face not to exceed three signs per building. At this time the amount of building faces which may have a wall sign is limited to two rather than three.

The Commission reviewed sample language at a public hearing on October 2nd. Following the hearing the PC recommended approval of the draft code amendment.

Please find the draft amendment attached for Council consideration.

ACTION

The Council is to consider the code amendment. If approved a summary for publication is provided for consideration.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 311**

AN ORDINANCE AMENDING SECTION 1260.09, SUBD. 3(C) AND SECTION 1260.09, SUBD. 4(C) OF THE CITY CODE RELATING TO WALL SIGNS IN COMMERCIAL AND INDUSTRIAL DISTRICTS

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1260.09, SUBD. 3(C) OF THE CITY CODE SHALL BE AMENDED AS FOLLOWS:

C. Wall Signs: One Wall Sign shall be permitted per Building Face, not to exceed ~~two~~ **three** Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met.

1. A maximum of 10% of the Building Face may be used for a Wall Sign.
2. Signs shall not project above the roof level.

II. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, FURTHER ORDAINS SECTION 1260.09, SUBD. 4(C) OF THE CITY CODE SHALL BE AMENDED AS FOLLOWS

C. Wall Signs: One Wall Sign shall be permitted per Building Face, not to exceed ~~two~~ **three** Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met.

1. A maximum of 10% of the Building Face may be used for a Wall Sign.
2. Signs shall not project above the roof level.

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

Adopted by the City of Norwood Young America on the 22nd day of October, 2018.

Carol Lagergren, Mayor

Attest:

Kelly Hayes, City Clerk-Treasurer

City of Norwood Young America
Summary of Ordinance No. 311
Amending City Code Chapter 12, Land Use

The City of Norwood Young America has adopted Ordinance No. 311 entitled “An Ordinance Amending Section 1260.09, Subd. 3(C) And Section 1260.09, Subd. 4(C) Of The City Code Pertaining To Wall Signs In Commercial And Industrial Districts”.

The Ordinance allows a wall sign on up to three building faces in commercial and industrial districts. The previous limit was one wall sign on two building faces in commercial and industrial districts.

Effective Date: The Ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on October 22, 2018.

A copy of the complete Ordinance is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at (952) 467-1800.



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

From: Cynthia Smith Strack, Consulting Planner

Date: October 22, 2018

Re: Ordinance: Amend Section 1245.05 of the City Code Pertaining to Fences

BACKGROUND

The Planning Commission has been considering updates to the fence code pertaining to fences in front and street-side corner yards, fence materials, and fence placement.

Attached please find an ordinance containing proposed code amendment language.

The Planning Commission held a hearing on the proposed ordinance on October 2, 2018. Proposed changes include:

1. Clarified that fences in front of street-front building walls of residences cannot exceed three and a half feet in height and must be placed at least two feet from property lines.
2. Added language pertaining to a clear sight triangle measured 30' feet from street intersections.
3. Clarified that fences in street-side corner yards may be up to four feet in height but must be 50% opaque.
4. Clarified acceptable fence materials.

ACTION:

Consideration of the draft ordinance. If approved, consideration of summary publication is in order.

ATTACHMENTS:

- Proposed Ordinance
- Summary for Publication

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 312**

**AN ORDINANCE AMENDING SECTION 1245.05 OF THE CITY CODE
PERTAINING TO FENCES**

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12, SECTION 1245.05 OF THE CITY CODE SHALL BE AMENDED AS FOLLOWS:

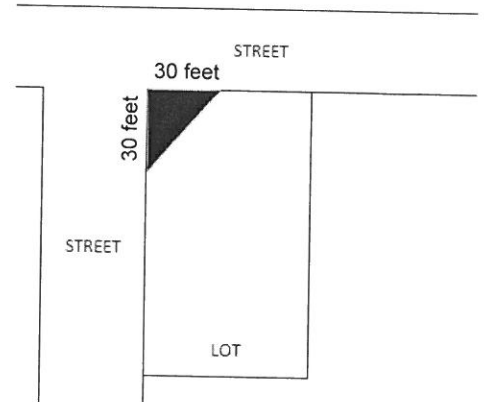
1245.05 Fences

Subd. 1 Building Permit Required. No fence, except temporary fencing, shall be constructed without a building permit. The application shall be accompanied by a plot plan clearly describing the type, location, and method of anchoring the fence.

Subd. 2 Setbacks. Boundary line fences shall be located at least one (1) foot from the property line, except as provided for in Subd. 4 and 5 of this Section. The persons, firms or corporations constructing or causing the construction of such fence shall be responsible for maintaining that part of their property between fence and property line. City staff shall require any applicant for a fence permit to establish the boundary lines of his property by a certificate of survey thereof to be made by any registered land surveyor or by showing the accurate stake markers of the surveyed lot.

Subd. 3 Fencing Conformity. Fencing in all districts shall conform to the following:

- A. Fences in all districts shall be maintained so that the exposed outer/inner surface shall be uniformly painted or stained in a neat and aesthetically acceptable condition.
- B. The side of the fence considered to be the face (finished side as opposed to structural supports) shall face abutting property.
- C. No fence shall be permitted on a public right-of-way or boulevard area.
- D. No fence shall be erected on a corner lot that will obstruct or impede the clear view of an intersection by approaching traffic **within a sight triangle defined by measuring thirty (30) feet from intersecting streets**.
- E. All snow-stop fencing may be used from November 1 to April 1. No permit shall be required for temporary fencing.
- F. All fencing shall be constructed straight, true, and plum
- G. Fences which are in need of repair or maintenance through



type of construction or otherwise, or are otherwise dangerous to the public safety or general welfare and health are considered a public nuisance and the City may commence proceedings for the abatement thereof under Chapter 6, Nuisance Abatement of the City Ordinance. Electric fences may not be used. Material such as chicken, sheep, or hog wire fencing, barbed wire fencing, or snow fencing will not be allowed as permanent fencing, except as stated in paragraph E e in this section.

- H. All fences shall have a gate or opening to allow access from the exterior of the lot.
- I. All fences shall be constructed of durable materials such as treated or painted wood, cedar, chain link, aluminum, wrought iron, and similar materials intended to be used for fencing in urban areas. Agricultural fences, woven wire, electric wire, plastic, and fences made of flimsy or non-traditional materials/items are prohibited. Barbed wire is prohibited in residential districts but may be allowed on the top of fences in commercial and industrial districts as provided under Subd. 5 "Fencing in Commercial, Business, and Industrial Districts".

Subd. 4 Fencing in All Residential and Agricultural Districts.

- A. *Setback and design.* A fence may be located within the rear yard and side yard to a maximum height of six (6) feet up to the point where it is parallel with the front edge of the building. Fences located in front of a dwelling shall not exceed three and one half feet in height and shall not be placed within two (2) feet of a property line. Fences may be placed in street side corner yards provided the fence is at least fifty (50) percent opaque and not more than four (4) feet in height. A clear sight triangle as defined in Section 1245.05, Subd. 3(D) is required. Fence height shall be measured from grade. ~~within the front yard or side street yard to the right-of-way shall be ornamental in design and the height of the fence shall not exceed three and one half (3 ½) feet as measured from grade.~~
- B. Fences around dog kennels not exceeding one hundred (100) square feet in size, fences around garden fences will not require building permits but shall adhere to the other regulations of this subdivision.
- C. All garbage can areas in multi-family developments shall be protected by a privacy fence not less than six (6) feet in height. The privacy fence shall be constructed of wood, vinyl or similar, but shall not include chain link with slats. All gates shall have a self-closing and self-latching latch installed on the outside of the fence.

Subd. 5 Fencing in Commercial, Business and Industrial Districts.

- A. Business and industrial fences may be erected up to eight (8) feet in height as measured from grade. Fences in excess of eight (8) feet shall require a conditional use permit.
- B. Business and industrial fences with barbed or razor wire security arms shall be erected a minimum of six (6) feet in height as measured from grade (measured without the security arm) and shall require a Conditional Use Permit. The security arm shall be angled in such a manner that it extends only over the property of the permit holder and does not endanger the public.

- C. Single-family residential properties located in the Civic (C), Central Business District (CBD), and Commercial/Industrial (C-I) Districts shall conform to the provisions of Subd. 3 of this Section.

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

Adopted by the City of Norwood Young America on the 22nd day of October, 2018.

Carol Lagergren, Mayor

Attest:

Kelly Hayes, City Clerk-Treasurer

City of Norwood Young America
Summary of Ordinance No. 312
Amending City Code Chapter 12, Land Use

The City of Norwood Young America has adopted Ordinance No. 312 entitled “An Ordinance Amending Section 1245.05 Of The City Code Pertaining To Fences”. Following is a summary of the adopted ordinance:

The Ordinance updates standards for fences within the community. The Ordinance clarifies where fences in front and street-side corner yards may be placed. The Ordinance defines a required clear sight triangle at street intersections. Lastly, the Ordinance clarifies allowable fence materials.

Effective Date: The Ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on October 22, 2018.

A copy of the complete Ordinance is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at (952) 467-1800.

*Norwood Young America
Planning Commission Minutes
October 2, 2018*

Present: Commissioners Jerry Barr, Mike Eggers, John Fahey, Bill Grundahl, Paul Hallquist, Craig Heher, and Mark Lagergren.

Absent: None

Staff: City Administrator Steve Helget and Planning Consultant Cynthia Smith Strack.

Public: Theresa Peterman and Kevin Wollum.

1. Call to Order.

The meeting was called to order by Chair Heher at 6:00 pm. All present stood for the Pledge of Allegiance.

2. Oath of Office.

Commissioner Jerry Barr recited an oath of office and was welcomed to the Commission.

3. Adoption of Agenda.

Chairperson Heher introduced the agenda.

Motion – Eggers, second Grundahl to approve the agenda as presented. The agenda was approved 7-0.

4. Approval of Minutes from the Regular Meeting September 5, 2018.

Heher introduced the minutes from the September 5, 2018 regular meeting.

Motion – Fahey to approve the September 5, 2018 meeting minutes. Second by Hallquist. With all in favor the minutes were approved 7-0.

5. Public Comment.

No one spoke during the public comment agenda item.

6. Public Hearings.

A. Fence Code Amendment – Front and Corner Street-Side Yard Requirements.

Chairperson Heher introduced the public hearing and explained the public hearing process. The hearing was opened at 6:04.

Strack noted the Planning Commission has been reviewing fencing requirements for front and corner side yards. The Commission did so after learning several chain link fences had been approved for placement in street-side corner yards which are treated as front yards. The existing chain link fences in corner side yards are technically inconsistent with the Code.

The Commission developed draft language: allowing chain link fences four feet or less in height in corner street side yards, requiring fences in front yards be placed at least two feet from property lines, requiring clear sight areas be maintained at street intersections, and clarifying allowed fence materials.

Heher inquired as to whether or not a two foot setback would be an issue for utilities. Strack noted most times utilities were contained in easements.

Eggers questioned whether snow fences should meet setbacks. Helget clarified snow fences do not require a permit, however, if placement was an issue it could be remedied under the nuisance code.

Grundahl noted a typo in existing language contained in Subd. 5(B) referenced garden fences twice.

Commissioners discussed potential situations where fences were close to sidewalks.

Motion – Lagergren, Second Hallquist to close the public hearing. Motion approved 7-0 with the hearing closed at 6:09 p.m.

B. Sign Code Amendment – Number of Building Faces Eligible For Wall Signs.

Chairperson Heher opened the public hearing at 6:10 p.m.

Strack stated the City Council had directed the Planning Commission to consider amending the sign code to allow additional wall signs. Strack stated the Commission had reviewed language amending Section 1260.09, Subd. 3(C) and Section 1260.09, Subd. 4(C) of the Code pertaining to wall signs in Commercial and Industrial Districts. The draft language contemplates allowing wall signs on up to three building faces. At this time the number is limited to two building faces. The limit providing for only one wall sign per building face which does not exceed ten percent of the area of the building face are proposed to be retained.

Commissioner Hallquist referenced pictures included in the packet with clarification provided.

Motion – Fahey, Second Grundahl to close the public hearing. Motion approved 7-0 with the hearing closed at 6:13 p.m.

7. Old Business.

A. Fence Code Amendment – Front and Corner Street-Side Yard Requirements.

Chairperson Heher introduced the agenda topic and summarized proposed code changes.

Motion – Grundahl, Second Fahey to recommend the City Council approve the proposed fence code amendment.

City Administrator Helget referenced an apparent typographical error in Subdivision 3(G) which errantly referenced subsection (c) versus subsection (e).

Motion – Grundahl, Second Fahey to amend the initial motion to include the correction referenced by Helget. Motion approved 7-0.

Previous motion by Grundahl, Second by Fahey to recommend the City Council approve the proposed fence code amendment with noted corrections was reintroduced. Motion approved 7-0.

B. Sign Code Amendment.

Chairperson Heher introduced the sign code amendment and recapped the proposed changes.

Motion – Fahey, Second Lagergren to recommend the City Council approve a proposed amendment to the sign code allowing wall signs on up to three sides of buildings. Motion approved 7-0.

C. 2040 Comprehensive Plan Update.

Erin Sejkora with SRF Consulting provided an overview of the draft 2040 Comprehensive Plan which was included in the packet.

D. Conditional Use Permit Audit.

Chairperson Heher introduced the agenda topic. He noted he and Steve Curfman have unsuccessfully attempted to meet at Curfman's site. They will attempt to do so in October.

8. New Business.

None.

9. Miscellaneous.

A. September Building Permit Report.

The Commission reviewed the September building permit report.

10. Commissioner Reports.

Grundahl requested updates on status of Diversified Plumbing and Heating and Molnau Trucking. Grundahl also expressed concern about a number of properties with household furniture placed in front yards.

Fahey noted he attended the September 19th joint Downtown revitalization meeting and was encouraged by the discussion.

Eggers inquired as to where next potential residential subdivision would or could occur and what, if any

was the City's role in encouraging platting of additional lots. Helget stated the City was aware of discussion with one property owner and also aware of what properties were available for sale. Strack suggested the City raise the profile of the issue by discussing potential need for additional lots as a means of raising awareness and stimulating interest.

11. Adjourn

Motion – Grundahl, Second Eggers to adjourn the meeting. With all in favor the meeting adjourned at 6:55 p.m.

Respectfully submitted,

Steve Helget
Zoning Administrator



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 22, 2018

SUBJECT: Veterans Park Freedom Rock Proposal

=====

Ron Kroells, VFW Commander, will be present on behalf of the VFW and America Legion to request the placement of a Freedom Rock in Veterans Park. They would acquire a large rock and hire an artist to paint military type scenes on each side. Ron will provide photos of some existing Freedom Rocks at the meeting.

The Parks & Recreation Commission reviewed the request to place a Freedom Rock in Veterans Park at their October 16, 2018 meeting and recommends approval.

Suggestion Motion:

Motion to authorize the VFW and America Legion to place a Freedom Rock in Veterans Park.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: October 22, 2018
SUBJECT: Work Session

=====

Review 2019 Contract for Police Services

Commander Paul Tschida, Carver County Sheriff's Office, will be present to review the enclosed 2019 Contract for Police Services.

Review Draft 2019 – 2023 Financial Plan

Brad Falteysek, Abdo, Eick & Meyers, will be present to review the enclosed draft update of the City's Financial Plan.

Suggested Motion:

No specific action suggested.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: October 22, 2018
SUBJECT: Approve The Harbor 2019 Budget

Laurie Hilgers, Executive Director of The Harbor will be present to review the enclosed 2019 Budget.

Suggested Motions:

Motion to approve The Harbor 2019 Budget.

**The Harbor 381
Forecast 2018**

Assisted Living Revenue Worksheet

Note: Rent Increase is effective Jan 1st

(1) Unit Type	(2) Total # of Units	(2a) Budget Occupancy Co/Msho	(3) Private Pay Current Unit Rent Rate	(4) Budget % Increase Private Pay	(5) Per Month Increase Pr Pay	Private Pay Rent Increase	Total PR Pay Budget	Calculated Budget Unit Rent Rate % Increase
Private Pay Calculation:								
AL Unit Type	# total units	# units PR Pay	# Co/Msho					
A1 Efficiency	3	1	2	2,465	0.0%	2,465.00	14,790	
A2 Efficiency	2	1	1	2,465	0.0%	2,465.00	14,790	
B1 Efficiency	7	3	4	2,585	0.0%	2,585.00	46,530	
B2 Efficiency	3	3	0	2,585	0.0%	2,585.00	46,530	
C1 1 BR	20	15	5	3,180	0.0%	3,180.00	286,200	
C2 1 BR	1	1	0	3,180	0.0%	3,180.00	19,080	
					0.0%	-		
					0.0%	-		
					0.0%	-		
					0.0%	-		
					0.0%	-		
					0.0%	-		
					0.0%	-		
					0.0%	-		
					0.0%	-		
AL Unit Type Subtotal	36	24	12		0.0%		427,920	
							AL Budgeted Occupancy %	97.19%
							AL Private Budgeted Occupancy %	95.79%
							Budgeted Private AL Rent Revenue	409,894
							Private	
Site Totals:								
							Total Budgeted Resident Days	12,771
							Total Budgeted Units Occupied	35.33
							Site overall Occupancy %	97.19%

CY Mths
6
Forecast

409,894

8,640

65,088

106,848

139,978

-

730,447

Calculated Amount - Amount is linked to the Total Tab

C:\Users\cityadmin\AppData\Local\Packages\MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\Copy of 381 The Harbor HSG 2019_CITY COPY (1).xlsx\CY Revenue Forecast

Account Name

Account Number

Prior Year

from above schedule

(7) Residents

(8) Rate / mnth

monthly

Residents

2

720

1,440

2

12

904

10,848

12

(9)

(10)

Average monthly

amt per

resident

Service Rat

Increase

Adjusted Monthly

Amount per

Resident

1113

Total revenue

per month

17,808

Residents

16

1,113

16

1

(11)

Avg daily rat

Avg monthly

rate per res.

monthly

23,330

Residents

13

59

1,795

0

0

Average Mnthly

per Resident Monthly

0

1,434,083

Link to totals tab

Account Name

Account Number

Prior Year

from above schedule

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Amount per

Resident

1113

Total revenue

per month

17,808

Residents

16

1,113

16

1

(11)

Avg daily rat

Avg monthly

rate per res.

monthly

23,330

Resident Days

Annual Gross
Rent Potential
of Rent
Increase

(6)

AL	Occupancy %	PR occupancy	# units occupied	Revenue	Current Year Days	Prior Year Days	Prior Year Occupancy
Jan	98.57%	97.86%	35.49	69,790	1,100	1,091	97.76%
Feb	90.97%	86.46%	32.75	61,660	917	989	98.12%
Mar	97.22%	95.83%	35.00	68,346	1,085	1,093	97.94%
Apr	96.85%	95.28%	34.87	67,950	1,046	1,078	99.81%
May	96.24%	94.36%	34.65	67,298	1,074	1,080	96.77%
Jun	97.41%	96.12%	35.07	68,549	1,052	1,021	94.54%
Jul	94.71%	92.07%	34.10	65,661	1,057	1,116	100.00%
Aug	99.19%	98.79%	35.71	70,453	1,107	1,057	94.71%
Sep	98.60%	97.90%	35.50	69,822	1,065	1,027	95.09%
Oct	96.21%	94.32%	34.64	67,265	1,074	1,082	96.95%
Nov	97.22%	95.83%	35.00	68,346	1,050	1,043	96.57%
Dec	97.22%	95.83%	35.00	68,346	1,085	1,115	99.91%
average of FC	97.19%	95.79%			12,711	12,792	97.35%

GRP Increase

0.0% Ave rent increase

GRP Rent Increase at bugeted Occupancy

GRP Increase

Resident Days

% incr(decr)
of Forecast
to Prior Year

1	2	3	4	5	6	7	8	9	10	11	12
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
78,216	70,788	74,222	76,370	73,535	75,384	65,661	70,453	69,822	67,265	68,346	68,346

-0.57%

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2,834	2,160	2,160	2,160	2,160	1,896	1,384	1,485	1,472	1,418	1,441	1,441

10.71%

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8,013	8,611	8,054	8,037	8,264	8,966	10,848	10,848	10,848	10,848	10,848	10,848

2.12%

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
23,402	20,418	23,686	25,498	23,208	23,630	17,116	18,365	18,201	17,534	17,816	17,816

17.24%

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
17,900	16,128	14,165	13,939	19,397	21,607	23,330	23,330	23,330	23,330	23,330	23,330

6.14%

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-	-	-	-	-	(313)	-	-	-	-	-	-

-75.16%

(0)

Average Reimbursement:	
AL	
Private	3,808.94
County	2,848.13
AL Combined	3,479.41
MC	
Private	-
County	-
MC Combined	-
Private:	3,808.94
County:	2,848.13

Budget 2019
Assisted Living Revenue Worksheet
Note: Rent Increase is effective Jan 19

AL Budgeted Occupancy %	97.50%
AL Private Budgeted Occupancy %	96.25%
Budgeted Private AL Rent Revenue	837,606
Private	

Total Budgeted Resident Days	12,812
Total Budgeted Units Occupied	35.10
Site overall Occupancy %	97.50%
	96.76%

****Square Footage Note:** If there is a range of square footages by type of unit, enter only the average square footage for that type (sum of square footage for all units / # of units)

The Harbor 381
Revenue Budget:

Account Name	Account Number	CY Forecast	from above schedule	Budget Amt				
Apartment Rent Revenue:								
Apartment Rent - Private AL	381012-4005-0010	858,408						837,606
Apartment Rent Double - Private AL	381012-4005-0030	22,010						18,480
Apartment Rent County - AL	381012-4006-0020	115,033						130,176
Tenant Service - Private Pay:								
Tenant Service - Private - AL	381012-4005-0050	246,690						252,428
Tenant Service - County/Msho:								
How many second person EW occupants are there service contracts for?								
Tenant Service - County - AL	381012-4006-0040	243,113						303,680
Discounts:								
Discounts	381012-4006-0060	(313)						-
Total Resident Revenue		1,484,942						1,542,370
Calculated Amount - Amount is linked to the Total Tab								

Link to totals tab

Annual
Gross Rent
Potential of
Rent
Increase

(6) Private Pay Information

	Occupancy %	Budget Units Occupied	Budget Vacant Units	PR occupancy	PR # units occu	PR days	EW/Msho days	Total Days	Revenue
AL	97.50%	35.1	0.9	96.25%	23.1	716	372	1,088.0	69,801
Jan	97.50%	35.1	0.9	96.25%	23.1	647	336	983.0	69,801
Feb	97.50%	35.1	0.9	96.25%	23.1	716	372	1,088.0	69,801
Mar	97.50%	35.1	0.9	96.25%	23.1	693	360	1,053.0	69,801
Apr	97.50%	35.1	0.9	96.25%	23.1	716	372	1,088.0	69,801
May	97.50%	35.1	0.9	96.25%	23.1	693	360	1,053.0	69,801
Jun	97.50%	35.1	0.9	96.25%	23.1	716	372	1,088.0	69,801
Jul	97.50%	35.1	0.9	96.25%	23.1	693	360	1,053.0	69,801
Aug	97.50%	35.1	0.9	96.25%	23.1	716	372	1,088.0	69,801
Sep	97.50%	35.1	0.9	96.25%	23.1	693	360	1,053.0	69,801
Oct	97.50%	35.1	0.9	96.25%	23.1	716	372	1,088.0	69,801
Nov	97.50%	35.1	0.9	96.25%	23.1	693	360	1,053.0	69,801
Dec	97.50%	35.1	0.9	96.25%	23.1	716	372	1,088.0	69,801
Average	97.50%	35.1	0.9	96.25%	23.1	702.6	365.0	1,068	69,801
Total					Totals	8,431	4,380	12,811	837,606

AL
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
average

600
600
1,800
1,800
9,000
600

14,400 GRP Increase
1.7% Ave rent increase
13,860 GRP Rent Increase at bugeted

[illegible][illegible][illegible][illegible][illegible][illegible]

128,531	128,531	128,531	128,531	128,531	128,531
128,531	128,531	128,531	128,531	128,531	1,542,370

The Harbor 381				
Current Year additional purchases to be made before year end				
Budget 2019				
Type	Description of Expenditure	Current Year Remaining Purchases Est. Cost	Life	Annual Estimated Depr Exp
Carpet-Apartments	Stock carpet	9,050	3	3017
Carpet-Apartments			3	0
Carpet-Apartments			3	0
Carpet-Apartments			3	0
	Sub-Total Carpet-Apartments	9,050		3017
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
	Sub-Total Carpet-Common Areas	-		0
Building Improvement / Maintenance	Office Remodel	6,000	10	600
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
	Sub-Total Building Improvement / Maintenance	6,000		600
	Total Building Imp./Maintenance/Carpet	15,050		3617
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
	Sub-Total IT /Computer	-		0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
	Sub-Total Software Conversion	-		0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
	Sub-Total Phone System	-		0

Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Sub-Total Medical Equipment		-		0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Sub-Total Furniture & Equipment		-		0
Total F&E / IT / Computer		-		0
Land Improvement			15	0
Land Improvement			15	0
Land Improvement			15	0
Land Improvement			15	0
Land Improvement			15	0
Land Improvement			15	0
Sub-Total Land Improvement		-		0
Vehicles			5	0
Vehicles			5	0
Vehicles			5	0
Vehicles			5	0
Sub-Total Vehicles		-		0
Total		15,050		
10/17/2018 16:05				

**The Harbor 381
Capital Expenditure Budget
Budget 2019**

	Description	Site Budget	Description	Priority High/Med/Low	Estimated Cost			Total Project Costs	Life	Annual Estimated Depr Exp	1/2 Depr in Budget Year
					High (2019) Budget	Med (2020) Budget	Low (2021) Budget				
Carpet-Apartments			Bldg/Main					-	3		
Carpet-Apartments			Bldg/Main					-	3		
Carpet-Apartments			Bldg/Main					-	3		
Carpet-Apartments			Bldg/Main					-	3		
	Subtotal Carpet - Apartments				-	-	-	-	3		
Carpet-Common Areas	Main DR, 2DR	15000	Bldg/Main	High	15,000			15,000	5	3,000	1,500
Carpet-Common Areas			Bldg/Main					-	5		
Carpet-Common Areas			Bldg/Main					-	5		
Carpet-Common Areas			Bldg/Main					-	5		
	Subtotal Carpet - Common Areas				15,000	-	-	-	5		
Building Improve / Maintenance	New apartment medicine cabinets	24000	Bldg/Main	Med		24,000		24,000	10		
Building Improve / Maintenance	HVAC units for apartments	10000	Bldg/Main	High	10,000			10,000	10	1,000	500
Building Improve / Maintenance	New roof	25000	Bldg/Main	Low			25,000	25,000	10		
Building Improve / Maintenance			Bldg/Main					-	10		
Building Improve / Maintenance			Bldg/Main					-	10		
Building Improve / Maintenance			Bldg/Main					-	10		
Building Improve / Maintenance			Bldg/Main					-	10		
Building Improve / Maintenance			Bldg/Main					-	10		
Building Improve / Maintenance			Bldg/Main					-	10		
Building Improve / Maintenance			Bldg/Main					-	10		
	Sub-Total Bldg Imp. / Maintenance				10,000	24,000	25,000	-	10		
	Total Bldg Imp. / Maintenance/Carpet				25,000	24,000	25,000			4,000	2,000
IT /Computer			F & E					-	3		
IT /Computer			F & E					-	3		
IT /Computer			F & E					-	3		
IT /Computer			F & E					-	3		
IT /Computer			F & E					-	3		
IT /Computer			F & E					-	3		
IT /Computer			F & E					-	3		
IT /Computer			F & E					-	3		
IT /Computer			F & E					-	3		
	Sub-Total IT/Computer				-	-	-	-	3		
Software Conversion			F & E					-	5		
Software Conversion			F & E					-	5		
Software Conversion			F & E					-	5		
Software Conversion			F & E					-	5		
Software Conversion			F & E					-	5		
Software Conversion			F & E					-	5		
Software Conversion			F & E					-	5		
Software Conversion			F & E					-	5		
Software Conversion			F & E					-	5		
	Sub-Total Software Conversion				-	-	-	-	5		
Phone System			F & E					-	10		
Phone System			F & E					-	10		
Phone System			F & E					-	10		
Phone System			F & E					-	10		
Phone System			F & E					-	10		
Phone System			F & E					-	10		
Phone System			F & E					-	10		
Phone System			F & E					-	10		
Phone System			F & E					-	10		
	Sub-Total Phone System				-	-	-	-	10		
Medical Equipment			F & E					-	10		
Medical Equipment			F & E					-	10		
Medical Equipment			F & E					-	10		
Medical Equipment			F & E					-	10		
Medical Equipment			F & E					-	10		
Medical Equipment			F & E					-	10		
Medical Equipment			F & E					-	10		
Medical Equipment			F & E					-	10		
Medical Equipment			F & E					-	10		
	Sub-Total Medical Equipment				-	-	-	-	10		
Furniture & Equipment	Aavelin campus channel	5000	F & E	High	5,000			5,000	10	500	250
Furniture & Equipment	Upgraded emergency response syst	50000	F & E	High	50,000			50,000	10	5,000	2,500
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		

Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Furniture & Equipment			F & E					-	10		
Sub-Total Furniture & Equipment					55,000	-	-				
Total F&E / IT / Computer					55,000	-	-			5,500	2,750
Land Improvement	Landscaping	15000	Land Impr	High	15,000			15,000	15	1,000	500
Land Improvement	Parking lot resurface	4000	Land Impr	Med		4,000		4,000	15		
Land Improvement			Land Impr					-	15		
Land Improvement			Land Impr					-	15		
Land Improvement			Land Impr					-	15		
Sub-Total Land Improvement					15,000	4,000	-		15	1,000	500
Vehicles			Vehicles					-	5		
Vehicles			Vehicles					-	5		
Vehicles			Vehicles					-	5		
Vehicles			Vehicles					-	5		
Vehicles			Vehicles					-	5		
Vehicles			Vehicles					-	5		
Total Vehicles					-	-	-		5		
Total					95,000	28,000	25,000				

The Harbor 381
Central Fixed Costs
Budget 2019

Depreciation:

Note: The depreciation expense for future capital additions are linked from the CY Capital and Budget Capital Worksheets
The depreciation expense for the "Based on Current Year purchases" is provided by your accountant.

Month	Depr-Land Improvement 381195-5750-10				Depr-Building 381195-5750-20				Depr-Building Improvements 381195-5750-30			
	Based on current year actual purchases	Current Year add'l purchased b/f yr end	2019 Capital Expenditures (from Capital wksheet)	Total for 2019	Based on current year actual purchases	Current Year add'l purchased b/f yr end	2019 Capital Expenditures (from Capital wksheet)	Total for 2019	Based on current year actual purchases	Current Year add'l purchased b/f yr end	2019 Capital Expenditures (from Capital wksheet)	Total for 2019
Period 1	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 2	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 3	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 4	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 5	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 6	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 7	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 8	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 9	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 10	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Period 11	176	-	42	218	13,447	-	-	13,447	791	301	167	1,260
Period 12	176	-	42	218	13,447	-	-	13,447	792	301	167	1,260
Total	2,111	-	500	2,611	161,367	-	-	161,367	9,499	3,617	2,000	15,115
				To Totals Tab								

Month	Depr-Furniture and Equipment 381195-5750-50				Depr-Vehicles 381195-5750-60			
	Based on current year actual purchases	Current Year add'l purchased b/f yr end	2019 Capital Expenditures (from Capital wksheet)	Total for 2019	Based on current year actual purchases	Current Year add'l purchased b/f yr end	2019 Capital Expenditures (from Capital wksheet)	Total for 2019
Period 1	1,575	-	229	1,804	308	-	-	308
Period 2	1,575	-	229	1,804	308	-	-	308
Period 3	1,575	-	229	1,804	308	-	-	308
Period 4	1,575	-	229	1,804	308	-	-	308
Period 5	1,575	-	229	1,804	308	-	-	308
Period 6	1,575	-	229	1,804	308	-	-	308
Period 7	1,575	-	229	1,804	308	-	-	308
Period 8	1,575	-	229	1,804	308	-	-	308
Period 9	1,575	-	229	1,804	239	-	-	239
Period 10	1,575	-	229	1,804	239	-	-	239
Period 11	1,575	-	229	1,804	239	-	-	239
Period 12	1,575	-	229	1,804	239	-	-	239
Total	18,899	-	2,750	21,649	3,348	-	-	3,348
				To Totals Tab				

195,223

Debt Service:

Month	Mortgage Interest Exp 381195-5780	Bonds xxx Interest Exp 381195-5780	Bonds xxx Interest Exp 381195-5780	Total Interest Exp 381195-5780	Interest Payments	Other Loan Exp 381195-5782	Amortization 381195-5760	Principle Payments
Period 1	14,570			14,570		2,200		
Period 2	14,570			14,570	87,418			
Period 3	14,570			14,570				
Period 4	14,570			14,570				
Period 5	14,570			14,570				
Period 6	14,570			14,570				
Period 7	14,570			14,570				
Period 8	14,230			14,230	87,418			
Period 9	14,230			14,230				
Period 10	14,230			14,230				
Period 11	14,230			14,230				
Period 12	14,230			14,230				
Total	173,135	-	-	173,135	174,835	2,200	-	160,000
				To Totals Tab	To Totals Tab	To Totals Tab	To Totals Tab	

Amount is linked to the Total Tab

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New line added		2019	2018	2018	%	2017	%	
Account	Account Description	Budget	Forecast	YTD	Change	Actual	Change	Comments
OPERATING								
Resident Service Revenue 381012								
4005-0010	Apartment Rental - Private	837,606	858,408	448,515	-2%	863,333	-3%	Based on current occupancy-1 more EW than budgeted for in 2018
4005-0015	Apt Rent Double - Private - MC	-	-	-	-	-	-	
4005-0030	Apt. Rental Double- Private	18,480	22,010	13,370	-16%	19,880	-7%	Only 2 couples here instead of 4
4005-0035	Apt. Rental - Memory Care	-	-	-	-	-	-	
4005-0050	Tenant Service - Private	252,428	246,690	139,842	2%	210,422	20%	Based on current residents services + adding 2 more in 2019
4005-0065	Tenant Service - Private - MC	-	-	-	-	-	-	
4006-0020	Apartment Rent - County	130,176	115,033	49,945	13%	112,650	16%	Based on current occupancy-more EW than budgeted for in 2018
4006-0025	Apartment Rent - County - MC	-	-	-	-	-	-	
4006-0040	Tenant Service - County	303,680	243,113	103,136	25%	229,058	33%	Based on current residents services-more EW than budgeted for
4006-0045	Tenant Service - County MC	-	-	-	-	-	-	
4006-0060	Discounts	-	(313)	(313)	-100%	(1,260)	-100%	
4006-0085	Rent Revenue Lost Income	-	-	-	-	-	-	
4526-0000	Utility Allowance	-	-	-	-	-	-	
Total Resident Revenue		1,542,370	1,484,942	754,494	4%	1,434,083	8%	
Ancillary & Other Serv 381012								
4025-0000	Utility Revenue	-	-	-	-	-	-	
4050-0040	Resident Meals	33,840	37,182	18,591	-9%	38,958	-13%	Based on current residents & meals they are taking + 2 more in 2019
4133-0010	Respite Care	-	-	-	-	-	-	
4515-0000	Prior Year	-	-	-	-	-	-	
Total Ancillary and Other Svc		33,840	37,182	18,591	-9%	38,958	-13%	
Total Operating Revenue		1,576,210	1,522,124	773,085	4%	1,473,041	7%	
Operating Expenses								
Nursing 381032								
5001-0020	Salaries - RN/Clinical	70,797	45,219	22,609	57%	31,074	128%	Jan-Apr 2018-interim CD wages in nursing pool & no salaried CD & FT CD & RN-higher than anticipated wage.RN hired to replace LPN
5002-0020	Salaries - RN/Clinical Nonproductive	7,338	-	-	-	-	-	
5001-0030	Salaries - LPN	25,090	30,609	15,304	-18%	27,468	-9%	Added an RN & dismissed the second LPN position
5002-0030	Salaries - LPN Nonproductive	2,601	-	-	-	-	-	
5001-0035	Salaries - RA	161,158	152,648	76,324	6%	147,039	10%	Some is more bath aide hours due to increased services
5002-0035	Salaries - RA Nonproductive	10,287	-	-	-	-	-	
5001-0310	Salaries - HHA	-	-	-	-	-	-	
5002-0310	Salaries - HHA Nonproductive	-	-	-	-	-	-	
5002-0000	Salaries - Nonproductive	-	15,821	7,910	-100%	21,309	-100%	Non-productive split by salary account instead of one grand total
Subtotal Salaries		277,270	244,297	122,149	13%	226,891	22%	
5003-0000	Reimburse Salaries/Services	-	-	-	-	-	-	
5050-0000	Nursing Pool	-	57,628	28,814	-100%	-	-	We no longer have an interim CD,was only Jan-Apr 2018
5050-0010	Nursing Pool - RN	4,237	-	-	-	-	-	
5050-0020	Nursing Pool - LPN	-	-	-	-	-	-	\$2,280 fixed + 1,957 variable cost per Brett Anderson @ Ecumen
5050-0030	Nursing Pool - CNA	-	-	-	-	-	-	
5050-0040	Nursing Pool - NA	-	-	-	-	-	-	
5100-0010	Employer FICA Tax	17,191	14,395	7,198	19%	13,528	27%	
5100-0020	Employer MC Tax	4,020	3,367	1,684	19%	3,164	27%	
5110-0010	Life Insurance	236	230	115	3%	201	18%	
5110-0020	Health Insurance	36,875	35,802	17,901	3%	24,930	48%	More FT employees taking health insurance but 2 split 50/50
5110-0030	Dental Insurance	875	850	425	3%	769	14%	
5110-0050	Disability Insurance	620	603	301	3%	532	17%	More FT/PT employees taking dental insurance but 2 split 50/50
5110-0060	Other Insurance	-	-	-	-	-	-	
5110-0070	HSA	2,015	1,954	977	3%	1,792	12%	More FT employees taking HSA benefit but 2 split 50/50
5130-0010	Pension	9,128	8,022	4,011	14%	7,470	22%	
5130-0020	PERA	-	-	-	-	-	-	More employees participating but 2 split 50/50
5200-0000	Consultant Fees	-	-	-	-	-	-	
5200-0030	Consultant Pharmaceutical	-	-	-	-	-	-	
5260-0000	Purchased Services	2,680	25,519	12,760	-89%	38,634	-93%	Enter detail in Contracts Tab;Interim CD was coded here for part of 20
5260-0150	Purchased Services Campus	-	-	-	-	-	-	

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New line added

Account	Account Description	2019 Budget	2018 Forecast	2018 YTD	% Change	2017 Actual	% Change	Comments
5300-0000	Patient Care Supplies	-	-	-	-	-	-	
5300-0010	Medical Supplies	-	-	-	-	-	-	
5321-0000	Immunization	-	-	-	-	-	-	
5360-0000	Supplies	5,170	5,023	2,512	3%	2,997	73%	
5360-0010	Supplies - Office	-	-	-	-	-	-	
5360-0020	Supplies - Discount	-	(25)	(13)	-100%	-	-	
5360-0028	Supplies - Awakenings	-	-	-	-	-	-	
5460-0000	Equipment Lease / Rent	-	-	-	-	-	-	
5500-0000	Continuing Education/Training	1,845	-	-	-	-	-	
5503-0000	Minor Equipment	395	383	192	3%	-	-	5 new employees ULP x \$300 + \$75/day for mileage/NEON \$20/hire
5511-0000	Business Meetings/Meals	-	-	-	-	-	-	
5512-0000	Business Relations	-	-	-	-	-	-	
5513-0000	Membership Dues/Subscriptions	-	-	-	-	-	-	
5518-0010	Travel - Mileage	500	109	55	358%	172	190%	CD will be traveling more to HO trainings, meetings & assessments
5518-0015	Travel - Transportation	-	-	-	-	-	-	
5518-0030	Travel - Meals	-	-	-	-	-	-	
5518-0035	Travel - Hotels	-	-	-	-	-	-	
5519-0000	Employee Relations	-	-	-	-	-	-	
5526-0020	Resident Expenses	-	-	-	-	-	-	
5550-0000	Systems & Software	-	-	-	-	-	-	
Total Nursing		363,057	368,159	199,079	-9%	321,541	13%	

Activities 381092

5001-0000	Salaries - Productive	4,927	15,736	7,868	-69%	14,962	-67%	Employee allocating more in pension benefit (see below)
5002-0000	Salaries - Nonproductive	288	1,152	576	-77%	813	-67%	
Subtotal Salaries		5,195	16,888	8,444	-69%	15,775	-67%	
5100-0010	Employer FICA Tax	322	1,047	524	-69%	978	-67%	
5100-0020	Employer MC Tax	75	245	122	-69%	229	-67%	
5110-0010	Life Insurance	-	-	-	-	-	-	
5110-0020	Health Insurance	-	-	-	-	-	-	
5110-0030	Dental Insurance	-	-	-	-	-	-	
5110-0050	Disability Insurance	12	12	6	0%	12	-3%	
5110-0060	Other Insurance	-	-	-	-	-	-	
5110-0070	HSA	-	-	-	-	-	-	
5130-0010	Pension	13,506	776	388	1640%	-	-	Started in April 2018 & at 72% going in
5130-0020	PERA	-	-	-	-	-	-	
5260-0000	Purchased Services	14,820	14,455	7,227	3%	13,966	6%	Enter detail in Contracts Tab
5260-0150	Purchased Services Campus	-	-	-	-	-	-	
5360-0000	Supplies	5,100	4,957	2,478	3%	3,794	34%	
5360-0010	Supplies - Office	-	-	-	-	-	-	
5460-0000	Equipment Lease/Rent	-	-	-	-	-	-	
5500-0000	Continuing Education/Training	200	-	-	-	-	-	Activity seminars
5503-0000	Minor Equipment	-	-	-	-	-	-	
5512-0000	Business Relations	-	-	-	-	-	-	
5513-0000	Membership Dues/Subscriptions	-	-	-	-	-	-	
5514-0000	Postage	-	-	-	-	-	-	
5518-0010	Travel - Mileage	400	-	-	-	-	-	
5518-0015	Travel - Transportation	-	(916)	(458)	-100%	674	-100%	Added some for employee & activity travels Now in Other Operating revenue
5518-0030	Travel - Meals	-	-	-	-	-	-	
5518-0035	Travel - Hotel	-	-	-	-	-	-	
5525-0000	Vehicle Expense	-	-	-	-	-	-	
5526-0020	Resident Expenses	-	-	-	-	-	-	
5550-0000	Software & Systems	-	-	-	-	-	-	
5618-0000	Pet Expense	-	-	-	-	-	-	
Total Activities		39,630	37,463	18,732	6%	35,428	12%	

New line added		2019	2018	2018	%	2017	%	
Account	Account Description	Budget	Forecast	YTD	Change	Actual	Change	Comments
Housekeeping 381152								
5001-0000	Salaries - Productive	20,110	19,654	9,827	2%	19,087	5%	
5001-0320	Salaries - Homemaker	-	-	-	-	-	-	
5002-0000	Salaries - Nonproductive	2,486	2,170	1,085	15%	3,241	-23%	
	Subtotal Salaries	22,596	21,824	10,912	4%	22,327	1%	
5100-0010	Employer FICA Tax	1,401	1,365	682	3%	1,285	9%	
5100-0020	Employer MC Tax	328	319	160	3%	300	9%	
5110-0010	Life Insurance	29	29	14	1%	17	74%	
5110-0020	Health Insurance	305	305	153	0%	2,840	-89%	Taking only the \$25 per pay period credit-split 50/50
5110-0030	Dental Insurance	298	298	149	0%	126	137%	Split 50/50
5110-0050	Disability Insurance	64	64	32	-1%	48	32%	
5110-0060	Other Insurance	675	675	338	0%	-	-	
5110-0070	HSA	-	11	6	-100%	211	-100%	No longer needed
5130-0010	Pension	1,163	1,127	563	3%	1,149	1%	1 employee higher percentage-split 50/50
5130-0020	PERA	-	-	-	-	-	-	
5260-0000	Purchased Services	-	-	-	-	-	-	
5260-0150	Purchased Services Campus	-	-	-	-	-	-	
5360-0000	Supplies	6,370	6,187	3,094	3%	4,564	40%	
5360-0120	Supplies - Disposal Products & Chemicals	-	-	-	-	-	-	
5503-0000	Minor Equipment	-	-	-	-	-	-	
5505-0020	Repairs & Maintenance - FFE	-	-	-	-	-	-	
Total Housekeeping		33,229	32,204	16,102	3%	32,868	1%	
Dietary 381191								
5001-0000	Salaries - Productive	124,233	121,027	60,514	3%	120,703	3%	
5002-0000	Salaries - Nonproductive	5,225	7,158	3,579	-27%	5,077	3%	Non-productive split by salary account instead of one grand total
	Subtotal Salaries	129,458	128,186	64,093	1%	125,780	3%	
5003-0000	Reimburse Salaries/Services	(5,517)	(5,517)	(2,759)	0%	(7,118)	-22%	Food taken by Haven & reimburse Harbor for
5100-0010	Employer FICA Tax	8,026	7,787	3,894	3%	7,644	5%	
5100-0020	Employer MC Tax	1,877	1,821	911	3%	1,788	5%	
5110-0010	Life Insurance	55	55	28	0%	56	-3%	Split 50/50 since Haven opened
5110-0020	Health Insurance	7,032	7,032	3,516	0%	7,251	-3%	Split 50/50 since Haven opened
5110-0030	Dental Insurance	202	202	101	0%	203	0%	Split 50/50 since Haven opened
5110-0050	Disability Insurance	154	154	77	0%	169	-9%	Split 50/50 since Haven opened
5110-0060	Other Insurance	-	-	-	-	-	-	
5110-0070	HSA	377	377	188	0%	386	-2%	Split 50/50 since Haven opened
5130-0010	Pension	1,163	1,192	596	-2%	1,130	3%	
5130-0020	PERA	-	-	-	-	-	-	
5200-0000	Consultant Fees	-	-	-	-	-	-	
5260-0000	Purchased Services	-	-	-	-	-	-	
5260-0150	Purchased Services Campus	-	-	-	-	-	-	
5360-0000	Supplies	7,560	7,342	3,671	3%	9,971	-24%	
5360-0030	Supplies - Janitor & Cleaning	-	-	-	-	-	-	
5360-0060	Supplies - Laundry, Linen & Un	-	-	-	-	-	-	
5360-0120	Supplies - Disposal Products & Chemicals	-	-	-	-	-	-	
5400-0000	Raw Food	123,190	119,598	59,799	3%	116,619	6%	
5400-0020	Discount Received	(4,800)	(4,799)	(2,400)	0%	(3,571)	34%	
5500-0000	Continuing Education/Training	100	-	-	-	-	-	Safe Food training
5501-0000	Contract Meals	-	-	-	-	-	-	
5503-0000	Minor Equipment	645	626	313	3%	1,831	-65%	
5505-0020	Repairs & Maintenance - FFE	500	-	-	-	-	-	
5518-0010	Travel - Mileage	200	-	-	-	-	-	Added some for employee travels
5518-0015	Travel - Transportation	-	-	-	-	92	-100%	
5518-0030	Travel - Meals	-	-	-	-	-	-	
5518-0035	Travel - Hotels	-	-	-	-	-	-	
5519-0000	Employee Relations	-	-	-	-	-	-	
Total Dietary		270,222	264,057	132,028	2%	262,235	3%	

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New line added

Account	Account Description	2019 Budget	2018 Forecast	2018 YTD	% Change	2017 Actual	% Change	Comments
Plant 381193								
5001-0000	Salaries - Productive	10,409	10,119	5,060	3%	16,866	-38%	Only 1 employee between both bldgs-50 hrs/PP-split 30 hrs/20hrs- in yrs past had 1 at each bldg at 40/PP each
5002-0000	Salaries - Nonproductive	1,461	17	8	8756%	2,368	-38%	
	Subtotal Salaries	11,870	10,136	5,068	17%	19,234	-38%	
5003-0000	Reimburse Salaries/Services	-	-	-	-	(1,338)	-100%	
5049-0010	Accrued Vacation Adjustment	-	-	-	-	-	-	
5100-0010	Employer FICA Tax	736	615	307	20%	1,189	-38%	
5100-0020	Employer MC Tax	172	144	72	20%	278	-38%	
5110-0010	Life Insurance	-	-	-	-	-	-	
5110-0020	Health Insurance	-	-	-	-	-	-	
5110-0030	Dental Insurance	-	-	-	-	-	-	
5110-0050	Disability Insurance	8	8	4	4%	18	-57%	
5110-0060	Other Insurance	-	-	-	-	-	-	
5110-0070	HSA	-	-	-	-	-	-	
5130-0010	Pension	-	-	-	-	1,040	-100%	Current employee not enrolled in pension
5130-0020	PERA	-	-	-	-	-	-	
5200-0000	Consultant Fees	-	-	-	-	-	-	
5260-0000	Purchased Services	-	4,012	2,006	-100%	17,230	-100%	Do Not Budget - budget amounts in 5505-20 and 5560 - 5580
5260-0150	Purchased Services Campus	-	-	-	-	-	-	
5400-0020	Discount Received	-	-	-	-	-	-	
5480-0000	Equipment Lease / Rent	-	-	-	-	-	-	
5490-0010	Utilities - Natural Gas	6,300	6,098	3,048	3%	5,153	22%	
5490-0020	Utilities - Electricity	32,900	31,938	15,969	3%	30,004	10%	
5490-0030	Utilities - Water & Sewer	20,850	20,246	10,123	3%	20,614	1%	
5490-0040	Utilities - Fuel Oil	-	-	-	-	-	-	
5500-0000	Continuing Education/Training	-	-	-	-	-	-	
5505-0000	Garbage Removal	7,650	7,429	3,714	3%	3,274	134%	
5507-0000	Grounds Maintenance	5,050	4,910	2,455	3%	2,510	101%	
5507-0010	Snow Removal	5,595	7,272	3,636	-23%	1,795	212%	Added 2017 actual + 2018 YTD to get to figure +3%
5508-0000	Exterminating	610	590	295	3%	658	-7%	
5518-0010	Travel - Mileage	-	-	-	-	-	-	
5518-0015	Travel - Transportation	-	-	-	-	-	-	
5518-0030	Travel - Meals	-	-	-	-	-	-	
5518-0035	Travel - Hotel	-	-	-	-	-	-	
5518-0000	Employee Relations	-	-	-	-	-	-	
5525-0000	Vehicle Expense	2,850	2,766	1,383	3%	3,656	-22%	
5550-0000	Software & Systems	-	-	-	-	-	-	
5560-0000	Building Interior - General	16,740	19,273	9,637	-13%	41,111	-58%	Enter Detail in Plant Tab>window washing & sprinkler in exterior
5561-0000	Building Interior - Electrical	8,300	8,094	4,047	3%	-	-	Enter Detail in Plant Tab
5562-0000	Building Interior - HVAC	6,300	6,878	3,438	35%	-	-	Enter Detail in Plant Tab;increased HVAC repairs due to age
5563-0000	Building Interior - Plumbing	3,200	3,096	1,548	3%	-	-	Enter Detail in Plant Tab
5564-0000	Building Interior - Resident Room Turns	3,500	17,173	8,587	-80%	-	-	Enter Detail in Plant Tab;purchased stock carpet in 2018 for 14 apts
5570-0000	Building Exterior	2,500	-	-	-	-	-	Enter Detail in Plant Tab>window washing & sprinkler system herenow
5575-0000	Parking Lot	-	-	-	-	-	-	Enter Detail in Plant Tab
5580-0000	Fire, Life-Safety & Security	6,160	6,101	3,051	1%	-	-	Enter Detail in Plant Tab
Total Plant		144,291	156,774	78,387	-8%	146,426	-1%	
Property 381195								
5480-0030	Insurance - Mortgage Ins Prem	-	-	-	-	-	-	
5608-0000	Property Tax/Special Assessments	-	-	-	-	-	-	
5750-0010	Depreciation - Land Improvment	2,611	2,111	1,055	24%	1,734	51%	
5750-0020	Depreciation - Building	161,367	161,367	80,683	0%	161,367	0%	
5750-0030	Depreciation - Building Improv	15,115	10,756	5,378	41%	11,909	27%	
5750-0050	Depreciation - Furn & Equip	21,649	18,178	9,089	19%	18,117	19%	
5750-0060	Depreciation - Vehicles	3,348	5,398	2,669	-38%	3,726	-10%	
5760-0000	Amortization	-	-	-	-	-	-	
5770-0000	Operating Lease	-	-	-	-	-	-	
5780-0000	Interest Expense - Debt	173,135	178,595	89,298	-3%	180,449	-4%	
5782-0000	Other Loan Expense	2,200	4,400	2,200	-50%	2,200	0%	
5785-0000	Interest Expense - Other	140	140	70	0%	95	47%	
Total Property		379,564	380,945	190,473	0%	379,597	0%	

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Budget 2019

month 6

New line added		2019	2018	2018	%	2017	%	
Account	Account Description	Budget	Forecast	YTD	Change	Actual	Change	Comments
General & Admin 381194								
5001-0000	Salaries - Productive	70,812	65,040	32,520	9%	57,090	24%	Added potential PT 48 hrs/PP RSC-split 50/50
5002-0000	Salaries - Nonproductive	5,944	6,485	3,232	-8%	4,792	24%	
	Subtotal Salaries	76,756	71,505	35,752	7%	61,882	24%	
5003-0000	Reimburse Salaries/Services	-	-	-	-	-	-	
5049-0010	Accrued Vacation Adjustment	4,000	4,000	2,000	0%	5,125	-22%	
5100-0010	Employer FICA Tax	4,759	4,169	2,085	14%	2,616	82%	
5100-0020	Employer MC Tax	1,113	975	488	14%	829	34%	
5110-0010	Life Insurance	68	68	34	1%	66	2%	
5110-0020	Health Insurance	11,500	14,324	7,162	-20%	13,468	-15%	ED went from family to single + spouse spring of 2018
5110-0030	Dental Insurance	485	484	242	0%	463	5%	
5110-0050	Disability Insurance	660	660	330	0%	602	10%	
5110-0060	Other Insurance	-	-	-	-	-	-	
5110-0070	HSA	900	900	450	0%	808	11%	
5130-0010	Pension	3,060	2,267	1,134	35%	2,467	24%	ED increased allocation percentage
5130-0020	PERA	-	-	-	-	-	-	
5200-0000	Consultant Fees	-	-	-	-	-	-	
5250-0010	Audit Fees	8,345	8,100	4,050	3%	2,700	209%	
5250-0020	Legal Fees	-	-	-	-	-	-	
5250-0030	Cost Report Preparation Fees	-	-	-	-	-	-	
5250-0060	Collection Agency Fees	-	-	-	-	-	-	
5260-0000	Purchased Services	6,120	3,262	1,631	88%	3,729	64%	Bus usage fee to city approximately \$510/mo
5260-0150	Purchased Services Campus	-	-	-	-	-	-	
5360-0000	Supplies	-	-	-	-	1,912	-100%	
5360-0010	Supplies - Office	2,120	2,055	1,027	3%	-	-	
5360-0020	Supplies - Discount	-	(33)	(17)	-100%	(539)	-100%	
5420-0030	Cost Report Fees	-	-	-	-	-	-	
5450-0010	Building/Office Rental	-	-	-	-	-	-	
5460-0000	Equipment Rent/Lease	7,220	7,012	3,506	3%	8,730	-17%	
5480-0000	Insurance	-	-	-	-	-	-	
5480-0010	Insurance - Property	15,325	14,881	7,440	3%	14,223	8%	
5480-0015	Insurance - Professional Liab.	22,730	22,174	11,087	3%	21,008	8%	
5480-0020	Insurance - Auto & Other	285	276	138	3%	324	-12%	
5500-0000	Continuing Education/Training	600	582	291	3%	455	32%	
5503-0000	Minor Equipment	910	882	441	3%	250	264%	
5504-0000	Maintenance Contracts	3,925	1,584	792	148%	3,658	7%	Enter detail in Contracts Tab;NRC replacing Pinnacle Utilizing free social media
5509-0010	Advertising - Employment	2,000	4,256	2,128	-53%	1,933	3%	
5509-0020	Advertising - Marketing	8,185	7,947	3,973	3%	12,237	-33%	
5511-0000	Business Meetings/Meals	-	-	-	-	-	-	
5512-0000	Business Relations	480	465	232	3%	1,496	-68%	
5513-0000	Membership Dues/Subscriptions	3,170	3,076	1,538	3%	2,647	20%	
5514-0000	Postage	1,540	1,495	748	3%	1,207	28%	
5516-0000	Telephone & Internet	23,185	22,511	11,255	3%	22,580	3%	
5517-0000	Bank Service Charges	-	-	-	-	0	-100%	
5518-0010	Travel - Mileage	1,000	948	474	5%	564	77%	
5518-0015	Travel - Transportation	-	-	-	-	-	-	
5518-0030	Travel - Meals	-	-	-	-	-	-	
5518-0035	Travel - Hotel	-	-	-	-	-	-	
5518-0050	Auto Fleet Expense	-	-	-	-	-	-	
5519-0000	Employee Relations	2,000	1,274	637	57%	1,721	16%	Increased to improve morale
5519-0040	Scholarships	-	-	-	-	-	-	
5522-0000	Rent Free Housing Unit	-	-	-	-	-	-	
5526-0020	Resident Expenses	-	-	-	-	-	-	
5550-0000	Software & Systems	17,461	7,551	3,775	131%	4,045	332%	Enter detail in Contracts Tab;accountant input on most of this
5600-0000	Management Fees	72,000	72,000	-	0%	72,000	0%	

The Harbor 381
Budget 2019

month 6

New line added

Account	Account Description	2019 Budget	2018 Forecast	2018 YTD	% Change	2017 Actual	% Change	Comments
5600-0050	Asset Management Fee	-	-	-	-	-	-	
5604-0000	Licenses & Permits	3,700	578	289	540%	2,836	30%	HWS, Comprehensive, Food, City rental dwelling, CLIA, comp up
5605-0000	Fine and Penalty Fees	-	-	-	-	-	-	
5700-0000	Bad Debt - Write offs	-	-	-	-	172	-100%	
5700-0010	Bad Debt - Allowance Adjustment	-	-	-	-	-	-	
5700-0090	Bad Debt - Recovery	-	-	-	-	-	-	
5810-0000	Tax Expense	2,730	2,730	1,365	0%	1,288	112%	Sales tax paid on employee & guest meals
Total General & Admin		308,331	284,957	106,478	8%	269,503	14%	
Benefits 381199								
5100-0030	Unemployment Taxes	4,720	4,583	2,292	3%	2,338	102%	
5110-0010	Life Insurance	-	-	-	-	-	-	
5110-0020	Health Insurance	-	-	-	-	-	-	
5110-0030	Dental Insurance	-	-	-	-	-	-	
5110-0050	Disability Insurance	-	-	-	-	-	-	
5110-0060	Other Insurance	-	-	-	-	-	-	
5120-0010	Workers Compensation	19,490	18,924	9,462	3%	15,000	30%	
5130-0010	Pension	-	-	-	-	-	-	
Total Benefits		24,210	23,507	11,754	3%	17,338	40%	
Total Operating Expenses		1,562,536	1,578,066	753,033	-1%	1,464,936	7%	
Operating Income (Loss)		13,675	(55,942)	20,052	-124%	8,106	69%	
OTHER OPERATING								
Other Operating 381225								
Other Operating Revenue								
4007-0010	Tenant Fees	-	-	-	-	-	-	
4020-0000	Stores and Commercial Rent	-	-	-	-	-	-	
4021-0000	Garage / Storage	-	-	-	-	-	-	
4022-0000	Laundry Revenue - Taxable	-	-	-	-	-	-	
4022-0005	Laundry Revenue - Non Taxable	-	-	-	-	-	-	
4023-0000	Maintenance & Repairs	-	-	-	-	-	-	
4023-0020	Snow Removal Income	-	-	-	-	-	-	
4024-0000	Guest Room Rental - Taxable	-	-	-	-	-	-	
4024-0005	Guest Room Rental - Nontaxable	-	-	-	-	-	-	
4027-0010	Community - Room Rental	-	-	-	-	-	-	
4029-0000	Housekeeping Services	2,580	2,583	1,292	0%	367	603%	
4035-0000	Tax Increment Revenue	-	-	-	-	-	-	
4050-0010	Employee & Guest meals	23,000	22,985	11,492	0%	22,519	2%	
4114-0000	Medical Supplies	-	-	-	-	-	-	
4602-0000	Damage and Cleaning Fees	2,020	2,017	1,008	0%	-	-	
4620-0000	Program Revenue	-	-	-	-	-	-	
4620-0040	PERS Revenue	-	-	-	-	-	-	
4620-0050	Beauty Shop Revenue	240	240	120	0%	240	0%	
4620-0061	Other Revenue - Taxable	-	-	-	-	-	-	
4620-0062	Other Revenue - Non Taxable	-	-	-	-	-	-	
4620-0066	Cafe Revenue Non Taxable	-	-	-	-	-	-	
4620-0067	Catering Revenue Taxable	-	-	-	-	-	-	
4620-0070	Transportation Revenue	520	513	256	1%	-	-	Econofoods & PV
4620-0110	Gift Shop Revenue Taxable	-	-	-	-	-	-	
4620-0080	Parking Revenue	-	-	-	-	-	-	
4650-0000	Rental Property Revenue	-	-	-	-	-	-	
4650-0030	Equipment Rental - Taxable	-	-	-	-	-	-	
4652-0000	Vending Machine Revenue Taxable	-	-	-	-	-	-	
4652-0010	Vending Machine Revenue - Non Taxable	-	-	-	-	-	-	
4655-0000	Cable/Satellite TV Revenue	-	-	-	-	-	-	
4656-0000	Telephone/Internet Revenue	19,700	19,625	9,813	0%	26,249	-25%	\$10,500 from residents phone/rest from Haven & PV reimbursement
4659-0000	Miscellaneous Revenue	-	-	-	-	-	-	
Total Other Operating Revenue		48,060	47,963	23,981	0%	49,375	-3%	
Other Operating Expense								
5260-0000	Purchased Services	-	-	-	-	-	-	
5260-0150	Purchased Services Campus	-	-	-	-	-	-	
5360-0000	Supplies	-	-	-	-	-	-	
5507-0020	Environmental Expense	-	-	-	-	-	-	
5516-0000	Telephone & Internet	-	-	-	-	-	-	
5450-0010	Building/Office Rental	-	-	-	-	-	-	
5520-0000	Cable/Satellite TV Expense	13,430	13,041	6,521	3%	11,959	12%	
5521-0000	Vending Machine Expense	-	-	-	-	-	-	
Total Other Operating Expense		13,430	13,041	6,521	3%	11,959	12%	

New line added

Account	Account Description	2019 Budget	2018 Forecast	2018 YTD	% Change	2017 Actual	% Change	Comments
Total Net Operating Income (Loss)		48,305	(21,021)	37,513	-330%	45,522	6%	
NONOPERATING								
Non-Operating 381245								
6000-0000	Interest/Investment Earnings	1,050	1,048	524	0%	795	32%	
6000-0010	Investment Earnings - R&R	-	-	-	-	-	-	
6000-0040	Interest Income - Trust	-	-	-	-	-	-	
6000-0045	Interest Income - Foundation	-	-	-	-	-	-	
6004-0010	Unrestricted Donations	500	260	130	92%	2,289	-78%	How do you plan to use your donations:
6004-0020	Unrestricted Donations in Kind	-	-	-	-	-	-	Account
6005-0000	Net Assets Released from Restr - Operations	-	-	-	-	-	-	Employee Relations
6007-0000	Net Assets Released from Restr - Fixed Assets	-	-	-	-	-	-	Minor Equipment
6008-0000	Benevolence Revenue	-	-	-	-	-	-	Activity Supplies
6010-0000	Incr(Decr) Realized Mkt Value	-	-	-	-	-	-	
6010-0045	Incr(Decr) Realized MV-FND	-	-	-	-	-	-	
6011-0000	Incr(Decr) Unrealized MV	-	-	-	-	-	-	
6011-0045	Incr(Decr) Unrealized Mkt Value	-	-	-	-	-	-	
6020-0000	Grant Income	-	-	-	-	-	-	
6020-0060	Grant Revenue - Awakenings	-	-	-	-	-	-	
6020-0070	Grant Revenue - MAC	-	-	-	-	-	-	
6030-0000	Gain(Loss) on Disposal of Asset	-	-	-	-	-	-	
Non Operating Revenue		1,550	1,308	654	19%	3,085	-50%	
7008-0000	Benevolence Expense	-	-	-	-	-	-	
7020-0000	Grant Expense	-	-	-	-	-	-	
7020-0060	Grant Expense - Awakenings	-	-	-	-	-	-	
7020-0080	Grant Expense - Med Mgmt	-	-	-	-	-	-	
7020-0090	PIPP Grant Expense	-	-	-	-	-	-	
7550-0000	(Gain) Loss on Refinancing	-	-	-	-	-	-	
7600-0000	Extraordinary Item	-	-	-	-	-	-	
Non-Operating Expense		-	-	-	-	-	-	
Non-Operating Income (Loss)		1,550	1,308	654	19%	3,085	-50%	
Changes In Unrest Net Assets		49,855	(19,714)	38,167	-353%	48,606	3%	

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Check Figures:

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Budget 2019

month 6

New line added

		2019	2018	2018	%	2017	%		
Account	Account Description	Budget	Forecast	YTD	Change	Actual	Change	Comments	
	Salary - total from salary tab	523,144	492,835	246,417	6%	471,889	11%		

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Budget 2019

month 6

New line added

		2019	2018	2018	%	2017	%	Comments
Account	Account Description	Budget	Forecast	YTD	Change	Actual	Change	
	difference w/ total tab (sum above)	0						
	FICA - total from salary tab	32,435	29,379	14,689	10%	27,240	19%	
	difference w/ total tab (sum above)	(0)						

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Budget 2019

month 6

New line added

Account	Account Description	2019 Budget	2018 Forecast	2018 YTD	% Change	2017 Actual	% Change	Comments
	MC - total from salary tab	7,588	6,872	3,436	10%	6,588	15%	
	difference w/ total tab (sum above)	0						
	Pension - total from salary tab	28,021	13,385	6,692	109%	13,256	111%	
	difference w/ total tab (sum above)	0						

Payor Mix %:				
Private	71.87%	75.88%	79.71%	76.17%
County	28.13%	24.12%	20.29%	23.83%
Totals	100.00%	100.00%	100.00%	100.00%

Description	Budget	Forecast	YTD Actual	2018 Forecast	2019 Forecast	2017 Actual	2018 Forecast vs. 2017 Actual	2019 Forecast vs. 2018 Forecast	Comments
Resident Service Revenue	1,576,210	1,522,124	1,473,041	54,087	49,082	49,082	3.3%	0.0%	
Program Revenue	-	-	-	-	-	-	0.0%	0.0%	
Other Operating Revenue	48,060	47,963	49,375	98	(1,412)	(1,412)	-2.9%	-	
Total Operating Revenue	1,624,270	1,570,086	1,522,416	54,184	47,670	47,670	3.1%	23.8%	We had intern CD costs Jan-Apr
Nursing	363,057	398,159	321,541	(35,101)	76,617	-	0.0%	5.7%	Increased hours due to current residents more active
Social Services	-	-	-	-	-	-	0.0%	0.0%	
Activities	39,630	37,463	35,428	2,167	2,035	-	0.0%	0.0%	
Chaplain	-	-	-	-	-	-	0.0%	0.0%	
Housekeeping	33,229	32,204	32,868	1,025	(664)	-	-2.0%	0.7%	
Dietary	270,222	264,057	262,235	6,166	1,822	-	0.0%	7.1%	Only have 1 maintenance employee for both bldgs now
Laundry	-	-	-	-	-	-	0.0%	0.0%	
Plant	144,291	156,774	146,426	(12,483)	10,348	-	0.0%	35.6%	More FT employees using benefits
Property	-	-	-	-	-	-	0.0%	0.0%	
Benefits	24,210	23,507	17,338	703	6,170	-	0.0%	7.8%	Budgeted for potential PT NSC
Management Fees	72,000	72,000	72,000	-	-	-	0.0%	0.0%	
General & Admin	236,331	212,957	197,503	23,375	15,454	-	0.0%	9.1%	
Program Expenses	-	-	-	-	-	-	0.0%	0.0%	
Other Operating Expenses	13,430	13,041	11,959	389	1,082	-	0.0%	0.0%	
Total Operating Expenses	1,196,401	1,210,162	1,097,297	(13,761)	112,865	112,865	10.3%	10.3%	
Operating Expense % Revenue	73.7%	77.1%	72.1%	-1.1%	-1.1%	-1.1%	-15.3%	-15.3%	
EBITDA	427,869	359,924	425,119	67,945.09	(65,195)	(65,195)	-15.3%	-15.3%	
Depreciation and Amortization	204,089	197,810	196,854	6,279.65	956	-	0.5%	0.0%	
Facility Lease	-	-	-	-	-	-	0.0%	0.0%	
Interest, Other Loan & MIP Expense	175,475	183,135	182,743	(7,660.44)	392	-	0.2%	0.2%	
Total Depreciation and Interest	379,564	380,945	379,597	(1,380.79)	1,348	1,348	0.4%	0.4%	
Net Operating Income (Loss)	48,305	(21,021)	45,522	69,326	(66,543)	(66,543)	-146.2%	-146.2%	
Donations	500	280	2,289	240	(2,029)	-	-88.6%	0.0%	We have been receiving more
Net Assets Released from Restrictions	-	-	-	-	-	-	0.0%	0.0%	
Grant Expense	-	-	-	-	-	-	0.0%	0.0%	
Investment Income	1,050	1,048	795	2	252	-	31.7%	0.0%	
Gain(Loss) on Disposal of Assets	-	-	-	-	-	-	0.0%	0.0%	
Gain(Loss) on Refinancing	-	-	-	-	-	-	0.0%	0.0%	
Extraordinary Item	-	-	-	-	-	-	0.0%	0.0%	
Total Non-Operating Income	1,550	1,308	3,085	242	(1,777)	(1,777)	-57.6%	-57.6%	
Revenue over expense	49,855	(19,714)	48,606	69,568	(68,320)	-	-140.6%	-	
Net Assets Released from Restrictions -	-	-	-	-	-	-	0.0%	0.0%	
Net Unrealized Gain(Loss)/ Market	-	-	-	-	-	-	0.0%	0.0%	
Net Income	49,855	(19,714)	48,606	69,568	(68,320)	(68,320)	-140.6%	-140.6%	
Budgeted EBITDA Margin	0	(0)	(0)	-352.9%	(68.320)	(68.320)	-140.6%	-140.6%	
Budgeted EBITDA \$	427,869	22.92%	27.92%						
Occupancy	97.50%	97.19%	97.35%						
Resident Days:	2019	2018	2017						
Occupied Days	12,811	12,711	12,792						
Total Days Available	13,140	13,140	13,140						
Revenue Change (Increase/Decrease):	Budget	Forecast	Change						
Due to Change in Occupancy/Mix	1,542,370	1,484,942	43,569						
Due to Change in Room Rate	-	-	13,860						
Due to Change in Other Revenue	81,900	85,145	(3,245)						
Resident Revenue - Payor Mix %:	2019	2018	2017						
Private	71.87%	75.88%	76.17%						
County	28.13%	24.12%	23.83%						
Totals	100.00%	100.00%	100.00%						

2018 Budget	2017 Forecast	2016 Actual
123	120	115
4	4	4
127	124	119
28	31	25
-	-	-
3	3	3
-	-	-
3	3	3
21	21	20
-	-	-
11	12	11
-	-	-
2	2	1
6	6	6
18	17	15
-	-	-
1	1	1
93	95	86
33	28	33
16	16	15
-	-	-
14	14	14
30	30	30
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Resident Revenue - Payor Mix \$.			
	2019	2018	2017
Private	1,108,514	1,126,795	1,092,374
County	433,856	358,146	341,709
Totals	1,542,370	1,484,942	1,434,083

Total Salaries 523,144
 Total FTE's 13
 FTE Count change - add new FTE? 9
 Position Added:
 Position Added:

Average Reimbursement Rate 3,690.93
 Net Cash Flow 96,530
 Debt Service Coverage Ratio 1
 New Program?

AL Rent Increase: Service Increase:
 MC #DIV/0! 1.7% 5%
 0%

10/17/2018 16:05

Check Figures	
check figure - total from detail tab	49,841
difference	13
check figure - total from total tab	49,855
difference	0
Capital Projects Check Figure	-

**The Harbor 381
Budget 2019
Cash Flow Worksheet**

	Budget Amount
Total Operating Revenue	1,624,270
Total Operating Expense	1,196,401
Less: Accrued Vacation Adjustment	(3,996)
Adjusted Total Operating Expense	1,192,405
EBITDA	431,865
Less Regulatory / Debt Service Payments:	
Interest Payments	175,335
Principal Payments	160,000
Repair and Replacement Annual Requirement	-
Net Cash Flow before Capital purchases	96,530



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 22, 2018

SUBJECT: Consider Joel Acevedo – Water and Sanitary Sewer Extension

=====

The City was recently approached by Joel Acevedo who is interested in purchasing the parcel located at the southeast corner of the intersection of U.S. Highway 212 and Tacoma Avenue. The parcel in question is currently located in Young America Township. Mr. Acevedo is looking to operate a landscaping business at this location.

According to Carver County, Mr. Acevedo's proposed use of the property would not be permitted without the establishment of a homesteaded residence and occupied as the principal use prior to the construction and operation of a business. In addition, a CUP would have to be issued for a "Contractor's Yard". Among some of the specific conditions would include that the business be located at least 500 feet from neighboring residential parcels, and it can't be located within a Shoreland Overlay District. Mr. Acevedo could apply for variances but these appear to be major hurdles to operating their business at this location within the Township.

In respect to the City's 2008 Comprehensive Plan Future Land Use map, the parcel in question is identified or planned for Industrial use. Mr. Acevedo's proposed use would be an acceptable use of this property and therefore eligible for annexation consideration.

In respect to the current Orderly Annexation Agreement with Young America Township, it does not state that annexed properties must connect to City water and/or sewer. If annexed, the City could allow Mr. Acevedo to install his own well and septic system. However, City Code does state that if sanitary sewer is available that the owner(s) shall connect upon notice from the City.

If annexed, Mr. Acevedo is asking if he'd be required to connect to City water and sanitary sewer. The following are comments received earlier this year from Jake Saulsbury, Bolton & Menk with respect to providing water and sanitary sewer to this property.

Norwood Young America

Sanitary Sewer Service Extension

1. There is an existing 10" sewer line located on the property immediately south of the subject property that has been stubbed out to the east side of Tacoma Avenue. An easement and/or agreement would be needed from this neighboring property owner for any sewer construction work.
2. To connect to this sewer line the railroad tracks would need to be crossed. They will require a trenchless installation of a steel casing. One of these completed in a neighboring community a few years ago cost approximately \$30,000 for a 50-foot casing pipe.
3. Additional costs for sewer include the mainline pipe and a manhole at each end of the casing pipe. These items would cost approximately an additional \$20,000.
4. In order to reduce bidding/construction costs, a soil boring is recommended to be taken near the casing location.
5. The City would also need to enter into a pipeline license / crossing agreement with the railroad which will contain some strict provisions. This license / agreement will add costs due to the high insurance requirements and should involve the City Attorney.
6. If the railroad crossing were desired to be avoided, there is a sanitary sewer manhole a few hundred feet to the west on Railroad Street. I assume this would only be feasible to connect to if a grinder station was installed on the subject property and then a small diameter forcemain line was directionally drilled from the site to this manhole.

Water Service Extension

1. There is a 10" watermain on the west side of Tacoma Avenue that is parallel with the property in question. This watermain should be extended across the road to the east.
2. In respect to installing a fire hydrant on Tacoma Ave., currently the closest fire hydrant to the subject property is over 700 feet away. According to Steve Zumberge, Fire Chief, the MN Fire Code requires a hydrant to be located within a minimum of 400 feet as measured from the rear of the building.
3. Jake Saulsbury didn't price this out, but his speculation for an 8" waterline, 6" hydrant, and street patch would be in the neighborhood of \$30,000.

In respect to other options for providing water service to the property in question, according to Jake Saulsbury, Bolton & Menk, extending the water main across Tacoma Ave. or extending a service line across Tacoma Ave. to connect into the main are still the most viable options. The existing watermain is 10" in size and located on the west side of Tacoma Avenue. Additional notes from Jake Saulsbury include:

1. The rough cost estimate does not include a service line from the southwest corner of the subject property to the building as the exact location of the proposed building is unknown at this time as well as the size of the service line that will be needed.
2. Consideration should be given to securing an easement along the south side of the subject property for future extension of the utilities.
3. Typically the City would pay oversizing for the utilities, assuming a larger size is installed now for future system expansion.

Norwood Young America

4. Cost summary: Additional information with respect to layout/scope/etc. is needed in order to firm up the estimated cost.

Water and Sanitary Sewer Extension Options

1. The City Council could elect not to require the connection to City water and sanitary sewer.
2. The City Council could require connection to one or both water and sanitary sewer as follows:
 - a) The City would pay 100% of the cost of extending water and/or sewer to the property.
 - b) The City would require Advanced Electrical Services to pay 100% of the cost of extending water and/or sewer to the property.
 - c) The City and Advanced Electrical Services could share in the cost of extending water and/or sewer to the property.

Other Considerations

1. Public financing could be considered to pay for the cost of extending both water and sewer. Tax Abatement might be an option but would require both County and School District approval. I would consider this not a strong option.
2. Mr. Acevedo states he'd have 4 employees onsite and 10 other employees on job sites.
3. The preliminary plans for the U.S. Highway 212 expansion to 4-lanes, extends into the subject property and may limit its future development opportunities and options.
4. The City did require the properties located in The Preserve and Meadows to pay for the cost of extending water and sewer to those developments but the costs were borne by many more property owners.

Motion Options:

- Option 1. Upon annexation of the subject property, the City will provide water service to the property and will be responsible for 100% of the cost for extending water service to the property contingent upon approval of a Site Plan and other zoning requirements.**
- Option 2. Upon annexation of the subject property, the City will provide water service to the property and Mr. Acevedo will be responsible for 100% of the cost for extending the water service to the property contingent upon approval of a Site Plan and other zoning requirements.**
- Option 3. Upon annexation of the subject property, the City will pay _____% and Mr. Acevedo _____% of the cost for extending water services to the property contingent upon approval of a Site Plan and other zoning requirements.**

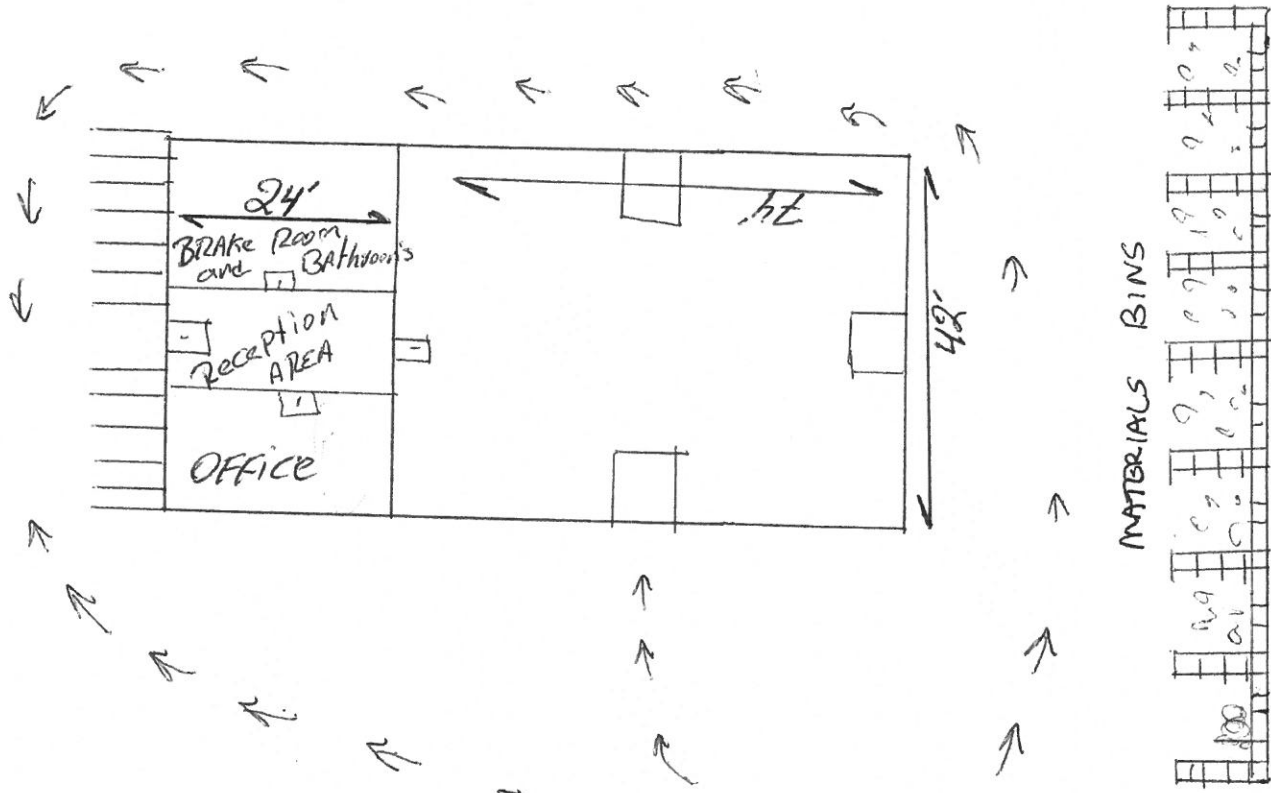
Norwood Young America

212

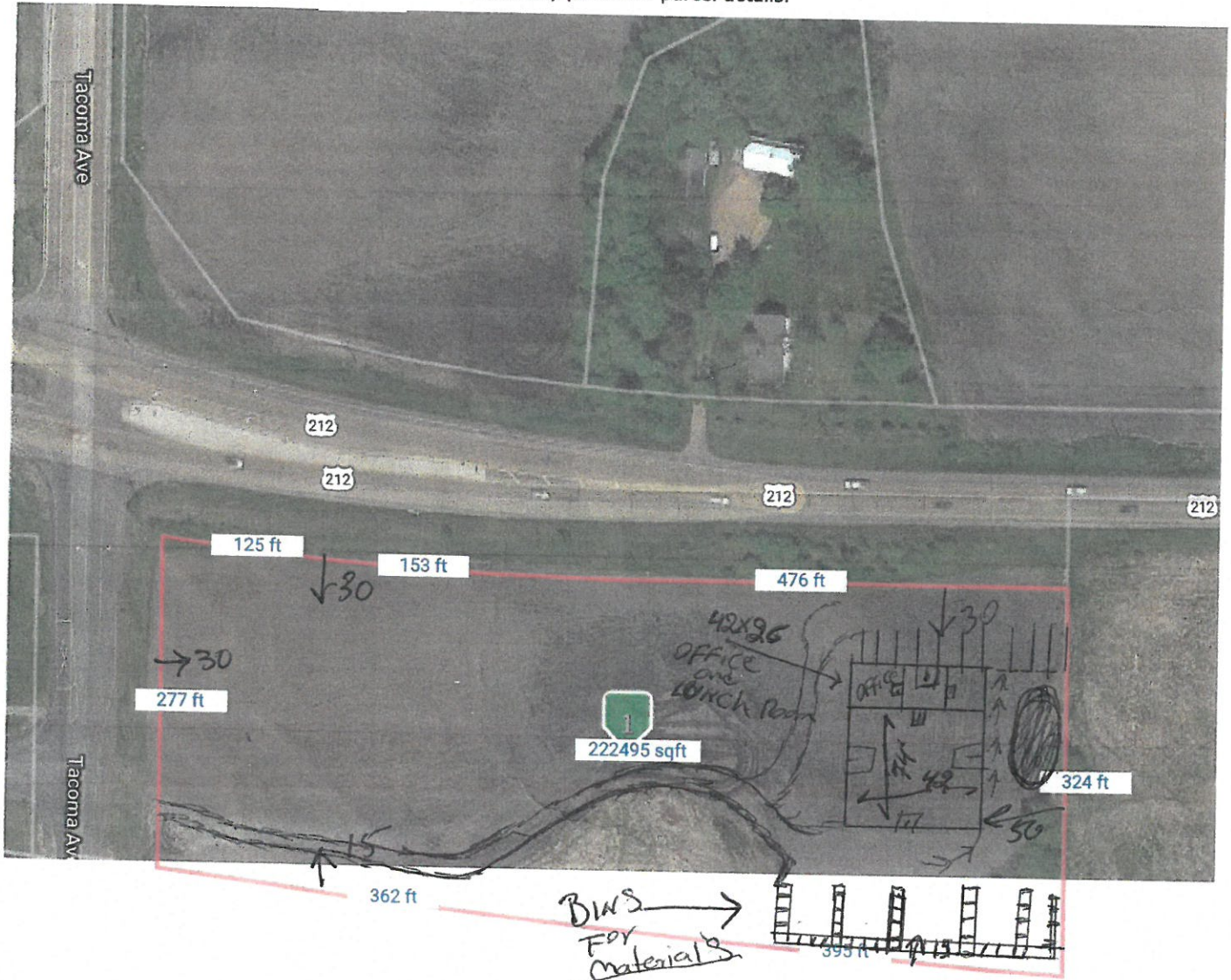
~~STEEL BUILDING~~
WOOD FRAME BUILDING
METAL SIDING
METAL ROOF
CONCRETE FLOOR

ON SITE EMPLOYEES - 4

OTHER EMPLOYEES ON JOB SITES - 10



Click any parcel for parcel details.



FENCING IS 1 SET BACK

SET BACKS FOR BUILDING





TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: October 22, 2018

RE: Trailer Purchase Proposal

I'm proposing the purchase of a trailer for the Public Service Department. We are looking to replace the homemade trailer the City currently has. I am looking to get a heavy duty trailer that we can use to transport our Elgin Street Sweeper to and from the City of Waconia which we currently have a shared lease agreement with. We currently drive the Sweeper on the highway to and from Waconia and I would prefer to save wear and tear on the sweeper and also require only one staff member to transport the sweeper when needed. Since we have a shared sweeper agreement with Waconia it goes back and forth multiple times a year. We would be able to pull this trailer with our dump trucks as well as our heavy duty pickups. We also could use this trailer for bringing equipment in for repair, moving equipment and supplies around town, and other miscellaneous uses trips. The current trailer the City owns does not have a legal weight rating and has fold down ramps that cannot transport the sweeper we share with Waconia. The trailer I am proposing purchasing is a tilt deck trailer with a load capacity of 20,000 lbs. The trailer is listed in the Capital Project/Equipment Plan for replacement in 2018. The budgeted amount is \$12,000. I've collected multiple bids and have proposed the most economical trailer purchase in my opinion. I received the following bids:

Midsota FBT-28 trailer from Farm-Rite Equipment	\$13,700
Towmaster T-20T trailer from RDO Equipment	\$15,644
Felling FT-20-2 TA trailer from Lano's Equipment	\$19,950

Proposed Motion:

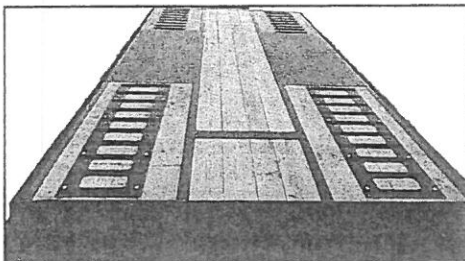
Motion to purchase a Midsota FBT-28 trailer from Farm Rite Equipment for the purchase price of \$13,700.

Norwood Young America

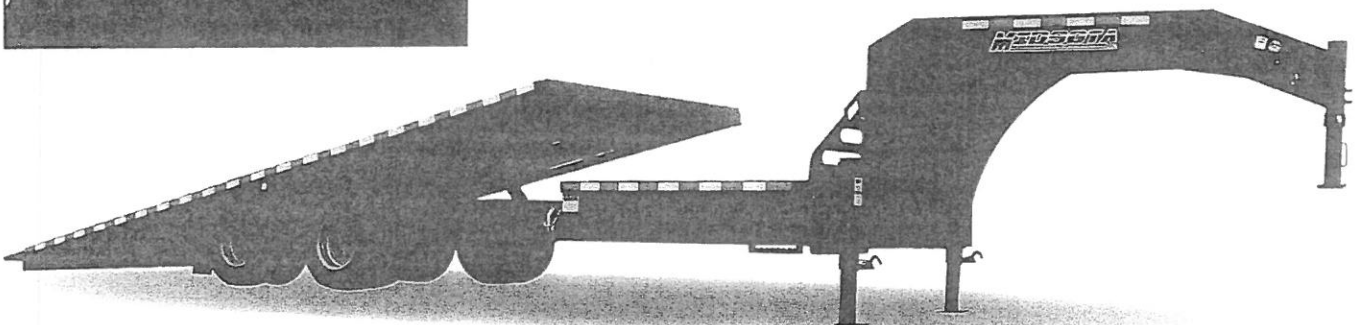
MIDSDOTA FBT-BP SERIES

STANDARD FEATURES

I-Beam Main Frame	LED Lights
22,000 lb GVWR	34" Bed Height
10,000 lb Dual Wheel Spring Axles	30 Ton Pintle
102" Bed Width	Self-Adjusting Electric Brakes
13° Tilt Angle	Locking Tilt
Toolbox in Gooseneck Frame w/ Lid	Rub Rail & Stake Pockets
Treated Wood Decking	Traction Strips
12K Spring Return Jack	PPG Industrial Grade Poly Primer & Paint
16" E Range 10ply Tires (235/80R16)	5-Year Frame Warranty



**FBT-28 - Shown with Gooseneck Upgrade*



Model	Bed Size	Stationary Bed Length	Empty Weight	Payload*	GVWR	Bed Height
FBT-24	102" x 24'	0'	5960	16040	22000	34"
FBT-28	102" x 28'	4'	6460	15540		
FBT-32	102" x 32'	8'	6960	15040		
FBT-36	102" x 36'	12'	7460	14540		

*Payload may vary due to options and materials used.

Midsota Manufacturing, Inc.

Quotation

Quote Farm-rite Equipment, Inc.

To: 901 Parker Ave W

Po Box 26

Dassel, MN 55325

Quote Number:	29062	Contact:	
Quote Date:	10/05/18	Expires: 11/04/18	Inquiry:
Customer:	FARM-RITE EQ	Terms:	Net 10 Days
Salesman:	Bryan Schlangen	Phone:	(888) 679-4857
Ship Via:	Best Way	FAX:	(320) 275-3232
FOB:	Origin		

<u>Part Number</u>				
<u>Item</u>	<u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	FBT-28 FBT - Flat Bed Tilt Deck-over Trailer - Standard features: 102" wide X 336" length - (2) 10,000lb spring axle - forward self-adjusting brakes - 235/80 R16 E range tires (3,520lb.) - 30 ton flat plate mount pintle ring - rub-rail and stake pockets - bulkhead - 4' stationary deck 24' tilt - 2 sets of traction strips - hydraulically locking tilt bed - 10,000lb drop leg jack - 16" cross member spacing - L.E.D lights - green treated decking - 34" deck height - 13.5-deg tilt angle - overall length 33' - 12" I-Beam - 22,000lb GVWR - bead blasted and painted with 2-part polyurethane paint - 5-year limited frame warranty!		1	
2	OC90051 Paint color Red.		1	\$0.0000 /EA
3	SURCHARGE 2018 8% surcharge effective on all trailers and skidsteer attachments invoiced after 4/6/2018 Due to rapidly rising steel prices.		1	

Total:

Buy \$13,700⁰⁰

By

Midsota Manufacturing, Inc.



JOHN DEERE

Investment Proposal (Quote)

RDO Equipment Co.
12500 DuPont Avenue South
Burnsville MN, 55337
Phone: (952) 890-8880 - Fax: (952) 890-7046

Proposal for:
CITY OF NORWOOD
310 ELM ST W
NORWOOD YOUNG AMERIC, MN, 553689701
CARVER

Investment Proposal Date: 9/20/2018
Pricing Valid Until: 10/20/2018
Deal Number: 1119088
Customer Account#: 1830005
Sales Professional: Ryan Miller
Phone: (952) 890-8602
Fax: (952) 890-3886
Email: RRMiller@rdoequipment.com

Equipment Information

Quantity	Serial Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD	0	New 2019 TOWMASTER TRAILERS T-20T BASE MODEL T-20T OPTION DOT INSPECTION DECK LENGTH IN FEET 24 DECKING TYPE 2" NOMINAL OAK WIDE 102" OVERALL WIDTH STATIONARY DECK 4' STATIONARY DECK AXLES 10K OIL BATH SUSPENSION GENERAL DUTY SUSPENSION BRAKES ELECTRIC TIRES 235/85R X 16-E 36DECKH 36" DECK HEIGHT WHEELS 8 BOLT BUD JACK 12K DROP LEG JACK LIGHTS L.E.D. PLUG - 7 POLE ROUND HITCH/NECK 3" PINTLE RING TRAILER COLOR EQUIPMENT BLACK TIE DOWNS 10 D-RINGS	\$15,644.25

Equipment Subtotal: **\$15,644.25**

Purchase Order Totals

Balance: \$15,644.25
Tax Rate 3: (0%) \$0.00
Sales Tax Total: \$0.00
Sub Total: \$15,644.25
Cash with Order: \$0.00
Balance Due: **\$15,644.25**

**FELLING TRAILERS, INC.**

1525 Main Street South, Sauk Centre, MN 56378

Phone: 800-245-2809; FAX: 320-352-5230



1000-D

ATTENTION: PAUL**Ship To:**

LANO EQUIPMENT INC (NORWOOD)
1015 HWY 212 WEST
P.O. Box 299
NORWOOD, MN 55368

Quote Valid for 7 Days

Reference No: **104374-LAE****Phone:**

952-467-2181

FAX:

952-467-3259

Bill To:**Customer Unit/Stock:**

LANO EQUIPMENT INC (NORWOOD)
1015 HWY 212 WEST
P.O. Box 299
NORWOOD, MN 55368

952-467-2181

FAX:

952-467-3259

PO#		Sales Person	Laurie Engle	Addtl Discount	
Quote Date	09/14/2018	Lead Time	12 Weeks	Other Charge	
Order Date		Addtl Disc/Terms	10 Days, Applied	Surcharge	6.5% Steel Surcharge
Order Status	Quote	Product ID	FT-20-2 TA	Serial No:	

Notes:

Drawing No:

OVL Length: **37.5****City of Norwood**

Copy No:

Appx Wgt +/-: **6,200**

Item Type	Description	Dealer Disc	Terms	Add Qty	Unit	Total Qty	Total Amt
Base Model	FT-20-2 TA Deck Over Air Tilt [F]			0.00	Each	1.00	17,818.00
Deck Length	Tilt Deck Length			0.00	Feet	24.00	0.00
Beavertail	Wood Inlaid			0.00	Feet	6.00	0.00
Deck Type	White Oak, Full Length			0.00	Std	1.00	0.00
Ramps; Rear	6' X 38" With Tapered Approach Wood Inlaid, Air Operated (120psi required)			0.00	Pair	1.00	3,303.00
Appx Deck Height	33" Loaded			0.00	Inches	1.00	0.00
Width	102" OD			0.00	Inches	1.00	0.00
Tie Downs	D-Rings, 1" ** Straight ** (One Set Centered on BVT)			0.00	Each	12.00	0.00
Brakes	Air, ABS 2S/1M, Meritor WABCO (Parking brakes on all axles)			0.00	Std	1.00	0.00
Axles	10K Dexter Oil Bath			0.00	Std	2.00	0.00
Suspension	Dexter Spring			0.00	Std	1.00	0.00
Tires & Wheels	ST235/80R 16 E, 8 Bolt [16 x 6] Hub Pilot			0.00	Std	8.00	0.00
Hitch Length	Center of Coupler to Headboard, Appx			0.00	Feet	6.50	0.00
Hitch Type	3" Adjustable Lunette Eye/Pintle, [C] 66,000 lb Plate Mount (3/4" Bolt)			0.00	Std	1.00	0.00
Jack	140,000 lb Twin 2 Speed (39,000 lb Lift Capacity)			0.00	Pair	1.00	371.00
Plug	7 Pole Semi			0.00	Each	1.00	0.00
Lights	LED Lights (Peterson), Sealed Wiring Harness (Sealco)			0.00	Std	1.00	0.00
Trailer Color	Felling Black # CCA945378 (White Felling Decal)			0.00	Std	1.00	0.00
Stripe Color	White			0.00	Std	1.00	0.00
Standard	3/8" Safety Chains, Grade 70			0.00	Std	1.00	0.00
Standard	Air Bag Tilt (Dual Air Bags) 120psi required			0.00	Std	1.00	0.00
Standard	Document Holder			0.00	Std	1.00	0.00
Standard	Side Mounted Step, 1 Standard, Road Side			0.00	Std	1.00	0.00
Standard	Tool Box, with Lockable Cover			0.00	Std	1.00	0.00
GVWR	25,900 lbs			0.00	Std	1.00	0.00

25,900 GVW
24' Tilt
Need Air

List 23,028.58
STATE BID \$19,950.00



FELLING TRAILERS, INC.

1525 Main Street South, Sauk Centre, MN 563
Phone: 800-245-2809; FAX: 320-352-5230

Base Model Info

4100-B
www.felling.com

FT-20-2 TA

Product Info

Tilts - Deckover Air Tilts

Base Model

GVWR LBS:

25,900

GAWR LBS:

20,000

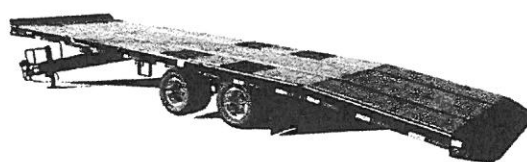
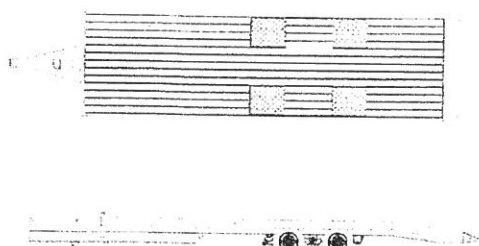
WEIGHT LBS:

6,200

CAPACITY LBS:

19,700

- Engineered, Cambered, Fabricated 14" Main Beams
- 4" pierced Jr I-Beam crossmembers 16" on center
- 7" channel side rails
- Tread Plate covered wheels



• Shown with optional aluminum wheels

Standard & Other Options	Description	Std. Option	Std. Qty.	Unit
Deck Length	Tilt Deck Length	X	24.00	Feet
Beavertail	Wood Inlaid	X	6.00	Feet
Deck Type	White Oak, Full Length	X	1.00	Std
Ramps; Rear	14" Fixed Approach Ramp	X	1.00	Feet
Appx Deck Height	33" Loaded	X	1.00	Inches
Width	102" OD	X	1.00	Inches
Tie Downs	D-Rings, 1" ** Straight ** (One Set Centered on BVT)	X	12.00	Each
Brakes	Air, ABS 2S/1M, Meritor WABCO (Parking brakes on all axles)	X	1.00	Std
Axles	10K Dexter Oil Bath	X	2.00	Std
Suspension	Dexter Spring	X	1.00	Std
Tires & Wheels	ST235/80R 16 E, 8 Bolt [16 x 6] Hub Pilot	X	8.00	Std
Hitch Length	Center of Coupler to Headboard, Appx	X	6.50	Feet
Hitch Type	3" Adjustable Lunette Eye/Pintle, [C] 66,000 lb Plate Mount (3/4" Bolt)	X	1.00	Std
Jack	12K Drop Leg ** Side Wind **	X	1.00	Std
Plug	7 Pole Semi	X	1.00	Each
Lights	LED Lights (Peterson), Sealed Wiring Harness (Sealco)	X	1.00	Std
Trailer Color	Felling Black # CCA945378 (White Felling Decal)	X	1.00	Std
Stripe Color	White	X	1.00	Std
Standard	3/8" Safety Chains, Grade 70	X	1.00	Std
Standard	Air Bag Tilt (Dual Air Bags) 120psi required	X	1.00	Std
Standard	Document Holder	X	1.00	Std
Standard	Side Mounted Step, 1 Standard, Road Side	X	1.00	Std
Standard	Tool Box, with Lockable Cover	X	1.00	Std

Prices subject to change without notice



FELLING TRAILERS, INC.

1525 Main Street South, Sauk Centre, MN 56378

Phone: 800-245-2809; FAX: 320-352-5230



1000-D

(2)

ATTENTION: PAUL

Ship To:

LANO EQUIPMENT INC (NORWOOD)
1015 HWY 212 WEST
P.O. Box 299
NORWOOD, MN 55368

Quote Valid for 7 Days

Reference No: 104375-LAE

Phone:

952-467-2181

FAX:

952-467-3259

Bill To:

Customer Unit/Stock:

LANO EQUIPMENT INC (NORWOOD)
1015 HWY 212 WEST
P.O. Box 299
NORWOOD, MN 55368

952-467-2181

FAX:

952-467-3259

PO#

Quote Date

09/14/2018

Order Date

Order Status

Quote

Sales Person

Laurie Engle

Lead Time

14 Weeks

Addtl Disc/Terms

10 Days, Applied

Product ID

FT-24-2 LP

Addtl Discount

Other Charge

Surcharge

6.5% Steel Surcharge

Serial No:

Notes:

Drawing No:

OVL Length: 37.3

City of Norwood

Copy No:

Appx Wgt +/-: 7,020

Item Type	Description	Dealer Disc	Terms	Add Qty	Unit	Total Qty	Total Amt
Base Model	FT-24-2 LP Deck Over [F]			0.00	Each	1.00	14,730.00
Deck Length	Main Deck Length (Pierced Frame)			4.00	Feet	24.00	1,464.00
Beavertail	Wood Inlaid Beavertail (ILO Self Cleaning Angle Iron)			1.00	Feet	6.00	528.00
Beavertail, Acc	Double Incline			0.00	Opt	1.00	294.00
Deck Type	White Oak 2" Nom			0.00	Std	1.00	0.00
Ramps; Rear	45" Wide x 11' (6'+5") Bi-Fold Elec/Hyd **Wood Inlay** (Wired with quick connectors and pigtail to charge off tow vehicle)			0.00	Each	2.00	9,728.00
Appx Deck Height	33" Loaded, 35" Unloaded			0.00	Inches	1.00	0.00
Width	102" OD			0.00	Inches	1.00	0.00
Tie Downs	D-Rings, 1" ** Straight ** (One Set Centered on BVT)			0.00	Each	10.00	0.00
Brakes	Electric, Dexter FSA (Fwd Self Adj) On All Axles			0.00	Std	1.00	0.00
Axles	12K Dexter Oil Bath			0.00	Std	2.00	0.00
Suspension	Dexter Spring			0.00	Std	1.00	0.00
Tires & Wheels	ST235/80R 16 E, 8 Bolt [16 x 6] Hub Pilot			0.00	Std	8.00	0.00
Hitch Length	Center of Coupler to Headboard, Appx			0.00	Feet	5.30	0.00
Hitch Type	3" Adjustable Lunette Eye/Pintle, [C] 66,000 lb Plate Mount (3/4" Bolt)			0.00	Std	1.00	0.00
Jack	140,000 lb Twin 2 Speed (39,000 lb Lift Capacity)			0.00	Pair	1.00	514.00
Plug	7 Pole RV			0.00	Std	1.00	0.00
Lights	LED Lights (Peterson), Sealed Wiring Harness (Sealco)			0.00	Std	1.00	0.00
Trailer Color	Felling Black # CCA945378 (White Felling Decal)			0.00	Std	1.00	0.00
Stripe Color	White			0.00	Std	1.00	0.00
Standard	1/2" Safety Chains, Grade 70			0.00	Std	1.00	0.00
Standard	2 Steps, 1 on the Standard Hitch and 1 in front of Axles on Roadside			0.00	Std	2.00	0.00
Standard	Document Holder			0.00	Std	1.00	0.00
Standard	Tool Box, with Lockable Cover			0.00	Std	1.00	0.00
GVWR	30,500 lbs			0.00	Std	1.00	0.00

24' + 6' Beaver tail
w/ 11' Bi fold ramp - elec/hyd fold
~~22,000.00~~
30,500 LB GVW

List 27,677⁰⁰
STATE Bid #24,900⁰⁰



FELLING TRAILERS, INC.

1525 Main Street South, Sauk Centre, MN 563
Phone: 800-245-2809; FAX: 320-352-5230

Base Model Info

4100-B
www.felling.com

FT-24-2 LP

Product Info

Deckover Tags Low Pro

Base Model

GVWR LBS:

30,500

GAWR LBS:

24,000

WEIGHT LBS:

6,500

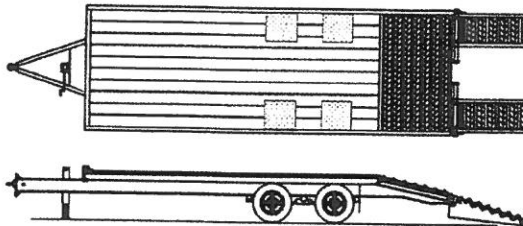
CAPACITY LBS:

24,000

- Engineered, Cambered, Fabricated, 14" Main Beams
- 4" pierced High Tensile Jr I-Beam crossmembers 16" o center
- 7" Channel side rails, flat side out

- Tread Plate covered wheels

* NOTE: Dealer must add 12% FET on retail price. Tax is to be calculated & remitted by dealer.



Standard & Other Options	Description	Std. Option	Std. Qty.	Unit
Deck Length	Main Deck Length (Pierced Frame)	X	20.00	Feet
Beavertail	Self Cleaning 5" x 3" Angle Iron Beavertail	X	5.00	Feet
Deck Type	White Oak 2" Nom	X	1.00	Std
Ramps; Rear	5' x 20" Self Cleaning 5" X 3" Angle Iron Spring Assist	X	1.00	Pair
Appx Deck Height	33" Loaded, 35" Unloaded	X	1.00	Inches
Width	102" OD	X	1.00	Inches
Tie Downs	D-Rings, 1" ** Straight ** (One Set Centered on BVT)	X	10.00	Each
Brakes	Electric, Dexter FSA (Fwd Self Adj) On All Axles	X	1.00	Std
Axles	12K Dexter Oil Bath	X	2.00	Std
Suspension	Dexter Spring	X	1.00	Std
Tires & Wheels	ST235/80R 16 E, 8 Bolt [16 x 6] Hub Pilot	X	8.00	Std
Hitch Length	Center of Coupler to Headboard, Appx	X	5.30	Feet
Hitch Type	3" Adjustable Lunette Eye/Pintle, [C] 66,000 lb Plate Mount (3/4" Bolt)	X	1.00	Std
Jack	12K Drop Leg ** Side Wind **	X	1.00	Std
Plug	7 Pole RV	X	1.00	Std
Lights	LED Lights (Peterson), Sealed Wiring Harness (Sealco)	X	1.00	Std
Trailer Color	Felling Black # CCA945378 (White Felling Decal)	X	1.00	Std
Stripe Color	White	X	1.00	Std
Standard	1/2" Safety Chains, Grade 70	X	1.00	Std
Standard	2 Steps, 1 on the Standard Hitch and 1 in front of Axles on Roadside	X	2.00	Std
Standard	Document Holder	X	1.00	Std
Standard	Tool Box, with Lockable Cover	X	1.00	Std
GVWR	30,500 lbs	X	1.00	Std

Prices subject to change without notice



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: October 22, 2018
SUBJECT: Approve Resolution 2018-33, SCDP Grant Application Authorization

Enclosed is Resolution 2018-33, authorizing the City to apply for a Small Cities Development Program grant through the Minnesota Department of Employment and Economic Development. The deadline for the pre-application is November 15, 2018.

Proposed is to apply for a commercial and residential rehabilitation grant. Enclosed is information on the grant program.

Suggestion Motion:

Motion to approve Resolution 2018-33, Minnesota Department of Employment and Economic Development Small Cities Development Program Grant Application Authorization.

Norwood Young America

RESOLUTION 2018-33
MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC
DEVELOPMENT SMALL CITIES DEVELOPMENT PROGRAM
GRANT APPLICATION AUTHORIZATION

Applicant Name: City of Norwood Young America

BE IT RESOLVED that the City of Norwood Young America act as the legal sponsor for the project contained in the Application to be submitted on or by November 15, 2018 and the Mayor and City Administrator, are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Norwood Young America.

BE IT FURTHER RESOLVED that the City of Norwood Young America has legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Norwood Young America has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of Norwood Young America may enter into an agreement with the State of Minnesota for the approved project, and that the City of Norwood Young America certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Norwood Young America, Carver County, Minnesota on October 22, 2018.

SIGNED:

WITNESSED:

Mayor October 22, 2018

Clerk-Treasurer October 22, 2018

City Administrator October 22, 2018



EMPLOYMENT AND ECONOMIC DEVELOPMENT

Small Cities Development Program (SCDP) 2019 Preliminary Proposal

Submission Deadline

Thursday, November 15, 2018 4:30 PM

Small Cities Development Program (SCDP) Program Concept – Applies to Preliminary Proposal and Application

PROGRAM GOAL

The goal of the SCDP is to develop viable, eligible communities and provide a suitable living environments by expanding economic opportunities that principally benefit low to moderate income households. This is accomplished by providing financial assistance to address the need for decent, safe, affordable housing, economic development and adequate public facilities.

BACKGROUND

The Community Development Block Grant (CDBG) Program is a federal program that provides funding for housing, community and economic development. In 1974, Congress passed the Housing and Community Development Act, Title I, which authorized the development of the CDBG Program. The Program, administered by the U.S. Department of Housing and Urban Development (HUD), consists of two components, an entitlement program that provides funding directly to urban (entitlement) areas and a Small Cities Development Program (SCDP) which provides funding to non-entitlement communities.

The Minnesota Department of Employment and Economic Development (DEED) is responsible for state administration of the CDBG program for non-entitlement communities statewide, per Minnesota Administrative Rules, Chapter 4300, Community Development Block Grants. This Program Concept is based on the rules outlined in Chapter 4300.

PROGRAM OBJECTIVE

All SCDP funded activities are intended to support community development activities that:

- Encourage and assist local governments to develop comprehensive economic development strategies which promote viable communities by providing economic opportunities for Low-to-Moderate Income Households;
- Encourage and assist local governments to develop comprehensive public facility improvement strategies in conjunction with Rural Development (RD), the Public Facility Authority (PFA), MN Pollution Control Agency (MPCA), etc., to make rural communities more viable. These actions must also primarily benefit Low-to-Moderate Income Households;
- Develop and implement strategies, which facilitate the coordination of CDBG Small Cities funding with other federal/state/local community development resources.

These community development activities must meet one of the following Federal Objectives:

- Benefit to low and moderate income (LMI) persons/households. LMI is defined as households whose total income from all members does not exceed 80% of the County Median Income, adjusted for household size as determined by HUD annually. The general SCDP activities that use the LMI federal objective are owner-occupied and rental housing rehabilitation, public facilities, assessment abatement, and homeownership assistance.
- Prevent or eliminate slum and blight conditions. The SCDP activities associated with this federal objective are commercial rehabilitation or streetscape if LMI cannot be used.
- Alleviate urgent community development needs caused by conditions which pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available. The activities that meet this federal objective are generally associated with disaster recovery where an LMI federal objective cannot be satisfied.

For more information, go to the “Federal Objectives for Applicants” section of the SCDP A-Z Guide, found on our website.

ELIGIBLE APPLICANTS/MULTI-COMMUNITY APPLICATIONS

Eligible Applicants are cities with a populations under 50,000 and counties and townships with an unincorporated population under 200,000. In order to be considered eligible, an applicant must be in substantial compliance with all applicable state and federal laws, regulations and executive orders that pertain to the CDBG Small Cities Development Program.

Applications submitted jointly by communities must be approved by the governing bodies of all communities in the application. All communities must meet citizen participation requirements of the program and a cooperative agreement must be attached as an appendix to any Full Application. All participating communities must also meet all DEED contractual requirements. No more than three total communities can comprise one application. Eligible applicants must adhere to the application process instituted by DEED for the Program.

APPLICANT ELIGIBILITY REQUIREMENTS/RESTRICTIONS

Eligible Applicants may receive only one competitive award per grant year and no Eligible Applicant shall be included in more than one competitive application, whether as a primary applicant or as a

secondary applicant within a multi-city application. An Eligible Applicant may receive one federal Economic Development Grant (ED) from the Minnesota Investment Fund (MIF) in addition to a SCDP competitive grant each application year.

Eligible Applicants who received previous SCDP funding and/or administering entities managing SCDP projects are subject to a capacity and performance evaluation. Communities with past due monetary obligations, communities not current on all SCDP reporting, or communities with any federal audit findings, or findings from SCDP monitoring reports where findings are not being responded to in a timely manner, are not eligible to submit a preliminary proposal or application. Any administrative entity that is involved with a current SCDP project with SCDP findings that are not being responded to in an effective, timely manner are not eligible to be named as an administrator in a preliminary proposal or application.

CONTRACTING FOR PROFESSIONAL SERVICES WITH ADMINISTERING ENTITY (IES)

Federal procurement standards apply to the selection of administration of the CDBG funded projects. The Grantee and the administrator must enter into a written agreement and the agreement must remain in effect during any period that the administrator has a role with CDBG funds, including program income. Reference 24 CFR Part 570.503 and OMB Circular A-87 for guidance.

Applicants may not use SCDP funds or Program Income for professional services for the preparation of application materials.

Grantees are ultimately responsible for compliance with grant agreements and all environmental review requirements.

Per 2 CFR §200.301 and 2 CFR §200.331: For local units of government expecting to receive \$750,000 of federal funds or more in their fiscal The grantee will establish and maintain effective internal control over all sub-recipients (including administrators) of any awarded project. The internal control will provide reasonable assurance that the grantee is managing sub-recipients of an awarded project in compliance with federal statutes, regulations, and the terms of the conditions of a grant award.

FUNDING AVAILABILITY

The annual amount of funding that is made available from HUD through DEED varies. It is DEED's intention to provide SCDP funds in accordance to the following approximate allocations:

- Thirty percent (30%) for Single Purpose Applications
- Fifty-five percent (55%) for Comprehensive Applications
- Fifteen percent (15%) is designated for DEED's Federal Economic Development set-aside – MN Investment Fund Program (MIF). Allocation percentages may be modified by the Commissioner of DEED if the Commissioner determines that there is a shortage of competitive applications in any category.

At least 70% of the annual SCDP allocation will be awarded to activities that meet a LMI federal objective.

SCDP funding may be made available in the event of an Urgent Community Development need or the occurrence of certain federal or state declared disasters. Please contact the DEED representative assigned to your region for further information.

FORM OF FUNDING (GRANT)

DEED provides funds to communities in the form of a grant. The grant is provided to the grantee on a cost reimbursement basis. Awardees have the ability to sub-provide funds in the form of grants, deferred loans and/or installment loans. Financing terms for these funds must be specified within the application.

TYPES OF APPLICATIONS/LIMITS

The ***Single Purpose Application*** is used for **housing projects** which include one or more housing activities designed to increase the supply or quality of dwellings suited for the occupancy of the individuals and families; **or public facilities projects** which include one or more activities designed to construct, reconstruct, or install buildings or infrastructure which serve a community or neighborhood area. Single purpose public facilities would include streetscapes and public aesthetic amenities that are part of a larger renewal or beautification plan. With the Single Purpose application, aggregate funding cannot exceed \$600,000.

The ***Comprehensive Application*** is used for projects that include a combination of at least two interrelated activities which are designed to address community development needs, which by their nature must be carried out in a coordinated manner and/or require a coordination of housing, public facilities, or community development/revitalization activities. A comprehensive application must contain at least one housing activity and at least one non-housing activity. Each proposed activity must provide a reasonable proportion of significance to the overall project. For multi-community applications, each community's proposed activities must meet the definition of a comprehensive project in order for multi-community applications to be eligible as a comprehensive project. These projects must be designed to benefit a defined geographical area. The aggregate funding amount cannot exceed \$1.4 million and each activity within the application is limited to a maximum amount of \$600,000 which includes administrative dollars.

ELIGIBLE USE OF FUNDS

Funds from the Small Cities Development Program can be used to address the following activities:

- Housing Rehabilitation. This includes owner-occupied, single family, rental/multi-family units, and conversion
- Commercial Rehabilitation
- Public Facility Improvements: (i.e., water systems, sewer systems, drainage facility construction or improvements, etc.)
- Community Center/Facility
- Streetscape
- Public Aesthetic Amenities
- Assessment Abatement (restricted to households at 50% or lower of county median only)
- Acquisition/Rehabilitation (generally associated with disaster recovery activities)
- Acquisition/Demolition (generally associated with disaster recovery activities)

- Relocation (generally associated with disaster recovery activities)
- Other (see SCDP A-Z Guide and consult with SCDP before considering)

PRELIMINARY PROPOSAL/APPLICATION REVIEW

The review process for the Small Cities Development Program Application Process is designed to ensure that the limited amount of Small Cities Program funds available are awarded to communities that, at a minimum:

- Meet a Federal Objective With an Eligible Activity.
- Demonstrate a significant need, impact, and cost effectiveness for the proposed activity(s), and
- Document a strong degree of readiness for the activity(s) proposed within the application.

If during the review processes, it is determined that more information would be useful, or required items are missing from the preliminary proposal or application, the applicant will be contacted and given a specified amount of time to submit the items requested.

Applicants must use the format provided. All parts of the proposal or application that are relevant to the activity(ies) proposed must be completed. Insert the responses in the gray boxes provided.

Discard any pages that do not apply before submitting. Correspondence expressing support, interest statements, pictures, etc. may be added as attachments.

Responses to the questions should be clear and concise. Submission of an Application does not guarantee funding. All Applications will be evaluated using selection criteria established by policy outlined in Minnesota Administrative Rules, Chapter 4300, Community Development Block Grants. Applications will receive scores in the areas of Need, Impact, Cost Effectiveness and Demographics. Demographics are based on resident incomes and community tax capacity.

Additional program and reporting requirements can be found in the SCDP A to Z Guide and on the SCDP website.

TECHNICAL ASSISTANCE

Prior to the preliminary proposal and application deadlines, SCDP staff is available to provide technical assistance to questions regarding the application, program regulations, and program terms. These questions should be directed to the DEED representative assigned to the region where the project is proposed.

AWARD ANNOUNCEMENT PROCESS

Notice of funding awards will be announced and made available through DEED's website. Both awarded and non-awarded applicants will be notified of the decisions made within this application process.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 22, 2018

SUBJECT: Approve Comments of Carver County Draft 2040 Comprehensive Plan

=====

At the City Council's October 8th regular meeting, the Council reviewed and discussed Carver County's draft 2040 Comprehensive Plan. The Council identified four items it wishes to provide comments back to the County with respect to their draft 2040 Comp. Plan. The following are those comments for the Council's consideration.

1. Baylor Park Trail Development

It's requested Carver County include in its 2040 Comprehensive Plan for the development of a non-motorized trail from Norwood Young America to Baylor Park. Many Carver County cities currently enjoy direct access to County trails. But the city of Norwood Young America currently has no existing trails that extend to any outside destinations beyond its city limits. The development of a trail to Baylor Park would provide for the future opportunity to extend a trail to New Germany and connect into the Dakota Rail Trail. It's requested the development of a trail from Norwood Young America to Baylor Park be made a high priority.

2. U.S. Highway 212 Four Lane Expansion

The City of Norwood Young America supports Carver County's efforts to seek financial assistance and other participation to complete the four lane expansion of U.S. Highway 212 from Caver to Cologne and from Cologne to Norwood Young America.

3. Minnesota Highway 5/Carver County Road 33 Intersection Reconfiguration

The City of Norwood Young America supports Carver County's efforts to seek financial assistance and planning for the Minnesota Highway 5/Carver County Road 33 intersection reconfiguration. The combination of a confusing intersection for vehicle drivers, a 55 mph speeds limits on Highway 5, and increases in traffic volumes have made this a dangerous intersection.

Norwood Young America

4. Support Consideration of Norwood Young America's Turn-Back of Segments of Reform Street/County Road 33 to Carver County and Carver County's Turn-Back of Segments of Railroad Street to Norwood Young America

The City of Norwood Young America supports the consideration for the turn-back of segments of Reform Street/County Road 33 from the County to the City and the turn-back of segments of Railroad Street from the County to the City. Each jurisdiction has lengthier sections of these roadways that they're currently own and maintain and it would be practical to consider the turn-back of these streets.

Suggestion Motion:

Motion to submit the comments as discussed to Carver County with respect to their draft 2040 Comprehensive Plan.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 22, 2018

SUBJECT: Schedule a Public Hearing for Municipal Consent of the Final Layout for
SP 1012-24

=====

The City is required to hold a public hearing for the purpose of considering the approval of the Final Layout for the closure of the south side of the intersection of U.S. Highway 212 and Morse Street. This is proposed to be completed with the MnDOT's 2020 Highway 212 Mill & Overlay project. Enclosed is a letter from Sulmaan Khan, MnDOT Project Manager. Proposed is to schedule the public hearing for 6:00 p.m., November 26, 2018.

Suggestion Motion:

Motion to schedule a public hearing for 6:00 p.m., November 26, 2018 for the purpose of considering approval of the Municipal Consent of the Final Layout for SP 1012-24.



Minnesota Department of Transportation

Metro District

1500 West County Road B2, Roseville, MN 55113

October 16, 2018

Steve Helget

City Administrator

City of Norwood Young America

P.O. Box 59

310 Elm Street West

Norwood Young America, MN 55368

RE: Request for City Approval (Municipal Consent) of the Final Layout for SP 1012-24

Dear Mr. Helget,

MnDOT is proceeding with plans to complete State Project 1012-24, [TH 212 from CR 131 to CSAH 36 pavement preservation, intersection improvements, signal replacements, drainage, ADA, pedestrian underpass]. In accordance with Minnesota Statute 161.164, I am submitting for City approval the project's Final Layout, identified as Layout No. 1A, S.P. 1012-24.

The City's approval (municipal consent) is required for this project because it alters access by closing down the southern leg of the TH 212/Morse Street intersection and also requires right of way acquisition. Preliminary areas show about 9,618 square feet of temporary easement, 1,331 square feet of new right of way, and 73,393 square feet of temporary easement by zero dollar permit needed for the project. Municipal consent of MnDOT projects is described in Minnesota Statutes 161.162 through 161.167 (attached).

Approval or disapproval of the final layout is by resolution of the City Council. (A sample resolution is attached). However, if the City neither approves nor disapproves the final layout within 90 days of the public hearing, the layout is deemed approved (per MN Statute 161.164).

The deadlines (per MN Statute 161.164) for the City's responsibilities regarding municipal consent of the attached layout are as follows, based on a submittal date of the final layout to the City of 10/16/18:

- Within 15 days of receiving the final layout, schedule a public hearing (by 10/31/18).
- Within 60 days of receiving the final layout, conduct the public hearing (by 12/15/18).
- Provide at least 30-days' notice of the public hearing.
- Within 90 days of the public hearing, approve or disapprove the layout by resolution (by 3/15/19).

MnDOT will attend the public hearing to present the final layout and answer questions, as required by statute.

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Project Purpose

The goal of this project is to improve the ride quality index, restore the pavement structure of this segment, improve driver safety, improve pedestrian safety, and replace infrastructure that has reached the end of their service life. During project scoping and layout development other needs have emerged that will be included with the pavement preservation work to minimize traffic impacts in this corridor.

Project Description

The project limits for the project are TH 212 from CR 131 to CSAH 36. Work that will be done within this segment include bituminous mill and overlay, ADA improvements, drainage improvements, and guardrail. Other work that will be done includes:

- 1. Signal replacements and adding turn lanes at Reform St. and Faxon Rd.
- 2. Closing the intersection at Morse St. to thru motorized and pedestrian traffic.
- 3. Constructing a pedestrian underpass under TH 212 along with connecting trails and sidewalks.
- 4. Constructing half of a Reduced Conflict Intersection (RCI) at Tacoma Ave.
- 5. Reconstructing a segment of TH 212 east of County Road 51 to County Road 153 due to poor soil condition.
- 6. Extending left turn lanes at multiple intersections within project limits.

Planned Project Schedule

The scheduled letting for this project is February 28th, 2020. Construction is expected to begin in April 2020. Construction is expected to take about 6 months.

City's Estimated Project Costs

Some project costs are the City's responsibility, as detailed in MnDOT's cost participation policy. (See the policy and the *Cost Participation and Maintenance with Local Units of Government Manual* at MnDOT's this website: <http://www.dot.state.mn.us/policy/financial/fm011.html>).

Attached is MnDOT's current estimate of the City's costs for S.P. 1012-24. It also shows MnDOT's estimated costs.

As shown on the attached, the City of Norwood Young America's total cost participation for SP 1012-24 is estimated to be \$1,976,633.

City's Maintenance Responsibilities

The City will be responsible for the complete maintenance of the pedestrian underpass and trails that will be constructed as part of the project. A City will need to be granted a Limited Use Permit (LUP) from MnDOT to construct, maintain, and operate the nonmotorized recreational trails.

The City will also be responsible for minor maintenance of the traffic signals that will be replaced. Minor maintenance includes maintaining signal pole mounted LED luminaires, signal pole painting, and cleaning luminaire mast arm extensions.

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MnDOT will be responsible for the major maintenance of the traffic signals that will be replaced. Major maintenance includes interconnect, timing, EVP systems operation, and other maintenance such as signing and other signal system, APS, and signal pole luminaire circuit maintenance.

Please feel free to contact me if you have any questions about this submittal.

Sincerely,



Sulmaan Khan
Project Manager
1500 West County Road B2, MS 050
Roseville, MN 55113
Email: sulmaan.khan@state.mn.us
Phone: 651-234-7665

Attachments:

Final Layout for SP 1012-24, dated 7/26/2018
MN Statutes 161.162 – 161.167
Estimated Project Costs
Sample City Resolution

An Equal Opportunity Employer



Good Faith Cost Participation Estimate Summary

S.P. 1012-24 (TH 212 in Norwood Young America)

The City of Norwood Young America’s share of construction costs was estimated using MnDOT’s cost participation policy and the Cost Participation and Maintenance with Local Units of Government Manual (PDF). You can find both the policy and the manual at <http://www.dot.state.mn.us/policy/financial/fm011.html>). This policy is used statewide to calculate participation of local units of government on MnDOT construction projects. The City of Norwood Young America’s cost associated with the proposed construction as shown on the attached Final Geometric Layout is estimated to be about \$1,976,633. This estimate could change if the layout changes or the city requests certain features. The City will be notified of any major changes in cost to the project. The major cost items and the cost splits are summarized below.

Trunk Highway 212

MnDOT would be responsible for 100% of the costs associated with the pavement preservation, reconstruction, and intersection improvements on TH 212 through the City of Norwood Young America as is shown on the submitted Final Geometric Layout.

Intersecting City Streets

MnDOT is responsible for 100% of costs associated with construction on intersecting side streets at Reform Street, Faxon Road, and Tacoma Avenue.

Signals

The project proposes the replacement of two signalized intersections at Reform Street and Faxon Road. The City is responsible for paying 50% of the signal replacement at Faxon Road. The City’s share is estimated at about \$113,556. This is based on our cost participation policy and a cost of \$227,112 per signal system. Carver County may have a separate policy that could transfer a portion of its share back to the City also.

Trails and Pedestrian Underpass

The project proposes construction of trails and a pedestrian underpass crossing under TH 212 east of Reform Street. The City’s share is estimated at \$1,863,077. MnDOT’s share is estimated at \$748,322.

RESOLUTION No. _____

Resolution for Waiver of Municipal Consent

At a Meeting of the City Council of the City of Norwood Young America, held on the ____ day of _____,
20____, the following Resolution was offered by _____ and seconded by
_____, to wit:

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project 1012-24 on
Trunk Highway 212, from CR 131 to CSAH 36 within the City of Norwood Young America for pavement
preservation, intersection improvements, pedestrian/bicycle facilities, and driver and pedestrian safety
improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167; and

WHEREAS, said final layout is on file in the Metro District Minnesota Department of Transportation office,
Roseville, Minnesota, being marked as Layout No. 1A, S.P. 1012-24, from R.P. 128+00.507 to 137+00.555;
and

NOW, THEREFORE, BE IT RESOLVED that the City Council waives the municipal consent approval action,
described in Minnesota Statutes 161.162 to 161.167, of the final layout for SP 1012-24 for the improvement
of said and Trunk Highway 212 within the corporate limits.

Upon the call of the roll the following Council Members voted in favor of the Resolution:

The following Council Members voted against its adoption:

ATTEST:

Mayor _____ Dated _____, 20____

State of Minnesota
County of Carver
City of Norwood Young America

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and
adopted by the Council of the City of Norwood Young America, Minnesota at a duly authorized meeting
thereof held on the _____ day of _____, 20____, as shown by the minutes of said meeting in
my possession.

(SEAL) _____
City Clerk

RESOLUTION NO. _____
Resolution for Layout Approval

At a Meeting of the City Council of the City of Norwood Young America, held on the ____ day
of _____, 20____, the following Resolution was offered by _____ and seconded by
_____ to wit:

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project 1012-24 on
Trunk Highway 212, from CR 131 to CSAH 36 within the City of Norwood Young America for pavement
preservation, intersection improvements, pedestrian/bicycle facilities, and driver and pedestrian safety
improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167;
and

WHEREAS, said final layout is on file in the Metro District Minnesota Department of Transportation office,
Roseville, Minnesota, being marked as Layout No. 1A, S.P. 1012-24, from R.P. 128+00.507 to 137+00.555.

NOW, THEREFORE, BE IT RESOLVED that said final layout for the improvement of said Trunk Highway
within the corporate limits be and is hereby approved.

Upon the call of the roll the following Council Members voted in favor of the Resolution:

The following Council Members voted against its adoption:

ATTEST:

Mayor _____ Dated _____, 20____

State of Minnesota
County of Carver
City of Norwood Young America

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and
adopted by the Council of the City of Norwood Young America, Minnesota at a duly authorized meeting
thereof held on the _____ day of _____, 20____, as shown by the minutes of said meeting
in my possession.

(SEAL) _____
City Clerk

Minnesota Statutes

161.162 – 161.167

2013 Minnesota Statutes

161.162 DEFINITIONS.

Subdivision 1. **Applicability.** The terms in sections 161.162 to 161.167 have the meanings given them in this section and section 160.02.

Subd. 2. **Final layout.** (a) "Final layout" means geometric layouts and supplemental drawings that show the location, character, dimensions, access, and explanatory information about the highway construction or improvement work being proposed. "Final layout" includes, where applicable, traffic lanes, shoulders, trails, intersections, signals, bridges, approximate right-of-way limits, existing ground line and proposed grade line of the highway, turn lanes, access points and closures, sidewalks, proposed design speed, noise walls, transit considerations, auxiliary lanes, interchange locations, interchange types, sensitive areas, existing right-of-way, traffic volume and turning movements, location of storm water drainage, location of municipal utilities, project schedule and estimated cost, and the name of the project manager.

(b) "Final layout" does not include a cost participation agreement. For purposes of this subdivision "cost participation agreement" means a document signed by the commissioner and the governing body of a municipality that states the costs of a highway construction project that will be paid by the municipality.

Subd. 3. **Final construction plan.** "Final construction plan" means the set of technical drawings for the construction or improvement of a trunk highway provided to contractors for bids.

Subd. 4. **Governing body.** "Governing body" means the elected council of a municipality.

Subd. 5. **Municipality.** "Municipality" means a statutory or home rule charter city.

History: 2001 c 191 s 3; 2002 c 364 s 3

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2013 Minnesota Statutes

161.163 HIGHWAY PROJECT REVIEW.

Subdivision 1. **Projects requiring review.** Sections 161.162 to 161.167 apply only to projects that alter access, increase or reduce highway traffic capacity, or require acquisition of permanent rights-of-way.

Subd. 2. **Traffic safety measures.** Nothing contained in sections 161.162 to 161.167 limits the power of the commissioner to regulate traffic or install traffic-control devices or other safety measures on trunk highways located within municipalities regardless of their impact on access or traffic capacity or on the need for additional right-of-way.

Subd. 3. **Construction program.** Nothing contained in sections 161.162 to 161.167 limits the commissioner's discretion to determine priority and programming of trunk highway projects.

History: 2001 c 191 s 4

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2013 Minnesota Statutes

161.164 FINAL LAYOUT APPROVAL PROCESS.

Subdivision 1. Submission of final layout. Before proceeding with the construction, reconstruction, or improvement of any route on the trunk highway system lying within any municipality, the commissioner shall submit to its governing body a final layout and project report covering the purpose, route location, and proposed design of the highway. The final layout must be submitted as part of a report containing any supporting data that the commissioner deems helpful to the governing body in reviewing the final layout submitted. The supporting data must include a good-faith cost estimate of all the costs in which the governing body is expected to participate. The final layout must be submitted before final decisions are reached so that meaningful early input can be obtained from the municipality.

Subd. 2. Governing body action. (a) Within 15 days of receiving a final layout from the commissioner, the governing body shall schedule a public hearing on the final layout. The governing body shall, within 60 days of receiving a final layout from the commissioner, conduct a public hearing at which the Department of Transportation shall present the final layout for the project. The governing body shall give at least 30 days' notice of the public hearing.

(b) Within 90 days from the date of the public hearing, the governing body shall approve or disapprove the final layout in writing, as follows:

(1) If the governing body approves the final layout or does not disapprove the final layout in writing within 90 days, in which case the final layout is deemed to be approved, the commissioner may continue the project development.

(2) If the final construction plans contain changes in access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the governing body, the commissioner shall resubmit the portion of the final construction plans where changes were made to the governing body. The governing body must approve or disapprove the changes, in writing, within 60 days from the date the commissioner submits them.

(3) If the governing body disapproves the final layout, the commissioner may make modifications requested by the municipality, decide not to proceed with the project, or refer the final layout to an appeal board. The appeal board shall consist of one member appointed by the commissioner, one member appointed by the governing body, and a third member agreed upon by both the commissioner and the governing body. If the commissioner and the governing body cannot agree upon the third member, the chief justice of the Supreme Court shall appoint a third member within 14 days of the request of the commissioner to appoint the third member.

Subd. 3. Appeal board. Within 30 days after referral of the final layout, the appeal board shall hold a hearing at which the commissioner and the governing body may present the case for or against approval of the final layout referred. Not later than 60 days after the hearing, the appeal board shall recommend approval, recommend approval with modifications, or recommend disapproval of the final layout, making additional recommendations consistent with state and federal requirements as it deems appropriate. It shall submit a written report containing its findings and recommendations to the commissioner and the governing body.

History: 2001 c 191 s 5

2013 Minnesota Statutes

161.165 COMMISSIONER ACTION; INTERSTATE HIGHWAYS.

Subdivision 1. **Applicability.** This section applies to interstate highways.

Subd. 2. **Action on approved final layout.** (a) If the appeal board recommends approval of the final layout or does not submit its findings and recommendations within 60 days of the hearing, in which case the final layout is deemed approved, the commissioner may prepare substantially similar final construction plans and proceed with the project.

(b) If the final construction plans change access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the appeal board, the commissioner shall submit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 3. **Action on final layout approved with changes.** (a) If, within 60 days, the appeal board recommends approval of the final layout with modifications, the commissioner may:

(1) prepare final construction plans with the recommended modifications, notify the governing body, and proceed with the project;

(2) decide not to proceed with the project; or

(3) prepare final construction plans substantially similar to the final layout referred to the appeal board, and proceed with the project. The commissioner shall, before proceeding with the project, file a written report with the governing body and the appeal board stating fully the reasons for doing so.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 4. **Action on disapproved final layout.** (a) If, within 60 days, the appeal board recommends disapproval of the final layout, the commissioner may either:

(1) decide not to proceed with the project; or

(2) prepare final construction plans substantially similar to the final layout referred to the appeal board, notify the governing body and the appeal board, and proceed with the project. Before proceeding with the project, the commissioner shall file a written report with the governing body and the appeal board stating fully the reasons for doing so.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 5. **Final construction plans issued.** The commissioner shall send a complete set of final construction plans to the municipality at least 45 days before the bid opening for informational purposes.

History: 2001 c 191 s 6

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2013 Minnesota Statutes

161.166 COMMISSIONER ACTION; OTHER HIGHWAYS.

Subdivision 1. **Applicability.** This section applies to trunk highways that are not interstate highways.

Subd. 2. **Action on approved final layout.** If the appeal board recommends approval of the final layout or does not submit its findings or recommendations within 60 days of the hearing, in which case the final layout is deemed approved, the commissioner may prepare substantially similar final construction plans and proceed with the project. If the final construction plans change access or traffic capacity or require additional acquisition of right-of-way from the final layout approved by the appeal board, the commissioner shall submit the portion of the final construction plan that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 3. **Action on final layout approved with changes.** (a) If the appeal board approves the final layout with modifications, the commissioner may:

(1) prepare final construction plans including the modifications, notify the governing body, and proceed with the project;

(2) decide not to proceed with the project; or

(3) prepare a new final layout and resubmit it to the governing body for approval or disapproval under section 161.164, subdivision 2.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 4. **Action on disapproved final layout.** If the appeal board disapproves the final layout, the commissioner may:

(1) decide not to proceed with the project; or

(2) prepare a new final layout and submit it to the governing body for approval or disapproval under section 161.164, subdivision 2.

Subd. 5. **Final construction plans issued.** The commissioner shall send a complete set of final construction plans to the municipality at least 45 days before the bid opening for informational purposes.

History: 2001 c 191 s 7

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2013 Minnesota Statutes

161.167 REIMBURSEMENT OF EXPENSES.

Members of the appeal board shall submit to the commissioner an itemized list of the expenses incurred in disposing of matters presented to them. The appeal board members shall be reimbursed for all reasonable expenses incurred by them in the performance of their duties. The commissioner shall pay these costs out of the trunk highway fund.

History: 2001 c 191 s 8

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[illegible]

LAYOUT NO. 28A
 1.6-212 VEGNET OF
 FIELD CL. 131.56, C546.36

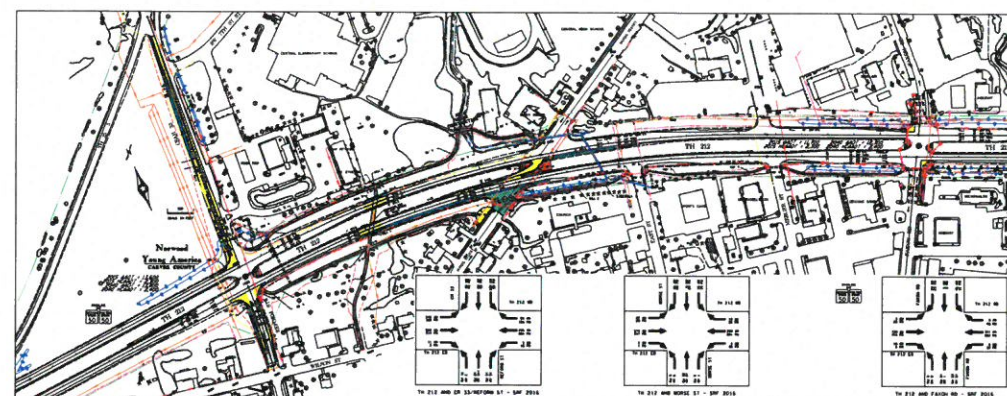
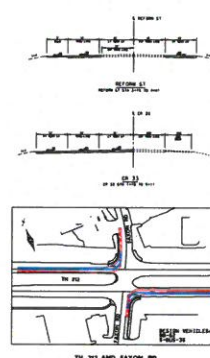
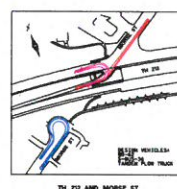
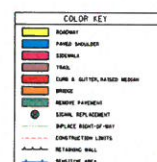
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THE FOLLOWING INFORMATION IS PROVIDED BY THE ABOVE-NAMED APPLICANT
 FOR THE PURPOSE OF THE REGISTRATION OF THE PATENT. IT IS NOT TO BE
 USED FOR ANY OTHER PURPOSE.

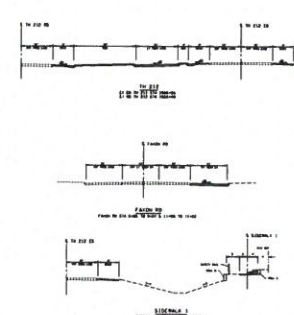
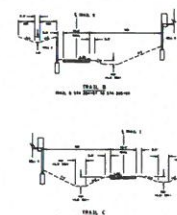
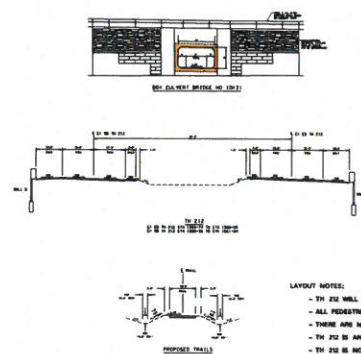
THE APPLICANT'S NAME AND ADDRESS	THE APPLICANT'S PHONE NUMBER	THE APPLICANT'S TELETYPE NUMBER	THE APPLICANT'S FAX NUMBER
S.P. 1012-28A 1.6-212 VEGNET OF FIELD CL. 131.56, C546.36	1.6-212 VEGNET OF FIELD CL. 131.56, C546.36	1.6-212 VEGNET OF FIELD CL. 131.56, C546.36	1.6-212 VEGNET OF FIELD CL. 131.56, C546.36

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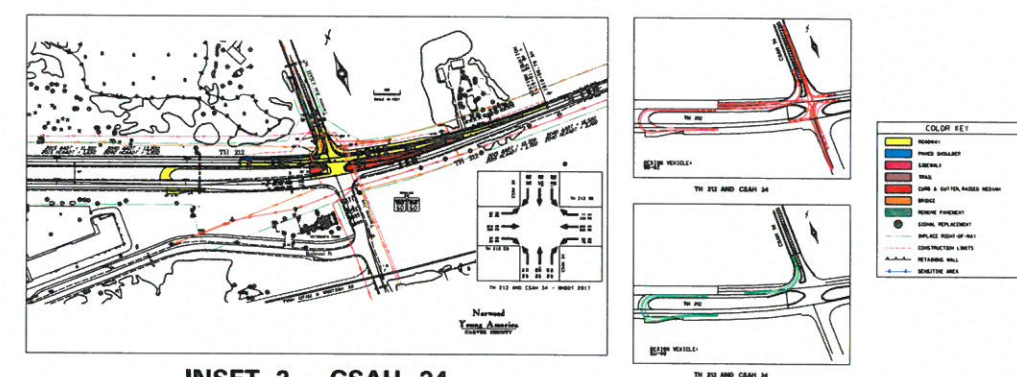
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INSET 1 – CSAH 33, REFORM ST, MORSE ST & FAXON RD

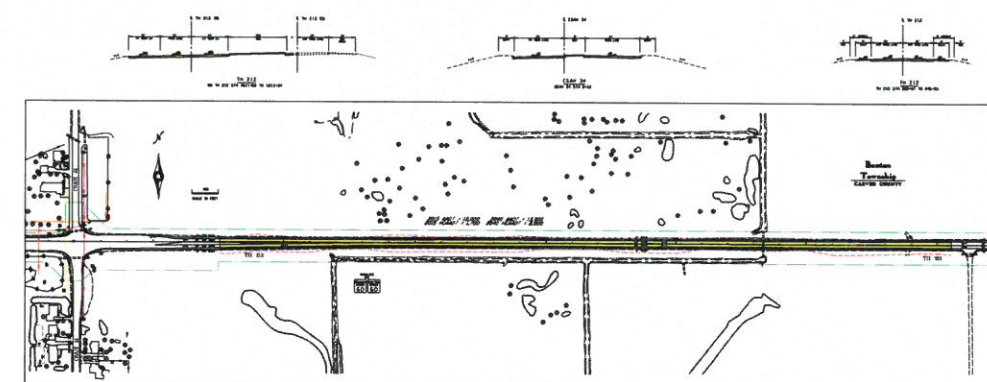


LAYOUT NOTES:

- TH 212 WILL BE MILLED AND OVERLAYED FROM CR 131 TO CSAH 36.
- ALL PEDESTRIAN ACCOMMODATIONS WILL MEET ADA PROWAG
- THERE ARE NO KNOWN DESIGN EXCEPTIONS.
- TH 212 IS AN OSOW ROUTE.
- TH 212 IS NOT AN APPROVED HOUSE MOVING ROUTE.
- INTERSECTION RIGHT DISTANCE CASE P CHECKED AND SITE ACCOMMOD FOR BEHRENS ET AL AND EASTON RD



INSET 2 – CSAH 34



INSET 3 - TH 212 SOILS CORRECTION

CONTRACT FOR POLICE SERVICES

Norwood Young America

THIS AGREEMENT, made and entered into this day of , by and between the County of Carver, through its Sheriff's Office (hereinafter, "County"), and the City of Norwood Young America (hereinafter, the "City"), and, collectively known as the "parties".

WHEREAS, the City desires to enter into a contract with the County whereby the County will provide police services within the boundaries of the City; and

WHEREAS, the County agrees to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, said contract is authorized by Minnesota Statute, Section 471.59, 436.05, and Minnesota Statute, Section 366 and 367;

NOW, THEREFORE, it is agreed between the parties as follows:

ARTICLE I

PURPOSE: The purpose of this Agreement is to secure police contracting services for the City. Minnesota Statutes, Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes, Section 436.05 allows municipalities to contract with other municipalities for police services.

ARTICLE II

1. POLICE SERVICES. The County agrees to provide police service within the corporate limits of the City to the extent and in the manner set forth below:
 - 1.1 Police services to be provided under this contract shall encompass those police duties and functions which are the type statutorily deemed to be the responsibility of the local communities;
 - 1.2 With input from the City, the County shall assign personnel as necessary;
 - 1.3 All matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the control of the County;

- 1.4 In the event a dispute arises between the parties concerning the type of service to be rendered, or the manner in which such service is provided, the County shall retain sole discretion in determining a solution to said dispute (e.g., re-assignment of personnel, types of patrol, level of service available); and
- 1.5 The police services will be provided to the City for the selected number of contracted hours and/or full time equivalent (FTE) personnel. Such services shall not include situations in which, in the opinion of the County, a police emergency occurs which requires a different use of the personnel, patrol vehicle, equipment, or the performance of special details relating to police services. It shall also not include the enforcement of matters which are primarily administrative or regulatory in nature (e.g., zoning, building code violations).

ARTICLE III

SPECIAL EVENT OR ADDITIONAL SERVICES. If the City desires additional police services over and above the hours and/or FTE's contracted for in this Agreement, the City shall contact the Sheriff's Office contract manager or designee noted in this Agreement. The County will invoice the City for these additional services pursuant to Minnesota Statute, Section 471.425, Prompt payment of local government bills, Subdivision 2(a) For municipalities who have governing boards which have regularly scheduled meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

ARTICLE IV

COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render full cooperation and assistance to each other to facilitate the provision of the services selected herein.

ARTICLE V

1. PROVISION OF EQUIPMENT. It is agreed that the County shall provide all necessary labor, supervision, vehicle, equipment, and supplies to maintain and provide the police services selected herein.
2. OFFICE SPACE. If an FTE is requested, the City shall provide office and work space for the assigned personnel.
3. FINANCIAL LIABILITY. The City does not assume liability for the direct payment of any salaries, wages, or other compensation to personnel employed by the County to perform the selected services. It is agreed that all personnel shall be employees of the County and the County shall be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reason of their employment with the County.

4. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees which its personnel and employees may hereafter sustain, incur or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this contract. Liability of the County or other Minnesota political subdivisions shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466, and other applicable laws.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

LIABILITY

- (a) It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04. To the full extent permitted by law, actions by parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all set forth in Minnesota Statutes, Section 471.59, Subdivision 1a(a): provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- (b) For purposes of determining total liability damages, the participating governmental units and the joint board, if one is established, are considered a single governmental unit and the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a single governmental unit as specified in State Statute, Section 3.736 or Section 466.04, Subdivision 1, or as waived or extended by the joint board or all participating governmental units under State Statute, Section 3.736, Subdivision 8 or Section 471.981. The parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing

to be responsible for acts or omissions of the other parties.

5. INSURANCE. The County agrees that all insurance required to adequately insure vehicles, personnel and equipment used by the County in the provision of the selected services will be provided by the County.

ARTICLE VI

1. TERM. The term of this contract shall be January 1, 2019 to December 31, 2019. The term of this Agreement may be extended for up to an additional sixty (60) days under the same terms and conditions, provided the parties are attempting in good faith to negotiate a new Agreement. This Agreement extension shall automatically terminate upon the parties' entering into a new written Agreement, or on the sixtieth (60th) day, whichever occurs first.
2. RATE. As contained in this contract.
3. NOTICE.
 - 3.1 If the County does not desire to enter into a contract for police service for 2020, the City shall be so notified in writing six (6) months prior to the expiration of the current contract.
 - 3.2 On or before August 15 of the current contract year, the County shall notify the City of the police contract rates for the following year.
 - 3.3 The City shall notify the County of its intention to contract for police services for the following year no later than October 15 of the current contract year.
 - 3.4 In the event the City shall fail to give notice as required above, the County shall presume the City does not desire to enter into an Agreement with the County for police services.
 - 3.5 Notice under the above provisions shall be sent to:

Commander Paul Tschida
Carver County Sheriff's Office
606 East 4th Street
Chaska, MN 55318
ptschida@co.carver.mn.us
Office: 952-361-1207
Cell: 952-457-7302

City of Norwood Young America
Steve Helget, Administrator
310 Elm Street West
Norwood Young America, Mn
55368
Phone: 952-467-1800

ARTICLE VII

MENU OF POLICE SERVICES

1. POLICE STAFFING OPTIONS

1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

1.1.1 FTE personnel are Full Time Employees dedicated to the contract community. The FTE deputies compensated time includes regular assignment duties, training, holidays, vacation, sick leave and other benefited time. The FTE deputy position is not automatically backfilled when the deputy is away from assignment for the above types of compensated time. The FTE deputy costs include: salary, benefits, supervision, administration, training, clerical support, insurance, and county overhead. The FTE costs do not include additional hours which are necessary for court or filling a shift for a compensated day off.

The first forty (40) hours the deputy is gone from the community while on military leave will not be backfilled. The Sheriff's Office will backfill the position or credit back the time for military leave after the first 40 hours.

The first eighty (80) hours a deputy is gone from the community on FMLA leave will not be backfilled; it will be treated like sick leave. The Sheriff's Office will backfill the position or credit back the time for FMLA after the first 80 hours of FMLA is completed.

If the City requests coverage for compensated days off noted above, it is recommended the City set aside a contingency for additional hours. Additional hours for deputies will be billed at \$64.17.

The SouthWest Metro Drug Task Force will invoice \$2,100 separately.

Hours worked on a designated holiday will be billed at double the FTE's hourly pay rate per the collective bargaining agreement(s).

PERSONNEL COST

Deputy	.7 (2080 FTE)	\$72,244
Liaison Corporal	.9 (2080 FTE)	\$92,885
CSO	(52 hours)	\$2,003

VEHICLE COST

Patrol Vehicle – .7	\$14,388
---------------------	----------

<u>TOTAL POLICE SERVICES</u>	\$181,520
------------------------------	-----------

2. PAYMENT. The Sheriff shall invoice one half of the total amount of the current year police staffing option cost hereunder, or \$90,760 to be paid on or before June 30 of the current contract year. The Sheriff shall invoice the remaining half, or \$90,760 to be paid on or before November 30 of the current contract year. The Sheriff shall review the contract hours for the CSO in January of the year following the contract period, (Jan 2019). The Sheriff shall inform the City of the actual CSO hours worked for the year and then reimburse the City for unused CSO hours or bill for additional hours used.
3. MINNESOTA STATE POLICE AID. The County, upon receiving Minnesota State Police Aid, shall reimburse the City pursuant to Minnesota Statute, Section 69.011.

ARTICLE VIII

1. DATA. All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.
2. AUDIT. Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that 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 related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.
3. NONWAIVER, SEVERABILITY AND APPLICABLE LAWS. Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability. If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

4. MERGER AND MODIFICATION. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of

provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

IN WITNESS THEREOF, the Municipality has caused this Agreement to be executed by its Mayor and by the authority of its governing body on this _____ day of _____, _____

SIGNED: _____
Mayor

DATE: _____

SIGNED: _____
City Administrator

DATE: _____

IN WITNESS THEREOF, the County of Carver has caused this Agreement to be executed by its Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners on this _____ day of _____, _____

COUNTY OF CARVER:

SIGNED: _____
CHAIR, BOARD OF COMMISSIONERS

DATE: _____

SIGNED: _____
SHERIFF

DATE: _____

Attest

SIGNED: _____
COUNTY ADMINISTRATOR

DATE: _____



2018 - 2023 FINANCIAL PLAN
OCTOBER 22, 2018

Prepared by Abdo, Eick & Meyers, LLP

City of Norwood Young America, Minnesota
2018 - 2023 Financial Plan
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INTRODUCTORY SECTION

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA 2018 - 2023 FINANCIAL PLAN

October 22, 2018

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 - 2023 Financial Plan for the City that is intended to give a big picture view of the status now and through year 2023. 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 \$180,744 increasing by 2 percent per year. The City has had 14 permits (10 single family, 8 townhome units) issued in 2018.
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 2023, except for the U.S. Highway 212 project in 2020. We have included potential equipment certificates for large equipment purchase in 2022.
6. The City purchased properties from Carver 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 which is projected to be in 2023.
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 \$100,000 each year based on the scheduled levies, due to collections of tax increments.
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. In 2018, the City established TIF District 3-6 related to the Vickerman Company building expansion project.
9. The plan includes \$184,800 levy to the capital fund in 2019 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 2019 the budget includes a reduction of \$77,421.
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 \$52K of cash in the fund. Council has discussed utilizing these funds for the Oak Lane Sanitary Sewer extension 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 15.6 percent in 2019 from 2018. The debt service levy increases 2.2 percent from 2018 and the capital levy decrease 4.6 percent. The general levy increases a total of 9.95 percent from 2017. The overall levy increase is 9.9 percent which includes the EDA levy.
3. Fund 275 - Capital Fund - Council certified a tax levy for 2019 of \$184,800 to fund future capital purchases. The projection includes future levies of \$250,000 for this fund. This fund will be analyzed each year as part of the budget process.
4. The Water and Sewer enterprise funds are projected with no increases in rates for 2019.
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 \$120,735 at the end of 2017. By the end of the 2023, the deficit is projected to decrease to approximately \$22,000.
7. In 2018, the City Council approved a motion to complete the installation of the U.S. Highway 212 Underpass as part of MnDOT's 2020 Highway 212 Mill & Overlay Project. With this project includes replacing two signal lights at the intersection of Faxon Road totaling \$200,00, which will be budgeted over 2019 and 2020.

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 2019.
- 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
 - j. U.S. Highway 212 Underpass project
 - Capital Equipment Fund
 - a. Proactive vs. Reactive budgeting
 - Pavilion and Old Town Buildings
 - a. Structural improvements

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.

2019 Budget

The 2019 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 - 2023 FINANCIAL PLAN

City of Norwood Young America, Minnesota
Schedule of Property Taxes Levied and Tax Rates
For the Years Ended December 31, 2017 Actual and 2018 to 2023 (Estimated)

	2017	2018	2019	2020	2021	2022	2023
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts
Property Taxes Levied for General Purposes							
101 General Fund	\$ 1,132,218	\$ 1,336,288	\$ 1,545,108	\$ 1,538,326	\$ 1,601,632	\$ 1,666,259	\$ 1,732,278
101 Additional levy as bonds are paid off	-	-	-	50,000	-	102,000	132,000
Total General Fund Operating Levy	1,132,218	1,336,288	1,545,108	1,588,326	1,601,632	1,768,259	1,864,278
Property Taxes Levied for Debt Service							
501 2010 Infrastructure Debt Service	32,532	32,327	31,187	30,048	34,067	32,660	36,503
516 2008 Debt Service	81,882	-	-	-	-	-	-
517 Public Project Lease Rev Bonds	136,500	150,518	148,418	146,318	148,943	151,436	148,549
518 G.O Refunding Debt Service	248,262	243,729	254,787	257,778	260,300	255,955	276,053
519 2011A G.O Refunding Debt Service	88,532	83,654	94,587	94,587	98,128	108,922	109,750
520 2013B Infrastructure Debt Service	160,871	168,816	171,811	171,811	166,981	167,034	166,929
521 2016A G.O. Refunding Debt Service	30,792	146,167	149,212	146,902	144,592	38,246	38,246
601 Water fund 2010B G.O. Refunding	17,955	17,482	22,260	21,630	-	-	-
590 Potential Levy (ladder truck)	-	-	-	-	66,686	65,688	64,638
591 Potential levies for underpass project	-	-	-	-	90,000	90,000	90,000
Subtotal	798,426	853,693	872,262	869,074	1,009,897	909,941	930,668
Property Taxes Levied for Capital Replacement Fund							
275 Capital outlay reserve fund	200,325	176,600	184,800	250,000	205,000	250,000	250,000
Total Taxes Levied - General Levy	2,130,969	2,366,581	2,602,170	2,707,400	2,816,329	2,928,200	3,044,946
Tax Levy Increase (Not including EDA)	8.1%	11.1%	9.95%	4.0%	4.0%	4.0%	4.0%
518 EDA levy	45,387	47,284	51,272	53,836	56,527	59,354	62,321
Total Taxes Levied	\$ 2,176,356	\$ 2,413,865	\$ 2,653,442	\$ 2,761,236	\$ 2,872,856	\$ 2,987,554	\$ 3,107,267
Operational Percent Increase (Decrease) in Levy	6.3%	18.0%	15.6%	2.8%	4.1%	4.0%	4.0%
Debt Percent Increase (Decrease) in Levy	-4.4%	6.9%	2.2%	-0.4%	16.2%	-9.8%	2.3%
Capital Percent Increase (Decrease) in Levy	182.5%	-11.8%	4.6%	35.3%	-18.0%	22.0%	0.0%
EDA Percent Increase (Decrease) in Levy	6.6%	4.2%	8.4%	5.0%	5.0%	5.0%	5.0%
Total Percent Increase (Decrease) in General Levy	8.1%	10.9%	9.9%	4.1%	4.0%	4.0%	4.0%

City of Norwood Young America, Minnesota
Schedule of Tax Capacities and Tax Rates
For the Years Ended December 31, 2017 Actual and 2018 to 2023 (Estimated)

	2017	2018	2019	2020	2021	2022	2023
	Actual Amounts	Actual Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Total Levy (Excluding Eda Special Levy)	\$ 2,130,969	\$ 2,366,581	\$ 2,602,170	\$ 2,707,400	\$ 2,816,329	\$ 2,928,200	\$ 3,044,946
Less EMV levy	(17,955)	(17,482)	(22,280)	(21,630)	-	-	-
Less area-wide fiscal disparities distribution	(511,708)	(556,774)	(617,570)	(617,570)	(617,570)	(617,570)	(617,570)
Total Local Levy (non EDA special levy)	1,601,305	1,792,325	1,962,340	2,068,200	2,198,759	2,310,630	2,427,376
Tax Rate Calculation (non EDA)							
Total tax capacity from the county	2,743,609	2,979,935	3,254,293	3,384,037	3,493,996	3,607,161	3,723,672
Less: Captured Tax Increment	(139,583)	(184,976)	(106,027)	(111,268)	(114,606)	(118,044)	(121,585)
Less: Contribution to fiscal disparities	(383,285)	(300,496)	(355,112)	(355,112)	(355,112)	(355,112)	(355,112)
Adjusted Tax capacity used for local rate	2,220,721	2,494,463	2,791,154	2,917,657	3,024,279	3,134,005	3,246,975
Calculated Tax rate (non EDA special levy rate)	72.11%	71.85%	70.31%	70.89%	72.70%	73.73%	74.76%
Total EDA special levy	45,387	47,284	51,272	53,836	56,527	59,354	62,321
Less area-wide fiscal disparities distribution	(11,284)	(12,028)	(12,152)	(12,152)	(12,152)	(12,152)	(12,152)
Total Local EDA special Levy (non EDA special levy)	34,103	35,255	39,120	41,684	44,375	47,202	50,169
Calculated Tax rate - EDA special levy rate	1.54%	1.41%	1.40%	1.43%	1.47%	1.51%	1.55%
TOTAL TAX RATE	73.64%	73.27%	71.71%	72.31%	74.17%	75.23%	76.30%
Rate change from prior year	5.82%	-0.38%	-1.56%	0.61%	1.86%	1.06%	1.07%

City of Norwood Young America, Minnesota
Schedule of Tax Capacities and Tax Rates (Continued)
For the Years Ended December 31, 2017 Actual and 2018 to 2023 (Estimated)

	2017	2018	2019	2020	2021	2022	2023
Tax Capacity							
Total tax capacity from the county	Actual Amounts	Actual Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Assumed new growth (5 homes each year)	\$ 2,743,609	\$ 2,979,935	\$ 3,254,293	\$ 3,351,922	\$ 3,452,479	\$ 3,556,054	\$ 3,662,735
Assumed commercial growth (\$500k MV = \$5K in TC)	-	-	-	27,115	36,517	46,107	55,937
Adjusted Tax capacity used for local rate	2,743,609	2,979,935	3,254,293	3,384,037	3,493,996	3,607,161	3,723,672
Tax Rates							
General	38.31%	40.58%	41.74%	41.58%	39.62%	42.86%	44.19%
Scheduled Debt Levies	27.02%	25.91%	23.57%	22.76%	26.07%	22.91%	22.85%
Scheduled Capital Levies	6.78%	5.36%	4.98%	6.55%	5.29%	6.30%	6.14%
Proposed EDA Levies	1.54%	1.41%	1.40%	1.43%	1.47%	1.51%	1.53%
Proposed Additional Debt Levies	0.00%	0.00%	0.00%	0.00%	1.72%	1.65%	1.58%
Total Direct Tax Rate (Factors Fiscal Disparities not Reflected in Tax Capacity)	73.64%	73.27%	71.71%	72.31%	74.17%	75.23%	76.30%
Population	3,757	3,851	3,947	4,046	4,147	4,251	4,357
Taxes per Capita							
Median Home Value	\$ 147,024	\$ 177,200	\$ 180,744	\$ 184,359	\$ 188,046	\$ 191,807	\$ 196,802
Median Home Taxes (from city)	908	1,142	1,146	1,184	1,244	1,293	1,351
% change from prior year \$'s	10.01%	26.09%	0.30%	3.33%	5.09%	3.91%	4.51%
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, 2017 Actual and 2018 to 2023 (Estimated)

	2017	2018	2019	2020	2021	2022	2023	
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Trend
	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	
Government-Type								
General Operations								
101 General								
Cash balance as a percent of the following years budget	49%	49%	50%	51%	50%	54%	58%	
	\$ 1,134,662	\$ 1,133,662	\$ 1,198,252	\$ 1,248,252	\$ 1,248,252	\$ 1,350,252	\$ 1,482,252	
Special Revenue								
201 Park Dedication	72,092	72,092	72,092	73,915	75,738	77,562	79,388	
603 Storm Sewer	(120,735)	(122,288)	(126,970)	(104,574)	(79,868)	(52,136)	(21,869)	
Subtotal	(48,643)	(50,196)	(54,878)	(30,658)	(4,120)	25,426	57,519	
Debt Service (Maturity)								
501 2010 Infrastructure Debt Service (2026)	65,322	59,057	48,701	42,633	41,698	35,599	34,673	
517 Oak Grove Debt Service (2031)	265,587	276,355	281,973	287,698	286,302	308,966	314,439	
518 G.O Refunding Debt Service (2027)	900,955	960,878	993,347	1,017,182	1,036,526	1,050,736	1,093,327	
519 2011A G.O Refunding Debt Service (2032)	332,023	326,442	317,765	316,368	307,363	302,182	302,077	
520 2013B Infrastructure Debt Service (2024)	124,222	147,731	157,842	175,955	194,045	212,077	201,864	
521 2016A General Obligation Bonds (2035)	124,401	118,943	138,673	157,022	175,276	89,398	104,371	
590 Potential Levy (Ladder truck)	-	-	-	-	66,686	88,864	70,942	
591 Potential Levy for 212 underpass	-	-	-	(8,000)	4,000	14,000	24,000	
Subtotal	1,612,510	1,868,406	1,938,301	1,990,958	2,122,916	2,081,822	2,145,693	
Capital Projects								
225 Economic Recovery	127,782	128,972	129,987	130,831	131,687	132,587	133,502	
257 Oak Grove	90	90	90	90	90	90	90	
275 Capital Fund	608,968	509,102	549,102	269,484	181,896	227,098	154,234	
320 2013 Infrastructure	51,939	51,939	51,939	-	-	-	-	
407 TIF 1-5	15,769	15,704	16,344	16,958	17,546	18,105	18,638	
420 TIF 2-1	4,869	4,869	4,869	4,873	4,877	4,881	4,885	
421 TIF 3-1	22,538	21,723	21,723	21,739	21,755	21,771	21,787	
422 TIF 3-2	5,405	4,590	3,730	3,156	2,562	2,562	2,562	
423 TIF 3-3	-	(815)	(1,675)	(1,905)	(2,103)	(2,268)	(2,398)	
424 TIF 3-4	24,430	50,915	50,355	49,778	49,184	48,572	47,942	
425 TIF 3-5	13,961	23,146	22,286	21,400	20,488	19,548	18,580	
431 TIF 3-6	-	-	-	-	-	-	-	
Subtotal	876,751	810,235	848,750	516,404	427,982	472,947	399,822	
Total - Governmental-type Funds	\$ 3,775,280	\$ 3,783,107	\$ 3,830,425	\$ 3,724,855	\$ 3,795,040	\$ 3,930,447	\$ 4,085,285	
Business-Type								
Enterprise Funds								
601 Water	\$ 980,265	\$ 797,298	\$ 600,514	\$ 607,278	\$ 632,359	\$ 707,977	\$ 781,559	
602 Sewer	495,021	477,936	109,434	141,769	(6,820)	(8,236)	3,631	
251 Harbor at Peace	146,207	-	-	-	-	-	-	
Total - Business-type Funds	\$ 1,601,493	\$ 1,275,234	\$ 709,948	\$ 749,087	\$ 625,539	\$ 699,741	\$ 785,190	
Total Cash Reserves - All City Funds	\$ 5,376,773	\$ 5,058,341	\$ 4,540,373	\$ 4,473,922	\$ 4,418,579	\$ 4,630,188	\$ 4,870,476	

City of Norwood Young America, Minnesota

Outstanding Debt Schedule
For the Years Ended December 31, 2017 Actual and 2018 to 2023 (Estimated)

Fund	Issue	Original Issue	Issue Date	Maturity Date	Call Date	Interest Rate	2017 Actual Balance	2018 Estimated Balance	2019 Estimated Balance	2020 Estimated Balance	2021 Estimated Balance	2022 Estimated Balance	2023 Estimated Balance
Business Type Debt													
Water Fund													
Water Fund	601 GO Water Revenue Bonds 2010A	\$ 1,430,825	3/14/2012	2/1/2024	2/1/2021	.40 - 2.00 %	\$ 948,750	\$ 823,125	\$ 695,825	\$ 556,250	\$ 431,250	\$ 292,500	\$ 146,125
Water Fund	602 GO Water Revenue Bonds 2008B	2,715,000	10/30/2008	2/1/2029	2/1/2018	3.75 - 5.00	130,000	-	-	-	-	-	-
Water Fund	601 GO Bonds, Series 2010A	120,000	8/4/2010	2/1/2028	2/1/2018	1.45 - 3.65	90,000	80,000	70,000	60,000	50,000	40,000	30,000
Water Fund	601 GO Refunding Bonds, Series 2010B	255,000	12/17/2010	2/1/2021	2/1/2019	2.00 - 3.00	125,000	100,000	70,000	35,000	-	-	-
Water Fund	601 (PFA) GO Water Revenue Note, Series 2010	1,866,604	11/24/2010	8/20/2039		2.461	1,808,000	1,850,000	1,834,000	1,834,000	1,374,000	1,312,000	1,248,000
Water Fund	601 GO Refunding Bonds, Series 2011A	245,000	9/15/2011	2/1/2022	2/1/2020	3.00 - 3.75	175,000	180,000	146,000	130,000	118,000	100,000	80,000
Water Fund	601 GO Refunding Bonds, Series 2016A, Crossover Refunding 2008B	1,920,000	7/21/2016	2/1/2029	2/1/2025	2.0 - 3.0	1,920,000	1,920,000	1,780,000	1,595,000	1,430,000	1,260,000	1,080,000
	Subtotal						4,994,750	4,633,125	4,233,825	3,820,250	3,400,250	3,004,500	2,597,125
Sewer Fund													
Sewer Fund	602 GO Sewer Revenue Bonds 2012A	2,364,375	3/14/2012	2/1/2024	2/1/2021	.40 - 2.0	1,591,250	1,371,875	1,158,375	943,750	718,750	487,500	246,875
Sewer Fund	602 GO Refunding Bonds, Series 2011A	110,000	9/15/2011	2/1/2022	2/1/2020	3.00 - 3.75	85,000	80,000	75,000	70,000	60,000	50,000	40,000
Sewer Fund	602 GO CAPITAL IMPROVEMENT BOND 2013B	130,000	9/12/2013	2/1/2024	2/1/2021	2.0 - 3.0	1,766,250	1,641,875	1,509,375	1,072,750	823,750	567,500	301,875
	Subtotal						3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Harbor and Parks													
Harbor and Parks	251 GO HOUSING REV BONDS 2012B	3,000,000	12/01/2012	8/1/2031	8/1/2021	2.70 - 3.10	2,415,000	2,255,000	2,095,000	1,930,000	1,760,000	1,595,000	1,405,000
Harbor and Parks	251 GO HOUSING GROSS REV BONDS 2012A	3,000,000	12/01/2012	8/1/2040	8/1/2021	1.00 - 4.30	5,415,000	5,285,000	5,095,000	4,830,000	4,760,000	4,595,000	4,405,000
	Subtotal						\$ 12,176,000	\$ 11,430,000	\$ 10,635,000	\$ 9,824,000	\$ 8,964,000	\$ 8,197,000	\$ 7,304,000
GOVERNMENT TYPE DEBT													
spec airt (gov)	517 GO CAPITAL IMPROVEMENT BOND 2013A	1,920,000	09/20/2013	2/1/2031	2/1/2022	2.0 - 3.25	1,605,000	1,510,000	1,410,000	1,310,000	1,210,000	1,105,000	995,000
spec airt (gov)	530 GO CAPITAL IMPROVEMENT BOND 2013B	1,575,000	9/12/2013	2/1/2024	2/1/2021	2.0 - 3.0	1,140,000	985,000	830,000	670,000	510,000	345,000	175,000
spec airt (gov)	501 GO Bonds, Series 2010A (spec airt)	535,000	06/04/2010	2/1/2028	2/1/2018	1.45 - 3.65	355,000	320,000	285,000	250,000	215,000	175,000	135,000
go rev (gov)	501 GO Bonds, Series 2010A (rev)	65,000	8/4/2010	2/1/2028	2/1/2018	1.45 - 3.65	45,000	40,000	35,000	30,000	25,000	20,000	15,000
spec airt (gov)	516 GO Refunding Bonds, Series 2010B	5,500,000	12/07/2010	2/1/2027	2/1/2019	2.00 - 3.63	4,135,000	3,765,000	3,355,000	2,950,000	2,590,000	2,095,000	1,650,000
spec airt (gov)	519 GO Refunding Bonds, Series 2011A (spec airt)	2,770,000	09/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	2,000,000	1,930,000	1,855,000	1,475,000	1,280,000	1,075,000	865,000
spec airt (gov)	519 GO Refunding Bonds, Series 2011A (rev)	125,000	09/15/2011	2/1/2032	2/1/2020	3.00 - 3.75	100,000	95,000	85,000	85,000	80,000	75,000	70,000
spec airt (gov)	521 GO Refunding Bonds, Series 2016A, Crossover Refunding 2008A - Capital Improvement	85,000	7/21/2016	2/1/2022	2/1/2025	2.19	485,000	390,000	330,000	220,000	110,000	-	-
spec airt (gov)	521 GO Refunding Bonds, Series 2016A, Crossover Refunding 2008A - Street Improvement	485,000	7/21/2016	2/1/2022	2/1/2025	2.19	485,000	390,000	330,000	220,000	110,000	1,415,000	1,415,000
go bond (gov)	521 GO Refunding Bonds, Series 2016A, Crossover Refunding 2008A - Street Improvement	1,415,000	7/21/2016	2/1/2035	2/1/2025	2.19	1,415,000	1,415,000	1,415,000	1,415,000	1,415,000	700,000	650,000
go bond (gov)	591 Potential Levy (212 enterprise project)	-	-	-	-	-	-	-	-	600,000	540,000	480,000	420,000
	Total Government Type Debt						\$ 11,395,000	\$ 10,380,000	\$ 9,405,000	\$ 8,005,000	\$ 7,915,000	\$ 7,485,000	\$ 6,390,000
Debt Per Capita - Governmental Total													
							\$ 2,997.09	\$ 2,762.84	\$ 2,442.27	\$ 2,281.37	\$ 1,956.31	\$ 1,804.91	\$ 1,503.28
Debt Per Capita - Enterprise Funds							\$ 3,219.49	\$ 3,042.32	\$ 2,782.45	\$ 2,488.85	\$ 2,220.53	\$ 1,958.95	\$ 1,718.30
Total Debt Per Capita							\$ 6,216.55	\$ 5,805.16	\$ 5,224.72	\$ 4,770.22	\$ 4,176.84	\$ 3,771.86	\$ 3,221.58
Debt Per Capita Less Harbor							\$ 4,784.77	\$ 4,406.44	\$ 3,881.86	\$ 3,521.23	\$ 3,000.34	\$ 2,666.25	\$ 2,195.29

City of Norwood Young America, Minnesota
Schedule of Debt Transfers by Year and Fund
For the Year Ended December 31, 2018 to 2023 (Estimated)

Fund	2018	2019	2020	2021	2022	2023
2013 Infrastructure Fund (320)						
Transfer out to 602 (Sewer fund) to close fund	\$ -	\$ -	\$ 51,978	\$ -	\$ -	\$ -
	-	-	51,978	-	-	-
2010 Infrastructure Debt Service Fund (501)						
Transfer in from fund 603 (Storm Water)	\$ (6,759)	\$ (6,597)	\$ (6,434)	\$ (6,265)	\$ (6,089)	\$ (5,913)
	(6,759)	(6,597)	(6,434)	(6,265)	(6,089)	(5,913)
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)	\$ (31,763)	\$ (32,054)	\$ (32,278)	\$ (32,454)	\$ (32,025)	\$ (32,130)
Transfer in from fund 602 (Sewer)	(67,977)	(65,916)	(68,818)	(66,434)	(63,957)	(66,508)
Transfer in from fund 601 (Water)	(21,331)	(21,747)	(22,101)	(22,411)	(22,158)	(22,401)
	(121,071)	(119,717)	(123,197)	(121,299)	(118,140)	(121,039)
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)	21,331	21,747	22,101	22,411	22,158	22,401
	59,587	60,003	60,357	60,667	60,414	60,657
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)	67,977	65,916	68,818	66,434	63,957	66,508
Transfer in from 320 (slip line installation)	-	-	(51,978)	-	-	-
	155,099	153,038	103,962	153,556	151,079	153,630
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)	31,763	32,054	32,278	32,454	32,025	32,130
Transfer out to fund 501 (2010 Infrastructure bonds)	6,759	6,597	6,434	6,265	6,089	5,913
	45,803	45,932	45,993	46,000	45,395	45,324

City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - Governmental Funds
Schedule of Planned Capital Outlay 2018 to 2023 (Continued)

Department	Year	Item	Purchase Cost	Net Cost	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts	2023 Estimated Amounts
Public Works	2020	Bobcat HLA snowpusher	\$ 20,000	\$ 20,000	\$	\$	\$ 20,000	\$	\$	\$
Public Works	2018	1993 SNOGO Snowblower MP-3D	15,600	15,600	15,600					
Public Works	2019	T5 2003 Ford F550 bucket truck 40' (need 50')	110,000	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	35,000			25,000			
Public Works	2020	U.S. Highway 212 signal light replacement (2)	200,000	200,000			200,000			
Public Works	2020	U.S. Highway 212 underpass project	1,825,000	1,825,000			1,825,000			
Public Works	2021	2016 Painter (crosswalk lines and curbs)	8,000	8,000				8,000		
Public Works	2021	2003 Chipper Morkert. 13' emade brush chipper	30,000	30,000				25,000		
Public Works	2021	T7 2004 Sterling dump truck L8500 (envelopehauling)	18,500	17,000				235,000		
Public Works	2022	2007 Flei mower diamond river 1549TD (fence arm mower)	17,000	15,000					17,000	
Public Works	2022	Bobcat 3400 utility vehicle	30,000	28,000					15,000	
Public Works	2022	Blacktop roller wacker RD11 (385 hrs)	48,000	43,000					28,000	
Public Works	2023	2003 New Holland tractor TN75D (835 hrs)	15,000	15,000						43,000
Public Works	2023	9th distributor	30,000	30,000						15,000
Public Works	2023	T6 2008 Mack truck	110,000	110,000						30,000
Public Works	2023	2004 John Deere loader 624J (3,300 hrs)	225,000	225,000						110,000
Public Works	2024	T3 2007 Sterling L7500 dump truck	6,000	6,000						
Public Works	2025	Bobcat snow blower SBX240 (attaches to bobcat 3400)	15,000	15,000						
Public Works	2025	2015 Bobcat Planer - milling machine	4,200	2,600						
Public Works	2026	2016 Disc mower New Holland 615	235,000	200,000						
Public Works	2027	T2 2010 Mack dump truck	80,000	80,000						
Public Works	2027	P3 2012 Ford F550 truck (inc. dumpster)	90,000	90,000						
Public Works	2027	2017 Ford E450 passenger bus (15 seat)	8,000	8,000						
Public Works	2028	Boas 10' V-Plow	8,000	8,000						
Public Works	2029	2017 Bobcat Skid Steer S750	92,000	90,000						
Public Works	2029	2018 Angle broom (attachment to Bobcat/snow sweeping)	5,000	5,000						
Public Works	2030	2013 Hot Mix Trailer KM-8000T	30,000	30,000						
Public Works	2030	2004 Bobcat dub car	12,000	12,000			12,000			
Parks and Recreation	2017	16' Mower	63,500	63,500						
Parks and Recreation	2017	Wilkommen Memorial Park Restrooms	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	2018 3400 Bobcat utility vehicle	16,550	16,550	16,550					
Parks and Recreation	2019	Wilkommen Memorial Park Pavilion improvements	25,000	25,000		25,000				
Parks and Recreation	2020	Baseball Field Fence replacement (Wilkommen Park)	60,000	60,000			60,000			
Parks and Recreation	2018	Shelby Rink Warming 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 ZD728H (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	2015 Swimming Pool cleaning turtle	6,000	6,000						
Total Governmental Capital Outlay					284,464	148,619	2,357,020	205,021	957,022	325,023

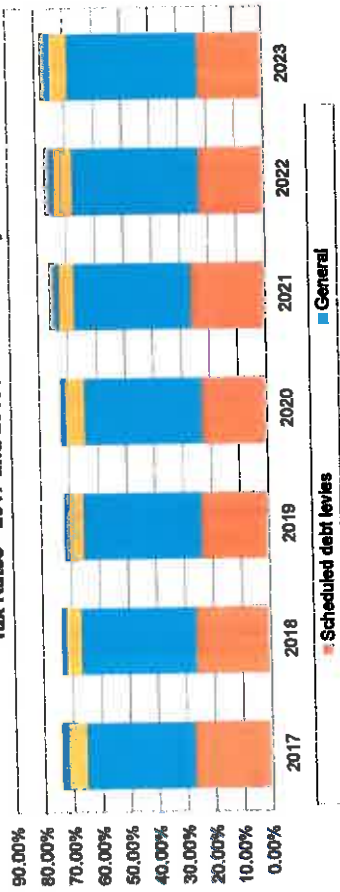
City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - Enterprise Funds
Schedule of Planned Capital Outlay 2018 to 2023 (continued)

Department	Year	Item	Purchase Cost	Net Cost	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts	2023 Estimated Amounts
Water	2018	W2 2018 Ford F350	\$ 22,974	\$ 22,974	\$ 22,974	\$ -	\$ -	\$ -	\$ -	\$ -
Water	2018	Water Towers SCADA Installation	25,000	25,000	25,000	10,000	10,000	-	-	-
Water	2019	North Water tower painting	160,000	160,000	-	160,000	-	-	-	-
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	T8 Pump	15,000	15,000	-	-	-	-	-	15,000
Water	2025	8F2500 Rigid 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	2020	Tricking Filter Pumps (4)	18,000	18,000	-	-	18,000	-	-	-
Sewer	2018	LN Station SCADA Installation	58,000	58,000	58,000	40,000	-	-	-	-
Sewer	2018	W2 2018 Ford F350	18,470	18,470	18,470	-	-	-	-	-
Sewer	yearly	Inflow and Infiltration repair - slip line Installation	50,000	50,000	-	-	50,000	50,000	50,000	50,000
Sewer	2019	2003 Versa-Vac and 1998 Jetter	250,000	250,000	-	250,000	-	-	-	-
Sewer	2019	Camera Unit	100,000	100,000	-	100,000	-	-	-	-
Sewer	2020	Bobcat 2100 Utility Cart	4,600	4,000	-	-	4,000	-	-	-
Sewer	2020	Hand held water meter reader	7,500	7,500	-	-	7,500	-	-	-
Sewer	2021	Beam expansion	40,000	40,000	-	-	-	40,000	-	-
Sewer	2021	Oak Lane Sanitary Sewer Project	125,000	125,000	-	-	-	125,000	-	-
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	-	-	-	-	-	25,000
Sewer	2028	W1 2013 Ford F550 with crane	40,000	30,000	-	-	-	-	-	-
Sewer	2028	Boas V-Plow	6,500	6,500	-	-	-	-	-	-
Total Enterprise Capital Outlay					124,444	610,000	89,000	215,000	80,000	90,000

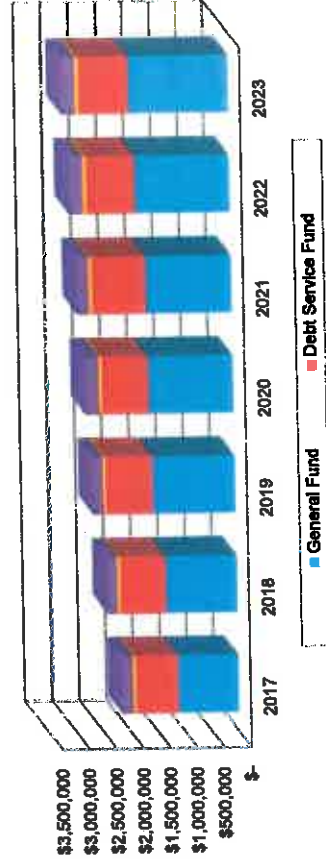
City of Norwood Young America, Minnesota
Capital Project/Equipment Plan - All Funds
Schedule of Planned Capital Outlay 2018 to 2023 (continued)

	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts	2023 Estimated Amounts
Total Capital Projects and Equipment	\$ 408,828	\$ 758,819	\$ 2,456,020	\$ 510,021	\$ 1,037,022	\$ 419,023
Total Capital Projects and Equipment						
Water	\$ 47,974	\$ 170,000	\$ 21,500	\$ -	\$ -	\$ 15,000
Sewer	78,470	440,000	77,500	215,000	80,000	75,000
Governmental	262,466	144,800	2,355,000	293,000	955,000	323,000
Governmental Capital Projects and Equipment						
Administration	185,316	10,000	-	-	-	-
Fire department	57,600	41,800	122,000	25,000	895,000	125,000
Public Works	39,550	68,000	2,130,000	268,000	60,000	198,000
Parks and Recreation	-	25,000	103,000	-	-	-
	\$ 282,466	\$ 144,800	\$ 2,355,000	\$ 293,000	\$ 955,000	\$ 323,000
Revenue						
Capital Levy	250,000	250,000	250,000	250,000	250,000	250,000
Potential reduction of levy	(73,400)	(85,200)	-	(45,000)	-	-
Net Capital Levy	176,600	164,800	250,000	205,000	250,000	250,000
Equipment Certificates (potential)						
Bonding	-	-	600,000	-	750,000	-
Met Council SRTSG	-	-	1,225,000	-	-	-
Other revenue - park dedication (bathroom)	-	-	-	-	-	-
Other expenses	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Transfers in	-	-	382	412	202	136
Total Revenue	150,500	107,600	-	-	-	-
Total Expenditures	327,100	282,400	2,075,382	205,412	1,000,202	250,136
	(427,989)	(252,400)	(2,355,000)	(293,000)	(955,000)	(323,000)
Net Change in cash balance	(100,896)	40,000	(279,618)	(87,568)	45,202	(72,864)
Beginning balance	609,988	509,102	546,102	269,484	181,898	227,098
Ending balance	\$ 509,102	\$ 546,102	\$ 269,484	\$ 181,898	\$ 227,098	\$ 154,234

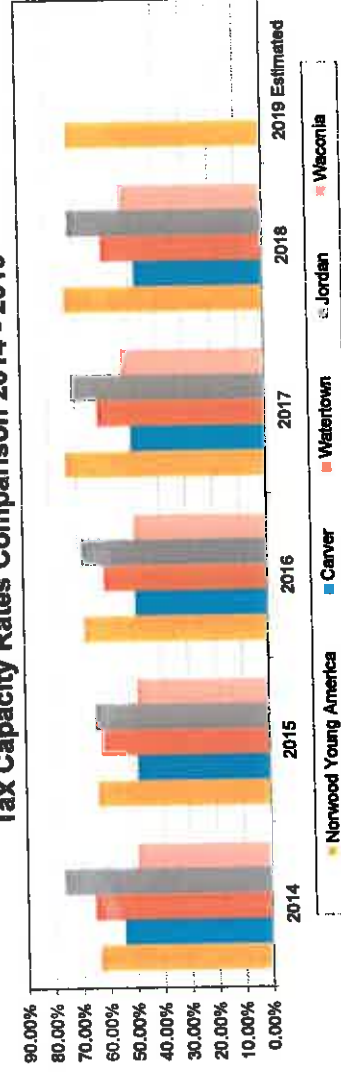
Tax Rates - 2017 and 2018 Actual and Projected 2019-2023



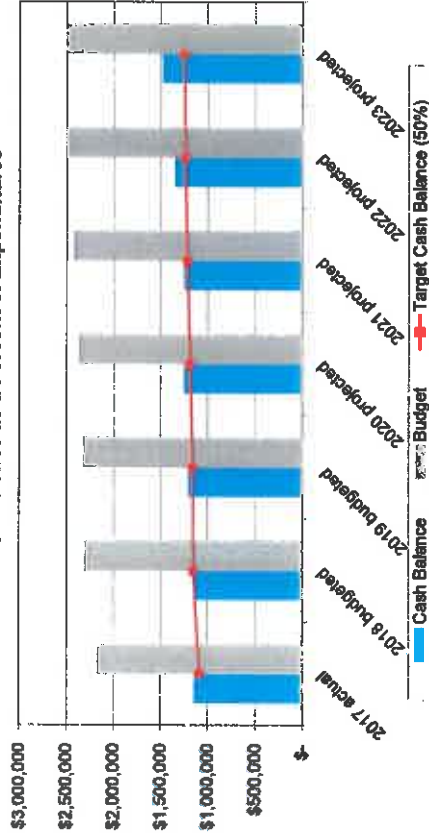
Property Taxes - General Levy, Bonds and Potential Levies to Balance Projects



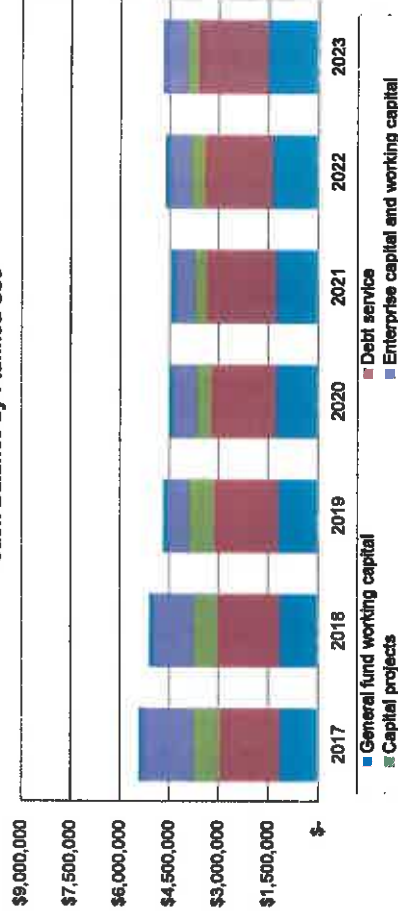
Tax Capacity Rates Comparison 2014 - 2019



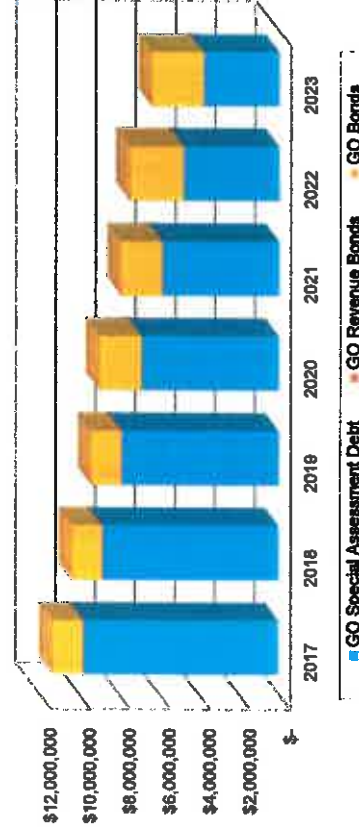
General Cash Balance as a Percent of Expenditures



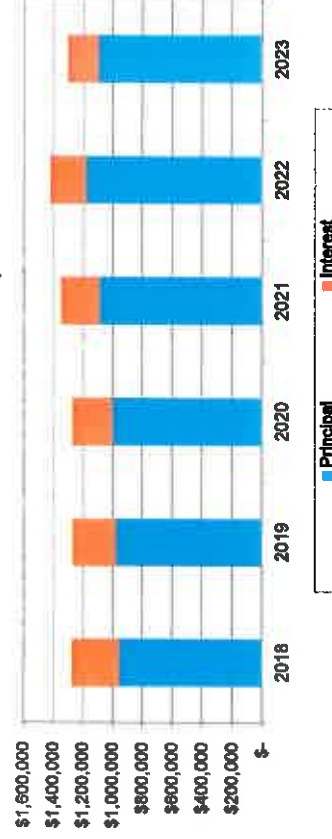
Cash Balance by Planned Use

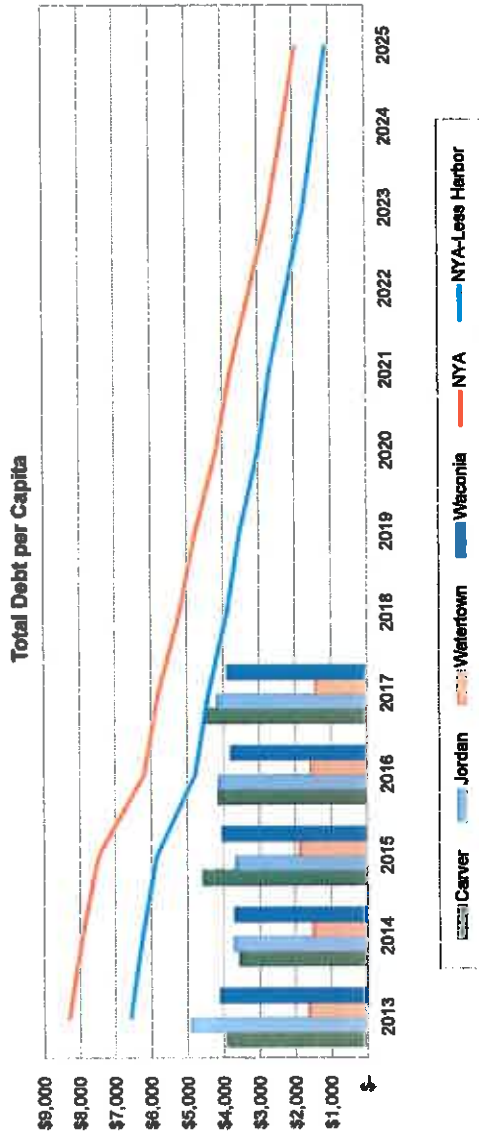


Projected Governmental Debt Balances Based on Current Amortizations

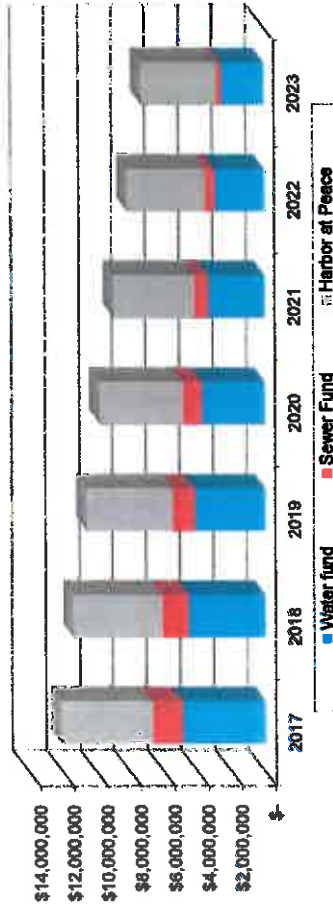


Government Debt Service Requirements

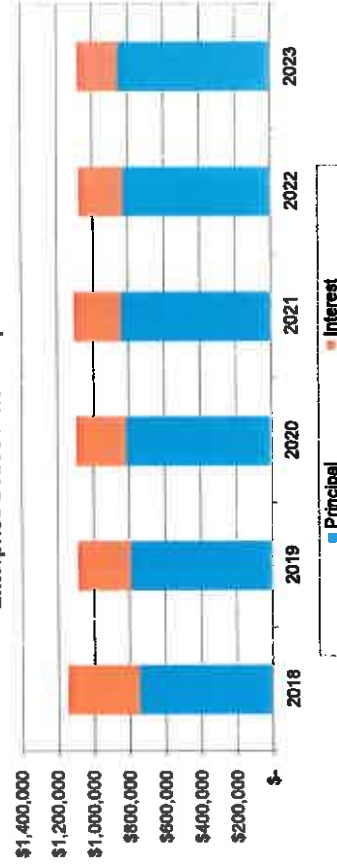




Enterprise Funds Outstanding Debt Balances



Enterprise Debt Service Requirements



2018 Financial Plan Supplement - Utility Rates

Monthly Water Rates

	2016	2017	2018
Base Charge - Residential per unit	\$15.20	\$16.00	\$16.00
Base Charge - Commercial per unit	\$26.39	\$28.00	\$28.00
Plant Charge – per unit	\$8.20	\$8.20	\$8.20
Tier 1 (0 - 6,000 gallons)	\$3.45 / kgal	\$3.45 / kgal	\$3.45 / kgal
Tier 2 (6,001 - 52,000 gallons)	\$4.46 / kgal	\$4.46 / kgal	\$4.46 / kgal
Tier 3 (52,001 - 88,000 gallons)	\$5.25 / kgal	\$5.25 / kgal	\$5.25 / kgal
Tier 4 (88k + - Residential only)	\$6.77 / kgal	\$6.77 / kgal	\$6.77 / kgal

Monthly Sewer Rates

	2016	2017	2018
Base Charge - Residential per unit	\$9.00	\$9.00	\$9.00
Base Charge - Commercial per unit	\$9.00	\$9.00	\$9.00
Plant Charge - per unit	\$5.00	\$5.00	\$5.00
Tier 1 (All gallons)	\$7.16 / kgal	\$7.16 / kgal	\$7.16 / kgal

Trunk Charges

	2016	2017	2018
Water - per unit	\$3,900	\$3,900	\$3,900
Sewer - per unit	\$3,900	\$3,900	\$3,900



EDA MINUTES

September 24, 2018 – 6:00 p.m.

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

Staff: Steve Helget, Kelly Hayes, Tony Voigt

Others: Alvera Clark

1. Call Meeting of Economic Development Authority to Order

1.1 Pledge of Allegiance

Meeting was called to order by President Lagergren at 6:27pm.

2. Approve Agenda

2.1 Approve minutes of the August 27 and September 10, 2018 meetings

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

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

3. Adjournment

Motion: MM/CH to adjourn at 6:28pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

Kelly Hayes, City Clerk / Treasurer

Carol Lagergren, President



CITY COUNCIL MINUTES
October 8, 2018 – 6:00 p.m.
City Council Meeting

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
Staff: Steve Helget, Kelly Hayes, Tony Voigt
Others: Dan Behnke, Paul Melchert, Jason Hartman

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:00pm.

2. Approve Agenda

Additions: Consent agenda 4.3 Gladys Pederson retirement and 7.6 Purchase of a snowblower.

Move: 4.1 Approve minutes of September 24, 2018 meeting to 6.1

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

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

4. Consent Agenda

~~4.1 Approve minutes of September 24, 2018 meetings~~

4.2 Approve payment of claims

4.3 Gladys Pederson retirement

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

5. Public Hearings

5.1 Ordinance No. 310, City Council Salary Increase

Public Hearing was opened. State statute 415.11 requires a city council to make any changes to the council wages prior to November 6. The proposed increase is an additional \$50 per month.

Motion: MM/DS to close the Public Hearing at 6:06pm. Vote 5 – 0. Motion carried.

6. Old Business

6.1 Approve minutes of September 24, 2018

DS requested that item 4.1 Approve minutes of September 24, 2018, meeting be changed to include the 3% franchise fee.

Motion: DS/CS to amend and approve the minutes of September 24, 2018, to include "with a 3% franchise fee" following accompanying the grant of the Franchise. Vote 5 – 0. Motion carried.

7. New Business

7.1 Discuss Forest Hills Cemetery Ownership Transfer

Attorney Paul Melchert is requesting that the City of Norwood Young America take over the Forest Hills Cemetery as the only living member of the cemetery board passed away. Mr. Melchert noted that he has the records for the cemetery; however, they are not complete. NYA has been taking care of the upkeep with lawn mowing and weed whipping. There is a fund with \$40,000; this fund would go to the City. Mr. Melchert has been unable to find documentation regarding the requirements of the fund. Also noted is that there are quite a few available lots.

Council recommends that the City Attorney take a look at this and bring it back to the next council meeting.

7.2 Adopt Ordinance No. 310, City Council Salary Increase

Motion: MM/DS to adopt Ordinance No. 310, an ordinance amending Section 220 of the City Code relating to mayor and councilmembers salaries. Vote 5 – 0. Motion carried.

Motion: DS/MM to publish the summary of the ordinance. Vote 5 – 0. Motion carried.

7.3 Review Carver County Draft 2040 Comprehensive Plan

Feedback - making trail from NYA to Baylor Park a priority and the expansion of Highway 212 to a four-lane from NYA to Cologne. Helget will write up the feedback and bring it to the next council meeting.

7.4 Discuss Economic Development Coordinator Position

Jo Foust, Municipal Development Group, has informed the City that her business will not be renewing the contract next year. Helget gave some possible options. The council has requested for staff to look into possible consultants.

7.5 Discuss Refuse Hauler Licenses Renewal

The current three-year refuse hauler licenses will be ending at the end of the year. Refuse vehicles have an impact on the city streets. CS asked if we could have an organized collection – this would reduce the number of vehicles on the streets. By doing this, we would be taking away the option for the residents. There is no agreement, just the license.

Council would like to be given a price list and any additional information from each hauler. Helget will obtain this information and bring it back to the council.

7.6 Purchase Snowblower

Chaska is going to have a used 1993 Snogo Snowblower for sale in the near future. The blower, a hitch to fit our loader and welding to install the hitch will cost approximately \$15,600. \$20,000 was budgeted for the purchase of a Bobcat HLA Snowpusher which could be planned for a different year. A new snow blower would run around \$120,000.

Motion: CH/CS to purchase a 1993 SNOGO snow blower from the City of Chaska and to purchase and install a hitch for a total cost of \$15,600. Vote 5 – 0. Motion carried.

8. Council Member & Mayor Reports

CH – Planning Commission reviewed Carver County Comp Plan. Working on fence code and sign code. November meeting is taking place on Wednesday, Nov 7 due to the election on Tuesday the 6th.

MM – Luncheon for manufacturer's week was well attended – over 60 people.

DS – no meetings

CS – no meetings

CL – Personnel working on the 2019 wages and benefits.

UPCOMING MEETINGS / EVENTS

October 10 Economic Development Commission – 6:00 p.m.

October 16 Parks and Recreation Commission – 5:30 p.m.

October 17 Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:00 p.m.

October 18 Senior Advisory Committee – 9:00 a.m.

October 22 Work Session, EDA, City Council – 6:00 p.m.

November 6 General Election – polls open 7:00 a.m. to 8:00 p.m. at the Pavilion

November 7 Planning Commission – 6:00 p.m.

November 12 Personnel Committee – 5:00 p.m.

November 12 City Council – 6:00 p.m.

9. Adjournment

Motion: MM/CH to adjourn at 7:16pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

Kelly Hayes, City Clerk / Treasurer

Carol Lagergren, Mayor



VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: October 22, 2018

ITEM	CHECK #	
Payroll 10/18/18	EFT	\$ 17,397.30
Claims Pending Payment	28583-28633	\$ 221,281.81
TOTAL		<u>\$ 238,679.11</u>

CITY OF NORWOOD YOUNG AMERICA

10/18/18 9:42 AM

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***Check Detail Register©**

OCTOBER 2018

			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk#	028583	10/22/2018	AMERICAN LEAK DETECTION		
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$600.00	21873-R	
	Total	AMERICAN LEAK DETECTION	\$600.00		
Paid Chk#	028584	10/22/2018	AMERICAN TEST CENTER		
E	101-43100-221	Repair/Maintenance Equipment	\$450.00	2182265	
	Total	AMERICAN TEST CENTER	\$450.00		
Paid Chk#	028585	10/22/2018	BEDFORD TECHNOLOGY, LLC		
E	101-45200-530	Improvements Other Than Bldgs	\$799.00	60033	
	Total	BEDFORD TECHNOLOGY, LLC	\$799.00		
Paid Chk#	028586	10/22/2018	BRADLEY SECURITY		
E	101-41940-223	Repair/Maintenance Bldg/Ground	\$133.00	15446	
	Total	BRADLEY SECURITY	\$133.00		
Paid Chk#	028587	10/22/2018	BUCKENTIN, STEVEN		
E	101-41940-221	Repair/Maintenance Equipment	\$30.00	101618	
	Total	BUCKENTIN, STEVEN	\$30.00		
Paid Chk#	028588	10/22/2018	CARQUEST AUTO PARTS		
E	101-43100-210	Operating Supplies	\$61.55	093018	
E	101-45200-221	Repair/Maintenance Equipment	\$116.07	093018	
E	101-43100-221	Repair/Maintenance Equipment	\$155.14	093018	
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$25.98	093018	
E	602-49450-221	Repair/Maintenance Equipment	\$5.38	093018	
E	602-49450-210	Operating Supplies	\$87.74	093018	
	Total	CARQUEST AUTO PARTS	\$451.86		
Paid Chk#	028589	10/22/2018	CARVER COUNTY		
E	101-41400-438	Taxes and Assessments	\$22,820.50	48191	
	Total	CARVER COUNTY	\$22,820.50		
Paid Chk#	028590	10/22/2018	CARVER COUNTY		
E	101-42100-311	County Police Contract	\$3,721.86	sheri003133	
	Total	CARVER COUNTY	\$3,721.86		
Paid Chk#	028591	10/22/2018	CARVER COUNTY		
E	101-42100-311	County Police Contract	\$90,236.00	SHERI003159	2ND HALF 2018 CONTRACT
	Total	CARVER COUNTY	\$90,236.00		
Paid Chk#	028592	10/22/2018	CARVER COUNTY ATTORNEYS OFF		
E	101-41500-307	Prosecution Contract	\$2,126.73	July-Sept'18	
	Total	CARVER COUNTY ATTORNEYS OFF	\$2,126.73		
Paid Chk#	028593	10/22/2018	CENTER POINT		
E	601-49400-383	Gas Utilities	\$76.61	100818	
E	602-49450-383	Gas Utilities	\$18.21	100818-2	

CITY OF NORWOOD YOUNG AMERICA

10/18/18 9:42 AM

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OCTOBER 2018

			Check Amt	Invoice	Comment
E 601-49400-383	Gas Utilities		\$18.23	100818-3	
E 101-41940-383	Gas Utilities		\$17.60	100818-4	
E 101-41940-383	Gas Utilities		\$23.77	100818-5	
E 101-45500-383	Gas Utilities		\$17.60	100818-6	
Total CENTER POINT			\$172.02		
Paid Chk# 028594	10/22/2018	CITIZEN STATE BANK HSA ACCTS			
G 101-21718	HSA ACCOUNT		\$1,166.66	10/18	
Total CITIZEN STATE BANK HSA ACCTS			\$1,166.66		
Paid Chk# 028595	10/22/2018	DHOORE, PAUL			
E 602-49450-207	Training Instructional		\$233.17	101518	
E 602-49450-207	Training Instructional		\$65.40	101518	
Total DHOORE, PAUL			\$298.57		
Paid Chk# 028596	10/22/2018	DPC INDUSTRIES INC			
E 602-49450-216	Chemicals and Chem Products		\$126.00	827001954-18	
Total DPC INDUSTRIES INC			\$126.00		
Paid Chk# 028597	10/22/2018	GOPHER STATE ONE-CALL, INC.			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$50.75	8070624	
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$50.50	8070624	
Total GOPHER STATE ONE-CALL, INC.			\$101.25		
Paid Chk# 028598	10/22/2018	HEALTH PARTNERS			
G 101-21706	Hospitalization/Medical Ins		\$9,387.50	84612810	
Total HEALTH PARTNERS			\$9,387.50		
Paid Chk# 028599	10/22/2018	HEIBEISEN, JEFFREY R.			
E 601-49400-432	Refund		\$92.87	092818	REFUND
Total HEIBEISEN, JEFFREY R.			\$92.87		
Paid Chk# 028600	10/22/2018	HENNING EXCAVATING			
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$4,062.00	7413		WATERMAIN BREAK CTY RD 33
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$4,200.00	7489		Oak Grove Apts
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$4,580.00	7490		Watermain break 4th street
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$1,875.00	7491		200 Trilane
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$3,675.00	7492		Watermain break 4th street
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$2,975.00	7493		Water leak by Midtown Café
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$7,838.00	7494		Zellman park ball fields
Total HENNING EXCAVATING			\$29,205.00		
Paid Chk# 028601	10/22/2018	HILLYARD FLOOR CARE SUPPLY			
E 101-41940-221	Repair/Maintenance Equipment	\$312.52	201822		
Total HILLYARD FLOOR CARE SUPPLY			\$312.52		
Paid Chk# 028602	10/22/2018	HOPE HAVEN			
E 101-43100-210	Operating Supplies	\$368.20	CI-001700		

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			Check Amt	Invoice	Comment
Total HOPE HAVEN			\$368.20		
Paid Chk# 028603	10/22/2018	HYDRO ENGINEERING INC			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$230.00	85318	
Total HYDRO ENGINEERING INC			\$230.00		
Paid Chk# 028604	10/22/2018	KAHNKE BROTHERS TREE FARM			
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$512.99	19786	EMMA STREET PROJECT
Total KAHNKE BROTHERS TREE FARM			\$512.99		
Paid Chk# 028605	10/22/2018	KLEINBANK			
G 101-21718	HSA ACCOUNT		\$1,293.33	10/18	
Total KLEINBANK			\$1,293.33		
Paid Chk# 028606	10/22/2018	KOCH, WILLIAM			
E 101-43100-417	Uniform		\$150.00	100818	
Total KOCH, WILLIAM			\$150.00		
Paid Chk# 028607	10/22/2018	KWIK TRIP INC.			
E 101-45200-212	Motor Fuels		\$42.22	093018	
E 101-43100-212	Motor Fuels		\$114.14	093018	
E 101-42200-212	Motor Fuels		\$6.76	093018	
Total KWIK TRIP INC.			\$163.12		
Paid Chk# 028608	10/22/2018	LANO EQUIPMENT			
E 101-43100-500	Capital Outlay		\$6,550.00	20578	BOB 3400 ULT VEHICLE
E 101-45200-500	Capital Outlay		\$10,000.00	20578	BOB 3400 ULT VEHICLE
E 101-45200-221	Repair/Maintenance Equipment		\$360.25	28359	BOBCAT 3400
Total LANO EQUIPMENT			\$16,910.25		
Paid Chk# 028609	10/22/2018	LEAGUE OF MN CITIES			
E 101-41400-200	Office Supplies		\$129.00	283124	
Total LEAGUE OF MN CITIES			\$129.00		
Paid Chk# 028610	10/22/2018	LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract		\$148.77	2922279	
E 101-41400-437	Maintenance Contract		\$41.25	CW84090	
Total LOFFLER BUSINESS SYS LLC			\$190.02		
Paid Chk# 028611	10/22/2018	MAYER LUMBER CO.			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$286.41	163100	
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$7.45	163194	
Total MAYER LUMBER CO.			\$293.86		
Paid Chk# 028612	10/22/2018	MID COUNTRY BANK			
G 101-21718	HSA ACCOUNT		\$453.33	10/18	
Total MID COUNTRY BANK			\$453.33		
Paid Chk# 028613	10/22/2018	MINI BIFF			

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			Check Amt	Invoice	Comment
E 101-45200-418	Other Rentals (Biffs)		\$191.76	A-100457	
E 101-45200-418	Other Rentals (Biffs)		\$110.16	A-100459	
E 101-45200-418	Other Rentals (Biffs)		\$110.16	A-100481	
Total MINI BIFF			\$412.08		
Paid Chk# 028614	10/22/2018	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217	Lab Fees		\$93.00	942051	
E 602-49450-217	Lab Fees		\$93.80	942867	
Total MINNESOTA VALLEY TESTING LAB			\$186.80		
Paid Chk# 028615	10/22/2018	MN DEPT OF LABOR & INDUSTRY			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$100.00	ALR00893211	
Total MN DEPT OF LABOR & INDUSTRY			\$100.00		
Paid Chk# 028616	10/22/2018	MUNICIPAL DEVELOPMENT GROUP			
E 101-46500-310	Other Professional Services		\$2,693.23	NYA100818	
Total MUNICIPAL DEVELOPMENT GROUP			\$2,693.23		
Paid Chk# 028617	10/22/2018	NELSON, SCOTT			
E 101-41400-430	Miscellaneous		\$50.00	P/Z1010	REFUND
Total NELSON, SCOTT			\$50.00		
Paid Chk# 028618	10/22/2018	NORWOOD ELECTRIC INC			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$56.06	15916	
Total NORWOOD ELECTRIC INC			\$56.06		
Paid Chk# 028619	10/22/2018	NYA TIMES			
E 101-41410-350	Print/Publishing/Postage		\$143.64	ELECTION	ELECTION PUBLICATION
Total NYA TIMES			\$143.64		
Paid Chk# 028620	10/22/2018	PRO IRRIGATION			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$80.20	3980	
Total PRO IRRIGATION			\$80.20		
Paid Chk# 028621	10/22/2018	QUILL CORPORATION			
E 101-41400-200	Office Supplies		\$299.95	1520461	
Total QUILL CORPORATION			\$299.95		
Paid Chk# 028622	10/22/2018	RDO EQUIPMENT CO			
E 101-43100-221	Repair/Maintenance Equipment		\$98.98	p48336	
Total RDO EQUIPMENT CO			\$98.98		
Paid Chk# 028623	10/22/2018	RONDEAU, CHRIS			
E 601-49400-432	Refund		\$112.93	435 PARK CIR	REFUND
Total RONDEAU, CHRIS			\$112.93		
Paid Chk# 028624	10/22/2018	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304	Legal Fees		\$1,015.50	7922	
Total RUPP, ANDERSON, SQUIRES, PA			\$1,015.50		

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			Check Amt	Invoice	Comment
Paid Chk#	028625	10/22/2018	SPECIALTY SOLUTIONS LLC		
E	101-43100-224	Street Maint Materials	\$373.38	148122	
	Total	SPECIALTY SOLUTIONS LLC	\$373.38		
Paid Chk#	028626	10/22/2018	STATE BANK OF HAMBURG		
G	101-21718	HSA ACCOUNT	\$533.33	10/18	
	Total	STATE BANK OF HAMBURG	\$533.33		
Paid Chk#	028627	10/22/2018	SUN LIFE ASSURANCE COMPANY		
G	101-21707	Disability Insurance	\$662.23	101418	
	Total	SUN LIFE ASSURANCE COMPANY	\$662.23		
Paid Chk#	028628	10/22/2018	TECHSTAR IT SOLUTIONS		
E	101-41400-437	Maintenance Contract	\$1,014.00	MSP-8263	
	Total	TECHSTAR IT SOLUTIONS	\$1,014.00		
Paid Chk#	028629	10/22/2018	TOP NOTCH TURF		
E	101-41940-223	Repair/Maintenance Bldg/Ground	\$391.00	OCT2018	
	Total	TOP NOTCH TURF	\$391.00		
Paid Chk#	028630	10/22/2018	UNUM LIFE INSURANCE CO		
G	101-21715	Life Ins	\$54.73	0421563-001 4	
G	101-21715	Life Ins	\$40.40	04251562-001	
	Total	UNUM LIFE INSURANCE CO	\$95.13		
Paid Chk#	028631	10/22/2018	USPS		
E	601-49400-350	Print/Publishing/Postage	\$134.31	101518	Nov utility bills
E	602-49450-350	Print/Publishing/Postage	\$134.31	101518	Nov utility bills
E	603-49500-350	Print/Publishing/Postage	\$134.30	101518	Nov utility bills
	Total	USPS	\$402.92		
Paid Chk#	028632	10/22/2018	WM MUELLER & SONS INC		
E	101-43100-224	Street Maint Materials	\$116.83	238927	
E	101-43100-500	Capital Outlay	\$27,073.55	239375	EMMA STREET IMPROVEMENTS
	Total	WM MUELLER & SONS INC	\$27,190.38		
Paid Chk#	028633	10/22/2018	XCEL ENERGY		
E	101-45200-381	Electric Utilities	\$3.00	609660106	
E	601-49400-381	Electric Utilities	\$2,441.63	610025236	
	Total	XCEL ENERGY	\$2,444.63		
	10100 CHECKING		\$221,281.81		

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Fund Summary

10100 CHECKING

101 GENERAL FUND	\$191,395.63
601 WATER FUND	\$27,932.33
602 SEWER FUND	\$1,819.55
603 STORM WATER UTILITY	\$134.30
	<hr/>
	\$221,281.81



TO: Mayor and City Council Members

FROM: Debbie Lenz, Deputy Clerk

DATE: October 22, 2018

SUBJECT: Public hearing for delinquent utilities and special assessments

Attached for your review and City Council approval is Resolution 2018-32, a resolution certifying delinquent utility bills and invoices to property taxes. The City has made good faith efforts to collect these accounts, including sending proper notices to the property owners.

There are 1409 utility accounts of which 177 (13 %) received notices. As of this writing, 46 accounts have paid in full and 4 accounts made partial payments.

Suggested motion: Motion to adopt Resolution 2018-32, a resolution certifying unpaid fees for the City of Norwood Young America to the County Auditor for collection with 2019 taxes.

Norwood Young America