



CITY COUNCIL AGENDA

December 26, 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 Economic Development Consultant
 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 November 26, 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.)
4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of December 10, 2018 meeting
 - 4.2 Approve payment of claims
 - 4.3 Schedule Public Hearing to establish Personnel Committee in City Code
 - 4.4 Approve the Young America Baseball Club Lawful Gambling Permit
 - 4.5 Accept Steve Ehrenberg's Resignation from the Fire Department
5. Public Hearings
6. Old Business
 - 6.1 Approve Resolution 2018-44, Resolution for Layout Approval
7. New Business
 - 7.1 Approve Five Year Financial Plan (2019 – 2023)
 - 7.2 City Commissions Annual Reports
 - 7.3 Approve Resolution 2018-43, 2018 Budget Amendment
 - 7.4 Approve Testing and Inspection Agreement
 - 7.5 Approve award of Ditch Cleaning Quote
 - 7.6 Approve Handbook Update
 - 7.7 Review City Administrator Annual Performance Evaluation
8. Council Member & Mayor Reports

9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council. Carver County Sheriff's Office November Report.

UPCOMING MEETINGS / EVENTS

January 1	City Offices Closed
January 8	Planning Commission – 6:00 p.m.
January 9	Economic Development Commission – 6:00 p.m.
January 14	Personnel Committee – 5:00 p.m.
January 14	City Council – 6:00 p.m.
January 15	Parks and Recreation Commission – 4:45 p.m.
January 17	Senior Advisory Committee – 9:00 a.m.
January 28	Work Session, EDA, City Council – 6:00 p.m.
March 2019	Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:00 p.m.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 26, 2018
SUBJECT: Work Session

Proposed is to discuss the City's Economic Development Consultant position. Jo Foust, Municipal Development Group, has given the City notice that they will not be renewing their annual contract for 2019. See enclosed letter.

Proposed is to discuss the options for filling the vacancy.

Proposed Discussion Items:

1. Filling the vacancy with existing staff
2. Hiring a Community Development Director to perform both planning and economic development
3. Contracting with Carver County Community Development Agency
4. Seeking out and considering other economic development consultant companies



October 1, 2018

Mr. Steve Helget
City Administrator
City of Norwood Young America
310 Elm St. W
PO Box 59
Norwood Young America, MN 55368

Dear Steve,

We have appreciated the opportunity to serve as Economic Development Consultants for the City of Norwood Young America since 2015. We have enjoyed working with the EDC on various projects including marketing the community, welcoming new businesses to the city, industrial development, downtown redevelopment plans, Small Business Week and Manufacturers Week, etc.

We are impressed by the cohesive working relationship between the City Council, EDC, Planning Commission and Chamber of Commerce and believe this is a key to economic development success. We have enjoyed working with all of these entities. It is rewarding to see the implementation of various projects.

It is with regrets, we are notifying you that we will be unable to renew our annual contact with the EDC, to serve as Economic Development Consultants, for 2019. We will continue to provide the best service possible to fulfill our current contract, which runs through December 31, 2018 and complete projects underway. With the growing needs of the City of Norwood Young America and our current full-time employment and very busy family schedules, it appears to be the correct timing for both.

We wish you continued success with economic development in the City of Norwood Young America in 2019 and beyond!

Best regards,

Jo Foust
Principal



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

November 26, 2018 – 6:00 p.m.

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
City Staff: Steve Helget, Kelly Hayes, Tony Voigt
Others: Ed Post, Dan Kellerman, Paul Lano, Tina Diedrick

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
Meeting was called to order by President Lagergren at 6:44pm with all members present.
2. Approve Agenda
 - 2.1 Approve minutes of October 22, 2018 meeting
Motion: MM/CH to approve the agenda as printed. Vote 5 - 0. Motion carried.
Motion: CH/MM to approve the minutes of October 22, 2018 as printed.
3. Adjournment
Motion: MM/DS to adjourn at 6:45pm. Vote 5 - 0. Motion carried.

Respectfully Submitted:

Carol Lagergren, President

Kelly Hayes, City Clerk / Treasurer



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

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

Others: Tina Diedrick, Larry Panning, LaVonne Kroells, Robert Tanke, Rob Hagerstrom, Mary Spille, Lisa Klaers, Philip Westman, Baden Noenning, Theresa Peterman, Mike Kimpling, Perry Forst, Gary Burkel, Mayona Brenke, Wendy Couch

1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

Meeting was called to order by Mayor Lagergren at 6:00pm with all members present.

2. Approve Agenda

Addition: 7.6 Schedule a joint meeting for downtown revitalization December 19, 2018.

Motion: MM/CH to approve the agenda with the addition of 7.6.

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

4. Consent Agenda

4.1 Approve minutes of August 29, September 4, and November 26, 2018 meetings

4.2 Approve payment of claims

4.3 Approve Resolution 2018-42, Approving Contributions

4.4 Approve Fire Fighters hiring recommendations

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

5. Public Hearings

5.1 Truth In Taxation Hearing – 2019 Budget and Property Tax Levy

- Proposed final levy is a 9.95% increase.
- Budgeting for a loss in water and sewer.
- There will not be a water/sewer rate increase.
- Estimating \$80,000 in revenue from the Harbor.
- Primary revenues are from property taxes and state aid.
- Greatest expenses are from debt payments and capital replacement.
- Resident Tina Diedrick questioned why the budget is reflecting \$80,000 in revenue from the Harbor, but in years past this has always been \$100,000. The amount that the City receives from the Harbor is based on their profit. The decrease is due to a high turn-over rate.
- Ms. Diedrick also asked why the City is budgeting for a shortfall of \$573,000 which is 25% of the budget itself. This is due to \$610,000 in capital outlay.
- Resident Rob Hagerstorm asked why cameras can't be used between cities and then we would be able to save the \$100,000 expense. Mr. Hagerstrom also requested that the council reconsider the 9.95% increase as he believes it is too high.

Motion: CH/DS to close the public hearing at 7:30pm. Vote 5 – 0. Motion carried.

5.2 Municipal Consent of U.S. Highway 212 Final Layout for SP 1012-24

Hearing is to receive comments from the public about the final layout of State Project SP1012-24. MN-Dot representative Sulmaan Khan reviewed the final layout. Changes would include:

- closing the south side of Morse Street
- installing an RCI or J-turn at Tacoma and US Highway 212
- signal replacement at Reform Street and also at Faxon Road
- pedestrian underpass
- extending left turn lanes at multiple intersections
- A resident asked why a roundabout could not be put in at Hwy 212 and Tacoma instead of the RCI. Mr. Khan said that the roundabout is more expensive because of the amount of land that would need to be purchased.

- Resident Lisa Klaers lives in the Meadows and uses Tacoma and Hwy 212 daily. She noted that RCI in Cologne has made her stop going to some of the businesses in Cologne because she doesn't want to use the RCI. She believes a roundabout would make much more sense and it would be more beneficial for the community. Councilperson Stolz said that they wanted a roundabout but it came down to the cost.
- Dianne Lagenbach, a south area engineer, has been working on this project for a long time and besides the additional expense, an RCI gives a 72% decrease in serious accidents/deaths.
- Resident Wendy Couch has seen many near misses at the Cologne RCI and she doesn't think that this would be the appropriate solution to this intersection. Ms. Couch also does not want to see Morse Street closed. Morse Street is a nice wide road that makes it easier for emergency vehicles to turn around.
- Councilperson Storms noted that he uses Morse Street frequently and he doesn't want to see Morse Street closed. Ms. Lagenbach said that by closing Morse Street decreases the accident points from 32 down to 10 accidental points.
- Resident Mike Kimpling believes that closed Morse Street is an excellent idea. He said that if Morse Street is closed then we would also need a high fence so people do not jump over the fence. He is also concerned that people are going to be walking on his property (he is located on the south west corner of Morse Street).
- Resident Diedrick said that the underpass is a nice option for people to get from one side of the community to the other. She requests that the council not approve the plan if the city is required to keep Morse Street open for ADA compliance.
- Resident LaVonne Kroells has concerns about the sidewalk on the south side of Hwy 212
- Resident Robert Tanke is concerned about reduced access.
- Ms. Klaers requests the council not approve the Hwy 212/Tacoma RCI. She spoke to over 80 residents and everyone agrees that an RCI is not in the best solution and requests that MN-Dot take another look and having a roundabout.
- Mr. Hagerstrom requests that the council table this and look again for a better option.
- Ms. Lagenbach will talk to MN-Dot to see if it would be possible for a flashing sign that would notify drivers that the lights ahead will be stopping soon.
- A resident asked for the speed limit decrease. Ms. Lagenbach said that it has been a while since they did a speed study, so she will see if they can do another speed study.
- Mayona Brenke requested that the speed limit decrease to 35mph through town.
- Mayor Lagergren read an email from Cassandra Kemp. Ms. Kemp requested for the council to table this until they have more information.

Motion: CH/MM to close the public hearing. Vote 5 – 0. Motion carried.

5.3 Ordinance No. 314, 2019 Fee Schedule

The City Council reviewed the Fee Schedule at the last meeting in November and made a few changes to the schedule. There was no public comment.

6. Old Business - none

7. New Business

7.1 Approve Resolution 2018-39, Adopting 2019 Property Tax Levy

Motion: DS/CS to approve Resolution 2018-39, a resolution adopting Fiscal Year 2018 Final Property Tax Levy for the City of Norwood Young America. Vote 5 – 0. Motion carried.

7.2 Approve Resolution 2018-40, Adopting 2019 Budget

Councilperson McPaadden mentioned that just because the levy is 9.95% doesn't mean that we are going to spend all of it. We need to start putting money away to get ready for streets projects.

Motion: CH/MM to approve Resolution 2018-40, a resolution adopting the 2019 General Fund Operating Budget for the City of Norwood Young America. Vote 5 – 0. Motion carried.

7.3 Consider approval of Municipal Consent of U.S. Highway 212 Final Layout for SP 1012-24

Councilperson McPaadden said that it is apparent that the crosswalk on Morse needs to be closed otherwise there is no sense for doing the underpass if people are still able to cross the highway. Councilperson Stolz said people want the shortest route and if Morse Street does not have a fence to block people from crossing, they are going to continue to cross at Morse Street and they will not use the underpass. Mayor Lagergren requested an updated resolution be brought to them at the next meeting. 7.3 is tabled until the next meeting.

7.4 Adopt Ordinance No. 313, Floodplain Standards; and approve summary publication

An ordinance regarding the floodplain is required in order for residents to get flood insurance.

Motion: CH/DS to adopt Ordinance 313, an ordinance amending Chapter 12 of the City Code by adding section 1275 pertaining to floodplain standards. Vote 5 – 0. Motion carried.

Motion: CH/MM to publish a summary of Ordinance 313. Vote 5 – 0. Motion carried.

7.5 Adopt Ordinance No. 314, 2019 Fee Schedule; and approve summary publication

Motion: CH/MM to adopt Ordinance 314, approving the 2019 Fee Schedule. Vote 5 – 0. Motion carried.

Motion: CH/MM to publish a summary of Ordinance 314. Vote 5 – 0. Motion carried.

7.6 Schedule Downtown Revitalization joint meeting

Motion: DS/CH to schedule a joint meeting on December 19 at 6:00pm. Vote 5 – 0. Motion carried.

8. Council Member & Mayor Reports

CH – Planning completed CUP audit, discussed the floodplain in the meeting. Half of the planning commission is new so they reviewed the rules and regulations of being on the commission.

MM – Held a meeting for business owners to attend to discuss the Highway 212 project.

DS – no updates

CS – Park & Rec canceled December meeting.

CL – There are openings on each of the City Commissions: Park & Rec, Planning, EDC and Senior Advisory.

Applications can be found on the city's website or else call City Hall.

UPCOMING MEETINGS / EVENTS

December 12 Economic Development Commission – 6:00 p.m.

December 18 Parks and Recreation Commission – 4:45 p.m.

December 20 Senior Advisory Committee – 9:00 a.m.

December 24-25 City Offices Closed

December 26 Work Session, EDA, City Council – 6:00 p.m.

January 1 City Offices Closed

January 8 Planning Commission – 6:00 p.m.

January 14 Personnel Committee – 5:00 p.m.

January 14 City Council – 6:00 p.m.

January 19 Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:00 p.m.

9. Adjournment

Motion: MM/CH to adjourn at 8:22pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



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

To Be Approved: December 26, 2018

Payroll EFT (Check Sequence#505124-505139)	<u>\$18,195.97</u>
Claims Pending Payment (Check Sequence #28808-28846)	<u>\$70,230.34</u>
Grand Total	<u>\$88,426.31</u>

CITY OF NORWOOD YOUNG AMERICA

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*Check Detail Register©

DECEMBER 2018

			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk#	028808	12/26/2018	BOLTON & MENK, INC		
G 807-22100	Escrow Collected		\$1,536.00	0226379	PRESERVE 5
E 101-41500-303	Engineering Fees		\$275.50	0226380	
	Total BOLTON & MENK, INC		\$1,811.50		
Paid Chk#	028809	12/26/2018	CARDMEMBER SERVICE		
E 101-41320-350	Print/Publishing/Postage		\$13.82		
E 101-41410-331	Travel/Meeting Expense		\$55.99		
E 101-45200-530	Improvements Other Than Bldgs		\$1,390.10		
E 101-41330-317	EDC Board		\$40.28		
E 101-41110-430	Miscellaneous		\$25.00		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$34.50		
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$357.55		
E 101-43100-221	Repair/Maintenance Equipment		\$12.99		
E 101-43100-210	Operating Supplies		\$26.89		
E 101-43100-221	Repair/Maintenance Equipment		\$90.58		
E 101-43100-221	Repair/Maintenance Equipment		\$373.93		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$89.50		
	Total CARDMEMBER SERVICE		\$2,511.13		
Paid Chk#	028810	12/26/2018	CARGILL SALT		
E 101-43100-224	Street Maint Materials		\$5,263.25	2904470198	DEICER
	Total CARGILL SALT		\$5,263.25		
Paid Chk#	028811	12/26/2018	CARQUEST AUTO PARTS		
E 602-49450-221	Repair/Maintenance Equipment		\$52.91	5927-177734	THERMOSTAT
E 101-43100-221	Repair/Maintenance Equipment		\$3.96	5927-177990	MINI FUSE
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$78.00	5927-178112	PROPANE EXCHANGE
E 101-45200-221	Repair/Maintenance Equipment		\$19.59	5927-178361	MIRROR
E 101-43100-221	Repair/Maintenance Equipment		\$8.72	5927-178515	HOSE CLAMP
E 101-43100-221	Repair/Maintenance Equipment		\$8.00	5927-178665	COND PLUG
E 101-43100-221	Repair/Maintenance Equipment		\$2.00	5927-178666	FUEL LINE
E 101-43100-210	Operating Supplies		\$3.42	5927-178669	CARB CLEANER
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$8.74	5927-178697	ANTI FREEZE
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$5.12	5927-178718	
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$5.11	5927-178718	
E 602-49450-221	Repair/Maintenance Equipment		\$18.29	5927-179017	WASH FLUID, SEAFOAM
E 101-43100-210	Operating Supplies		\$28.00	5927-179089	PRY BAR
E 101-43100-221	Repair/Maintenance Equipment		\$38.94	5927-179199	RED GREASE
	Total CARQUEST AUTO PARTS		\$280.80		
Paid Chk#	028812	12/26/2018	CARVER COUNTY		
E 101-41400-350	Print/Publishing/Postage		\$1,283.04	2192	TNT BILLING
	Total CARVER COUNTY		\$1,283.04		
Paid Chk#	028813	12/26/2018	CENTER POINT		
E 101-41940-383	Gas Utilities		\$306.84		

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			Check Amt	Invoice	Comment
E 101-42200-383	Gas Utilities		\$25.14		
E 101-43100-383	Gas Utilities		(\$57.81)		
E 101-45200-383	Gas Utilities		\$55.74		
E 101-45500-383	Gas Utilities		\$68.99		
E 601-49400-383	Gas Utilities		\$183.42		
E 602-49450-383	Gas Utilities		\$318.15		
E 101-49860-383	Gas Utilities		(\$41.16)		
Total CENTER POINT			\$859.31		
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Paid Chk# 028814	12/26/2018	FLOW MEASUREMENT AND CONTROL C			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$510.00	8526	FLOW METER
Total FLOW MEASUREMENT AND CONTROL C			\$510.00		
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Paid Chk# 028815	12/26/2018	HD SUPPLY WATERWORKS			
E 601-49400-229	Water Meters		\$2,532.48	J877912	
Total HD SUPPLY WATERWORKS			\$2,532.48		
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Paid Chk# 028816	12/26/2018	HEALTH PARTNERS			
G 101-21706	Hospitalization/Medical Ins		\$10,000.00		
Total HEALTH PARTNERS			\$10,000.00		
<hr/>					
Paid Chk# 028817	12/26/2018	HENNING EXCAVATING			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$2,175.00	7524	2' VALVE IN PRESERVE
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$3,730.00	7543	WATERMAIN ON 4TH ST
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$3,791.00	7544	WATERMAIN ON CENTRAL
Total HENNING EXCAVATING			\$9,696.00		
<hr/>					
Paid Chk# 028818	12/26/2018	HILGERS PLUMBING & HEATING, IN			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$548.00	12698	SEWER PLANT
Total HILGERS PLUMBING & HEATING, IN			\$548.00		
<hr/>					
Paid Chk# 028819	12/26/2018	KWIK TRIP INC.			
E 101-43100-212	Motor Fuels		\$29.10		
Total KWIK TRIP INC.			\$29.10		
<hr/>					
Paid Chk# 028820	12/26/2018	LANO EQUIPMENT			
E 602-49450-221	Repair/Maintenance Equipment		\$27.39	30313	OIL TRANS
Total LANO EQUIPMENT			\$27.39		
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Paid Chk# 028821	12/26/2018	LEAGUE OF MN CITIES			
E 101-41400-433	Dues and Subscriptions		\$4,130.00		MEMBERSHIP DUES
Total LEAGUE OF MN CITIES			\$4,130.00		
<hr/>					
Paid Chk# 028822	12/26/2018	LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract		\$222.98	2977420	
Total LOFFLER BUSINESS SYS LLC			\$222.98		
<hr/>					
Paid Chk# 028823	12/26/2018	MID-AMERICAN RESEARCH CHEMICAL			
E 101-43100-221	Repair/Maintenance Equipment		\$117.35	0652867-IN	URNIAL SCRNS

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DECEMBER 2018

			Check Amt	Invoice	Comment
E 101-41940-210	Operating Supplies		\$55.35	0852867-IN	URNIAL SCRNS
	otal MID-AMERICAN RESEARCH CHEMICAL		\$172.70		
Paid Chk# 028824	12/26/2018	MID-COUNTY CO-OP OIL ASSN			
E 101-45200-432	Refund		\$300.00		PAVILION REIMBURSMNT
	Total MID-COUNTY CO-OP OIL ASSN		\$300.00		
Paid Chk# 028825	12/26/2018	MINI BIFF			
E 101-45200-418	Other Rentals (Biffs)		\$122.91	A-102493	LEGION PARK
	Total MINI BIFF		\$122.91		
Paid Chk# 028826	12/26/2018	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217	Lab Fees		\$93.00	952585	COLIFORM TESTING
	Total MINNESOTA VALLEY TESTING LAB		\$93.00		
Paid Chk# 028827	12/26/2018	MN INBOARD SERVICE			
E 101-45200-432	Refund		\$300.00		PAVILION REIMBURSMNT
E 101-45200-432	Refund		\$250.00		PARTIAL REFUND OF DAMAGE DEPOSIT
	Total MN INBOARD SERVICE		\$550.00		
Paid Chk# 028828	12/26/2018	MN VALLEY ELECTRIC COOPERATIVE			
E 601-49400-381	Electric Utilities		\$482.85		640 TACOMA
E 602-49450-381	Electric Utilities		\$34.10		LIFT STATION
E 101-43100-380	Street Lighting		\$101.42		STREET LIGHTS
	otal MN VALLEY ELECTRIC COOPERATIVE		\$618.37		
Paid Chk# 028829	12/26/2018	MUNICIPAL DEVELOPMENT GROUP			
E 101-46500-310	Other Professional Services		\$1,754.93	NYA120218	EDC SERVICES
	Total MUNICIPAL DEVELOPMENT GROUP		\$1,754.93		
Paid Chk# 028830	12/26/2018	NORTH AMERICAN SAFETY INC			
E 101-43100-211	Personal Protection Equipment		\$104.19	39335	GLOVES
	Total NORTH AMERICAN SAFETY INC		\$104.19		
Paid Chk# 028831	12/26/2018	NYA CHAMBER OF COMMERCE			
E 101-46500-331	Travel/Meeting Expense		\$132.31		MANUFACTURERS WEEK
	Total NYA CHAMBER OF COMMERCE		\$132.31		
Paid Chk# 028832	12/26/2018	NYA TIMES			
E 101-41320-350	Print/Publishing/Postage		\$79.38	656094	FLOODPLAINE ORD
	Total NYA TIMES		\$79.38		
Paid Chk# 028833	12/26/2018	PRO IRRIGATION			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$200.00	4036	WINTERIZION
	Total PRO IRRIGATION		\$200.00		
Paid Chk# 028834	12/26/2018	QUILL CORPORATION			
E 101-41400-200	Office Supplies		\$69.90	3395997	FLASH DRIVES
E 101-41400-200	Office Supplies		\$474.85	3407713	PAPER

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			Check Amt	Invoice	Comment
E 101-41400-200	Office Supplies		\$50.45	3408039	
	Total QUILL CORPORATION		\$595.20		
Paid Chk# 028835	12/26/2018	RDO EQUIPMENT CO			
E 275-43100-553	Streets-Vehicles		\$2,225.00		
	Total RDO EQUIPMENT CO		\$2,225.00		
Paid Chk# 028836	12/26/2018	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304	Legal Fees		\$1,191.30		
	Total RUPP, ANDERSON, SQUIRES, PA		\$1,191.30		
Paid Chk# 028837	12/26/2018	STRACK CONSULTING LLC			
E 101-41320-305	Other Professional Fees		\$1,180.00	1109	PLANNING CONSULTANT
	Total STRACK CONSULTING LLC		\$1,180.00		
Paid Chk# 028838	12/26/2018	SUN LIFE ASSURANCE COMPANY			
G 101-21707	Disability Insurance		\$372.29		
	Total SUN LIFE ASSURANCE COMPANY		\$372.29		
Paid Chk# 028839	12/26/2018	TASC			
G 101-21713	Health Care Reimbursement Acct		\$15.00		
	Total TASC		\$15.00		
Paid Chk# 028840	12/26/2018	TEMPLE DISPLAY LTD			
E 101-46500-210	Operating Supplies		\$4,643.39	19235	BANNERS
	Total TEMPLE DISPLAY LTD		\$4,643.39		
Paid Chk# 028841	12/26/2018	UNIQUE PAVING MATERIALS CORP			
E 101-43100-224	Street Maint Materials		\$211.95	40176	COLD MIX TONS
	Total UNIQUE PAVING MATERIALS CORP		\$211.95		
Paid Chk# 028842	12/26/2018	UNUM LIFE INSURANCE CO			
G 101-21715	Life Ins		\$60.88		
G 101-21715	Life Ins		\$55.55		
	Total UNUM LIFE INSURANCE CO		\$116.43		
Paid Chk# 028843	12/26/2018	US POSTAL SERVICE			
E 601-49400-350	Print/Publishing/Postage		\$134.50		JANUARY UTILITY BILLS
E 602-49450-350	Print/Publishing/Postage		\$134.49		JANUARY UTILITY BILLS
E 603-49500-350	Print/Publishing/Postage		\$134.49		JANUARY UTILITY BILLS
	Total US POSTAL SERVICE		\$403.48		
Paid Chk# 028844	12/26/2018	WEGNER, ANDREW			
E 101-41400-430	Miscellaneous		\$18.00		OVERPAYMENT OF RENTAL DWELLING APP
	Total WEGNER, ANDREW		\$18.00		
Paid Chk# 028845	12/26/2018	WM MUELLER & SONS INC			
E 101-43100-224	Street Maint Materials		\$140.76	240300	FINE ASHP
E 101-43100-224	Street Maint Materials		\$186.00	240803	1/2' MINUS

CITY OF NORWOOD YOUNG AMERICA

12/20/18 10:34 AM

Page 5

***Check Detail Register©**

DECEMBER 2018

Check Amt Invoice Comment

E 101-43100-224	Street Maint Materials	\$207.00	240804	FINE ASPH
E 101-43100-224	Street Maint Materials	\$137.31	240877	FINE ASPH
Total WM MUELLER & SONS INC		\$671.07		

Paid Chk# 028846 12/26/2018 XCEL ENERGY

E 101-41940-381	Electric Utilities	\$1,215.03		
E 101-42200-381	Electric Utilities	\$406.92		
E 101-42500-381	Electric Utilities	\$12.90		
E 101-43100-380	Street Lighting	\$4,014.74		
E 101-43100-381	Electric Utilities	\$492.37		
E 101-45200-381	Electric Utilities	\$677.95		
E 101-45500-381	Electric Utilities	\$912.80		
E 601-49400-381	Electric Utilities	\$390.72		
E 602-49450-381	Electric Utilities	\$4,004.90		
E 101-49860-381	Electric Utilities	\$351.34		
E 601-49400-381	Electric Utilities	\$2,258.47		104 3RD AVE SE
E 101-45200-381	Electric Utilities	\$16.32		710 RR ST
Total XCEL ENERGY		\$14,754.46		

10100 CHECKING \$70,230.34

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$44,469.40
275 CAPITAL	\$2,225.00
601 WATER FUND	\$15,683.56
602 SEWER FUND	\$6,181.89
603 STORM WATER UTILITY	\$134.49
807 Escrow - Preserve 5	\$1,536.00
	\$70,230.34



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: December 26, 2018

RE: Schedule a Public Hearing regarding Chapter 2 of the City Code

The Committees and Commissions of the City are located in Chapter 2 of the City Code; however, the Personnel Committee is not included. City Attorney, Jay Squires, recommends having the Personnel Committee included into Chapter 2.

RECOMMENDATION:

A motion to schedule a public hearing on January 14, 2019, for revisions of Chapter 2 of the City Code.



TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: December 26, 2018

RE: Application for Exempt Permit – Young America Baseball Club Inc.

The Young America Baseball Club, Inc. has submitted an LG220 Application for Exempt Permit. This permit authorizes the organization to conduct lawful gambling for not more than 5 days and awards less than \$50,000 in prizes in a calendar year. The Minnesota Gambling Control Board requires the City Council to approve the permit application before it issues the permit.

Recommendation: A motion to approve the Lawful Gambling LG220 Application for Exempt Permit for The Young America Baseball Club, Inc.

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: December 26, 2018
RE: Fire Department Resignation – Steve Ehrenberg

On December 9, 2018, Steve Ehrenberg submitted his resignation from the NYA Fire Department. Steve has been with the Fire Department for 38 years and 4 months. His official last day is January 2, 2019.

We thank Steve for his 38+ years on the Norwood Young America Fire Department and we wish him the best.

Suggested Motion:

Motion to accept the resignation of Firefighter Steve Ehrenberg as of January 2, 2019.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 26, 2018
SUBJECT: Approve Resolution 2018-44, Resolution for Layout Approval

At the City Council's December 10th regular meeting a public hearing was held for the purpose of considering the final layout of State Project SP1012-24 on Trunk Highway 212, from CR 131 to CSAH 36 within the city of Norwood Young America. Municipal Consent is required for this project because it alters access by closing the south intersection of U.S. Highway 212 and Morse Street and also requires right of way acquisition.

The City Council is asked to consider approving or disapproving the final project layout. The project scope includes mill & overlay of U.S. Highway 212 pavement surface, intersection improvements, signal light replacements, drainage improvements, installation of ADA pedestrian underpass, installation of a Reduced Conflict Intersection (RCI) or J-Turn, and trail installation.

At the December 10th meeting, the City Council consented to approve the Municipal Consent with the condition that the at-grade crosswalk at TH 212 and Morse Street be removed from the layout. As directed by the Council, a resolution has been drafted approving the project layout with this condition. Enclosed is Resolution 2018-44 for the Council's consideration.

Suggested Motion:

Motion to approve Resolution No. 2018-44, Resolution for Layout Approval.

Norwood Young America

RESOLUTION NO. 2018-44
Resolution for Layout Approval

At a Meeting of the City Council of the City of Norwood Young America, held on the 26th day of December, 2018, 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 TH 5/25/CR 131 to CR 36 within the City of Norwood Young America for State Highway 212 mill and overlay, safety improvements and pedestrian underpass; 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+00.57 to 137+00.555.

NOW, THEREFORE, BE IT RESOLVED that said final layout for the improvement of said Trunk Highway 212 within the corporate limits of Norwood Young America is hereby approved with the following condition: The City requires removal of the existing at-grade crosswalk at TH 212 and Morse Street. The City has secured a Safe Routes to School grant to construct an underpass just west of TH 212 and Morse St. The underpass will provide a much safer TH 212 grade-separated crossing. Leaving an at-grade crossing in place provides more incentive for bicyclists and pedestrians to use this high-risk at-grade crossing instead of the safer underpass. The City of Norwood Young America approves Municipal Consent if the at-grade crosswalk at TH 212 and Morse Street is removed from the layout.

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 _____, 2018

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 City Council of the City of Norwood Young America, Minnesota at a duly authorized meeting thereof held on the 26th day of December, 2018, as shown by the minutes of said meeting in my possession.

City Clerk _____

(SEAL)



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 26, 2018
SUBJECT: Approve Five Year Financial Plan (2019 – 2020)

Brad Falteysek, Abdo, Eick, & Meyers, will be present to provide a presentation on the enclosed final draft of the Five Year Financial Plan (2019 – 2023).

Suggested Motion:

Motion to approve the Five Year Financial Plan (2019 – 2023).

Norwood Young America



2019 - 2023 FINANCIAL PLAN
DECEMBER 26, 2018

Prepared by Abdo, Eick & Meyers, LLP

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City of Norwood Young America, Minnesota
2019 - 2023 Financial Plan
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INTRODUCTORY SECTION

**CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2019 - 2023 FINANCIAL PLAN**

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

Introduction

We have prepared the attached 2019 - 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 seven units per year each with an average community market value of \$178,200 increasing by 2 percent per year. The City has had 15 permits (11 single family, 4 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 \$258,800 levy to the capital fund in 2019 and a minimum of \$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 not budgeting the full projected certification. This reduction 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 10.1 percent in 2019 from 2018. The debt service levy increases 2.2 percent from 2018 and the capital levy decrease 46.5 percent. The general levy increases a total of 9.95 percent from 2018. 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 \$258,800 to fund future capital purchases. The projection includes future levies of a minimum of \$200,000 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 \$42,000.
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 U.S. Highway 212 Mill & Overlay Project. This project includes replacing two signal lights at the intersection of Faxon Road at an estimated cost of \$200,000, 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 2023.
- 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. 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-

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.

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FINANCIAL SECTION

**CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
2019 - 2023 FINANCIAL PLAN**

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

	2017 Actual Amounts	2018 Estimated Amounts	2019 Estimated Amounts
Property Taxes Levied for General Purposes			
101 General Fund	\$ 1,132,218	\$ 1,336,288	\$ 1,471,108
101 Additional levy as bonds are paid off	-	-	-
Total General Fund Operating Levy	<u>1,132,218</u>	<u>1,336,288</u>	<u>1,471,108</u>
Property Taxes Levied for Debt Service			
501 2010 Infrastructure Debt Service	32,532	32,327	31,187
516 2008 Debt Service	81,882	-	-
517 Public Project Lease Rev Bonds	136,500	150,518	148,418
518 G.O Refunding Debt Service	249,262	243,729	254,787
519 2011A G.O Refunding Debt Service	88,532	93,654	94,587
520 2013B Infrastructure Debt Service	160,971	169,816	171,811
521 2016A G.O. Refunding Debt Service	30,792	146,167	149,212
601 Water fund 2010B G.O. Refunding	17,955	17,482	22,260
590 Potential Levy (ladder truck)	-	-	-
591 Potential levies for underpass project	-	-	-
Subtotal	<u>798,426</u>	<u>853,693</u>	<u>872,262</u>
Property Taxes Levied for Capital Replacement Fund			
275 Capital outlay reserve fund	200,325	176,600	258,800
Total Taxes Levied - General Levy	2,130,969	2,366,581	2,602,170
Tax Levy Increase (Not including EDA)	8.1%	11.1%	9.95%
518 EDA levy	45,387	47,284	51,272
Total Taxes Levied	<u>\$ 2,176,356</u>	<u>\$ 2,413,865</u>	<u>\$ 2,653,442</u>
Operational Percent Increase (Decrease) in Levy	6.3%	18.0%	10.1%
Debt Percent Increase (Decrease) in Levy	-4.4%	6.9%	2.2%
Capital Percent increase (Decrease) in Levy	182.5%	-11.8%	46.5%
EDA Percent Increase (Decrease) in Levy	6.6%	4.2%	8.4%
Total Percent Increase (Decrease) in General Levy	8.1%	10.9%	9.9%

2020	2021	2022	2023
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ 1,520,017	\$ 1,583,604	\$ 1,648,501	\$ 1,714,766
17,500	-	50,000	80,000
1,537,517	1,583,604	1,698,501	1,794,766
30,048	34,067	32,660	36,503
-	-	-	-
146,318	148,943	151,436	148,549
257,778	260,300	255,955	276,053
94,587	98,128	108,922	109,750
171,811	166,981	167,034	166,929
146,902	144,592	38,246	38,246
21,630	-	-	-
-	66,686	65,688	64,638
-	90,000	90,000	90,000
869,074	1,009,697	909,941	930,668
300,000	222,500	320,000	320,000
2,706,591	2,815,801	2,928,442	3,045,434
4.0%	4.0%	4.0%	4.0%
53,836	56,527	59,354	62,321
\$ 2,760,427	\$ 2,872,328	\$ 2,987,796	\$ 3,107,755
4.5%	4.2%	4.1%	4.0%
-0.4%	16.2%	-9.9%	2.3%
15.9%	-25.8%	43.8%	0.0%
5.0%	5.0%	5.0%	5.0%
4.0%	4.1%	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
	Actual Amounts	Actual Amounts	Estimated Amounts
Total Levy (Excluding EDA Special Levy)	\$ 2,130,969	\$ 2,366,581	\$ 2,602,170
Less EMV levy	(17,955)	(17,482)	(22,260)
Less area-wide fiscal disparities distribution	(511,709)	(556,774)	(617,570)
Total Local Levy (non EDA special levy)	1,601,305	1,792,325	1,962,340
Tax Rate Calculation (non EDA)			
Total tax capacity from the county	2,743,609	2,979,935	3,254,293
Less: Captured Tax Increment	(139,593)	(184,976)	(108,027)
Less: Contribution to fiscal disparities	(383,295)	(300,496)	(355,112)
Adjusted Tax capacity used for local rate	2,220,721	2,494,463	2,791,154
Calculated Tax rate (non EDA special levy rate)	72.11%	71.85%	70.31%
Total EDA special levy	45,387	47,284	51,272
Less area-wide fiscal disparities distribution	(11,284)	(12,029)	(12,152)
Total Local EDA special Levy (non EDA special levy)	34,103	35,255	39,120
Calculated Tax rate - EDA special levy rate	1.54%	1.41%	1.40%
Total Tax Rate	73.64%	73.27%	71.71%
Rate change from prior year	5.82%	-0.38%	-1.56%

2020	2021	2022	2023
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ 2,706,591	\$ 2,815,801	\$ 2,928,442	\$ 3,045,434
(21,630)	-	-	-
(617,570)	(617,570)	(617,570)	(617,570)
2,067,391	2,198,231	2,310,872	2,427,864
3,369,900	3,483,694	3,600,771	3,721,292
(111,268)	(114,606)	(118,044)	(121,585)
(355,112)	(355,112)	(355,112)	(355,112)
2,903,520	3,013,977	3,127,615	3,244,595
71.20%	72.93%	73.89%	74.83%
53,836	56,527	59,354	62,321
(12,152)	(12,152)	(12,152)	(12,152)
41,684	44,375	47,202	50,169
1.44%	1.47%	1.51%	1.55%
72.64%	74.41%	75.40%	76.37%
0.93%	1.77%	0.99%	0.98%

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 Actual Amounts	2018 Actual Amounts	2019 Estimated Amounts
Tax Capacity			
Total tax capacity from the county	\$ 2,743,609	\$ 2,979,935	\$ 3,254,293
Assumed new growth (7 homes each year)	-	-	-
Assumed commercial growth (\$500k MV = \$5K in TC)	-	-	-
Adjusted Tax capacity used for local rate	2,743,609	2,979,935	3,254,293
Tax Rates			
General	38.31%	40.58%	39.74%
Scheduled Debt Levies	27.02%	25.91%	23.57%
Scheduled Capital Levies	6.78%	5.36%	6.99%
Proposed EDA Levies	1.54%	1.41%	1.40%
Proposed Additional Debt Levies	0.00%	0.00%	0.00%
Total Direct Tax Rate (Factors Fiscal Disparities not Reflected in Tax Capacity)	73.64%	73.27%	71.71%
Population	3,757	3,851	3,947
Taxes per Capita	\$ 579	\$ 627	\$ 672
Median Home Value	\$ 147,024	\$ 178,200	\$ 181,764
Median Home Taxes (from city)	906	1,150	1,154
% change from prior year \$'s	10.01%	26.97%	0.29%
Tax Capacity Growth Rates	3.00%	3.00%	3.00%

2020	2021	2022	2023
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ 3,351,922	\$ 3,452,479	\$ 3,556,054	\$ 3,662,735
12,978	26,215	39,717	53,557
5,000	5,000	5,000	5,000
3,369,900	3,483,694	3,600,771	3,721,292
40.44%	39.29%	41.19%	42.52%
22.87%	26.16%	22.96%	22.87%
7.89%	5.76%	8.08%	7.86%
1.44%	1.47%	1.51%	1.53%
0.00%	1.73%	1.66%	1.59%
72.64%	74.41%	75.40%	76.37%
4,046	4,147	4,251	4,357
\$ 682	\$ 693	\$ 703	\$ 713
\$ 185,399	\$ 189,107	\$ 192,889	\$ 197,711
1,197	1,257	1,304	1,361
3.79%	4.95%	3.80%	4.38%
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
		Actual Amounts	Estimated Amounts	Estimated Amounts
Government-Type				
General Operations				
101	General	\$ 1,134,662	\$ 1,133,662	\$ 1,132,362
	<i>Cash balance as a percent of the following years budget</i>	49%	49%	48%
Special Revenue				
201	Park Dedication	72,092	72,092	72,092
603	Storm Sewer	(120,735)	(122,288)	(130,970)
	Subtotal	(48,643)	(50,196)	(58,878)
Debt Service (Maturity)				
501	2010 Infrastructure Debt Service (2026)	65,322	59,057	52,992
517	Oak Grove Debt Service (2031)	265,587	276,355	281,973
518	G.O Refunding Debt Service (2027)	900,955	960,878	980,894
519	2011A G.O Refunding Debt Service (2032)	332,023	326,442	320,799
520	2013B Infrastructure Debt Service (2024)	124,222	147,731	166,951
521	2016A General Obligation bonds (2035)	124,401	118,943	142,330
590	Potential Levy (Ladder truck)	-	-	-
591	Potential levy for 212 underpass	-	-	-
	Subtotal	1,812,510	1,889,406	1,945,939
Capital Projects				
225	Economic Recovery	127,782	128,972	129,987
257	Oak Grove	90	90	90
275	Capital Fund	609,968	729,078	649,478
320	2013 Infrastructure	51,939	51,939	51,939
407	TIF 1-5	15,769	15,704	16,344
420	TIF 2-1	4,869	4,869	4,869
421	TIF 3-1	22,538	21,723	21,723
422	TIF 3-2	5,405	4,590	3,930
423	TIF 3-3	-	(815)	(1,475)
424	TIF 3-4	24,430	50,915	50,255
425	TIF 3-5	13,961	23,146	22,486
431	TIF 3-6	-	-	(860)
	Subtotal	876,751	1,030,211	948,766
Total - Governmental-type Funds		\$ 3,775,280	\$ 4,003,083	\$ 3,968,189
Business-Type				
Enterprise Funds				
601	Water	\$ 960,265	\$ 816,198	\$ 648,413
602	Sewer	495,021	529,836	123,898
251	Habor at Peace	146,207	146,207	146,207
Total - Business-type Funds		\$ 1,601,493	\$ 1,492,241	\$ 772,311
Total Cash Reserves - All City Funds		\$ 5,376,773	\$ 5,495,324	\$ 4,740,500

2020	2021	2022	2023	Trend
Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	
\$ 1,149,862	\$ 1,149,862	\$ 1,199,862	\$ 1,279,862	
47%	46%	48%	50%	
73,915	75,738	77,562	79,388	
(112,574)	(91,858)	(68,136)	(41,869)	
(38,659)	(16,120)	9,426	37,519	
46,924	45,992	39,896	38,973	
287,698	298,302	308,966	314,439	
1,004,729	1,023,064	1,038,265	1,080,846	
319,402	310,420	305,222	305,119	
185,064	203,161	221,200	210,993	
160,679	178,936	93,061	108,037	
-	66,686	68,864	70,942	
(6,000)	4,000	14,000	24,000	
1,998,496	2,130,561	2,089,474	2,153,349	
130,831	131,697	132,587	133,502	
90	90	90	90	
321,920	86,907	122,148	84,213	
-	-	-	-	
16,958	17,546	18,106	18,638	
4,873	4,877	4,881	4,885	
21,739	21,755	21,771	21,787	
3,356	2,762	2,762	2,762	
(1,705)	(1,903)	(2,068)	(2,198)	
49,678	49,084	48,472	47,842	
21,806	21,106	20,385	19,643	
-	-	-	-	
569,546	333,921	369,134	331,164	
\$ 3,679,246	\$ 3,598,224	\$ 3,667,897	\$ 3,801,894	
\$ 689,097	\$ 744,226	\$ 850,545	\$ 955,492	
158,643	6,240	5,385	16,168	
146,207	146,207	146,207	146,207	
\$ 847,740	\$ 750,466	\$ 855,930	\$ 971,660	
\$ 4,526,986	\$ 4,348,690	\$ 4,523,827	\$ 4,773,554	

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
<u>Business Type Debt</u>				
Water Fund				
Water fund	601 GO Water Revenue Bonds 2012A	\$ 1,430,625	3/14/2012	2/1/2024
Water fund	601 GO Water Revenue Bonds 2008B	2,715,000	10/30/2008	2/1/2029
Water fund	601 GO Bonds, Series 2010A	120,000	8/4/2010	2/1/2026
Water fund	601 GO Refunding Bonds, Series 2010B	255,000	12/7/2010	2/1/2021
Water fund	601 (PFA) GO Water Revenue Note, Series 2010	1,966,604	11/24/2010	8/20/2039
Water fund	601 GO Refunding Bonds, Series 2011A	245,000	9/15/2011	2/1/2032
Water fund	601 GO Refunding Bonds, Series 2016A, Crossover Refunding 2008B	1,920,000	7/21/2016	2/1/2029
	Subtotal			
Sewer Fund				
Sewer fund	602 GO Sewer Revenue Bonds 2012A	2,384,375	3/14/2012	2/1/2024
Sewer fund	602 GO Refunding Bonds, Series 2011A	110,000	9/15/2011	2/1/2032
Sewer fund	602 GO CAPITAL IMPROVEMENT BOND 2013B	130,000	9/12/2013	2/1/2024
	Subtotal			
Harbor at Peace Debt				
Harbor at peace	251 GO HOUSING REV BONDS 2012B	3,090,000	12/01/2012	8/1/2031
Harbor at peace	251 GOV HOUSING GROSS REV BONDS 2012A	3,000,000	12/01/2012	8/1/2040
	Subtotal			
<u>Total Business Type Debt</u>				
<u>GOVERNMENT TYPE DEBT</u>				
spec asmt (gov)	517 GO CAPITAL IMPROVEMENT BOND 2013A	1,920,000	06/20/2013	2/1/2031
spec asmt (gov)	520 GO CAPITAL IMPROVEMENT BOND 2013B	1,575,000	9/12/2013	2/1/2024
spec asmt (gov)	501 GO Bonds, Series 2010A (spec asmt)	535,000	08/04/2010	2/1/2026
go rev (gov)	501 GO Bonds, Series 2010A (rev)	65,000	8/4/2010	2/1/2026
spec asmt (gov)	518 GO Refunding Bonds, Series 2010B	5,560,000	12/07/2010	2/1/2027
spec asmt (gov)	519 GO Refunding Bonds, Series 2011A (spec asmt)	2,770,000	09/15/2011	2/1/2032
go rev (gov)	519 GO Refunding Bonds, Series 2011A (rev)	125,000	9/15/2011	2/1/2032
spec asmt (gov)	521 GO Refunding Bonds, Series 2016A, Crossover Refunding 2008A - Capital Improvement	85,000	7/21/2016	2/1/2022
spec asmt (gov)	521 GO Refunding Bonds, Series 2016A, Crossover Refunding 2008A - Street Improvement	455,000	7/21/2016	2/1/2022
go bond (gov)	521 GO Refunding Bonds, Series 2016A, Current Refunding 2009A	1,415,000	7/21/2016	2/1/2035
go bond (gov)	590 Potential Levy (ladder truck)			
go bond (gov)	591 Potential Levy (212 underpass project)			
<u>Total Government Type Debt</u>				
Debt Per Capita - Governmental Total				
Debt Per Capita - Enterprise Funds				
Total Debt Per Capita				
Debt Per Capita Less Harbor				

Call Date	Interest Rate	2017		2018		2019		2020		2021		2022		2023	
		Actual Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	
2/1/2021	.40 - 2.00	% \$ 948,750	\$ 823,125	\$ 695,625	\$ 566,250	\$ 431,250	\$ 292,500	\$ 148,125							
2/1/2018	3.75 - 5.00	130,000													
2/1/2018	1.45 - 3.65	90,000	80,000	70,000	60,000	50,000	40,000	30,000							
2/1/2019	2.00 - 3.00	125,000	100,000	70,000	35,000										
	2.461	1,606,000	1,550,000	1,493,000	1,434,000	1,374,000	1,312,000	1,249,000							
2/1/2020	3.00 - 3.75	175,000	160,000	145,000	130,000	115,000	100,000	80,000							
2/1/2025	2.0 - 3.0	1,920,000	1,920,000	1,760,000	1,595,000	1,430,000	1,260,000	1,090,000							
		<u>4,994,750</u>	<u>4,633,125</u>	<u>4,233,625</u>	<u>3,820,250</u>	<u>3,400,250</u>	<u>3,004,500</u>	<u>2,597,125</u>							
2/1/2021	.40 - 2.0	1,581,250	1,371,875	1,159,375	943,750	718,750	487,500	246,875							
2/1/2020	3.00 - 3.75	85,000	80,000	75,000	70,000	60,000	50,000	40,000							
2/1/2021	2.0 - 3.0	100,000	90,000	75,000	60,000	45,000	30,000	15,000							
		<u>1,766,250</u>	<u>1,541,875</u>	<u>1,309,375</u>	<u>1,073,750</u>	<u>823,750</u>	<u>567,500</u>	<u>301,875</u>							
8/1/2021	2.70 - 3.10	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000							
8/1/2021	1.00 - 4.30	2,415,000	2,255,000	2,095,000	1,930,000	1,760,000	1,585,000	1,405,000							
		<u>5,415,000</u>	<u>5,255,000</u>	<u>5,095,000</u>	<u>4,930,000</u>	<u>4,760,000</u>	<u>4,585,000</u>	<u>4,405,000</u>							
		<u>\$ 12,176,000</u>	<u>\$ 11,430,000</u>	<u>\$ 10,638,000</u>	<u>\$ 9,824,000</u>	<u>\$ 8,984,000</u>	<u>\$ 8,157,000</u>	<u>\$ 7,304,000</u>							
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							
2/1/2021	2.0 - 3.0	1,140,000	985,000	830,000	670,000	510,000	345,000	175,000							
2/1/2018	1.45 - 3.65	355,000	320,000	285,000	250,000	215,000	175,000	135,000							
2/1/2018	1.45 - 3.65	45,000	40,000	35,000	30,000	25,000	20,000	15,000							
2/1/2019	2.00 - 3.63	4,135,000	3,750,000	3,355,000	2,950,000	2,530,000	2,095,000	1,650,000							
2/1/2020	3.00 - 3.75	2,000,000	1,830,000	1,655,000	1,475,000	1,280,000	1,075,000	865,000							
2/1/2020	3.00 - 3.75	100,000	95,000	90,000	85,000	80,000	75,000	70,000							
2/1/2025	2.19	85,000	45,000												
2/1/2025	2.19	455,000	390,000	330,000	220,000	110,000									
2/1/2025	2.19	1,415,000	1,415,000	1,415,000	1,415,000	1,415,000	1,415,000	1,415,000							
		-	-	-	600,000	540,000	480,000	420,000							
		<u>\$ 11,335,000</u>	<u>\$ 10,380,000</u>	<u>\$ 9,405,000</u>	<u>\$ 9,005,000</u>	<u>\$ 7,915,000</u>	<u>\$ 7,485,000</u>	<u>\$ 6,390,000</u>							
		\$ 2,997.09	\$ 2,762.84	\$ 2,442.27	\$ 2,281.37	\$ 1,956.31	\$ 1,804.91	\$ 1,503.28							
		<u>3,219.46</u>	<u>3,042.32</u>	<u>2,762.45</u>	<u>2,488.85</u>	<u>2,220.53</u>	<u>1,966.95</u>	<u>1,718.30</u>							
		6,216.55	5,805.16	5,204.72	4,770.22	4,176.84	3,771.86	3,221.59							
		<u>4,784.77</u>	<u>4,406.44</u>	<u>3,881.66</u>	<u>3,521.23</u>	<u>3,000.34</u>	<u>2,666.25</u>	<u>2,185.29</u>							

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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

Department	Year	Item
Administration	2019	City Code codification
Economic Development	2019	Highway Manument Entrance Signs
Economic Development	2019	Downtown Redevelopment
Fire department	yearly	SCBA's
Fire department	2017	Turnout gear
Fire department	2018	Civil Defense - new siren
Fire department	2020	Civil Defense - new siren
Fire department	2020	2002 Radios
Fire department	2022	Rescue 11 (1222 rescue vehicle) 2003 Ford F350
Fire department	2022	1996 Ladder Truck 11
Fire department	2022	2000 Extrication tool 11
Fire department	2022	2001 Extrication tool #21
Fire department	2023	1995 Ford Tanker 11
Fire department	2025	1996 Tanker 21
Fire department	2027	2012 Engine 21 Mini pumper
Fire department	2031	2001 Engine 11
Fire department	2032	2012 Track Mach and Trailer
Fire department	2035	2001 Utility 21

Purchase Cost	Net Cost	2018	2019	2020	2021	2022	2023
		Estimated Amounts					
\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
20,000	20,000	-	20,000	-	-	-	-
30,000	30,000	-	30,000	-	-	-	-
150,000	150,000	24,967	25,000	25,000	25,000	25,000	-
60,000	multiple	6,307	6,800	7,000	-	-	-
21,542	21,542	-	-	-	-	-	-
25,000	25,000	-	-	25,000	-	-	-
65,000	65,000	-	10,000	65,000	-	-	-
60,000	60,000	-	-	-	-	60,000	-
750,000	750,000	-	-	-	-	750,000	-
30,000	30,000	-	-	-	-	30,000	-
30,000	30,000	-	-	-	-	30,000	-
100,000	100,000	-	-	-	-	-	100,000
100,000	100,000	-	-	-	-	-	-
350,000	350,000	-	-	-	-	-	-
1,000,000	1,000,000	-	-	-	-	-	-
30,000	30,000	-	-	-	-	-	-
500,000	500,000	-	-	-	-	-	-

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

Department	Year	Item
Public Works	2020	Bobcat HLA snowpusher
Public Works	2019	1993 SNOGO Snowblower MP-3D (replace in 2025)
Public Works	2019	T5 2003 Ford F550 bucket truck 40' (need 50')
Public Works	2035	Homemade - trailer for misc projects and hauling
Public Works	2019	2014 Speed alert sign
Public Works	2020	P4 Ford F450
Public Works	2020	P2 2007 Ford F150 pickup
Public Works	2020	U.S. Highway 212 signal light replacement (2)
Public Works	2020	U.S. Highway 212 underpass project
Public Works	2021	2016 Painter (crosswalk lines and curbs)
Public Works	2021	2003 Chipper Morbark 13" tornado brush chipper
Public Works	2021	T7 2004 Sterling dump truck L8500 (snowplow/hauling)
Public Works	2022	2007 Flail mower diamond river 1549HD (fence arm mower)
Public Works	2022	Bobcat 3400 utility vehicle
Public Works	2022	Blacktop roller wacker RD11 (385 hrs)
Public Works	2023	2003 New Holland tractor TN75D (835 hrs)
Public Works	2023	Brine distributor
Public Works	2024	T6 2006 Mack truck (trade-in only)
Public Works	2023	2004 John Deere loader 624J (3,300 hrs)
Public Works	2024	T3 2007 Sterling L7500 dump truck
Public Works	2025	Bobcat snow blower SBX240 (attaches to Bobcat S750)
Public Works	2025	2015 Bobcat Planer - milling machine
Public Works	2026	2016 Disc mower New Holland 615
Public Works	2027	T2 2010 Mack dump truck
Public Works	2027	P3 2012 Ford F550 truck (inc. dumpbox)
Public Works	2027	2017 Ford E450 passenger bus (15 seat)
Public Works	2028	Boss 10' V-Plow
Public Works	2029	2017 Bobcat Skid Steer S750
Public Works	2029	2016 Angle broom (attachment to Bobcat/snow sweeping)
Public Works	2030	2013 Hot Mix Trailer KM-8000T

Purchase Cost	Net Cost	2018	2019	2020	2021	2022	2023
		Estimated Amounts					
\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
120,000	115,000	-	15,600	-	-	-	-
110,000	90,000	-	90,000	-	-	-	-
12,000	14,666	14,666	-	-	-	-	-
8,000	8,000	-	8,000	-	-	-	-
60,000	60,000	-	-	60,000	-	-	-
43,000	35,000	-	-	35,000	-	-	-
200,000	200,000	-	-	200,000	-	-	-
1,825,000	1,825,000	-	-	1,825,000	-	-	-
8,000	8,000	-	-	-	8,000	-	-
30,000	25,000	-	-	-	25,000	-	-
235,000	235,000	-	-	-	235,000	-	-
18,500	17,000	-	-	-	-	17,000	-
18,000	15,000	-	-	-	-	15,000	-
30,000	28,000	-	-	-	-	28,000	-
48,000	43,000	-	-	-	-	-	43,000
15,000	15,000	-	-	-	-	-	15,000
30,000	30,000	-	-	-	-	-	-
150,000	120,000	-	-	-	-	-	120,000
235,000	225,000	-	-	-	-	-	-
6,000	6,000	-	-	-	-	-	-
15,000	15,000	-	-	-	-	-	-
4,200	2,500	-	-	-	-	-	-
235,000	200,000	-	-	-	-	-	-
80,000	50,000	-	-	-	-	-	-
90,000	90,000	-	-	-	-	-	-
8,000	8,000	-	-	-	-	-	-
62,000	30,000	-	-	-	-	-	-
5,000	5,000	-	-	-	-	-	-
30,000	30,000	-	-	-	-	-	-

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

Department	Year	Item
Parks and Recreation	2020	2004 Bobcat club car
Parks and Recreation	2018	M1 Kubota 72" mower ZD331 (1800 hrs)
Parks and Recreation	2028	2018 3400 Bobcat utility vehicle
Parks and Recreation	2019	Willkommen Memorial Park Old Town Bldg Improvements
Parks and Recreation	2019	Swimming Pool Repair Project
Parks and Recreation	2020	Baseball Field Fence replacement (Willkommen Park)
Parks and Recreation	2020	Hockey/Skating rink Boards
Parks and Recreation	2020	M2 Kubota 72" mower ZD726H (1,260 hrs)
Parks and Recreation	2021	Swimming Pool - Main Pool, Plaster Replacement
Parks and Recreation	2024	2015 Swimming Pool heaters (2)
Parks and Recreation	2025	Bobcat 3400 Utility Vehicle
Parks and Recreation	2025	2017 Jacobson 16' mower HR700
Parks and Recreation	2026	2016 Swimming Pool cleaning turtle
Parks and Recreation	2028	Heritage Center Gable Roof Installation
<i>Total Governmental Capital Outlay</i>		

Purchase Cost	Net Cost	2018	2019	2020	2021	2022	2023
		Estimated Amounts					
\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -
17,000	13,000	-	-	-	-	-	-
16,550	16,550	16,550	-	-	-	-	-
25,000	25,000	-	25,000	-	-	-	-
24,000	24,000	-	24,000	-	-	-	-
60,000	60,000	-	-	60,000	-	-	-
15,000	15,000	-	-	15,000	-	-	-
20,000	16,000	-	-	16,000	-	-	-
85,000	85,000	-	-	-	85,000	-	-
8,000	8,000	-	-	-	-	-	-
18,000	15,000	-	-	-	-	-	-
90,000	70,000	-	-	-	-	-	-
6,000	6,000	-	-	-	-	-	-
150,000	150,000	-	-	-	-	-	-
		62,490	264,400	2,365,000	378,000	955,000	278,000

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

Department	Year	Item
Water	2033	W2 2018 Ford F350
Water	2018	Water Towers SCADA installation
Water	2019	North Water tower painting
Water	2028	2018 Hand Held Water Meter Reader
Water	2020	Bobcat 2100 Utility Cart
Water	2023	T6 Pump
Water	2025	SF2500 Ridgid Freeze Kit
Water	2026	Renew Water Supply plan
Water	2028	W1 2013 Ford F550 with crane
Sewer	2020	Trickling Filter Pumps (4)
Sewer	2019	Lift Station SCADA installation
Sewer	2033	W2 2018 Ford F350
Sewer	yearly	Inflow and Infiltration repair - slip line installation
Sewer	2019	2003 Versa-Vac and 1998 Jetter
Sewer	2019	Camera Units
Sewer	2020	Bobcat 2100 Utility Cart
Sewer	2020	Lift Station On-Site Generator
Sewer	2028	2018 Hand Held Water Meter Reader
Sewer	2021	Berm expansion
Sewer	2021	Oak Lane Sanitary Sewer Project
Sewer	2022	New Holland Tractor MC35
Sewer	2023	Pump Trailer
Sewer	2025	Portable Generator (purch. 2015)
Sewer	2028	W1 2013 Ford F550 with crane
Sewer	2028	Boss V-Plow
<i>Total Enterprise Capital Outlay</i>		

Purchase Cost	Net Cost	2018	2019	2020	2021	2022	2023
		Estimated Amounts					
\$ 33,000	\$ 8,250	\$ 22,974	\$ -	\$ -	\$ -	\$ -	\$ -
25,000	25,000	-	10,000	10,000	-	-	-
160,000	160,000	-	160,000	-	-	-	-
8,000	8,000	6,100	-	-	-	-	-
8,000	7,000	-	-	7,000	-	-	-
15,000	15,000	-	-	-	-	-	15,000
5,000	5,000	-	-	-	-	-	-
10,000	10,000	-	-	-	-	-	-
40,000	30,000	-	-	-	-	-	-
16,000	16,000	-	-	16,000	-	-	-
40,000	40,000	-	40,000	-	-	-	-
27,000	6,750	18,470	-	-	-	-	-
50,000	50,000	-	50,000	50,000	50,000	50,000	50,000
250,000	250,000	-	250,000	-	-	-	-
100,000	100,000	-	100,000	-	-	-	-
8,000	7,000	-	-	7,000	-	-	-
30,000	30,000	-	-	30,000	30,000	30,000	30,000
8,000	8,000	6,100	-	-	-	-	-
40,000	40,000	-	-	-	40,000	-	-
125,000	125,000	-	-	-	125,000	-	-
40,000	30,000	-	-	-	-	30,000	-
30,000	25,000	-	-	-	-	-	25,000
25,000	25,000	-	-	-	-	-	-
40,000	30,000	-	-	-	-	-	-
6,500	6,500	-	-	-	-	-	-
		53,644	610,000	120,000	245,000	110,000	120,000

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

Total Capital Projects and Equipment

Total Capital Projects and Equipment

Water

Sewer

Governmental

Governmental Capital Projects and Equipment

Administration

Economic Development

Fire Department

Public Works

Parks and Recreation

Revenue

Capital Levy

Potential reduction of levy

Net Capital Levy

Equipment Certificates (potential)

Bonding

Met Council SRTSG

Other Revenue - Park Dedication (Bathroom)

Other expenses

Interest

Transfers in

Total Revenue

Total Expenditures

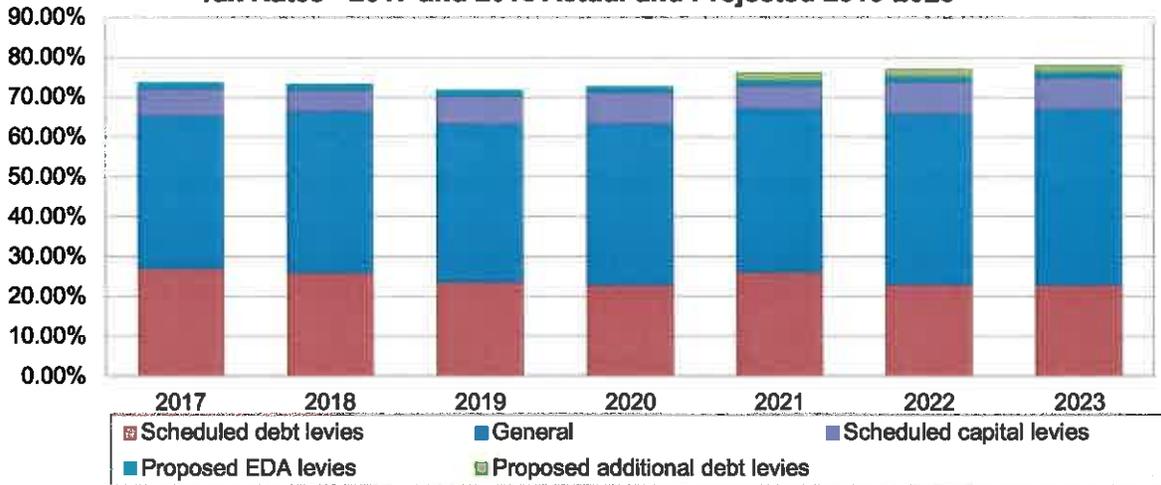
Net Change in Cash Balance

Beginning Balance

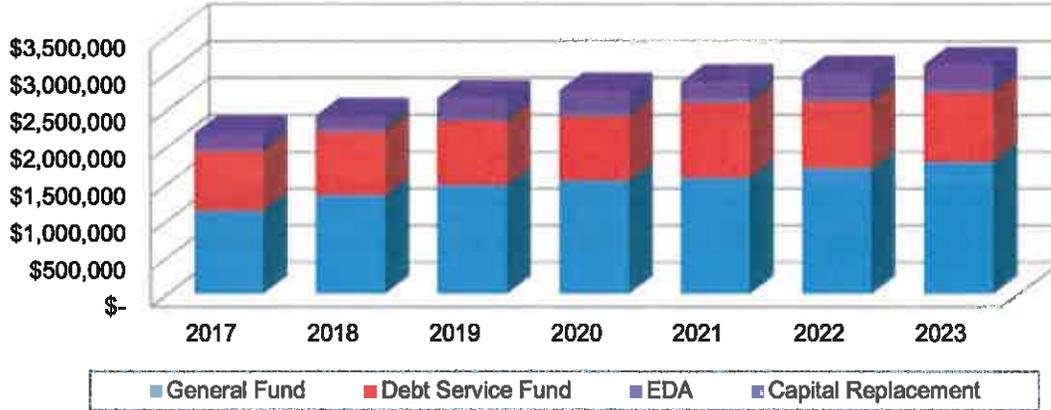
Ending Balance

	2018	2019	2020	2021	2022	2023
	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
	\$ 116,134	\$ 874,400	\$ 2,485,000	\$ 623,000	\$ 1,065,000	\$ 398,000
	\$ 29,074	\$ 170,000	\$ 17,000	\$ -	\$ -	\$ 15,000
	24,570	440,000	103,000	245,000	110,000	105,000
	62,490	264,400	2,365,000	378,000	955,000	278,000
	-	10,000	-	-	-	-
	-	50,000	-	-	-	-
	31,274	41,800	122,000	25,000	895,000	100,000
	14,666	113,600	2,140,000	268,000	60,000	178,000
	16,550	49,000	103,000	85,000	-	-
	\$ 62,490	\$ 264,400	\$ 2,365,000	\$ 378,000	\$ 955,000	\$ 278,000
	250,000	250,000	250,000	250,000	250,000	250,000
	(73,400)	(65,200)	50,000	(27,500)	70,000	70,000
	176,600	184,800	300,000	222,500	320,000	320,000
	-	-	-	-	750,000	-
	-	-	600,000	-	-	-
	-	-	1,225,000	-	-	-
	-	-	-	-	-	-
	-	-	547	487	241	65
	150,500	92,600	(88,105)	(80,000)	(80,000)	(80,000)
	327,100	277,400	2,037,442	142,987	990,241	240,065
	(207,990)	(357,000)	(2,365,000)	(378,000)	(955,000)	(278,000)
	119,110	(79,600)	(327,558)	(235,013)	35,241	(37,935)
	609,968	729,078	649,478	321,920	86,907	122,148
	\$ 729,078	\$ 649,478	\$ 321,920	\$ 86,907	\$ 122,148	\$ 84,213

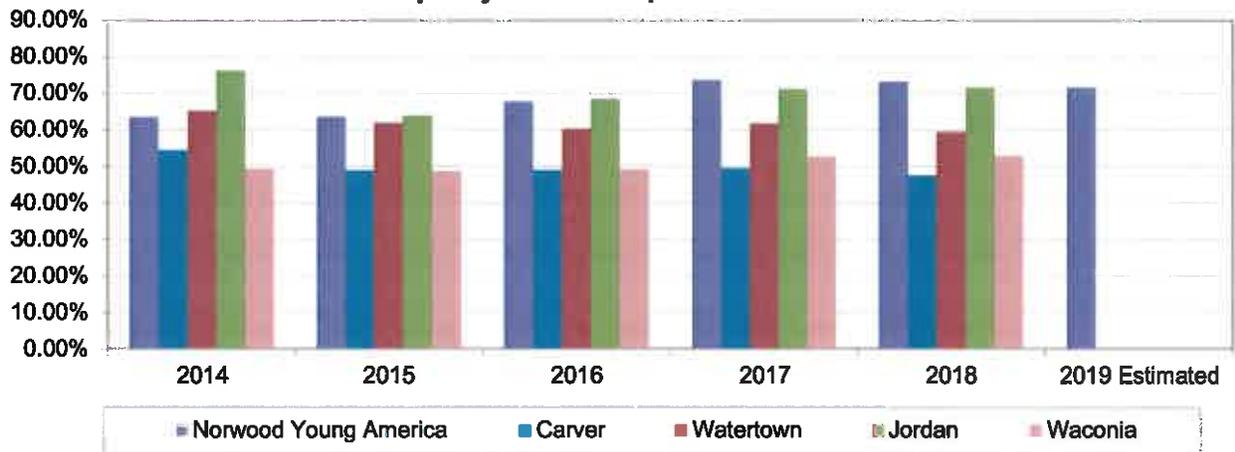
Tax Rates - 2017 and 2018 Actual and Projected 2019-2023



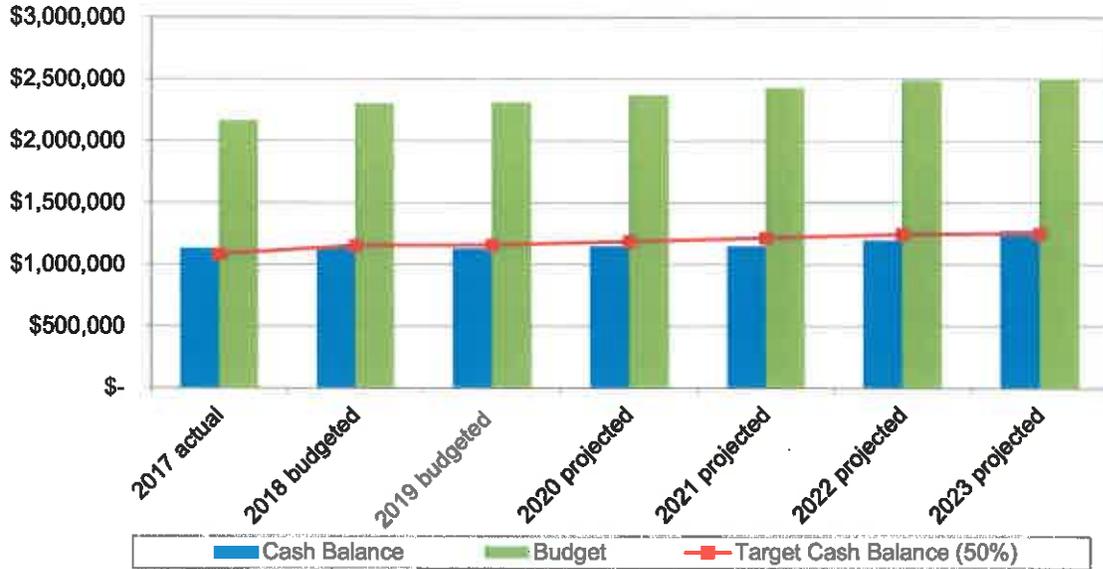
Property Taxes - General Levy, Bonds and Potential Levies to Balance Projects



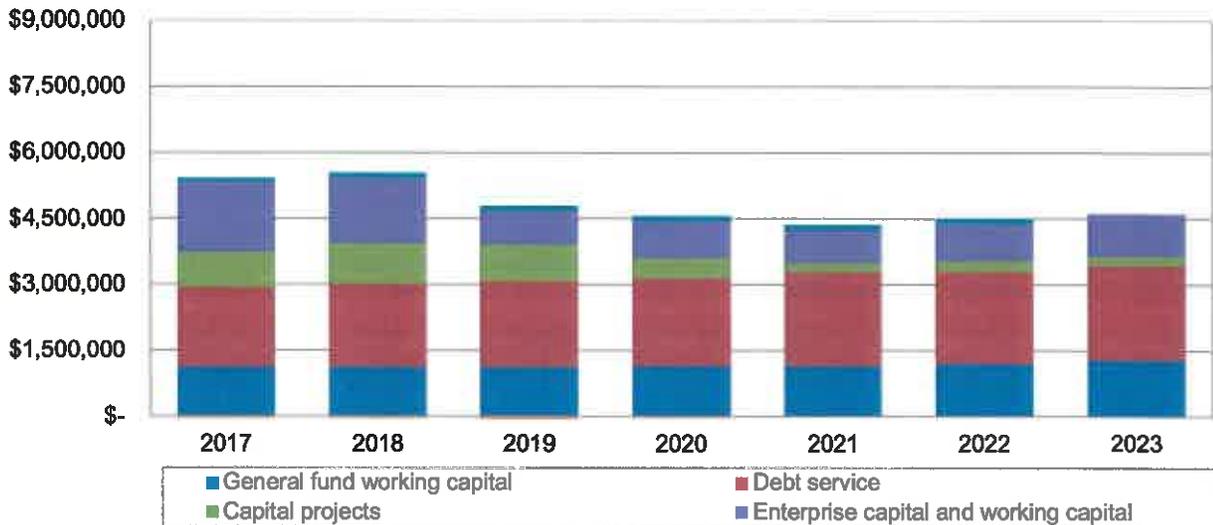
Tax Capacity Rates Comparison 2014 - 2019



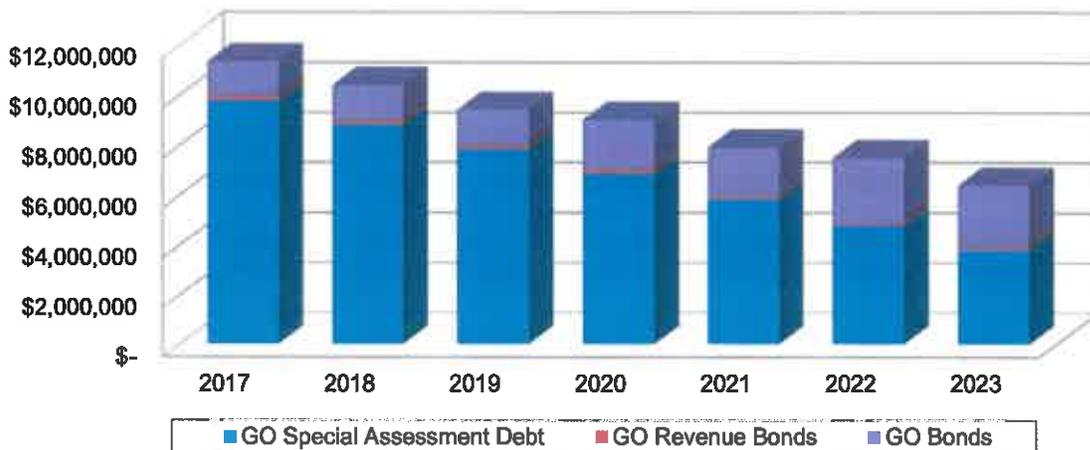
General Cash Balance as a Percent of Expenditures



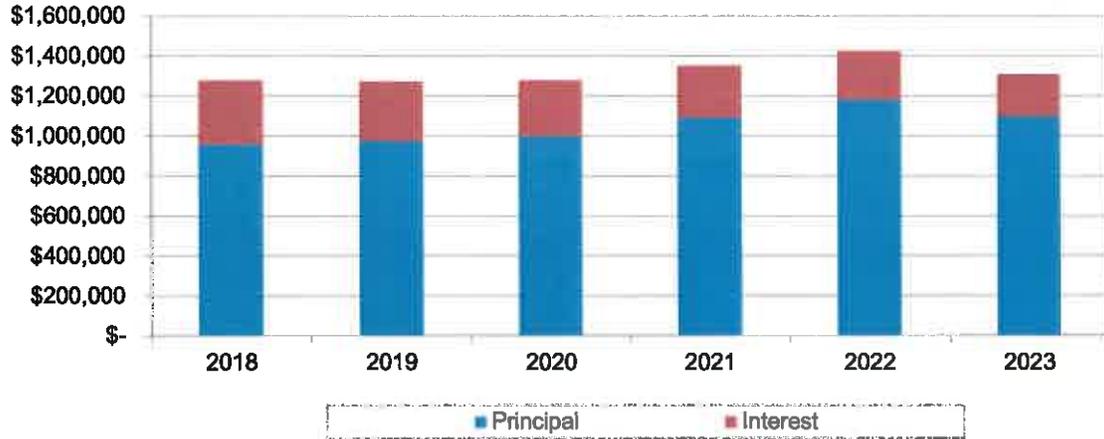
Cash Balance by Planned Use



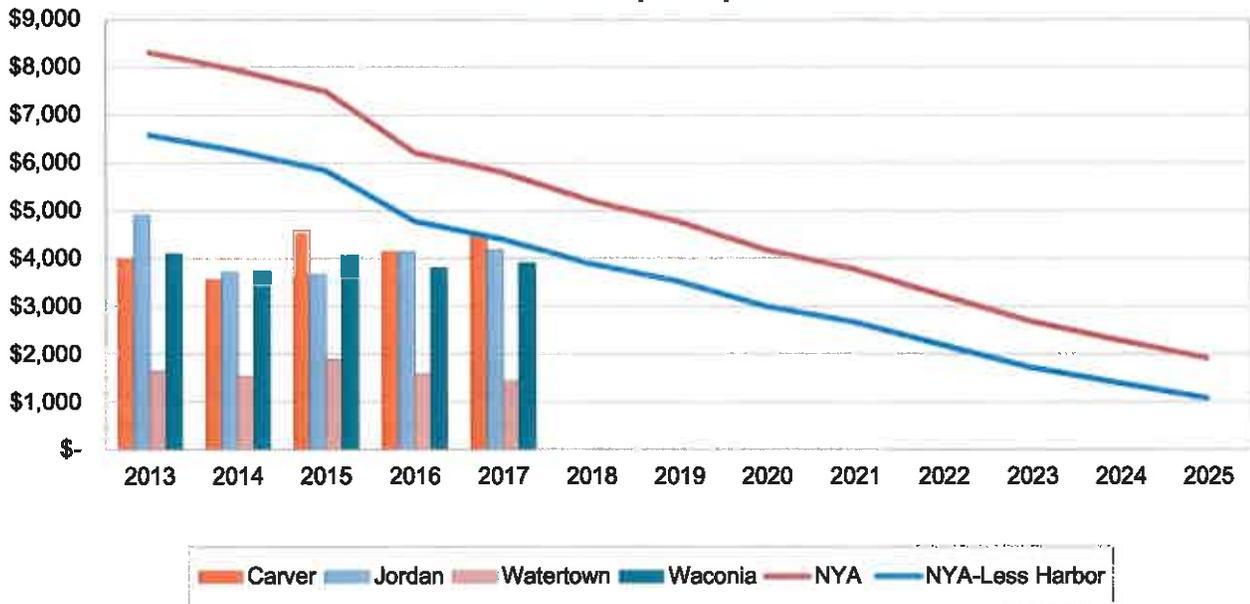
Projected Governmental Debt Balances Based on Current Amortizations



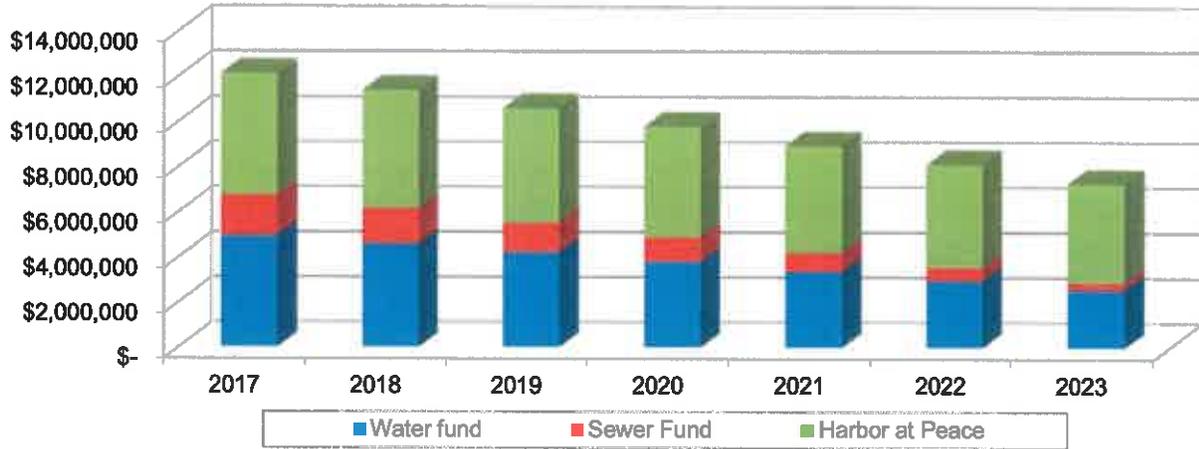
Government Debt Service Requirements



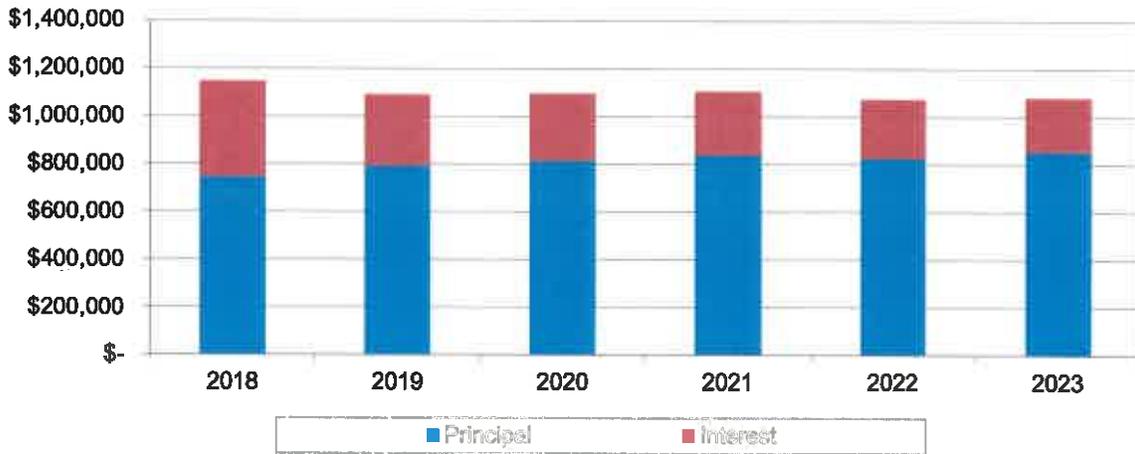
Total Debt per Capita



Enterprise Funds Outstanding Debt Balances



Enterprise Debt Service Requirements



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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



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 26, 2018
SUBJECT: City Commissions Annual Reports

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Each year the City Commissions establish goals that they agree to work on during the course of the year. The City Council member(s) that serve on these respected Commissions will provide the 2018 annual report.

Enclosed are each Commission's 2018 annual reports.

Lastly, enclosed is a current list of the members who serve on each respected Commission.

Suggested Motion:

Information only, no action required.



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

From: Cynthia Smith Strack, Planning Consultant

Date: December 26, 2018

Re: Planning Commission 2018 Annual Report/2019 Goals

For review and consideration, please find attached a summary of Planning Commission activities for 2018 and proposed goals for 2019.

The annual report was approved and authorized for submittal to the Council at the December 4, 2018 Planning Commission meeting.

2019 proposed goals are as follows:

1. Consider numerous inquiries received regarding auto repair shops in commercial and industrial districts. At this time automobile 'service stations' are allowed under CUP in the C-2 General Commercial District. Automobile "repair, major" is allowed as a permitted use in the B-I Business Industrial District, and auto repair as an accessory use is allowed in the C-3 Downtown District. At this time auto repair (either major or minor) is allowed as a principal use in the C-3, RC-1, or I-1 District. Discussion about where auto repair may fit in alternate zones and under what conditions.
2. Consideration of accessory dwelling units as allowed uses in certain residential districts as a means of addressing community of a lifetime and active aging issues. In 2016 we opted out of a recently enacted state law requiring "drop homes" be permitted as temporary health care dwellings.
3. Update the zoning map to be consistent with 2040 planned land use.
4. Review the roles/responsibilities of the Planning Commission as included in Chapter Two of the City Code.
5. Review standards pertaining to the number of over-story trees required for new commercial/industrial buildings and building expansions.

NYA PLANNING COMMISSION 2018 REPORT TO CITY COUNCIL

OVERVIEW

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

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

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

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

The Commission met eleven times in 2018 (no quorum at the March meeting). The Commission held regular meetings: January 3rd, February 6th, April 3rd, May 1st, June 5th, July 3rd, July 31st, September 5th, October 2nd, November 7th, and December 4th (scheduled).

The Commission has six representatives and one vacancy at this time. Current membership is as follows: Mike Eggers, Bill Grundahl (Vice Chair), Craig Heher (Chair), John Fahey, Paul Hallquist, and Jerry Barr. Commissioners Mark Lagergren and JR Hoernemann resigned from the Commission during 2018. The Commission recognizes both Lagergren and Hoernemann for the long-time service to the Commission and City.

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SUMMARY OF MEETING ACTIVITIES

January 3rd:

- The Commission elected officers: Heher (Chair), Grundahl (Vice Chair), and staff (Secretary).
- The Commission appointed Hoernemann as PC liaison to the Park and Recreation Commission and Eggers as PC liaison to the EDC.
- The Commission held a public hearing on an ordinance amending tower and antennae standards. The Commission recommended approval of the standards to the Council.
- The Commission reviewed a concept plan for Vickerman Companies.
- The Commission held a work session pertaining to subdivision of property.

February 6th:

- The Commission held a public hearing on a preliminary plat of Tacoma West Industrial Park Third Addition. The Commission recommended Council approval of the preliminary and final plat. Tacoma Third was a replat of existing lots.
- The Commission held public hearing on three variance requests from Vickerman Companies. The Commission recommended conditional approval of variances to: maximum building height, interior side setback, and number of new tree plantings required. The variances provide for construction of a new facility attached to an existing facility on a separate lot of record by a building link.
- The Commission reviewed a site plan for Vickerman Companies and recommended conditional approval.
- The Commission continued a work session pertaining to subdivision of property.

March 3rd:

A quorum of Commissioners was not present.

April 3rd:

- Paul Hallquist joined the Commission.
- The Commission held a public hearing on a variance to maximum impervious surface coverage in a shoreland area for Molnau Trucking. The Commission recommended approval with conditions.
- The PC reviewed draft existing and future land use maps and goals/objectives from the 2040 Comprehensive Plan update.

May 1st:

- John Fahey joined the Commission.

- The Commission held a public hearing on a proposed code amendment allowing limited manufacturing and assembly as a conditional use in the RC-1 Residential Commercial District. The Commission recommended the Council approve the amendment.
- The Commission held a public hearing on a requested conditional use permit to allow limited manufacturing and assembly at 124 Railroad Street West. The Commission recommended approval of the use based on several conditions.
- The Commission held a public hearing on Ordinance 301 which added Section 1265 to the Code and pertained to enforcement. The amendment was requested by the City Attorney following Council approval of administrative citations. The Commission recommended approval.
- The Commission held a public hearing on Ordinance 302 which amended the title of Section 1210 of the City Code. The amendment was requested by the City Attorney following Council approval of administrative citations. The Commission recommended approval.

June 5th:

- The Commission discussed use of Class II ATV on City streets at the request of the Council. The Commission was open to proposing amendment to existing regulations.
- The Commission discussed existing standards pertaining to mail receptacles at the request of the Council. The Commission recommended existing language be retained.
- The Commission discussed potential changes to the subdivision code pertaining to design standards and fee in lieu of parkland dedication standards.

July 5th:

- Commissioner JR Hoernemann resigned from the Commission. The PC acknowledged Commissioner Hoernemann's tremendous contribution to the Commission.
- The Commission held a public hearing on a code amendment request to allow first floor residential use in commercial buildings in the C-3 Downtown Districts. Following the hearing the Commission tabled action pending input from a joint committee studying revitalization of the downtowns.
- The Commission discussed ornamental fences in front and street side corner yards at the request of City Administrator Steve Helget. The Commission signaled a willingness to consider an amendment allowing chain link type fences in corner yards.
- The Commission reviewed a draft amendment providing for operation of Class II ATVE on City streets and called for a public hearing on the issue for the next meeting.
- The Commission reviewed draft a subdivision code update pertaining to several aspects of subdivision design and fee in lieu of parkland dedication. The Commission requested additional input from other departments.
- The Commission began an audit of existing conditional and interim use permits.

July 31st:

- The Commission held a public hearing on a variance request from Vickerman Companies pertaining to perimeter setbacks for parking lots. The Commission recommended

conditional approval of the variance to the Council. The variance will enable a parking facility to cross a property line. Vickerman is the owner of both lots.

- The Commission held a public hearing on proposed subdivision code updates pertaining to design requirements and fee in lieu of park land dedication. The Commission recommended the Council approve the code amendment.
- The Commission discussed the potential to allow wall signs on up to three sides of commercial or industrial structures. The current code limit was two sides. The Commission's review followed Council recommendation to examine the standard.
- The Commission continued discussion of a proposed code amendment to allow residential throughout first floors of commercial buildings in the C-3 Downtown Districts. The Commission supported a recommendation from a joint downtown revitalization committee and recommended the City Council not approve the amendment.
- The Commission decided not to appoint a liaison to the Park and Recreation Commission (Hoernemann's replacement) until January 2019.

September 5th:

- The Commission reviewed a fence code amendment.
- The Commission reviewed a sign code amendment.
- The Commission continued auditing existing conditional and interim use permits.

October 2nd:

- Commissioner Jerry Barr recited an oath of office and was welcomed to the Commission.
- The Commission held a public hearing on a fence code amendment to allow chain link type fences in street side corner yards. The Commission recommended the Council approve the amendment.
- The Commission held a public hearing on an amendment to the sign code providing for a wall sign on up to three sides of a commercial or industrial structure. The Commission recommended approval of the amendment.
- The Commission reviewed the draft 2040 Comprehensive Plan Update.
- The Commission continued auditing conditional and interim uses.

November 7th:

- The Commission received notice of resignation from Commissioner Lagergren. The Commission thanked Lagergren for his significant dedication and commitment to the Planning Commission.
- The Commission held a public hearing on a proposed CUP amendment for Southwest Paving. The amendment pertains to an updated landscaping plan. The Commission recommended the Council approve the amendment with several conditions attached.
- The Commission held a public hearing on a request for a variance at 227 Park Place. The variance request pertained to maximum aggregate square footage of accessory structures allowed for detached buildings on lots exceeding one acre in size. A second variance request pertained to maximum side wall and overall height of an accessory structure. The Commission recommended approval of the variances to the Council.

- The Commission continued auditing conditional and interim use permits.

December 4th:

- The Commission is to hold a public hearing on a code amendment pertaining to floodplain standards. Floodplain standards are being mandated by FEMA and the MnDNR to enable residents to purchase flood insurance.
- The Commission is to discuss goals/work plan for 2019.
- The Commission will be conducting a workshop based on PC roles/responsibilities, including the open meeting law.
- The Commission is expected to make a recommendation to the City Council pertaining to conditional and interim use permits.

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GOALS FOR 2018

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

GOALS FOR 2019

1. Follow up on goals from 2018.
2. Update the zoning map to be consistent with 2040 planned land use.
3. Review the roles/responsibilities of the Planning Commission as included in Chapter Two of the City Code.
4. Review standards pertaining to the number of over-story trees required for new commercial/industrial buildings and building expansions.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: December 26, 2018
RE: 2018 Parks & Recreation Commission Annual Report

The following is a list of projects and accomplishments the Parks & Recreation Commission completed in 2018.

- **Serenity Trail Resurfacing:** The trail has been resurfaced from Tacoma Ave. to Industrial Boulevard. The project scope included the removal of one culvert removal and replacement, addressing one resident's drainage concerns, replacement of the removed blacktop section and an overlay of the rest of the trail. We also graded and grass seeded all affected areas.
- **Trail Surface maintenance:** We seal coated and crack sealed the trails in Friendship Park and also the trail from Emma St. through the Sports Complex and ending by Park Circle
- **Parking Lot Maintenance:** We seal coated and crack filled the parking lots at the Sports Complex, both parking lots at Friendship Park, and Willkommen Park.
- **Pavilion:** We have continued work on the Pavilion including re-roofing the south side due to failing shingles and also completed some interior painting and wall repair.
- **Friendship Park Bathrooms:** We started work on the bathroom/concession building by installing new paneling in the bathrooms and rebuilding the concession windows. Additional remodeling is planned in 2019.
- **South Park Warming House:** We partnered with Central Schools and are working on constructing a new warming house for the skating rink. Construction has started and we are anticipating utilizing the warming house in the 2019/2020 skating season.
- **Preserve Trail System Expansion:** The Preserve 5th Addition trail was completed this year. This trail connects the walking paths along Lakewood Trail and eventually ending on Barnes Lake Dr. and Preserve Blvd. This is a very scenic nature trail venturing close to Barnes Lake on the back side of the residential properties.
- **Playground Maintenance:** We identified and replaced some failing rock climbers at Prairie Dawn Park and Friendship Park.

Norwood Young America

- Swimming Pool Repairs: We commenced a pool restoration project replacing all the coping brick, repaired and replaced all water line tile, repaired all plaster in the main pool and re-plastered the kiddie pool. The project was started this past Fall and will be completed in early Spring 2019.
- Sports Complex Baseball Dugout: Roof Maintenance: Kohl's Foam Systems coated the roofs on the 3rd base dugout and also Press Box at the Sports Complex.
- Willkommen Memorial Park Restroom: We installed electronic locking door locks to automatically lock the doors at night. The project has worked out well and we will pursue putting electronic locks on other park bathrooms in 2019.
- Young America Corp. Bench Donation: YA Corp donated \$5,000 to the City before relocating out of Norwood Young America with the stipulation the monies be utilized in the City's parks. We worked on getting a photo opportunity landmark in Willkommen Park. The bench theme is towards Stiftungsfest and features Karl the German which is pictured on the bench in great detail.
- Willkommen Memorial Park Grandstand Repaint: A group of volunteers from Living Rock Church repainted the grandstands. Staff installed new netting on the backstop too.
- Veterans Park New Attraction: The local VFW and American Legion acquired a Howitzer Gun to display at the park.



DATE: December 12, 2018
MEMO TO: NYA Economic Development Commission
FROM: Holly J. Kreft, Economic Development Consultant
RE: Agenda Item IV. C. 2019 Goals

Background:

The EDC sets goals every year and then creates a report to present to the City Council. Please find attached the 2018 goals and below are the details on the current status of each goal. The highlighted goals are suggested to carryover to 2019 for completion.

Marketing Goals

Construction of entrance monument signs – The construction of the signs is slated for completion in 2018 with landscaping to occur in 2019. If a partnership with an Eagle Scout candidate is planned, then identification of the Scout and work with him should begin in early 2019. Plantings must be completed by June 30, 2019 for reimbursement by MnDOT.

Develop a streetscaping plan for downtowns and Faxon Road – The streetscaping plan is incorporated into the redevelopment plan. The banners and brackets were ordered in October.

Continue to post on EDC Facebook page – Staff continues to post any ribbon cutting or event updates on the Facebook page. We currently have 223 followers on the page, up from 154 followers in 2017. The largest likes are typically generated after posts about ribbon cuttings. For example, Resto Espresso reached 2,071 people, with 1,258 engagements, 4 comments and 16 shares.

Continue newsletter inserts – The City had three quarterly newsletters to date in 2018. Highlights from the EDC included ribbon cuttings, the redevelopment plan, the entrance monuments, the Small Business Breakfast, employment growth in the City, and Manufacturer's Luncheon.

Work with the newspaper to develop Business Spotlights – Business spotlights were started in March and coordinated by the Chamber of Commerce. Additional spotlights will be done in 2019 as printed by the NYA Times.

Industrial Development Goals

Participate in the Carver County Real Estate Expo – Carver County staff indicated they do not have the capacity to organize the expo, but would be willing to work with an outside entity to organize.

Participate in southwest Metro marketing/real estate events – The City and Chamber participated in the Waconia Chamber of Commerce expo.

Promote the available sites in the Tacoma West Industrial Park – The City currently promotes the sites through the website and with brokers. Two lots were sold in 2018 for the Vickerman Companies expansion. At this time a company is interested in purchasing a lot or two for development, and completing their due diligence.

Host Manufacturer's Week – Manufacturer's Week is the first week of October. The annual luncheon was held October 3rd at Vickerman Companies with over 60 people attending.

Remain in contact with existing manufacturers – City Administrator Helget does a great job of staying in touch with local manufacturers. The City was also in contact with Vickerman Companies for the DEED Job Creation fund and surveying manufacturers relative to a potential hotel. All manufacturers were invited to the Manufacturers Week event.

Commercial Development Goals

Host National Small Business Week event – This event is held in May and has been a breakfast with a speaker for the past two years. The speaker for 2018 was Doug Thomas from Henderson talking about the downtown revitalization they have done there.

Conduct ribbon cuttings and ground breakings – The EDC and Chamber have conducted six ribbon cuttings this year and one ground breaking for Vickerman Companies. A couple more ribbon cutting may occur this year if the businesses are ready. These ribbon cuttings and new businesses were highlighted on the Facebook page, shared with the NYA Times, and included in the City newsletters.

Promote the EDC Loan Program and Open to Business – A brochure highlighting business assistance was created and made available at the Small Business Breakfast and Manufacturer's Luncheon. Additional promotion could be done in 2019, particularly if there is a new program or in conjunction with the SCDP funding.

Investigate the possibility of applying for a Carver County CDA grant – A grant application was submitted for the redevelopment plan and approved by the CDA. The grant will cover 50% of the

cost of the redevelopment plan. If a hotel developer is identified, a planning grant could be submitted in 2019 to help offset the costs of a comprehensive hotel study.

Actively promote commercial sites and work with owners/realtors – The available property fliers have been updated and all real estate agents have been contacted. Any updates are provided to the City to put on the website.

Respond to business leads in a timely manner – Staff replies to business leads with 24 hours either via phone call or email. City Administrator Helget and MDG LLC work closely to follow-up with businesses.

Collaboration Goals

Support the Chamber of Commerce and events – The EDC and Chamber worked jointly on a number of events in 2018 including ribbon cuttings, the Small Business Breakfast, and the Manufacturer's Week luncheon.

Hold quarterly joint meetings in 2019 – Joint meetings were held more frequently than quarterly in 2018 in order to complete the redevelopment plan. Meetings were held on January 10, March 14, May 9, July 18, September 19, October 17, and November 28th to date. Meetings in 2019 could focus on implementation of the redevelopment plan.

Continue to work with the CDA and Open to Business – Lee Hall from Open to Business presented at the Small Business Breakfast and is invited to ribbon cuttings. The City is working with CDA staff on the submission of the Small Cities Development Program application.

Conduct a check-in with businesses one year after opening – A meeting was held with Children of Tomorrow Daycare in March. Unfortunately the other businesses have not been responsive to having one-year meetings. The Chamber will contact businesses going forward to set-up follow-up meetings.

Action:

Discussion on draft goals for 2019. The EDC may also want to revisit this in January when a new economic development consultant comes on board.

2019 Economic Development Commission Goals

A		B	C	D
1	Marketing Goals	Deadline	Assigned To	Next Steps
2	Construction of entrance monument signs	June 30	City staff	Delivery of sign bases, installation of sign bases, installation of sign faces, installation of electrical for lighting, installation of landscaping, submittal of reimbursement to MnDOT
3	Continue to post on EDC Facebook page	Bi-monthly	City staff	Facebook posts twice per month - ribbon cuttings and groundbreakings as well as highlighting a business per month (maybe same as Business Spotlight in NYA Times) or building in historic downtowns per month
4	Continue newsletter inserts with City	Quarterly	City staff	Articles highlighting EDC activities and Downtown Redevelopment Plan implementation
5	Work with NYA Times to develop Business Spotlights	Ongoing	Chamber	Assist Chamber as needed
6	Industrial Development Goals	Deadline	Assigned To	Notes
7	Promote the available sites in Tacoma West	Ongoing	City staff, consultant	Update flier as lots are sold or under consideration, possibly create specific page on City website will information collected as part of Shovel Ready process
8	Host Manufacturer's Week	October	EDC and Chamber of Commerce	Determine location for luncheon (past hosts include Storms/Hydro, 212 Business Center, Vickerman Co.)
9	Remain in contact with existing manufacturers	Ongoing	City Administrator	Engage manufacturers in determining business needs for incentives
10	Commercial Development Goals	Deadline	Assigned To	Notes
11	Host National Small Business Week event	May	EDC and Chamber of Commerce	Determine speaker (Karen has potential lead)
12	Conduct ribbon cuttings and ground breakings	Ongoing	Chamber of Commerce	Upcoming new businesses VisionTech and Nicole's Photography
13	Promote the EDC loan program and Open to Business	Ongoing	EDC and Chamber of Commerce	Host meeting with Chamber and businesses to discuss incentives (and SCDP, if applicable), invite Lee Hall to discuss Open to Business

2019 Economic Development Commission Goals

	A	B	C	D
14	Investigate the feasibility of applying for Carver County CDA grant	Deadline 1st of the month	EDC, consultant	Depending on location of potential hotel (redevelopment site), submit grant application to help offset cost of comprehensive hotel study
15	Actively promote commercial sites and work with owner/realtors	Ongoing	EDC, consultant	Invite realtors to joint meeting with Chamber and all businesses
16	Respond to business leads in a timely manner	Ongoing	City Administrator	
17	Collaboration Goals	Deadline	Assigned To	Notes
18	Support the Chamber of Commerce and events	Ongoing	EDC	Attend ribbon cuttings, possible joint meeting with all businesses
19	Hold quarterly joint meetings in 2019	Quarterly	CC, PC, EDC, Chamber	Meetings to implement the Downtowns Redevelopment Plan
20	Continue to work with CDA and Open to Business	Ongoing	EDC, Chamber of Commerce	Continue to participate in tourism meetings, invite Lee Hall to ribbon cuttings and Small Business Breakfast
21	Conduct a check-in with businesses one year after opening	Ongoing	Chamber of Commerce	Contact businesses that had ribbon cuttings in 2018



Senior Advisory Commission 2018 Goals & Objectives Update

HOUSING		
GOAL	ACTION STEPS	2018 UPDATE
<p>Currently all senior housing establishments are fully occupied. Size: 8 - 10 units, 1000 square feet each.</p> <p>Senior Cottages - stand alone continuum with services available.</p>	<p>The cost of adding senior cottages either to the west or east of The current campus would be between \$1.2 million to \$1.5 million.</p> <p>Possible Ecumen partnership to develop the Senior Cottages.</p> <p>Discuss possible rental dwelling code for family.</p>	<p>To date there are three apartments available throughout all of the senior livings within Norwood Young America: Peace Villa, The Harbor, The Haven, Oak Grove. Peace Villa's waiting list is 12 - 18 months.</p>
TRANSPORTATION		
GOAL	ACTION STEPS	2018 UPDATE
<p>Need more hours for the 5310 bus.</p> <p>Utilize more for Senior Trips.</p> <p>Partner with Community Education for additional bus trips.</p>	<p>Market bus, generate excitement.</p> <p>Search for partners for bus - must be used at least 30 hours per week.</p> <p>Partner with SmartLink for bus scheduling.</p> <p>Survey Oak Grove residents for transportation needs and wants.</p> <p>Trips to school events.</p> <p>Renew packet information and redistribute to local churches.</p>	<p>In October 2018, the city bus began services for MRCI, a company in Chaska that provides work for clients that have developmental issues. Bussing takes place Monday - Friday for an approximate total of 3 hours each day. St. John's Church uses the bus for three hours each Sunday to bring members to church. The senior living communities use the bus for events and shopping. The overall goal is to provide 32+ hours a week of bussing for community members.</p>
EDUCATION		
GOAL	ACTION STEPS	2018 UPDATE
<p>Tri-Ad seminars for scams.</p> <p>Hold seminars regarding: loneliness, depression, "Ramp up your life", healthy options, volunteer fair.</p> <p>Put ad in paper for what types of volunteers are needed ie: building ramps, drive to appointments, etc - at Harbor RSVP</p> <p>Explore opportunities to work with Carver County Public Health Dept. to utilize additional funding.</p> <p>Promote more intergenerational activities.</p>	<p>Hold 2018 Car Fit event.</p> <p>Develop articles and informational pieces for local media.</p> <p>Explore funding options for Senior Service Coordinator.</p> <p>Notify seniors of scams.</p> <p>April 28, Drug Take Back event at City Hall.</p>	<p>Two Lunch & Learns - informational meetings - were held this year (one at Oak Grove and one at The Harbor). The topics were Scam and Fitness</p> <p>Drug Take Back was held in April and many medications were brought in.</p>
PROMOTING PHYSICAL AND SOCIAL ACTIVITY		
GOAL	ACTION STEPS	2018 UPDATE
<p>Music In the Park.</p> <p>Promoting bus for social events.</p> <p>Continue Stiftungsfest support.</p> <p>Continue to hold Senior Dances.</p> <p>Work with Community Ed to hold classes and/or events.</p> <p>Connect with service organizations: Boy Scouts, 4-H, etc.</p>	<p>Interface with Central School Elementary Music Department.</p> <p>Create flyers to notify seniors of events.</p> <p>Lunch & Learns, 2 to 3 a year.</p> <p>Volunteer Fair / "Speed Dating"</p> <p>Christmas Dinner - LaVonne, Carolyn and Lois to work out details.</p> <p>National Night Out.</p>	<p>The bus was used to bring community members to Music in the Park which is held Thursday evenings in the summer.</p> <p>Senior Dances took place twice this year at the Pavilion.</p>



TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: December 26, 2018

RE: Resolution 2018-43 Amending 2018 Budget

In accordance with state law, cities are to amend their General Fund budget if any significant changes occur during the course of the year. State law does not define what dollar amount represents a significant change but the City has defined it as \$5,000. Resolution 2018-43 also proposes amendments to the Water and Sewer Department budgets.

Suggested Motion:

Motion to approve Resolution 2018-43, a resolution amending the 2018 General Fund and Enterprise Fund Budgets.

RESOLUTION 2018-043

A RESOLUTION AMENDING THE 2018 GENERAL FUND AND ENTERPRISE FUND BUDGETS

WHEREAS, the City Council of the City of Norwood Young America, County of Carver, Minnesota adopted the 2018 General Fund Budget on December 11, 2017; and

WHEREAS, significant changes were made to the 2018 General Fund Budget during the Fiscal Year 2018 as follows:

EXPENSES GENERAL FUND

ACCOUNT	DEPT	BUDGET	AMEND	FINAL
E 101-41320-101 Full-Time Employees Regular	Comm Dev	\$ 38,600.00	\$ (5,600.00)	\$ 33,000.00
E 101-41320-305 Other Professional Fees	Comm Dev	\$ 18,000.00	\$ (3,000.00)	\$ 15,000.00
E 101-41500-304 Legal Fees	Prof Service	\$ 28,000.00	\$ (3,000.00)	\$ 25,000.00
E 101-41940-223 Repair/Maintenance Bldg/Ground	General Govt Buildings/Plant	\$ 40,000.00	\$ 18,000.00	\$ 58,000.00
E 101-41940-381 Electric Utilities	General Govt Buildings/Plant	\$ 21,500.00	\$ (6,500.00)	\$ 15,000.00
E 101-42200-323 Radio Units	Fire Protection	\$ 10,000.00	\$ (6,000.00)	\$ 4,000.00
E 101-42400-312 Building Inspection Fee	Build Insp	\$ 50,000.00	\$ 20,000.00	\$ 70,000.00
E 101-43100-101 Full-Time Employees Regular	Hwys, Streets, & Roads	\$ 149,800.00	\$ (14,800.00)	\$ 135,000.00
E 101-43100-102 Full-Time Employees Overtime	Hwys, Streets, & Roads	\$ 7,000.00	\$ (4,500.00)	\$ 2,500.00
E 101-43100-131 Medical/Disability Insurance	Hwys, Streets, & Roads	\$ 37,200.00	\$ (7,200.00)	\$ 30,000.00
E 101-43100-212 Motor Fuels	Hwys, Streets, & Roads	\$ 12,000.00	\$ 12,000.00	\$ 24,000.00
E 101-43100-223 Repair/Maintenance Bldg/Ground	Hwys, Streets, & Roads	\$ 30,000.00	\$ (10,000.00)	\$ 20,000.00
E 101-43100-224 Street Maint Materials	Hwys, Streets, & Roads	\$ 45,000.00	\$ 11,000.00	\$ 56,000.00
E 101-43100-360 Insurance	Hwys, Streets, & Roads	\$ 12,500.00	\$ (5,400.00)	\$ 7,100.00
E 101-43100-380 Street Lighting	Hwys, Streets, & Roads	\$ 32,000.00	\$ 11,000.00	\$ 43,000.00
E 101-43100-437 Maintenance Contract	Hwys, Streets, & Roads	\$ 25,000.00	\$ (5,000.00)	\$ 20,000.00
E 101-43100-500 Capital Outlay	Hwys, Streets, & Roads	\$ 10,000.00	\$ 17,000.00	\$ 27,000.00
E 101-45200-101 Full-Time Employees Regular	Parks (GENERAL)	\$ 64,700.00	\$ 15,300.00	\$ 80,000.00
E 101-45200-103 Part-Time Employees	Parks (GENERAL)	\$ 19,000.00	\$ (9,000.00)	\$ 10,000.00
E 101-45200-212 Motor Fuels	Parks (GENERAL)	\$ 6,000.00	\$ (5,000.00)	\$ 1,000.00
E 101-45200-221 Repair/Maintenance Equipment	Parks (GENERAL)	\$ 15,000.00	\$ (11,000.00)	\$ 4,000.00
E 101-45200-381 Electric Utilities	Parks (GENERAL)	\$ 8,000.00	\$ 7,000.00	\$ 15,000.00
E 101-46500-310 Other Professional Services	Economic Develop mt (GENE	\$ 18,500.00	\$ 11,500.00	\$ 30,000.00
E 101-46500-500 Capital Outlay	Economic Develop mt (GENE	\$ 50,000.00	\$ 5,000.00	\$ 55,000.00
E 101-49800-103 Part-Time Employees	Bus - Miscellaneous	\$ 15,000.00	\$ (5,000.00)	\$ 10,000.00
E 101-49860-223 Repair/Maintenance Bldg/Ground	Swimming Pool (GENERAL)	\$ 20,000.00	\$ 15,000.00	\$ 35,000.00
		\$ 782,800.00	\$ 41,800.00	\$ 824,600.00

ENTERPRISE FUNDS

E 601-49400-131 Medical/Disability Insurance	Water Utilities (GENERAL)	\$ 40,200.00	\$ (15,200.00)	\$ 25,000.00
E 601-49400-216 Chemicals and Chem Products	Water Utilities (GENERAL)	\$ 6,000.00	\$ (4,000.00)	\$ 2,000.00
E 601-49400-221 Repair/Maintenance Equipment	Water Utilities (GENERAL)	\$ 20,000.00	\$ (13,000.00)	\$ 7,000.00
E 601-49400-223 Repair/Maintenance Bldg/Ground	Water Utilities (GENERAL)	\$ 45,000.00	\$ (30,000.00)	\$ 15,000.00
E 601-49400-229 Water Meters	Water Utilities (GENERAL)	\$ 8,000.00	\$ 10,000.00	\$ 18,000.00
E 601-49400-310 Other Professional Services	Water Utilities (GENERAL)	\$ 4,500.00	\$ 7,500.00	\$ 12,000.00
E 601-49400-500 Capital Outlay	Water Utilities (GENERAL)	\$ 150,000.00	\$ (143,000.00)	\$ 7,000.00
		\$ 273,700.00	\$ (187,700.00)	\$ 86,000.00

E 602-49450-131 Medical/Disability Insurance	Sewer (GENERAL)	\$ 40,200.00	\$ (15,200.00)	\$ 25,000.00
E 602-49450-221 Repair/Maintenance Equipment	Sewer (GENERAL)	\$ 25,000.00	\$ (5,000.00)	\$ 20,000.00
E 602-49450-223 Repair/Maintenance Bldg/Ground	Sewer (GENERAL)	\$ 20,000.00	\$ 25,000.00	\$ 45,000.00
E 602-49450-381 Electric Utilities	Sewer (GENERAL)	\$ 48,000.00	\$ (10,000.00)	\$ 38,000.00
E 602-49450-437 Maintenance Contract	Sewer (GENERAL)	\$ 6,000.00	\$ (5,000.00)	\$ 1,000.00
E 602-49450-500 Capital Outlay	Sewer (GENERAL)	\$ 54,000.00	\$ (34,000.00)	\$ 20,000.00
		\$ 193,200.00	\$ (44,200.00)	\$ 149,000.00

E 603-49500-303 Engineering Fees	Storm Water	\$ 12,000.00	\$ (11,000.00)	\$ 1,000.00
		\$ 12,000.00	\$ (11,000.00)	\$ 1,000.00

OTHER FUNDS

E 201-45200-530 Improvements Other Than Bldgs	Parks (GENERAL)	\$ -	\$ 15,600.00	\$ 15,600.00
E 251-46331-720 Operating Transfers	Sr. Assisted Living	\$ 100,000.00	\$ (59,000.00)	\$ 41,000.00
E 275-42200-542 FD Equipment	Fire Protection	\$ 25,000.00	\$ 22,000.00	\$ 47,000.00
E 275-43100-543 Streets-Equipment	Hwys, Streets, & Roads	\$ 122,000.00	\$ (90,000.00)	\$ 32,000.00
E 275-45200-543 Streets-Equipment	Parks (GENERAL)	\$ 23,000.00	\$ (13,000.00)	\$ 10,000.00
E 275-49450-720 Operating Transfers	Sewer (GENERAL)	\$ 145,500.00	\$ 39,500.00	\$ 185,000.00
		\$ 415,500.00	\$ (84,900.00)	\$ 330,600.00

E 420-41960-710 Residual Equity Transfers	TIF	\$ -	\$ 9,800.00	\$ 9,800.00
E 424-49304-720 Operating Transfers	Capital Project	\$ 73,000.00	\$ 47,000.00	\$ 120,000.00
E 425-49304-720 Operating Transfers	Capital Project	\$ 25,000.00	\$ 23,000.00	\$ 48,000.00
E 431-41960-300 Professional Svcs	TIF	\$ -	\$ 15,700.00	\$ 15,700.00
		\$ 98,000.00	\$ 95,500.00	\$ 193,500.00

REVENUES

GENERAL FUND

ACCOUNT	DEPT	BUDGET	AMEND	FINAL
R 101-41000-31020 Delinquent Taxes	Gen Gov	\$ 15,000.00	\$ 25,000.00	\$ 40,000.00
R 101-41000-33401 Local Government Aid	Gen Gov	\$ 325,000.00	\$ 75,000.00	\$ 400,000.00
R 101-41000-36210 Interest Earnings	Gen Gov	\$ 1,500.00	\$ 16,500.00	\$ 18,000.00
R 101-41000-36212 Insurance Dividend	Gen Gov	\$ 15,000.00	\$ (7,000.00)	\$ 8,000.00
R 101-41000-36231 REIMBURSEMENT FOR EXPENSE	Gen Gov	\$ 11,000.00	\$ 14,000.00	\$ 25,000.00
R 101-41000-39101 Sales of General Fixed Assets	Gen Gov	\$ 500.00	\$ 412,500.00	\$ 413,000.00
R 101-41000-39209 TRANSFER FROM HAROBOR SUI	Gen Gov	\$ 100,000.00	\$ (59,000.00)	\$ 41,000.00
R 101-42100-36231 CSO REIMBURSEMENT	Law Enforcement	\$ -	\$ 24,000.00	\$ 24,000.00
R 101-42100-33421 State Aid	Law Enforcement		\$ 15,000.00	\$ 15,000.00
R 101-42400-32195 Rental Dwelling License	Build Insp	\$ 300.00	\$ 7,700.00	\$ 8,000.00
R 101-42400-32210 Building Permits	Build Insp	\$ 60,000.00	\$ 42,000.00	\$ 102,000.00
R 101-42400-32211 Bldg Permit Plan Check Fee	Build Insp	\$ 35,000.00	\$ 27,000.00	\$ 62,000.00
R 101-43100-36200 Miscellaneous Revenues	Hwys, Streets, & Roads	\$ -	\$ 6,200.00	\$ 6,200.00
		\$ 563,300.00	\$ 598,900.00	\$ 1,162,200.00

ENTERPRISE FUNDS

R 601-49400-36200 Miscellaneous Revenues	Water Utilities (GENERAL)	\$ 1,200.00	\$ 8,400.00	\$ 9,600.00
R 601-49400-37110 Unallocated Utility Revenues	Water Utilities (GENERAL)	\$ 10,000.00	\$ (9,500.00)	\$ 500.00
R 601-49400-37152 Water Trunk	Water Utilities (GENERAL)	\$ 19,500.00	\$ 61,500.00	\$ 81,000.00
R 601-49400-37153 Availability Charge-Serv Area 1	Water Utilities (GENERAL)	\$ 3,700.00	\$ 25,300.00	\$ 29,000.00
		\$ 34,400.00	\$ 85,700.00	\$ 120,100.00

R 602-49450-36100 Special Assessments	Sewer (GENERAL)	\$ 15,000.00	\$ 9,000.00	\$ 24,000.00
R 602-49450-37252 Sewer Trunk	Sewer (GENERAL)	\$ 19,500.00	\$ 61,500.00	\$ 81,000.00
R 602-49450-37253 Availablity Chg Service Avea 1	Sewer (GENERAL)	\$ 5,200.00	\$ 40,800.00	\$ 46,000.00
		\$ 39,700.00	\$ 111,300.00	\$ 151,000.00

R 603-49500-37670 Storm Water Conn Fee	Storm Water	\$ 3,750.00	\$ 16,250.00	\$ 20,000.00
		\$ 3,750.00	\$ 16,250.00	\$ 20,000.00

OTHER FUNDS

R 225-46500-34950 Other Revenues	Economic Develop mt (GENE)	\$ 875.00	\$ 8,525.00	\$ 9,400.00
R 275-49300-39200 Interfund Operating Transfers	Capital Expenditures	\$ 150,500.00	\$ 34,500.00	\$ 185,000.00
		\$ 151,375.00	\$ 43,025.00	\$ 194,400.00

R 407-41960-31050 Tax Increments	TIF	\$ 25,000.00	\$ 27,000.00	\$ 52,000.00
R 424-41960-31050 Tax Increments	TIF	\$ 100,000.00	\$ 20,000.00	\$ 120,000.00
R 425-41960-31050 Tax Increments	TIF	\$ 35,000.00	\$ 13,000.00	\$ 48,000.00
		\$ 160,000.00	\$ 60,000.00	\$ 220,000.00

R 518-49330-36103 Pre-Paid Assessments	Debt Service Department	\$ -	\$ 8,800.00	\$ 8,800.00
		\$ -	\$ 8,800.00	\$ 8,800.00

NOW THEREFORE, BE IT RESOLVED that the 2018 General Fund and Enterprise Fund Budgets are to be amended as identified above.

Adopted by the Norwood Young America City Council this 26th day of December, 2018.

ATTEST:

Carol Lagergren, Mayor

Kelly Hayes, City Clerk-Treasurer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: December 26, 2018
SUBJECT: Approve Testing and Inspection Agreement

The City has been approached by Air Products and Chemicals as a prospective business in the City's industrial park. The City's discussions with Air Products and Chemicals are in the preliminary stages. Air Products is gathering data and desires to enter the property to perform testing and inspections such as a geotechnical survey.

Enclosed is the proposed Testing and Inspection Agreement between the City and Air Products and Chemicals.

Suggested Motion:

Motion to approve the Testing and Inspection Agreement with Air Products and Chemicals.

TESTING AND INSPECTION AGREEMENT

This Testing and Inspection Agreement ("Agreement") is entered into this 19th day of December, 2018, by and between Air Products and Chemicals ("Business") and the City of Norwood Young America ("City").

RECITALS

- A. WHEREAS, the City is the owner of the following described properties (collectively referred to as the "Property"):
 - a. Lot 3, Block 1, Tacoma West Industrial Park, Carver County, Minnesota.
 - b. Lots 9 and 10, Block 2, Tacoma West Industrial Park, Carver County, Minnesota.
- B. WHEREAS, the City intends to sell the Property to the Business.
- C. WHEREAS, the Business wishes to conduct certain testing and inspections of the Property.
- D. WHEREAS, the City and the Business mutually desire to allow the Business to access the Property for the purposes of conducting said testing and inspections.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the Business agree as follows:

- 1. The City shall allow the Business access to the Property from the date of this Agreement through February 28, 2019, without charge, for the purpose of conducting soil testing. The Business shall be allowed to access the Property during normal business hours, Monday through Friday 8 a.m. to 5 p.m. The Business shall pay all costs and expenses of such testing.
- 2. The Business shall defend, indemnify, and hold harmless the City and its officers, agents, and employees from any and all liability or claims resulting from the Business activities on the Property in connection with this Agreement, or damages incurred during the testing and inspections.

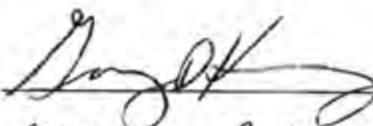
3. The Business shall repair and restore any damage to the Property caused by or occurring during the Business's soil testing, and shall return the Property to substantially the same condition as existed prior to such entry and testing.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective the date first written above.

**CITY OF NORWOOD YOUNG
AMERICA**

**AIR PRODUCTS AND CHEMICALS
7201 Hamilton Boulevard
Allentown, PA 18195**

By: _____

By:  _____

Its: _____

Its: MANAGER, REAL ESTATE

Dated: _____, 2018

Dated: DECEMBER 20, 2018

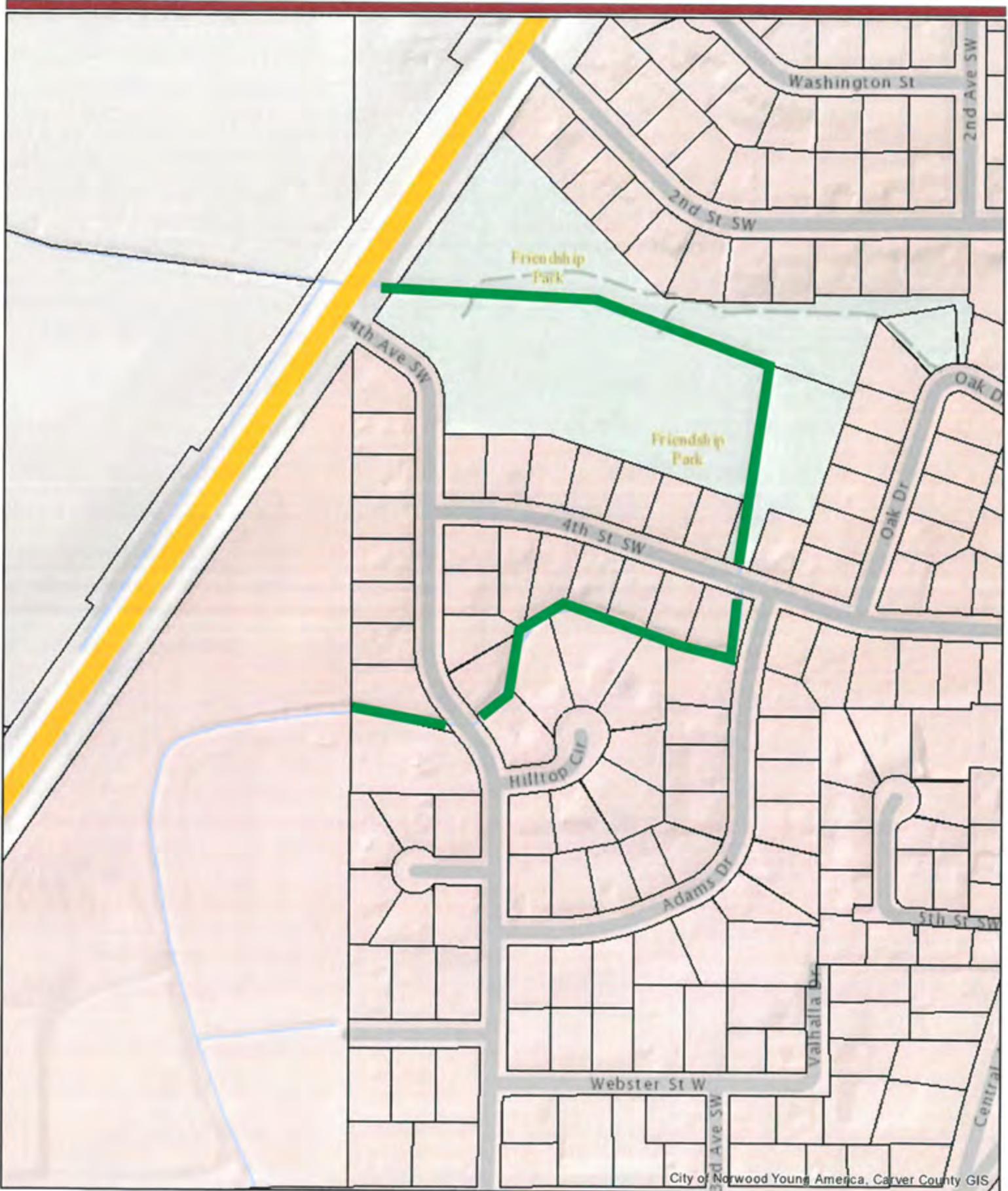


TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: December 26, 2018
SUBJECT: Ditch Cleaning Maintenance Proposal

We have discussed the importance of designing and implementing a ditch maintenance program. I have assessed the ditches in town and have determined which areas we should start looking into first. I am proposing areas in town that have limited access points and pass through developed neighborhoods. These areas can only be cleaned certain times of the year dependent upon cold weather and snow cover. I am proposing the areas in the included maps. I solicited from Henning Excavation and Schneider Excavating & Grading and am awaiting quotes which I will present at the Council meeting. We have budgeted \$10,000 this year and \$15,000 for 2019. My plan is to start with these two areas and if there are monies left we will address additional areas in spring to exhaust the funds we have set aside. I plan to start immediately to use what monies we have set aside for 2018 if possible.

Proposed Motion: To hire the lowest bidding contractor to perform the ditch cleaning maintenance.

Norwood Young America





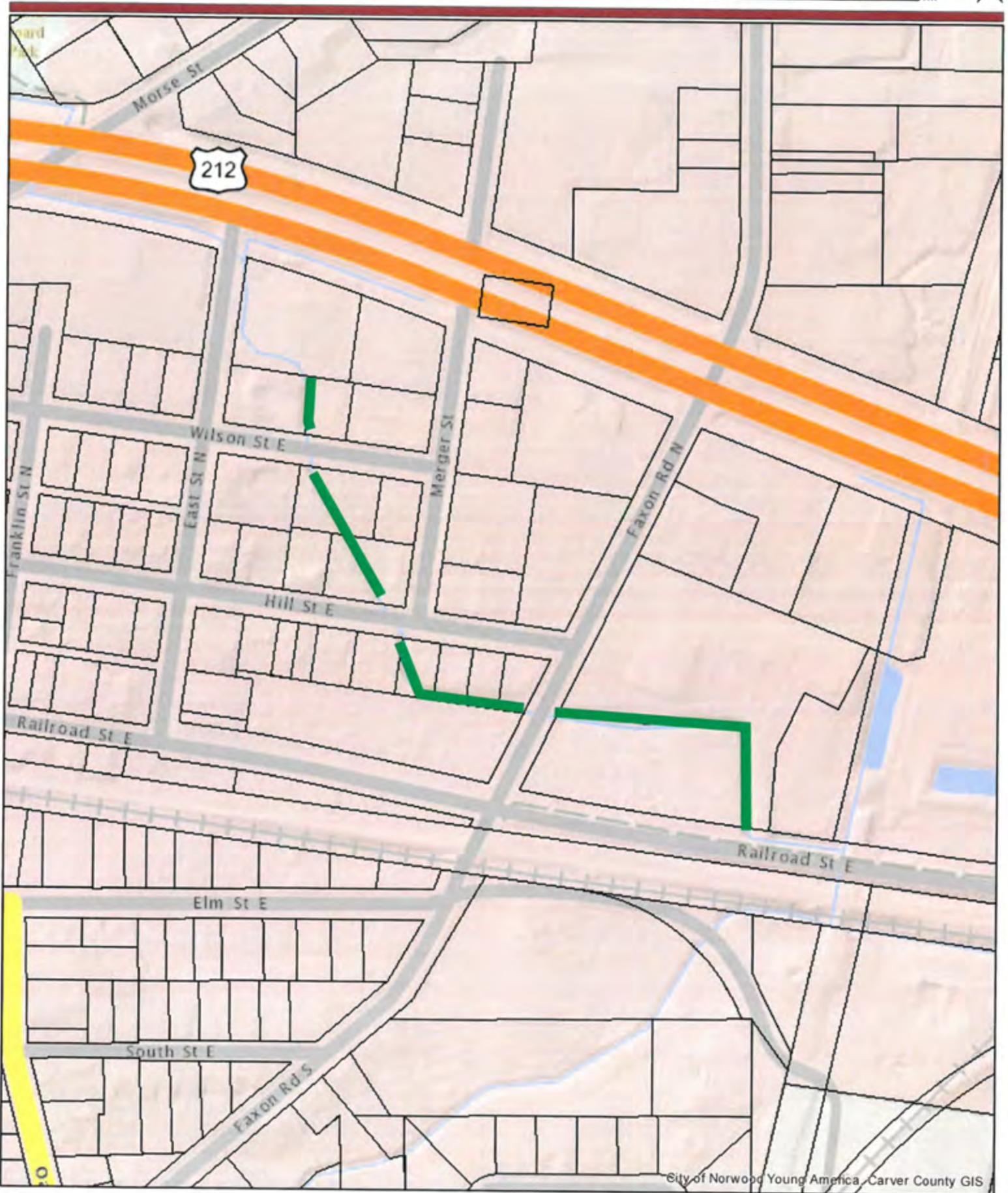
more than a place, it's home.

CITY OF NORWOOD YOUNG AMERICA

City GIS

Map Date: 12/20/2018

0 0.0178.035 0.07 0.105 0.14 mi





TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: December 26, 2018
RE: Employee Handbook Update – Exempt Employees

A salary survey was recently completed by 12 communities near Norwood Young America. One of the questions on the survey was “You have an exempt employee that requested a day off. During that week they wound up working 45 hours. Do you require the exempt employee to use PTO/Vacation if they already have 40+ hours in for the week?” The response was unanimous; none of the cities would require an exempt employee to use PTO if they already had 40 hours of work in for the week.

Below is an excerpt from our employee handbook pertaining to Exempt (Non-Overtime-Eligible) Employees. The Personnel Committee is recommending adding the highlighted portion to the handbook.

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work forty (40) or more hours per week.

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

- On-Call: Exempt employees that are part of the weekly rotation for water/sewer emergencies, will receive \$100 for being on-call for the week.*
- Call-Back: Exempt employees that are called back to work, after they have left for the day, will receive call-back pay at their regular rate of pay for all hours worked. This does not include meetings or other scheduled events.*
- Holiday: Exempt employees that are required to work on the holiday will receive their regular rate of pay for all hours worked.*

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

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

- The employee is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.*
- .

Norwood Young America

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

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

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

Leave Policy for Exempt Employees

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

*Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. **With-that-said, if the exempt employee has already worked 40 hours in the week, or 80 hours in the payperiod, PTO does not need to be used.** Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8:00 a.m. to 4:30 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to the city administrator or his/her designee.*

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

RECOMMENDATION:

A motion to approve the update to the employee handbook under *Leave Policy for Exempt Employees*.



TO: City Council Members
FROM: Carol Lagergren, Mayor
DATE: December 26, 2018
SUBJECT: Review City Administrator Annual Performance Evaluation

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On December 26th, members of the Personnel Committee (Heher and Lagergren) met with Steve Helget, City Administrator, to review the annual performance evaluations completed by council members. A summary of that evaluation will be reported at the meeting.

Suggested Motion:



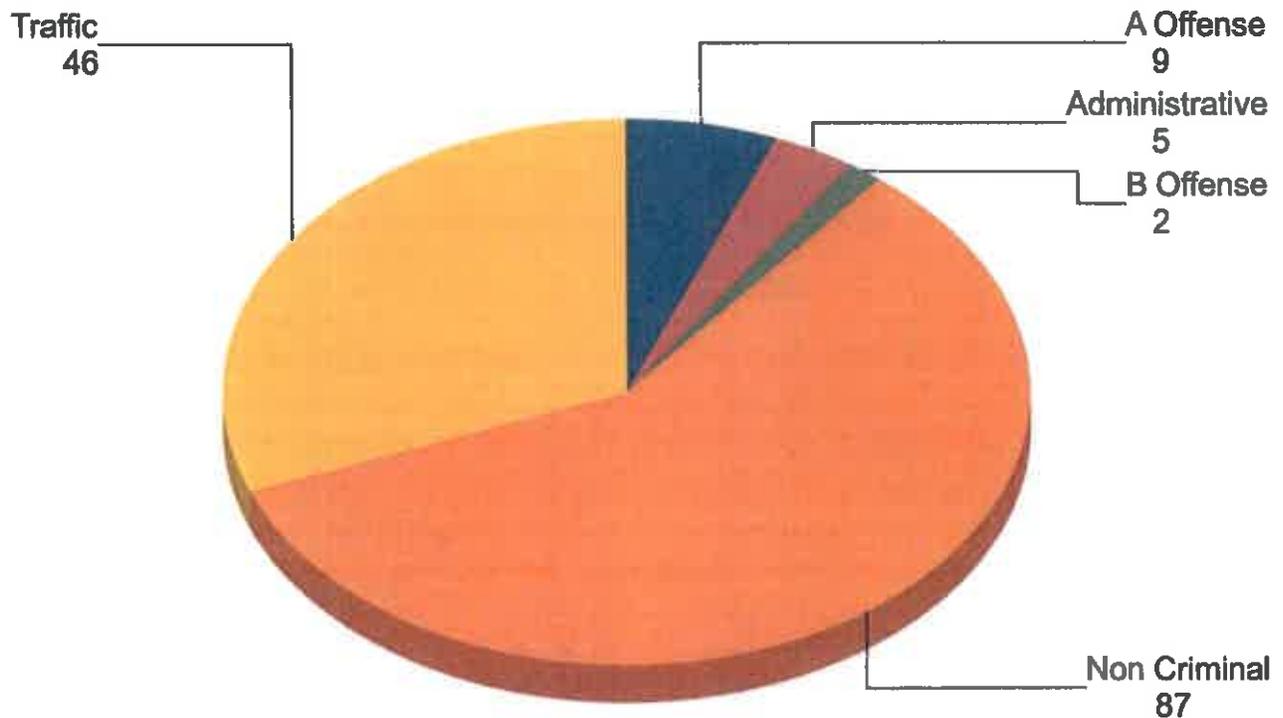
**City of Norwood Young
America**

November - 2018



**Carver County Sheriff's Office
Monthly Calls for Service
From: 11/1/2018 To: 11/30/2018**

Norwood Young America City



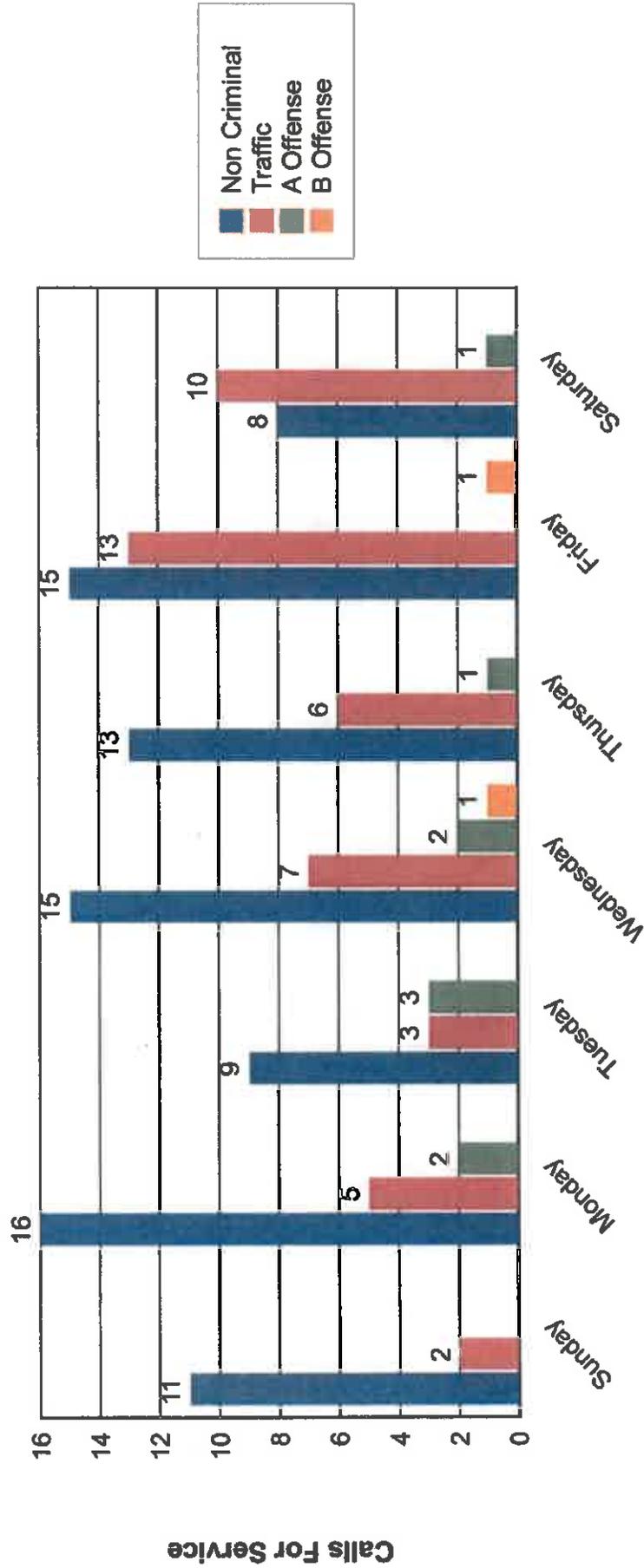
Total A Offense:	9
Total B Offense:	2
Total Non Criminal:	87
Total Traffic:	46
Total Administrative:	5

Total Norwood Young America City: 149



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 11/1/2018 To: 11/30/2018

Norwood Young America City

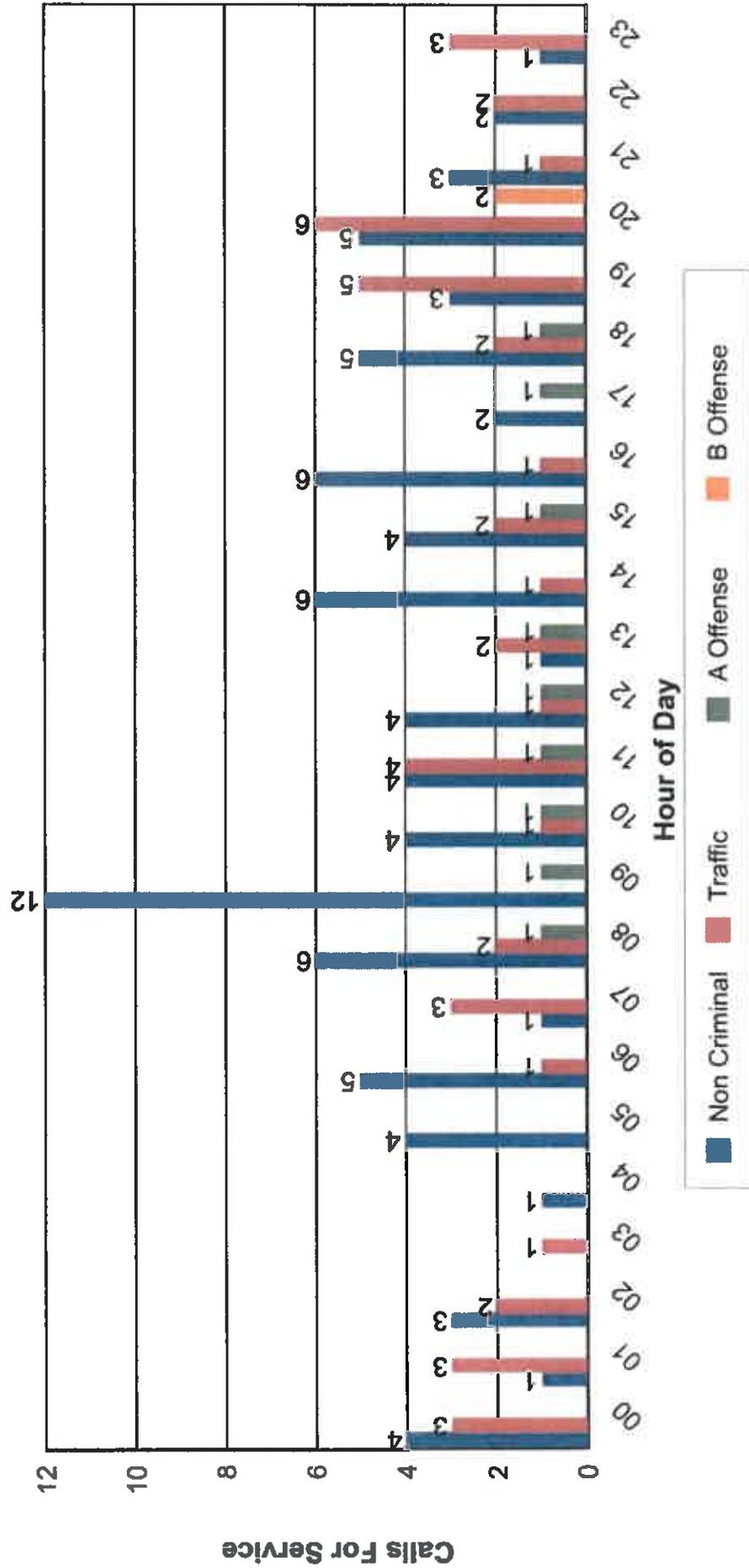


Total Norwood Young America City: 144



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 11/1/2018 To: 11/30/2018

Norwood Young America City



Total Norwood Young America City: 144



**Carver County Sheriff's Office
Monthly Calls for Service
From: 11/1/2018 To: 11/30/2018**

Norwood Young America City

Patrol

A Offense

Assault	2
Drug Violation	1
Property Damage	2
Theft	3
Fraud	1
Total A Offense:	9

B Offense

Misc - criminal	2
Total B Offense:	2

Non Criminal

Misc Non-criminal	9
Alarm	5
Domestic	3
Abuse/Neglect (Info Only)	3
Animal	7
Medical	24
Assist Other Agency	5
Fire Call	2
Mental Health	10
Transport	1
Suspicious Activity	11
Open Door	1
Disturbance (Info Only)	6
Total Non Criminal:	87

Traffic

Traffic - Misc	7
Traffic Stop	27
Pd Accident	7
Driving Complaint	5
Total Traffic:	46

Total Patrol: 144

Administrative

Administrative

GunPermit-Acquire	1
GunPermit-CarryNew	3
Rec Ck - Individual	1
Total Administrative:	5

Total Administrative: 5



**Carver County Sheriff's Office
Monthly Calls for Service
From: 11/1/2018 To: 11/30/2018**

Total Norwood Young America City: 149



Carver County Sherff's Office
Arrest Summary
For: Norwood Young America City
From: 11/1/2018 To: 11/30/2018

	Total Charges	Total Arrestees	Total Incidents
Norwood Young America City			
13B - Simple Assault	1	1	1
35A - Drug/Narcotic Violations	1	1	1
35B - Drug Equipment Violations	1	0	0
90Z - All Other Offenses	3	2	2
Totals for Norwood Young America	6	4	4



**Carver County Sherff's Office
Traffic Citation Summary
From: 11/1/2018 To: 11/30/2018**

Norwood Young America City

No MV insurance:	1
Total Norwood Young America City:	1

Activity Codes
Non-criminal, Traffic and Administrative

NON CRIMINAL		
Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Trtransport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED		
Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

ADMINISTRATIVE

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit - Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewal)	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Renewal	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employment	Records check for Carver County employment
43	Rec Ck - SO Employment	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employment	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order



**Carver County Sheriff's Office
Verbal Warnings
From: 11/1/2018 to 11/30/2018**

Norwood Young America City

Animal:	1
Traffic - Misc:	2
Traffic Stop:	21
Grand Total Verbal Warnings:	24