



CITY COUNCIL AGENDA

November 9, 2020 – 6:00 p.m.

City Council Meeting

Zoom Meeting

<https://us02web.zoom.us/j/2334975750>

Meeting ID: 233 497 5750

CITY COUNCIL

1. Call Meeting of City Council to Order
 - 1.1 Pledge of Allegiance
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda
(NOTE TO THE PUBLIC: All items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one or more of the items is made prior to the motion being made. Anyone present at the meeting may request an item to be removed from the Consent Agenda for discussion. Please inform the City Council when they approve the meeting agenda of your request to have an item removed for discussion.)
 - 4.1 Approve minutes of October 26, 2020 meetings
 - 4.2 Approve payment of Claims
 - 4.3 Approve Resolution 2020-32, Resolution approving Transfer from General Fund to Street Improvements Project Fund
 - 4.4 Approve Rodney Jaus Pay Increase Grade due to obtaining Class D Water and Wastewater Licenses
5. Public Hearings
6. Old Business
 - 6.1 Approve CARES Act City Expenses
 - 6.2 Approve Recreation Agreements with Central School for usage of City's Baseball/Softball and Soccer Fields
7. New Business
 - 7.1 Approve The Harbor 2021 Budget
 - 7.2 Approve Amendment to Contract for Police Services
 - 7.3 Approve awarding quote for Snow Hauling
 - 7.4 Approve awarding quote for Chipping Compost Pile
 - 7.5 Approve Restricted Parking in City Parking Lots
8. Council Member & Mayor and Staff Reports
9. Adjournment

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

UPCOMING MEETINGS / EVENTS

- November 11 Veterans Day – City Offices Closed
November 17 Parks and Recreation Commission – 4:45 p.m.
November 18 Safety Committee – 2:00 p.m.
November 18 Economic Development Commission – 6:00 p.m.
November 19 Senior Advisory Committee – 9:00 a.m.
November 23 EDA, City Council, Work Session – 6:00 p.m.
November 26-27 Thanksgiving – City Offices Closed
December 1 Finance Committee – 3:00 p.m.
December 1 Planning Commission – 6:00 p.m.
December 14 Personnel Committee – 5:00 p.m.
December 14 City Council – 6:00 p.m.



Attendees: Carol Lagergren, Charlie Storms, Craig Heher, Dick Stolz Absent: Mike McPadden
Staff Present: Steve Helget (City Administrator), Tony Voigt (Public Service Director), Karen Hallquist (Economic Development Marketing Director), Steve Zumberge (Fire Chief) and Angela Brumbaugh (Clerk-Treasurer)
Others: Jake Saulsbury (City Engineer), Jay Squires (City Attorney), Cynthia Smith Strack (City Planner), Laurie Hilgers (The Harbor Representative), and Heidi Freisinger (Ecumen Representative)

1. Call Meeting of City Council to Order

Mayor Lagergren called the virtual meeting to order at 6:03pm. Roll call of attendance: All members except for Mike McPadden were present.

2. Approve Agenda

Motion: CS/CH to approve the agenda as presented. Roll call vote. Motion passed 4-0.

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

4. Consent Agenda

- 4.1 Approve minutes of October 12, 2020 meetings
- 4.2 Approve payment of Claims
- 4.3 Approve payment of SW Corridor Transportation Coalition Annual Dues
- 4.4 Approve Seasonal Staff Termination of Employment
- 4.5 Approve resignation of Sandi Roepke from the Senior Advisory Commission

Motion: CS/CH to approve consent agenda. Roll call vote. Motion passed 4-0.

5. Public Hearing -

5.1 Assessments for Delinquent Utility Bills and other Non-Payments

- Public hearing is held each year in order to certify delinquent utility and other unpaid bills.
- These assessments will be included on property taxes to be payable in 2021.
- Letters were mailed to each property owner notifying them of the Public Hearing to be held this evening.

Mayor Lagergren opened the public hearing for anyone attending the zoom meeting to unmute and speak if they so choose to.

- Mark Vangelder, 315 W Elm Street sent a letter to each Council Member, Mayor, and City Administrator.
- Objects because there has never been a citation issued to his property and has not received any invoices for months. Objects to any and all fines against his property.
- City Attorney Squires summarized the timeframe for this property:
 - Spring of 2019 Staff determined property was not in compliance with city code with all of storage containers.
 - Around July of 2019 Property Owner appealed as code allows.
 - Council upheld Staff determination
 - Property owner had 60 days to appeal.
 - City Attorney Squires sent Mr. Vangelder a letter dated July 23, 2019 letting him know the Council's decision and there would be a \$100 per day fee if not in compliance.
 - Staff is proposing assessing to the property the \$100/day fine from October 2019 through September 2020.

- City Attorney Squires reviewed all the documentation, determined the City is in compliance with City code and certification is proper.

Motion: DS/CS to close the public hearing. Roll call vote. Motion passed 4-0.

6. Old Business

6.1 CARES Act City Expenses Update-Helget stated this is the regular update and reminded we were awarded \$288,779 under the CARES act for relief during the Covid-19 pandemic. We have expended all but possibly \$53,000 as far as what has been earmarked. Identified three options for the remaining funds:

- Police contract – Payroll expenses
- The Harbor
 - Freisinger discussed Ecumen has applied for the General Distribution #2 through the CARES Act. Eligible to use funds for G & A and health care expenses specific to COVID-19.
 - A memo was just released to use for loss revenues.
 - Laurie reported they have incurred about \$24,000 worth of expenses due to COVID.
 - \$14,000 is due to overtime pay. \$2,200 for bonuses.
 - Balance has been for items needed such as gowns, masks, garbage bags, etc.
 - Harbor was at 100% occupancy through June
 - Currently 4 open apartments with one reserved for move in of November 15th.
 - Budgeted with 2 open apartments per month for 2020.
 - Currently have 34 residences with 21 private pay and 13 elderly waiver.
 - As of September, at a net income of \$30,800
 - Biggest challenge has been occupancy.
 - Haven has 6 open apartments.
 - Another issue is staffing. One full-time administrative position open as the Clinical Director has given her notice for a last day of November 10th and 6 full-time direct line staff. Staffing is for both Harbor and Haven.
 - Team effort has been going very well.
 - Finance Team has done a forecast with a potential revenue loss of \$27,000 approximately.
 - What can be leveraged is the General Distribution #2 funds of \$31,000 received. This formula was based on 2% of patient care revenue mixed.
 - There will be another round of grants Ecumen can apply for, but they feel it is slim as they received the full amount in the first round.
 - Discussed the City cannot use funds for loss revenue.
 - Discussed the deadline for Ecumen is later than the City but the deadline may be extended.
 - It was determined the main goal is to be sure it is expended.
 - Helget should bring back a recommendation of where he feels the money should be expended.
- Public Service Dept Laptops
 - 3 laptops/2 iPad to allow staff to remotely address alarm calls for water/wastewater facilities and take home a computer if working remotely due to being quarantined.

6.2 Approve Cablecast Screenweave Live Broadcasting of Center Schools Sporting Events

- Hallquist stated City Attorney Jay Squires reviewed our policy.
- Squires stated his understanding of the issue is making sure this would not open the City up to having to agree to anyone wanting to broadcast on the City's local access channel.
- Squires stated in his judgement school district sporting events would be the type of activity that would be priority activities under the policy.
- Squires experience in other communities is it is very common for local access channels to be used for that purpose.

- Squires reassured the policy addresses the above issue and should not be a problem to include the school sporting events.
- Lagergren stated her and Helget had a conversation with Superintendent Tim Schochenmaier to be sure everyone was on the same page of what this would look like.
- School will be responsible for doing the live streaming which the City can access for putting on our channel.
- School is comfortable to keep it to sporting events.

Motion: DS/CS to approve the Live stream of Central Public Schools varsity sports and event on NYATV local access channel. Roll call vote. Motion passed 4-0

7. New Business

7.1 Approve Resolution 2020-30, Approving Certification of Delinquent Utility Bills and other Non-Payments

- Stolz wanted to be sure it was cleared up regarding the letter from the property owner stating it was the wrong parcel.
- Squires stated there are two tax parcels that comprise the property. All notices have the correct parcel number.
- Helget stated the resolution identifies just the parcel ID numbers.

Motion: CH/CS to approve Resolution 2020-30, a Resolution Certifying unpaid fees for the City of Norwood Young America to be certified to Carver County for collection with payable 2021 property taxes. Roll call vote. Motion passed 4-0

7.2 Approve Resolution 2020-31, Approving Oak Lane Feasibility Study and Calling Hearing on Improvement

Jake Saulsbury reported on the feasibility study for Oak Lane stating it is a 22' Street with no curb and gutter.

- Total estimated cost for the street work is \$479,000
- Total estimated cost for the stormwater/sewer, drain tiles is \$57,000
- Sewer/water line along Tacoma Avenue would need an easement
- Total estimated cost for the East Sewer is \$122,000
- Total estimated cost for the West Sewer is \$137,000
- Total estimated cost for the west Water is \$87,000
- If adding up all numbers, it comes to a total of \$882,000 which is slightly less than the preliminary scope.
- 60% is related to street and storm sewer work and 40% to Utility work.
- Agreement in place with Township from 2003. Most of the properties have hooked up.
- There are three on west end and two on the east end that have not hooked up.
- There are 4 undeveloped lots
- Recommended financing method is a 429 bond.
- 20% of project costs must be assessed on that type of bonding.
- Recommend doing an assessment to appraisal on vacant lot to be sure it is sustainable to hold up to an appeal for the assessable amount. This could be done after the public hearing.
- If the assessment was lowered slightly, we should still do the 429 bonding as we should still meet the 20%.
- The public hearing is to be sure the taxpayers have the opportunity to give their opinions on the road.
- Helget stated our attorney also reviewed the paperwork and stated we do have language that discusses undevelopable property. If the City feels there is property that is not developable it wouldn't be assessed.
- This is referring to City owned property. If it was taken off it would increase the assessments.
- The assessment policy states if we do not assess it on the City property it will be assessed to the other property owners.

- Saulsbury stated yes because the policy takes the standard street section and assesses 50% of it. So, the total amount is the same but it is divided amongst fewer units. The cost would go up to \$16,300 per lot.
- This doesn't need to be decided before the public hearing.
- Storm stated how can we go to a public hearing and ask the taxpayers to decide if the Council hasn't determined what is going to happen with City property.
- Saulsbury stated in his experience the \$16,300 is too high to withstand the test of benefit for single family residential property.
- Council agreed none wanted to assess the \$78,000 back to the property owners and wanted to leave everything as presented by Bolton-Menk.

Motion: CS/DS to approve Resolution 2020-31, Approving Oak Lane Feasibility Study and Calling Hearing on Improvement with the amendment it will be a zoom meeting. Roll call vote. Motion passed 4-0

7.3 Adopt Ordinance No. 328, C-3, Downtown Commercial, Residential Uses on First Floor and approving Summary Publication.

Smith-Strack requested consideration to amend chapter 1230.10, subd. 2(L) of the city code. Language is located within C-3 Downtown District.

- Planning commission reviewed
- 5 standards that must be met to accommodate residential uses on the first-floor street level in your uses.
- Planning commission is proposing adjustments in two of the five conditions.
 - Condition two proposal: "Continuous commercial office, retail, or service space is retained in at a minimum the front half the building's first floor abutting public streets;"
 - Condition three proposal: Add "If residential entry is from the front of the building access to the residential use shall be through an enclosed corridor".
- Determination was we do not want residents walking through commercial space to access their residential space.
- Planning commission voted unanimously to request Council amend Ordinance No. 328.
- Heher stated Planning commission discussed this in length.

Motion: CH/DS to approve Ordinance No. 328, amending Chapter 12 of the City Code by amending section 1230.10, subd. 2(L) providing for limited residential uses on the first floor of commercial structures in the C-3, Downtown District. Roll call vote. Motion passed 4-0.

Motion: CH/DS to approve summary of Ordinance No. 328, amending Chapter 12 of the City Code by amending section 1230.10, subd. 2(L) providing for limited residential uses on the first floor of commercial structures in the C-3, Downtown District. Helget stated this is for publication. Roll call vote. Motion passed 4-0.

7.4 Adopt Ordinance No. 329, Amending Zoning Code Definitions and approving Summary Publication

Smith-Strack requested consideration to amend section 1204 of the City Code pertaining to zoning definitions. She stated the Planning Commission has been reviewing sections of the code for relevancy and consistency. The following definitions are being proposed to delete:

- Boarding House
- Cellar
- Family
- Hardship

Also proposing to amend deck to remove 3 feet above ground and changing the definition of structure. Planning Commission held a hearing on October 6th and after the hearing the Commission voted unanimously to bring it to the Council for approval.

Motion: CH/DS to approve Ordinance No. 329, amending Chapter 12 of the City Code by amending section 1200.04, pertaining to definitions of zoning words/terms. Roll call vote. Motion passed 4-0.

Motion: CH/DS to approve Ordinance No. 329, amending Chapter 12 of the City Code by amending section 1200.04, pertaining to definitions of zoning words/terms. Roll call vote. Motion passed 4-0.

7.5 Approve purchase of Fire Department Portable Radios.

Zumberge discussed the department has 22 portable radios. The officers went through the trucks to determine we are short 10 radios.

- CDC (Center for Disease Control and Prevention recommends every personnel have a portable radio.
- The National Fire Protection Association (NFPA) requires all interior firefighters have a portable radio for safety reasons.
- To come up with the number how many possible firefighters could be in each vehicle at any one time.
- Officers carry radios but fire fighters do not.
- This purchase would qualify for CARES reimbursement.
- Last three years the Department has applied for FEMA grants for total replacement of radios but have not been successful. There is one application pending but we could still use these.

Motion: CS/CH to accept Motorola quote-1342256 to purchase ten APX-4000 portable radios. Roll call vote. Motion passed 4-0.

- Helget stated this is the State Bid which is why there is only one bid.
- Lagergren asked if we have been putting radios on our capital plan.
- Zumberge stated we have been putting the \$10,000 match in case we received a grant.

7.6 Approve Oak Grove Snow Removal Agreement with Carver County CDA

Helget stated there is a \$5 increase in most areas and a \$10 increase for salt and sand. Any additional costs as necessary is staying the same as the past.

- Lagergren asked if the numbers kept us comparable with the cost of snow removal
- Voigt stated he believes they do which is why the request to increase some of the costs.

Motion: DS/CS Approve Oak Grove Snow Removal Agreement between the City of Norwood Young America and Carver County Community Development Agency. Roll call vote. Motion passed 4-0.

7.7 Approve awarding quote to replace tires on the John Deere Pay Loader

Voigt stated last year the Loader struggled on the snow and ice. Since we have done more repairs with staff we feel we can fit this into our budget. Two quotes were received:

- Sam's Tire Service - \$10,493.50
- Royal Tire - \$10,677.87
- There is an interested party in the old tires so may not have to pay the disposal amount.
- Storm asked about the load rating.
- Voigt stated yes, he did confirm that although it was hard to find on the tires.

Motion: CS/CH to accept Sam's Tire Service quote for the purchase and installation of four Michelin SnoPlus tires on the John Deere Pay Loader in the amount of \$10,493.50. Roll call vote. Motion passed 4-0.

8. Council Member & Mayor and Staff Reports

Heher (Planning Commission): Nothing new.

McPadden (Economic Development): Absent.

Stolz (Senior Advisory): Nothing at this time.

Storms (Parks and Rec): Parks Commission last meeting. Projects at Pavilion are almost complete. Only thing left is contemplating redoing the floors.

Lagergren (Mayor): EDC met and Hallquist will discuss it

Helget (City Administrator): Nothing at this time.

9. Adjournment

Motion: CH/CS to adjourn at 7:34 PM. Roll call vote. Motion passed 4-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



CITY COUNCIL WORK SESSION Minutes

October 26, 2020

City Council Meetings

Zoom Meeting

<https://us02web.zoom.us/j/2334975750>

Meeting ID: 233 497 5750

Attendees: Carol Lagergren, Charlie Storms, Craig Heher, Dick Stolz, Absent: Mike McPadden
Staff Present: Steve Helget (City Administrator), Tony Voigt (Public Service Director), Karen Hallquist (Economic Development Director), and Angela Brumbaugh (Clerk-Treasurer)
Others:

Call Meeting of Work Session to Order

Mayor Lagergren called the meeting to order at 7:34p.m. Roll call of attendance: All members except for Mike McPadden were present.

Approve Agenda

Motion: CH/CS to approve the agenda, as submitted. Roll call vote. Motion passed 4-0.

1. Tax Increment Financing

Stolz shared a presentation with an example he had done regarding Tax Increment Financing (TIF).

- City has an agreement with the Developer that states all information.
- When TIF is created the current value and property taxes of the land is locked into place.
- After the business is built the value of the property and the property taxes are calculated.
- City figures out what it will cost for the City's portion of the agreement and could have debt for our portion.
- The business still pays all its taxes based on the new valuation.
- The difference is any of the property taxes above the current taxes (before the development was created) is now paid to the City for the TIF.
- This money can be used to pay off whatever debt the City created.
- You must have a full understanding of the law as the Legislature has changed the laws.
- Need to find land and developers and it can be a lucrative tool for the City.
- The largest misunderstanding is that the business does pay its share of property taxes.

2. Overview of Bidding and Quote Process for Minnesota Municipalities

- Lagergren stated we have three levels:
 - Contracts over \$175,000
 - Contracts from \$25,000 to \$175,000
 - Contracts less than \$25,000
- We do not have to take the lowest bid for contracts over \$175,000 but we must be upfront and have that stated in the very beginning.
- We should have two bids
- We must be careful not to show favoritism

3. Retail Market Study – Food Co-ops

Hallquist went through the update and process for the retail food study which is done by Keith Wicks.

- Wicks knows it is a priority.
- Norwood Young America retail trade area is approximately a 7-mile radius.
- We also serve New Germany, Plato, Hamburg, Green Isle, Cologne
- Econofoods was only 20% of the market share.
- Proposed business model would be about 13,000 square feet.
- Either an independent or food co-op concept.
- Wicks gave four site locations:

- Corner of Faxon Road/Hwy 212
- Corner of Reform Street/Hwy 212 across from Kwik Trip
- Heritage Strip Mall of Railroad Street
- Newly annexed land off County Rd 34 and Hwy 212 which has 61 acres.
- The question now is what role the City feels we should play.
- Lagergren asked if the food co-op is like it used to be and everything is organic?
- Hallquist stated they are more conventional now and takes into consideration people's needs are.
- A food co-op is owned by individuals in the community and would need individuals interested in investing.
- Timeline for a food co-op could be up to 3 years and an independent store would also have a time frame of approximately 6 months.
- Heher stated he feels with a food co-op we would have to go through an education period.
- Storm feels that if you could get 300 investors involved it does bring local support right away.
- There are some Community members that are excited about the food co-op.
- The consensus is to keep going forward and pursue both avenues.

4. Adjournment

Motion: CS/CH to adjourn at 8:04 PM. Roll call vote. Motion passed 4-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



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

To Be Approved: November 9, 2020

<u>Payroll EFT</u>	<u>\$19,454.38</u>
(Check #506221 - 506238)	

<u>Voided checks</u>	
(#31164)	\$1,508.72

Prepays

<u>Claims Pending Payment</u>	
(Check #31196 - 31248)	<u>\$212,844.59</u>

Grand Total	<u>\$232,298.97</u>
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CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

NOVEMBER 2020

			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk#	031196	11/9/2020	BEANER, CHARLES AND CARLISSA		
E 602-49450-432	Refund		\$51.26		utility refund
E 601-49400-432	Refund		\$51.25	119 S Stret E	utility refund
Total BEANER, CHARLES AND CARLISSA			\$102.51		
Paid Chk#	031197	11/9/2020	BEDFORD TECHNOLOGY, LLC		
E 101-45200-530	Improvements Other Than Bldgs		\$1,442.00	66698	donated park benches
Total BEDFORD TECHNOLOGY, LLC			\$1,442.00		
Paid Chk#	031198	11/9/2020	BOYER TRUCK PARTS		
E 101-43100-221	Repair/Maintenance Equipment		\$76.59	35738D	mirror for T-7
Total BOYER TRUCK PARTS			\$76.59		
Paid Chk#	031199	11/9/2020	BRUCH CONCRETE		
E 275-46500-522	Streets-Other Improvements		\$3,750.00		Elm St Municipal lot-curb
Total BRUCH CONCRETE			\$3,750.00		
Paid Chk#	031200	11/9/2020	CARQUEST AUTO PARTS		
E 101-43100-221	Repair/Maintenance Equipment		\$569.39		
E 602-49450-221	Repair/Maintenance Equipment		\$10.84		
E 101-41940-221	Repair/Maintenance Equipment		\$397.40		battery/Roy Clay scrubber
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$55.44		
E 101-43100-210	Operating Supplies		\$65.21	11/1/20 strmnt	
Total CARQUEST AUTO PARTS			\$1,098.28		
Paid Chk#	031201	11/9/2020	CARVER COUNTY		
E 101-45200-310	Other Professional Services		\$882.49		GIS
E 601-49400-310	Other Professional Services		\$1,764.98		GIS
E 602-49450-310	Other Professional Services		\$1,764.97		GIS
E 101-43100-310	Other Professional Services		\$1,470.81	CSER-996	GIS
E 101-42100-311	County Police Contract		\$95,627.00	SHERI003471	2nd half 2020 police contract
Total CARVER COUNTY			\$101,510.25		
Paid Chk#	031202	11/9/2020	CARVERLINK-CARVER CO BROADBAND		
E 601-49400-321	Telephone		\$137.39		
E 602-49450-321	Telephone		\$57.28		
E 101-42200-321	Telephone		\$142.59		
E 101-43100-321	Telephone		\$82.58		
E 101-45200-321	Telephone		\$35.39		
E 101-49860-321	Telephone		\$28.70		
E 101-41940-321	Telephone		\$117.32		
E 101-41300-321	Telephone		\$60.01		
E 101-41320-321	Telephone		\$60.01		
E 101-41400-321	Telephone		\$60.01		
E 101-46500-321	Telephone		\$20.00		
E 101-42100-321	Telephone		\$100.03		
E 101-45500-321	Telephone		\$100.03		

CITY OF NORWOOD YOUNG AMERICA

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NOVEMBER 2020

		Check Amt	Invoice	Comment
E 101-41940-321	Telephone	\$145.47	2661	
al CARVERLINK-CARVER CO BROADBAND		\$1,146.81		
Paid Chk#	031203	11/9/2020	CENTER POINT	
E 101-41940-383	Gas Utilities	\$95.84		
E 101-42200-383	Gas Utilities	\$20.12		
E 101-43100-383	Gas Utilities	\$169.57		
E 601-49400-383	Gas Utilities	\$85.09		
E 602-49450-383	Gas Utilities	\$538.02		
E 101-49860-383	Gas Utilities	\$25.64		
E 101-45200-383	Gas Utilities	\$89.88		
Total CENTER POINT		\$1,024.16		
Paid Chk#	031204	11/9/2020	FRITZ BOBCAT & LANDSCAPING LLC	
E 275-46500-522	Streets-Other Improvements	\$7,382.00	1671	Elm St municipal lot landscaping
Total FRITZ BOBCAT & LANDSCAPING LLC		\$7,382.00		
Paid Chk#	031205	11/9/2020	GOPHER STATE ONE-CALL, INC.	
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$88.42		
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$88.43	0100642	
Total GOPHER STATE ONE-CALL, INC.		\$176.85		
Paid Chk#	031206	11/9/2020	HOLIDAY FLEET	
E 101-45200-212	Motor Fuels	\$8.20		
E 601-49400-212	Motor Fuels	\$45.14		
E 602-49450-212	Motor Fuels	\$45.14		
E 101-43100-212	Motor Fuels	\$16.39	10/18/20	
Total HOLIDAY FLEET		\$114.87		
Paid Chk#	031207	11/9/2020	HOME SOLUTIONS	
E 101-43100-221	Repair/Maintenance Equipment	\$21.96		
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$301.63		
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$13.30		
E 603-49500-223	Repair/Maintenance Bldg/Ground	\$13.47		
E 602-49450-210	Operating Supplies	\$12.21		
E 101-45200-223	Repair/Maintenance Bldg/Ground	\$164.51		
E 602-49450-221	Repair/Maintenance Equipment	\$12.58		
E 101-43100-210	Operating Supplies	\$62.20	10/24/20	
Total HOME SOLUTIONS		\$601.86		
Paid Chk#	031208	11/9/2020	JAUS, RODNEY	
E 601-49400-406	LICENSES	\$23.00	R Jaus 10/19/2 MDH certification-Class D	
Total JAUS, RODNEY		\$23.00		
Paid Chk#	031209	11/9/2020	JERRY S TRANSMISSION SERVICE	
E 101-42200-221	Repair/Maintenance Equipment	\$1,252.35	36265	repair light tower on 2002 Pert 379
Total JERRY S TRANSMISSION SERVICE		\$1,252.35		
Paid Chk#	031210	11/9/2020	KWIK TRIP INC.	

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***Check Detail Register©**

NOVEMBER 2020

			Check Amt	Invoice	Comment
E 101-45200-212	Motor Fuels		\$27.64		fuel purchases
E 601-49400-212	Motor Fuels		\$8.73		fuel purchases
E 602-49450-212	Motor Fuels		\$8.73		fuel purchases
E 101-43100-212	Motor Fuels		\$352.49	10/31/20	fuel purchases
Total KWIK TRIP INC.			\$397.59		
Paid Chk# 031211	11/9/2020	LANO EQUIPMENT			
E 101-43100-221	Repair/Maintenance Equipment		\$8.72	cm54541/5454	loader
Total LANO EQUIPMENT			\$8.72		
Paid Chk# 031212	11/9/2020	LANO EQUIPMENT INC			
E 603-49500-223	Repair/Maintenance Bldg/Ground		\$1,500.00	01-787827	bobcat rental
Total LANO EQUIPMENT INC			\$1,500.00		
Paid Chk# 031213	11/9/2020	LITTFIN, JACOB			
E 602-49450-432	Refund		\$23.77		utility refund
E 601-49400-432	Refund		\$23.77	227 Lake St W	utility refund
Total LITTFIN, JACOB			\$47.54		
Paid Chk# 031214	11/9/2020	LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract		\$453.75	CW109017	telephone system support
Total LOFFLER BUSINESS SYS LLC			\$453.75		
Paid Chk# 031215	11/9/2020	LOFFLER COMPANIES, INC.			
E 101-41400-437	Maintenance Contract		\$89.50	28074650	
Total LOFFLER COMPANIES, INC.			\$89.50		
Paid Chk# 031216	11/9/2020	MAC QUEEN EQUIPMENT INC			
E 101-42200-221	Repair/Maintenance Equipment		\$1,243.77	W02994	brake on ladder truck
Total MAC QUEEN EQUIPMENT INC			\$1,243.77		
Paid Chk# 031217	11/9/2020	MARCO TECHNOLOGIES LLC			
E 101-41400-437	Maintenance Contract		\$1,473.83	8084806	
Total MARCO TECHNOLOGIES LLC			\$1,473.83		
Paid Chk# 031218	11/9/2020	MC NAMARA CONSTRUCTION INC.			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$4,068.17	12432	repair railings at Oak Grove
Total MC NAMARA CONSTRUCTION INC.			\$4,068.17		
Paid Chk# 031219	11/9/2020	METRO WEST INSPECTION SERVICES			
E 101-42400-312	Building Inspection Fee		\$5,816.80	2618	
otal METRO WEST INSPECTION SERVICES			\$5,816.80		
Paid Chk# 031220	11/9/2020	MID-COUNTY CO-OP OIL ASSN			
E 101-45200-212	Motor Fuels		\$151.56		
E 101-45200-212	Motor Fuels		\$105.56		
E 602-49450-212	Motor Fuels		\$105.56		
E 601-49400-212	Motor Fuels		\$105.56		
E 101-43100-212	Motor Fuels		\$1.00	2354	fuel tank rental

CITY OF NORWOOD YOUNG AMERICA

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		Check Amt	Invoice	Comment
E 101-43100-212	Motor Fuels	\$353.64	49847	
E 101-43100-212	Motor Fuels	\$211.12	49903	
Total	MID-COUNTY CO-OP OIL ASSN	\$1,034.00		
Paid Chk#	031221	11/9/2020	MINI BIFF	
E 101-45200-418	Other Rentals (Biffs)	\$122.40	A-119615	
Total	MINI BIFF	\$122.40		
Paid Chk#	031222	11/9/2020	MINNESOTA VALLEY PUMPING SERV	
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$22,833.00	10/30/20	sludge tank
Total	MINNESOTA VALLEY PUMPING SERV	\$22,833.00		
Paid Chk#	031223	11/9/2020	MINNESOTA VALLEY TESTING LAB	
E 602-49450-217	Lab Fees	\$36.20	1057138	
E 602-49450-217	Lab Fees	\$36.20	1058419	
Total	MINNESOTA VALLEY TESTING LAB	\$72.40		
Paid Chk#	031224	11/9/2020	MN DEPT OF HEALTH	
E 601-49400-406	LICENSES	\$23.00	T Voigt	Class C license
Total	MN DEPT OF HEALTH	\$23.00		
Paid Chk#	031225	11/9/2020	MN STATE FIRE DEPT ASSOCIATION	
E 101-42200-433	Dues and Subscriptions	\$225.00	2021	2021 membership dues
Total	MN STATE FIRE DEPT ASSOCIATION	\$225.00		
Paid Chk#	031226	11/9/2020	MN VALLEY ELECTRIC COOPERATIVE	
E 602-49450-381	Electric Utilities	\$34.08		
E 601-49400-381	Electric Utilities	\$25.06		
E 101-43100-380	Street Lighting	\$101.28	102020	
Total	MN VALLEY ELECTRIC COOPERATIVE	\$160.42		
Paid Chk#	031227	11/9/2020	NAPA	
E 101-43100-221	Repair/Maintenance Equipment	\$16.48	293750	antenna for street sweeper
Total	NAPA	\$16.48		
Paid Chk#	031228	11/9/2020	NEWS AND TIMES	
E 101-41400-350	Print/Publishing/Postage	\$48.95	10/28/20	1 year subscription - NYA times
Total	NEWS AND TIMES	\$48.95		
Paid Chk#	031229	11/9/2020	NYA TIMES	
E 101-41400-350	Print/Publishing/Postage	\$45.36	802668	election notice
Total	NYA TIMES	\$45.36		
Paid Chk#	031230	11/9/2020	PRO AUTO & TRANSMISSION REPAIR	
E 602-49450-221	Repair/Maintenance Equipment	\$97.23		
E 601-49400-221	Repair/Maintenance Equipment	\$26.80		
E 602-49450-221	Repair/Maintenance Equipment	\$59.44		
E 602-49450-221	Repair/Maintenance Equipment	\$26.79	67613	'13 Ford tire repair
E 601-49400-221	Repair/Maintenance Equipment	\$97.22	67636	'13 Ford repair

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NOVEMBER 2020

			Check Amt	Invoice	Comment
E 601-49400-221	Repair/Maintenance Equipment		\$59.44	67873	vehicle inspection
Total PRO AUTO & TRANSMISSION REPAIR			\$366.92		
Paid Chk# 031231	11/9/2020	QUILL CORPORATION			
E 101-42200-200	Office Supplies		\$49.99	11791970	
Total QUILL CORPORATION			\$49.99		
Paid Chk# 031232	11/9/2020	SAM S TIRE SERVICE			
E 101-43100-221	Repair/Maintenance Equipment		\$10,192.50	166973	loader tires
E 101-43100-221	Repair/Maintenance Equipment		\$357.50	167013	loader tires
Total SAM S TIRE SERVICE			\$10,550.00		
Paid Chk# 031233	11/9/2020	SCHNEIDER EXCAVATING & GRADING			
E 603-49500-223	Repair/Maintenance Bldg/Ground		\$11,610.00	SE2265	Franklin St storm sewer repair
Total SCHNEIDER EXCAVATING & GRADING			\$11,610.00		
Paid Chk# 031234	11/9/2020	SMITH OIL CO			
E 601-49400-212	Motor Fuels		\$48.50		
E 602-49450-212	Motor Fuels		\$48.50		
E 101-49800-212	Motor Fuels		\$61.69	10/31/20	
E 101-42200-212	Motor Fuels		\$74.73	10/31/20FD	
Total SMITH OIL CO			\$233.42		
Paid Chk# 031235	11/9/2020	STRACK CONSULTING LLC			
E 101-41320-305	Other Professional Fees		\$1,200.00	1162	
Total STRACK CONSULTING LLC			\$1,200.00		
Paid Chk# 031236	11/9/2020	SW CORRIDOR TRANS COALITION			
E 101-41110-433	Dues and Subscriptions		\$2,500.00		2020 dues
Total SW CORRIDOR TRANS COALITION			\$2,500.00		
Paid Chk# 031237	11/9/2020	TEUBERT, M			
E 602-49450-432	Refund		\$29.75		utility refund
E 601-49400-432	Refund		\$29.75	415 Elm St W	utility refund
Total TEUBERT, M			\$59.50		
Paid Chk# 031238	11/9/2020	THEIN WELL			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$555.00	7274	pump & well insp; gasket on well #3
Total THEIN WELL			\$555.00		
Paid Chk# 031239	11/9/2020	TOWN & COUNTRY GLASS			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$22,340.00	12228	Pavilion Doors
Total TOWN & COUNTRY GLASS			\$22,340.00		
Paid Chk# 031240	11/9/2020	ULTIMATE SAFETY CONCEPTS, INC.			
E 101-42200-221	Repair/Maintenance Equipment		\$92.30	191180	monitor calibration
Total ULTIMATE SAFETY CONCEPTS, INC.			\$92.30		
Paid Chk# 031241	11/9/2020	US POSTAL SERVICE			

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NOVEMBER 2020

			Check Amt	Invoice	Comment
E 101-41400-350	Print/Publishing/Postage		\$550.00		10 rolls of stamps
	Total US POSTAL SERVICE		\$550.00		
Paid Chk# 031242	11/9/2020	USA BLUE BOOK			
E 602-49450-210	Operating Supplies		\$300.63	399386	filters, wire stripper
	Total USA BLUE BOOK		\$300.63		
Paid Chk# 031243	11/9/2020	UTILITY CONSULTANTS			
E 602-49450-217	Lab Fees		\$1,451.55	106881	
	Total UTILITY CONSULTANTS		\$1,451.55		
Paid Chk# 031244	11/9/2020	VERIZON WIRELESS			
E 101-43100-321	Telephone		\$132.67		
E 601-49400-321	Telephone		\$73.90		
E 602-49450-321	Telephone		\$173.04		
E 101-45200-321	Telephone		\$56.86	9865278596	
E 101-42200-321	Telephone		\$175.05	9865624657	
	Total VERIZON WIRELESS		\$611.52		
Paid Chk# 031245	11/9/2020	WENLUND, BETTY			
E 602-49450-432	Refund		\$23.17		
E 601-49400-432	Refund		\$23.18	120 Lake St W	utility refund
	Total WENLUND, BETTY		\$46.35		
Paid Chk# 031246	11/9/2020	WIGFIELD DESIGN			
E 101-42200-200	Office Supplies		\$595.00	1386	envelopes
	Total WIGFIELD DESIGN		\$595.00		
Paid Chk# 031247	11/9/2020	WM MUELLER & SONS INC			
E 101-43100-224	Street Maint Materials		\$252.00	261583	
	Total WM MUELLER & SONS INC		\$252.00		
Paid Chk# 031248	11/9/2020	XCEL ENERGY			
E 602-49450-381	Electric Utilities		\$16.63	706769829	
E 101-45200-381	Electric Utilities		\$81.57	706924763	
	Total XCEL ENERGY		\$98.20		
	10100 CHECKING		\$212,844.59		

CITY OF NORWOOD YOUNG AMERICA

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NOVEMBER 2020

Check Amt Invoice Comment

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$157,395.64
275 CAPITAL	\$11,132.00
601 WATER FUND	\$3,295.18
602 SEWER FUND	\$27,898.30
603 STORM WATER UTILITY	\$13,123.47
	<hr/>
	\$212,844.59



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 9, 2020

SUBJECT: Resolution 2020-32, Resolution approving transfer from General Fund to Street Improvements Project Fund

The City Council established the Street Improvements Project Fund in 2019 by levying 3.5% which equated to \$82,000 to be placed in this fund for future street improvement projects. It has been determined that in 2019 the transfer from the General Fund to the Street Improvement Fund did not get completed.

Because the monies were not transferred in the year they were budgeted, the City's auditor recommends the City Council approve a resolution transferring \$82,000 from the General Fund to the Street Improvements Project Fund.

For 2020 and future years, if the approved budgeted monies are transferred in the same year they were budgeted, no further Council action would be required.

For 2020, budgeted is \$100,000 to be transferred into the Street Improvements Project Fund and for 2021 the preliminary budget reflects \$130,000 to be transferred into the fund. Including the \$82,000 from 2019, the fund will then have a total balance of \$312,000.

The Finance Committee reviewed this item at their November 3rd meeting and recommends approval of the \$82,000 transfer from the General Fund to the Street Improvements Project Fund.

Recommended Motion:

Motion to approve Resolution 2020-32, Resolution approving an interfund transfer from the General Fund to the Street Improvements Project Fund.

Norwood Young America

RESOLUTION 2020-32

RESOLUTION APPROVING AN INTERFUND TRANSFER FROM THE GENERAL FUND TO THE STREET IMPROVEMENTS PROJECT FUND

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

WHEREAS, the City Council adopted the 2018 property tax levy payable 2019 and the 2019 Final Budget on December 10, 2018; and

WHEREAS, the City Council established a Street Improvements Project Fund with the adoption of the 2018 property tax levy payable 2019 and the 2019 Final Budget; and

WHEREAS, the City Council approved increasing the 2018 property tax levy by 3.5% which equated to \$82,000 and to deposit those levy dollars into the Street Improvements Project Fund; and

WHEREAS, it has been determined that the deposit of \$82,000 was not made into the Street Improvements Project Fund but into the General Fund.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby directs the City Clerk/Treasurer to transfer \$82,000 from the General Fund (101) to the Street Improvements Project Fund (498).

Adopted by the City Council this 9th day of November 2020.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer

DATE: November 9, 2020

RE: Rodney Jaus Pay Grade Increase for obtaining Class D Water and Waste Water Licensure

On October 19, 2020, Rodney passed the exam for his Class D Water Operator License. As he had passed his Class D Wastewater Operator License on October 14, 2019 he now meets the criteria to move from the PST2 pay grade to the PST3 pay grade.

He is currently on pay grade 11 (PST2) step 7 or \$23.55 per hour and we are requesting he be moved to pay grade 12 (PST3) step 7 or \$24.73 per hour, effective October 19, 2020.

RECOMMENDATION: Move Rodney Jaus to Pay Grade 12, Step 7 at a rate of \$24.73/hour effective October 19, 2020.

Norwood Young America

Remittance Copy

DATE: October 19, 2020

TO: Mr. Rodney D. Jaus
13945 Highway 5 and 25 S
Hamburg, MN 55339-9409

FROM: Noel Hansen
Certification Officer
Section of Drinking Water Protection

SUBJECT: Waterworks Operator Examination Results

It is a pleasure to inform you that you have passed the written examination for water supply system operator, Class D. Upon receipt of the \$23 certification fee and the yellow remittance copy of this letter that is enclosed, your certificate will be sent to you. **The \$23 fee must be received within 90 days of passing the examination or you will need to retake the examination.** The certificate fee should be made payable to Minnesota Department of Health and should be mailed to:

Section of Drinking Water Protection
Minnesota Department of Health
625 North Robert Street
P.O. Box 64494
St. Paul, Minnesota 55164-0494

Your written exam is available for your review up to 60 days after the date of the examination. If you would like to review your exam, please call me at 651-201-4690.

You are to be commended for the interest you have shown in the waterworks field and the effort made to meet the requirements for certification.

NAH:nah
Enclosure



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 9, 2020

SUBJECT: CARES Act City Expenses

The City of Norwood Young America has received \$288,779 in CARES Act or federal Coronavirus Relief Fund aid. The CARES Act is designed to provide economic assistance to entities struggling due to the COVID-19 pandemic.

At the City Council's October 26th regular meeting, the Council directed me to designate the remaining unexpended CARES Act funds. Enclosed is a spreadsheet identifying all the proposed qualifying expenses for the period March 1, 2020, to November 15, 2020.

At the October 26th meeting the Council approved purchasing 10 portable radios for the Fire Department. Those radios will not arrive by the November 15th deadline. This falls under one of the deadline exceptions. It states, items or services ordered with expected delivery by November 15, which are delayed due to supply chain disruption, are allowed. Fire Chief Zumberge has contacted the vender and they will provide a letter to the City stating the delivery of the radios will be delayed due to supply chain disruption. This letter will satisfy our documentation for our auditor's review.

Recommended Motion:

Motion to approve the City of Norwood Young America's CARES Act expenses.

Norwood Young America

Covid 19 Expenses

\$ 288,779.00 Amount Received

11/5/2020

Date	Company/Vendor	Amount	Items	Account	Dept
03/17/2020	AED Professionals	\$ 186.80	Soft Nitrile exam, powder free	101-42200-210	Operating Supplies
03/17/2020	Zoom Video Communications	\$ 160.96	Standard Pro Annual (Membership ?)	101-42200-305	Other Professional Fees
03/28/2020	Jefferson Fire & Safety	\$ 924.00	Fireway 1st Responder Fire Suppress.	101-42200-210	Operating Supplies
04/01/2020	Orr, Dave	\$ 25.98	8x10 Tarps for covid protection	101-42200-210	Operating Supplies
04/03/2020	Ancom	\$ 3,827.50	ability for Covid	101-42200-323	Radio Units
04/05/2020	Wigfield, Andy	\$ 32.17	Sprayer for surface sanitizer	101-42200-210	Operating Supplies
04/05/2020	Orr, Dave	\$ 25.98	Decon tarps	101-42200-210	Operating Supplies
04/05/2020	Zumberge, Steve	\$ 99.69	Thermometer	101-42200-210	Operating Supplies
04/08/2020	American Flexible Products	\$ 504.00	Face Shields	101-42200-210	Operating Supplies
04/13/2020	Lagergren, Carol	\$ 1,825.35	Reimburse for laptops	101-41400-200	Office Supplies
04/13/2020	Lagergren, Carol	\$ 13.99	wireless mouse	101-41400-200	Office Supplies
04/13/2020	Lagergren, Carol	\$ 36.49	wireless mouse (2)	101-41400-200	Office Supplies
04/24/2020	Municipal Emergency Services	\$ 8,947.29	Turn out gear (2nd set for responders returning from Covid call (4))	275-42200-541	Capital-Public Safety Equipment
04/27/2020	Mayer Lumber Co	\$ 164.00	plexiglass/city hall	101-41940-223	Repairs/Maint Bldgs/Grounds
05/11/2020	Mayer Lumber Co	\$ 308.59	Covid 19	101-41940-223	Repairs/Maint Bldgs/Grounds
05/11/2020	Amazon	\$ 39.99	Blue tooth headsets	101-43100-321	Telephone
05/11/2020	Amazon	\$ 24.99	Blue tooth headsets	101-43100-321	Telephone
05/11/2020	Amazon	\$ 1,182.76	laptop	101-41400-200	Office Supplies
05/22/2020	Emergency Response Solutions	\$ 322.33	Fire Helmet	101-42200-542	FD Equipment
06/07/2020	Droege, Brad	\$ 167.50	Helmet Shields / Disposable Exam Gowns	101-42200-210	Operating Supplies
07/13/2020	Mayer Lumber Co	\$ 105.50	Pool house-Covid 19	101-49860-223	Repairs/Maint Bldgs/Grounds
07/24/2020	Amazon	\$ 86.94	Disposable Masks	101-49860-210	Operating Supplies
07/24/2020	Amazon	\$ 57.96	Disinfectant spray-bottles	101-49860-210	Operating Supplies
07/24/2020	Amazon	\$ 32.20	Disposable Masks	101-41400-200	Office Supplies
07/24/2020	Amazon	\$ 107.34	gel hand cleaner	101-49860-210	Operating Supplies
06/19/2020	Mayer Lumber Co	\$ 328.02	Pool house-Covid 19	101-45200-223	pool
08/18/2020	Brisco Brands	\$ 400.00	Face Masks (20 city / 100 FD)	101-42200-210	Operating Supplies
08/24/2020	Amazon	\$ 90.15	Disposable Masks	101-41400-200	Office Supplies
08/24/2020	Amazon	\$ 120.20	Disposable Masks	101-41400-200	Office Supplies
09/10/2020	Carver County CDA	\$ 150,000.00	Small Business Grant Opportunities	101-41400-200	Office Supplies
09/10/2020	Carver County CDA	\$ 5,115.00	NYA Business Grant	101-42990-454	Grant Funding
05/11/2020	Lazy Loon Bowling & Event Center	\$ 400.00	Liquor license refunded-prorated	101-42990-454	Grant Funding
05/11/2020	Last Call Too Inc	\$ 400.00	Liquor license refunded-prorated	101-41400-432	Refund
05/11/2020	Northside Grill LLC	\$ 350.00	Liquor license refunded-prorated	101-41400-432	Refund
05/11/2020	The Pour House Pub	\$ 525.00	Liquor license refunded-prorated	101-41400-432	Refund

Covid 19 Expenses

\$ 288,779.00 Amount Received

11/5/2020

Date	Company/Vendor	Amount	Items	Account	Refund	Dept
05/11/2020	Gasthouse Inc	\$ 400.00	Liquor license refunded-prorated	101-41400-432	Refund	Admin
05/11/2020	Mid-Town Family Restaurant	\$ 90.00	Liquor license refunded-prorated	101-41400-432	Refund	Admin
05/11/2020	Stiftungsfest Inc	\$ 25.00	Liquor license refunded-prorated	101-41400-432	Refund	Admin
09/03/2020	Council laptops	\$ 3,824.95	laptops for zoom meetings, etc	100-41110-200		Council
09/21/2020	Amazon	\$ 234.46	laptop bags, mouse	100-41110-200		Council
10/05/2020	Amazon	\$ 675.30	Camcorder-case-sandisk-battery-webcam-earbuds			Admin
10/26/2020	Motorola	\$ 29,489.50	Portable Radios			Fire
11/05/2020	The Harbor	\$ 10,444.63	OT - Admin Serv - Nursing - Dietary			Harbor
11/05/2020	The Harbor	\$ 185.44	Utility cart for meal deliveries			Harbor
11/05/2020	The Harbor	\$ 4,624.99	supplies-hand sanitizer-garbage bags-disinfectant-wipes			Harbor
11/05/2020	The Harbor	\$ 9.56	Mayer Lumber: connection station posts			Harbor
11/05/2020	The Harbor	\$ 2,067.53	McKesson:gowns-gloves-alcohol prep pads-thermometer probes			Harbor
11/05/2020	The Harbor	\$ 2,929.73	paper plates-napkins			Harbor
11/05/2020	Best Buy	\$ 1,964.97	Laptop - 2 iPads			Public Service
11/05/2020	Best Buy	\$ 799.99	Laptop			Public Service
11/05/2020	Best Buy	\$ 799.99	Laptop			Public Service
11/05/2020	Amazon	\$ 119.42	Laptop bag-iPad case-Mouses			Public Service
11/05/2020	Police Salaries	\$ 27,356.81	Police time			Police Salary
03/31/2020	Newsletters - March	\$ 641.32	Newsletters monthly instead of qtrly			Admin
03/31/2020	Staff time for Newsletter-March	\$ 1,079.09	Newsletters monthly instead of qtrly			Admin
03/31/2020	Postage - March Newsletter	\$ 444.84	Newsletters monthly instead of qtrly			Admin
04/30/2020	Newsletters-April	\$ 663.30	Newsletters monthly instead of qtrly			Admin
04/30/2020	Staff time for newsletter-April	\$ 1,079.09	Newsletters monthly instead of qtrly			Admin
04/30/2020	Postage - April Newsletter	\$ 444.84	Newsletters monthly instead of qtrly			Admin
06/30/2020	Newsletters-June	\$ 663.30	Newsletters monthly instead of qtrly			Admin
06/30/2020	Staff time for newsletter-June	\$ 1,079.09	Newsletters monthly instead of qtrly			Admin
06/30/2020	Postage - June Newsletter	\$ 444.84	Newsletters monthly instead of qtrly			Admin
07/31/2020	Newsletters-July	\$ 641.32	Newsletters monthly instead of qtrly			Admin
07/31/2020	Staff time for newsletter-July	\$ 1,079.09	Newsletters monthly instead of qtrly			Admin
07/31/2020	Postage - July Newsletter	\$ 444.84	Newsletters monthly instead of qtrly			Admin
09/30/2020	Newsletters-September	\$ 663.30	Newsletters monthly instead of qtrly			Admin
09/30/2020	Staff time for newsletter-September	\$ 1,079.09	Newsletters monthly instead of qtrly			Admin

Covid 19 Expenses

\$ 288,779.00 Amount Received

11/5/2020

Date	Company/Vendor	Amount	Items	Account	Dept
09/30/2020	Postage - September Newsletter	\$ 444.84	Newsletters monthly instead of qrtly		Admin
10/31/2020	Newsletters-October	\$ 663.30	Newsletters monthly instead of qrtly		Admin
10/31/2020	Staff time for newsletter-October	\$ 1,079.09	Newsletters monthly instead of qrtly		Admin
10/31/2020	Postage - October Newsletter	\$ 444.84	Newsletters monthly instead of qrtly		Admin
	Subtotal	\$ 276,060.38			
	Staff quarantine	\$ 4,054.49			Staff
	Additional staffing for Pool	\$ 3,542.70			Pool
	Covid PTO and Cleaning of Pool	\$5,121.44			Staff
	Total Expended to Date	\$ 288,779.00			
	Outstanding Balance not accounted for	\$ 0.00			

Break Down by Department

Administration	\$ 19,245.88
Fire	\$ 45,113.70
Council	\$ 4,059.41
General Government Buildings	\$ 472.59
NYA Business Grant	\$ 155,115.00
The Harbor	\$ 20,261.88
Highways and Streets	\$ 64.98
Police Payroll	\$ 27,356.81
Swimming Pool	\$ 4,228.46
Staff Payroll	\$ 9,175.92
Public Service	\$ 3,684.37
	<u>\$ 288,779.00</u>



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 9, 2020

SUBJECT: Recreation Agreement with Central School for usage of City's Baseball/Softball and Soccer Fields

At the September 14th regular City Council meeting the Council motioned to table its discussion on the proposed Recreation Agreements with Central School for usage of the City's baseball/softball and soccer fields.

At the September 14th meeting, Council member Storms questioned the language in the Agreements pertaining to the School providing concessions during the games, if necessary. Storms stated the Baseball Associations currently provide the concessions at the High School baseball games. The Associations have limited fundraising opportunities they also assist with the maintenance of the fields.

Mayor Lagergren, Council member Storms, and I met with Tim Schochenmaier, Superintendent, to review the proposed agreements. Following discussion, Mr. Schochenmaier agreed to strike out the language pertaining to the School providing concessions at the games.

Recommended Motions:

Motion to approve the Recreation Agreement with Central School District 108 for the School's usage of the Norwood Young America Sports Complex Baseball and Softball fields and Willkommen Memorial Park Baseball field.

Motion to approve the Recreation Agreement with Central School District 108 for the School's usage of the Friendship Park fields.

Norwood Young America



**RECREATION AGREEMENT
CITY OF NORWOOD YOUNG AMERICA and DISTRICT 108**

This AGREEMENT is made, pursuant to Minnesota Statute 4711.15 et seq, as of _____, by and between the **City of Norwood Young America**, hereinafter “City” and **Central Public Schools District 108**, hereinafter “School”, a public school located in Norwood Young America. The parties agree as follows:

I. PURPOSE/DESCRIPTION OF PREMISES.

City and School enter into and execute this Agreement for the purpose of documenting their respective roles in the School’s use of the Norwood Young America Sports Complex Baseball and Softball fields and the Willkommen Park Baseball field (the “Premises”) owned by the City.

II USE OF THE PREMISES.

A. The School shall be allowed to utilize the Premises for the School’s baseball and softball practices and games during the 2020-2021 school year. The City shall be responsible for the Premise’s maintenance and readiness for School use, excluding the act of striping the fields before practices and games. The School shall maintain the reservations for the field and share that information with the City. ~~The School shall provide concessions during games, if necessary. The School shall follow all guidelines required by the Minnesota Department of Health to offer concessions.~~ The School shall clean up all garbage from the dugouts and other Premise areas utilized and deposit in the receptacles provided at the Premises after each use of the Premises.

B **Premise Usage Fee.** School shall pay the City no fee for the use of the Premises. The School accepts responsibility for any costs associated with damages to the Premises either directly or indirectly during the School’s use of the Premises and shall reimburse the City for any necessary repairs.

Norwood Young America



III INSURANCE. School shall maintain the following insurances in effect through completion of the usage of the Premises: Comprehensive General Liability with policy limits not less than \$1,500,000 for each occurrence and in the aggregate for bodily injury and property damage. The City shall be named as an additional insured on the CGL policy described above.

IV. INDEMNIFICATION. School shall defend, indemnify, and hold City and its officers and employees harmless against any and all claims, liability, loss, or damage whatsoever, including reasonable attorney's fees and expenses recoverable under applicable law, which arise from or relate to or are caused by the negligent acts or omissions of School or its employees or agents.

V. PARTIES BOUND. The covenants and conditions contained in this Agreement shall apply to and bind the successors and assigns of all of the parties to the Agreement.

VI. ENTIRE AGREEMENT. This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any nature preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Use Contract.

VII. MODIFICATION OF AGREEMENT. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below.

Carol Lagergren, Mayor
City of Norwood Young America

Sara Eischens, Board Chair
Central Public Schools District 108

Norwood Young America



**RECREATION AGREEMENT
CITY OF NORWOOD YOUNG AMERICA and DISTRICT 108**

This AGREEMENT is made, pursuant to Minnesota Statute 471L.15 et seq, as of _____, by and between the **City of Norwood Young America**, hereinafter "City" and **Central Public Schools District 108**, hereinafter "School", a public school located in Norwood Young America. The parties agree as follows:

I. PURPOSE/DESCRIPTION OF PREMISES.

City and School enter into and execute this Agreement for the purpose of documenting their respective roles in the **School's** use of the Friendship Park fields (the "Premises") owned by the **City**.

II USE OF THE PREMISES.

A. The **School** shall be allowed to utilize the Premises for the **School's** youth soccer practices and games during the 2020-2021 school year. The **City** shall be responsible for the Premise's maintenance and readiness for **School** use, excluding the act of striping the fields before practices and games. The **School** shall maintain the reservations for the field and share that information with the **City**. ~~The **School** shall provide concessions during games, if necessary. The **School** shall follow all guidelines required by the Minnesota Department of Health to offer concessions.~~ The **School** shall clean up all garbage from the Premise areas utilized and deposit in the receptacles provided at the Premises after each use of the Premises.

B Premise Usage Fee. **School** shall pay the **City** no fee for the use of the Premises. The **School** accepts responsibility for any costs associated with damages to the Premises either directly or indirectly during the **School's** use of the Premises and shall reimburse the **City** for any necessary repairs.

Norwood Young America



III INSURANCE. School shall maintain the following insurances in effect through completion of the usage of the Premises: Comprehensive General Liability with policy limits not less than \$1,500,000 for each occurrence and in the aggregate for bodily injury and property damage. The City shall be named as an additional insured on the CGL policy described above.

IV. INDEMNIFICATION. School shall defend, indemnify, and hold City and its officers and employees harmless against any and all claims, liability, loss, or damage whatsoever, including reasonable attorney's fees and expenses recoverable under applicable law, which arise from or relate to or are caused by the negligent acts or omissions of School or its employees or agents.

V. PARTIES BOUND. The covenants and conditions contained in this Agreement shall apply to and bind the successors and assigns of all of the parties to the Agreement.

VI. ENTIRE AGREEMENT. This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any nature preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Use Contract.

VII. MODIFICATION OF AGREEMENT. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below.

Carol Lagergren, Mayor
City of Norwood Young America

Sara Eischens, Board Chair
Central Public Schools District 108

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: November 9, 2020
SUBJECT: The Harbor 2021 Budget

Laurie Hilgers, Housing Manager, will be in attendance to present the 2021 Budget for The Harbor. See enclosures.

Suggested Motion:

Motion to adopt The Harbor 2021 Budget.

Note: Rent Increase is effective Jan 1st

AL Budgeted Occupancy %	94.50%
AL Private Budgeted Occupancy %	90.57%
Budgeted Private AL Rent Revenue	718,630
	Private

The Harbor 381

Revenue Budget:

Account Name	Account Number	CY Forecast
Apartment Rent Revenue:		
Apartment Rent - Private AL	381012-4005-0010	700,352
Apartment Rent - Private MC	381012-4005-0035	-
Apartment Rent - Private IL	381012-4005-0035	-
		700,352
Apartment Rent - Double MC	381012-4005-0015	-
Apartment Rent - Double AL	381012-4005-0025	-
Apartment Rent - Double AL	381012-4005-0030	58,109
		58,109
Apartment Rent - County AL	381012-4006-0020	177,266
Apartment Rent - County MC	0012-4006-0025	-
Apartment Rent - County IL	381012-4006-0025	-
		177,266
Tenant Service - Private Pay:		
Tenant Service - Private AL	381012-4005-0050	165,666
Tenant Service - Private IL	381012-4005-0055	-
Tenant Service - Private MC	381012-4005-0065	-
		165,666
How many second person EW occupants are there service contracts for?		
	AL	
	MC	
Tenant Service - County AL	381012-4006-0040	551,226
Tenant Service - County MC	381012-4006-0045	-
		551,226
Discounts:		
Discounts - AL	381012-4006-0065	(2,811)
Discounts - MC	381012-4006-0070	-
Discounts - IL	381012-4006-0075	-
		(2,811)
Total Resident Revenue		1,653,809

Average Reimbursement:	
AL	
Private	4,283.86
County	3,580.25
AL Combined	3,873.63
MC	
Private	4,283.86
County	3,580.25
MC Combined	
Private:	4,283.86
County:	3,580.25

The Harbor 381			
Budget 2021			
Calculation of Estimated Management Fees for Housing			
a. Resident Service Revenue	1,661,964		
b. Program Revenue	0		
c. Other Operating Revenue	51,351		
Total Operating Revenue	1,713,314		
d. Less: Revenue not applicable for fee calculation			
e. Less: Home Care Revenue, if applicable	0		
f. Total Fee Revenue	1,713,314		
g. Percentage fee (fill in the number from your management agreement)	0.0%		
h. Fixed Fee (fill in the monthly fee from the management agreement x 12 if applicable)	72,000		
i. Annual Ecumen Fee (formula multiplies line f. times line g. plus line h.)	72,000	Lawson Code 3815600-0040	
j. Home Care Annual Ecumen Fee, if applicable	0	0040	

The Harbor 381				
Current Year additional purchases to be made before year end				
Budget 2021				
Type	Description of Expenditure	Current Year Remaining Purchases Est. Cost	Life	Annual Estimated Depr Exp
Carpet-Apartments			3	0
Carpet-Apartments			3	0
Carpet-Apartments			3	0
Carpet-Apartments			3	0
	Sub-Total Carpet-Apartments	-		0
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
Carpet-Common Areas			5	0
	Sub-Total Carpet-Common Areas	-		0
Building Improvement / Maintenance	Generator Repair Parts	2,150	10	215
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
Building Improvement / Maintenance			10	0
	Sub-Total Building Improvement / Maintenance	2,150		215
	Total Building Imp./Maintenance/Carpet	2,150		215
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
IT /Computer			3	0
	Sub-Total IT /Computer	-		0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
Software Conversion			5	0
	Sub-Total Software Conversion	-		0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
Phone System			10	0
	Sub-Total Phone System	-		0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
Medical Equipment			10	0
	Sub-Total Medical Equipment	-		0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
Furniture & Equipment			10	0
	Sub-Total Furniture & Equipment	-		0
	Total F&E / IT / Computer	-		0
Land Improvement			15	0
Land Improvement			15	0
Land Improvement			15	0
Land Improvement			15	0
Land Improvement			15	0
Land Improvement			15	0
	Sub-Total Land Improvement	-		0
Vehicles			5	0
Vehicles			5	0
Vehicles			5	0
Vehicles			5	0
	Sub-Total Vehicles	-		0
	Total	2,150		

The Harbor 381 Capital Expenditure Budget Budget 2021									
Funded by Grant/Temp. Restr/ R & R Funds "Yes"	Description	Site Budget	Description	Priority High/Med/Low	Estimated Cost			Total Project Costs	
					High (2021) Budget	Med (2022) Budget	Low (2023) Budget		
	Carpet-Apartments		Bldg/Main					-	
	Carpet-Apartments		Bldg/Main					-	
	Carpet-Apartments		Bldg/Main					-	
	Subtotal Carpet - Apartments							-	
	Carpet-Common Areas	Main DR, 2DR	15000 Bldg/Main	High	15,000			15,000	
	Carpet-Common Areas		Bldg/Main					-	
	Carpet-Common Areas		Bldg/Main					-	
	Subtotal Carpet - Common Areas				15,000			-	
	Building Improve / Maintenance	HVAC units (4)	20000 Bldg/Main	High	20,000			20,000	
	Building Improve / Maintenance	New roof	26000 Bldg/Main	High	25,000			25,000	
	Building Improve / Maintenance		Bldg/Main					-	
	Building Improve / Maintenance		Bldg/Main					-	
	Building Improve / Maintenance		Bldg/Main					-	
	Building Improve / Maintenance		Bldg/Main					-	
	Building Improve / Maintenance		Bldg/Main					-	
	Building Improve / Maintenance		Bldg/Main					-	
	Sub-Total Bldg Imp. / Maintenance				45,000			-	
	Total Bldg Imp. / Maintenance/Target				80,000			-	
	IT /Computer		F & E					-	
	IT /Computer		F & E					-	
	IT /Computer		F & E					-	
	IT /Computer		F & E					-	
	IT /Computer		F & E					-	
	IT /Computer		F & E					-	
	IT /Computer		F & E					-	
	IT /Computer		F & E					-	
	Sub-Total IT/Computer							-	
	Software Conversion		F & E					-	
	Software Conversion		F & E					-	
	Software Conversion		F & E					-	
	Software Conversion		F & E					-	
	Software Conversion		F & E					-	
	Software Conversion		F & E					-	
	Software Conversion		F & E					-	
	Software Conversion		F & E					-	
	Sub-Total Software Conversion							-	
	Phone System		F & E					-	
	Phone System		F & E					-	
	Phone System		F & E					-	
	Phone System		F & E					-	
	Phone System		F & E					-	
	Phone System		F & E					-	
	Phone System		F & E					-	
	Phone System		F & E					-	
	Sub-Total Phone System							-	
	Medical Equipment		F & E					-	
	Medical Equipment		F & E					-	
	Medical Equipment		F & E					-	
	Medical Equipment		F & E					-	
	Medical Equipment		F & E					-	
	Medical Equipment		F & E					-	
	Medical Equipment		F & E					-	
	Medical Equipment		F & E					-	
	Sub-Total Medical Equipment							-	
	Furniture & Equipment	New commercial kitchen stove	10000 F & E	High	10,000			10,000	
	Furniture & Equipment		F & E					-	
	Furniture & Equipment		F & E					-	
	Furniture & Equipment		F & E					-	
	Furniture & Equipment		F & E					-	
	Furniture & Equipment		F & E					-	
	Furniture & Equipment		F & E					-	
	Furniture & Equipment		F & E					-	
	Furniture & Equipment		F & E					-	
	Furniture & Equipment		F & E					-	
	Sub-Total Furniture & Equipment				10,000			-	
	Total F&E / IT / Computer				10,000			-	
	Land Improvement	Parking lot resurface	4000 Land Impr	High	4,000			4,000	
	Land Improvement		Land Impr					-	
	Land Improvement		Land Impr					-	
	Land Improvement		Land Impr					-	
	Sub-Total Land Improvement				4,000			-	
	Vehicles		Vehicles					-	
	Vehicles		Vehicles					-	
	Vehicles		Vehicles					-	
	Vehicles		Vehicles					-	
	Total Vehicles							-	
					74,000			-	
			Capital Expenditure Target					-	
			Variance		74,000			-	

The Harbor 381
Budget 2021

Inflation expense increase: 1% 7

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
OPERATING							
Resident Service Revenue 381012							
4005-0010	Apt. Rent - Private AL	718,830	700,352	3%	729,410	-1%	
4005-0015	Apt. Rent - Double MC	-	-	-	-	-	
4005-0025	Apt. Rent - Double IL	-	-	-	-	-	
4005-0030	Apt. Rent - Double AL	20,880	58,109	-64%	42,160	-50%	Decrease in number of couples living here
4005-0035	Apt. Rent - Private MC	-	-	-	-	-	
4005-0045	Apt. Rent - Private IL	-	-	-	-	-	
4005-0050	Tenant Service - Private AL	250,119	186,866	53%	196,522	32%	Have more private pay residents living here so used Oct 2020 current
4005-0055	Tenant Service - Private IL	-	-	-	-	-	
4005-0065	Tenant Service - Private MC	-	-	-	-	-	
4008-0020	Apt. Rent - County AL	186,120	177,266	-5%	180,763	5%	Have more private pay residents living here so used Oct 2020 current
4008-0025	Apt. Rent - County MC	-	-	-	-	-	
4008-0030	Apt. Rent - County IL	-	-	-	-	-	
4008-0040	Tenant Service - County AL	476,325	551,226	-14%	393,305	21%	Have more private pay residents living here so used Oct 2020 current
4008-0045	Tenant Service - County MC	-	-	-	-	-	
4008-0060	Discounts - AL	-	(2,911)	-100%	(288)	-100%	Anticipate no move in incentive discounts
4008-0070	Discounts - MC	-	-	-	-	-	
4008-0075	Discounts - IL	-	-	-	-	-	
4008-0085	Rent Revenue Lost Income	-	-	-	-	-	
Total Resident Revenue		1,843,074	1,853,809	-1%	1,521,882	8%	
Ancillary & Other Serv 381012							
4025-0000	Utility Revenue	-	-	-	-	-	
4050-0040	Resident Meals	18,890	18,703	1%	22,748	-17%	
4133-0010	Respite Care	-	-	-	-	-	
4515-0000	Prior Year	-	-	-	-	-	
Total Ancillary and Other Svc		18,890	18,703	1%	22,748	-17%	
Total Operating Revenue		1,861,964	1,872,512	-1%	1,544,629	6%	

The Harbor 381
Budget 2021

month 7
Inflation expense increase: 1%

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
Operating Expense							
Nursing 381032							
5001-0020	Salaries - RN/Clinical	51,250	47,994	7%	54,264	-6%	
5002-0020	Salaries - RN/Clinical Nonproductive	2,997	5,538	-51%	5,795	-52%	
5001-0030	Salaries - LPN	18,130	15,256	18%	34,737	-48%	
5002-0030	Salaries - LPN Nonproductive	954	3,706	-75%	4,535	-78%	
5001-0035	Salaries - RA	159,593	169,332	-6%	158,396	1%	Budgeting for 'normal' staffing pattern-forecast is Covid related highs
5002-0035	Salaries - RA Nonproductive	6,400	6,630	27%	8,925	-6%	
5002-0000	Salaries - Nonproductive	-	-	-	-	-	
5004-0000	Salaries - Incentive / Bonus	-	-	-	-	-	
Subtotal Salaries		241,024	248,545	-3%	266,051	-10%	
5003-0000	Reimburse Salaries/Services	-	-	-	-	-	
5049-0010	Accrued Vacation Adjustment	7,122	7,882	-10%	8,381	12%	
5050-0000	Nursing Pool	-	-	-	-	-	
5050-0010	Nursing Pool - RN	-	4,562	-100%	3,757	-100%	Anticipate no RN pool hours
5050-0020	Nursing Pool - LPN	-	-	-	-	-	
5050-0030	Nursing Pool - CNA	-	-	-	-	-	
5050-0040	Nursing Pool - NA	-	-	-	-	-	
5101-0000	Employer FICA Tax	14,943	14,532	3%	16,012	-7%	
5102-0000	Employer MC Tax	3,405	3,399	3%	3,745	-7%	
5103-0000	Unemployment Taxes	1,800	1,882	-5%	1,667	8%	% of Salary, rounded to nearest \$100
5111-0000	Life Insurance	300	287	4%	274	10%	% of Salary, rounded to nearest \$100
5112-0000	Health Insurance	30,000	29,741	1%	25,275	19%	% of Salary with Assumptions Increase, rounded to nearest \$100
5113-0000	Dental Insurance	1,000	1,013	-1%	823	22%	% of Salary with Assumptions Increase, rounded to nearest \$100
5115-0000	Disability Insurance	400	481	-13%	486	-14%	% of Salary, rounded to nearest \$100
5116-0000	Other Insurance	300	285	5%	536	-44%	% of Salary, rounded to nearest \$100
5117-0000	HSA	800	847	-6%	863	21%	% of Salary, rounded to nearest \$100
5131-0000	Retirement	6,682	6,066	-3%	6,627	-11%	
5200-0000	Consultant Fees	-	-	-	-	-	
5200-0030	Consultant Pharmaceutical	-	-	-	-	-	
5200-0040	Consultant Nursing	-	-	-	-	-	
5280-0000	Purchased Services	5,208	5,068	3%	3,729	39%	Enter detail in Expense Detail Tab
5281-0000	Purchased Services Campus	-	-	-	-	-	

The Harbor 381
Budget 2021

month 7
inflation expense increase: 1%

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
5300-0000	Patient Care Supplies	-	-	-	-	-	
5300-0010	Medical Supplies	-	-	-	-	-	
5321-0000	Immunization	-	-	-	-	-	
5360-0000	Supplies	5,410	5,357	1%	2,125	155%	
5360-0010	Supplies - Office	-	-	-	-	-	
5360-0020	Supplies - Discount	-	-	-	-	-	
5460-0000	Equipment Lease / Rent	-	-	-	(1,153)	-100%	
5500-0000	Continuing Education/Training	1,791	1,774	1%	3,733	-52%	
5503-0000	Minor Equipment	374	370	1%	-	-	
5511-0000	Business Meetings/Meets	-	-	-	-	-	
5512-0000	Business Relations	-	-	-	-	-	
5513-0000	Membership Dues/Subscriptions	-	-	-	-	-	
5518-0010	Travel - Mileage	50	50	1%	124	-59%	
5518-0016	Travel - Transportation	-	-	-	-	-	
5518-0030	Travel - Meals	-	-	-	-	-	
5518-0035	Travel - Hotels	-	-	-	84	-100%	
5519-0000	Employee Relations	-	-	-	-	-	
5519-0040	Scholarships	-	-	-	-	-	
5550-0000	Systems & Software	-	-	-	-	-	
Total Nursing		318,892	332,150	-4%	341,478	-6%	

The Harbor 381
Budget 2021

month 7
inflation expense increase: 1%

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	Change	Comments
Activities 381062							
5001-0000	Salaries - Productive	17,741	25,748	-31%	15,080	11%	Budgeting for 'normal' staffing pattern-forecast is Covid related highs
5002-0000	Salaries - Nonproductive	934	1,783	-47%	1,913	-51%	
5004-0000	Salaries - Incentive / Bonus	-	-	-	-	-	
	Subtotal Salaries	18,674	27,531	-32%	17,873	4%	
5003-0000	Reimburse Salaries/Services	-	-	-	-	-	
5040-0010	Accrued Vacation Adjustment	803	890	-32%	317	91%	
5101-0000	Employer FICA Tax	1,158	1,704	-32%	1,108	4%	
5102-0000	Employer MC Tax	271	369	-32%	250	4%	
5103-0000	Unemployment Taxes	200	231	-14%	119	69%	% of Salary, rounded to nearest \$100
5111-0000	Life Insurance	-	1	-100%	-	-	% of Salary, rounded to nearest \$100
5112-0000	Health Insurance	-	69	-100%	-	-	% of Salary w/ Assumptions, rounded to nearest \$100
5113-0000	Dental Insurance	-	3	-100%	-	-	% of Salary w/ Assumptions, rounded to nearest \$100
5116-0000	Disability Insurance	-	13	-100%	11	-100%	% of Salary, rounded to nearest \$100
5116-0000	Other Insurance	-	-	-	-	-	% of Salary, rounded to nearest \$100
5117-0000	HSA	-	-	-	-	-	% of Salary, rounded to nearest \$100
5131-0000	Retirement	878	1,291	-32%	1,072	-18%	
5280-0000	Purchased Services	14,860	7,032	111%	14,284	4%	Budgeting for 'normal'-forecast is low due to Covid
5281-0000	Purchased Services Campus	-	-	-	-	-	
5380-0000	Supplies	5,041	4,901	1%	3,366	48%	
5380-0010	Supplies - Office	-	-	-	-	-	
5480-0000	Equipment Lease/Rent	-	-	-	-	-	
5500-0000	Continuing Education/Training	-	-	-	-	-	
5503-0000	Minor Equipment	-	-	-	-	-	
5511-0000	Business Meetings/Meals	-	-	-	-	-	
5512-0000	Business Relations	-	-	-	-	-	
5513-0000	Membership Dues/Subscriptions	-	-	-	-	-	
5514-0000	Postage	-	-	-	-	-	
5516-0000	Telephone & Internet	-	-	-	-	-	
5518-0010	Travel - Mileage	-	-	-	38	-100%	
5518-0015	Travel - Transportation	-	-	-	-	-	
5518-0030	Travel - Meals	-	-	-	-	-	
5518-0035	Travel - Hotel	-	-	-	-	-	
5525-0000	Vehicle Expense	-	-	-	-	-	
5528-0020	Resident Expense	-	-	-	-	-	
5550-0000	Software & Systems	-	-	-	-	-	
5618-0000	Pet Expense	-	-	-	-	-	
Total Activities		41,673	44,132	-6%	38,478	8%	

The Harbor 381
Budget 2021

month
Inflation expense increase: 1%

		2021	2020	%	2019	%	
Account	Account Description	Budget	Forecast	Change	Actual	Change	Comments
Housekeeping 381152							
5001-0000	Salaries - Productive	19,250	14,247	35%	18,024	7%	Budget for 'normal' staffing pattern-forecast low due to Covid cuts
5001-0320	Salaries - Homemaker	-	-	-	-	-	
5002-0000	Salaries - Nonproductive	1,014	915	11%	2,150	-53%	
5004-0000	Salaries - Incentive / Bonus	-	-	-	-	-	
Subtotal Salaries		20,272	15,162	34%	20,173	0%	
5049-0010	Accrued Vacation Adjustment	61	110	-45%	12	425%	
5101-0000	Employer FICA Tax	1,257	881	43%	1,240	1%	
5102-0000	Employer MC Tax	294	206	43%	290	1%	
5103-0000	Unemployment Taxes	200	147	36%	165	21%	% of Salary, rounded to nearest \$100
5111-0000	Life Insurance	-	31	-100%	16	-100%	% of Salary, rounded to nearest \$100
5112-0000	Health Insurance	4,200	3,047	38%	835	403%	% of Salary w/ Assumptions, rounded to nearest \$100
5113-0000	Dental Insurance	200	122	64%	38	480%	% of Salary w/ Assumptions, rounded to nearest \$100
5115-0000	Disability Insurance	100	47	113%	33	208%	% of Salary, rounded to nearest \$100
5116-0000	Other Insurance	-	-	-	105	-100%	% of Salary, rounded to nearest \$100
5117-0000	HSA	-	-	-	-	-	% of Salary, rounded to nearest \$100
5131-0000	Retirement	-	-	-	157	-100%	
5290-0000	Purchased Services	698	651	1%	-	-	
5291-0000	Purchased Services Campus	-	-	-	-	-	
5380-0000	Supplies	7,923	7,845	1%	5,543	43%	
5380-0120	Supplies - Disposal Products & Cher	-	-	-	-	-	
5503-0000	Minor Equipment	-	-	-	-	-	
5505-0020	Repairs & Maintenance - FFE	-	-	-	-	-	
Total Housekeeping		35,186	28,220	24%	28,607	23%	

The Harbor 381
Budget 2021

month 7
inflation expense increase: 1%

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
Dietary 381101							
5001-0000	Salaries - Productive	138,995	120,302	16%	132,323	6%	Budget for 'normal' staffing pattern-forecast low due to Covid cuts
5002-0000	Salaries - Nonproductive	7,318	6,053	21%	11,042	-34%	
5004-0000	Salaries - Incentive / Bonus	-	-	-	-	-	
	Subtotal Salaries	146,313	126,355	16%	143,365	2%	
5003-0000	Reimburse Salaries/Services	-	-	-	(2,080)	-100%	
5049-0010	Accrued Vacation Adjustment	3,501	5,405	-35%	1,567	119%	
5101-0000	Employer FICA Tax	9,071	7,664	18%	8,781	4%	
5102-0000	Employer MC Tax	2,122	1,799	18%	2,049	4%	
5103-0000	Unemployment Taxes	1,300	1,152	13%	1,048	24%	% of Salary, rounded to nearest \$100
5111-0000	Life Insurance	200	159	25%	122	63%	% of Salary, rounded to nearest \$100
5112-0000	Health Insurance	9,000	7,497	20%	7,153	26%	% of Salary w/ Assumptions, rounded to nearest \$100
5113-0000	Dental Insurance	300	218	38%	201	49%	% of Salary w/ Assumptions, rounded to nearest \$100
5115-0000	Disability Insurance	300	230	30%	210	43%	% of Salary, rounded to nearest \$100
5116-0000	Other Insurance	-	-	-	-	-	% of Salary, rounded to nearest \$100
5117-0000	HSA	800	482	24%	376	60%	% of Salary, rounded to nearest \$100
5131-0000	Retirement	3,397	2,882	16%	1,178	184%	
5200-0000	Consultant Fees	-	-	-	-	-	
5280-0000	Purchased Services	-	-	-	-	-	
5281-0000	Purchased Services Campus	(847)	(838)	1%	-	-	
5380-0000	Supplies	12,236	12,114	1%	10,088	21%	
5380-0010	Supplies- Office	-	-	-	-	-	
5380-0030	Supplies - Janitor & Cleaning	-	-	-	-	-	
5380-0060	Supplies - Laundry, Linen & Un	-	-	-	-	-	
5380-0120	Supplies - Disposal Products & Chw	-	-	-	-	-	
5400-0000	Raw Food	132,815	131,500	1%	118,088	12%	
5400-0020	Discount Received	(3,872)	(3,833)	1%	(2,751)	44%	
5450-0010	Building/Office Rental	-	-	-	-	-	
5500-0000	Continuing Education/Training	-	-	-	52	-100%	
5501-0000	Contract Meals	-	-	-	-	-	
5503-0000	Minor Equipment	2,388	2,383	1%	2,067	14%	
5505-0020	Repairs & Maintenance - FFE	-	-	-	2,850	-100%	
5516-0000	Telephone & Internet	-	-	-	-	-	
5518-0010	Travel - Mileage	-	-	-	-	-	
5518-0015	Travel - Transportation	-	-	-	-	-	
5518-0030	Travel - Meals	-	-	-	-	-	
5518-0035	Travel - Hotels	-	-	-	-	-	
5519-0000	Employee Relations	-	-	-	-	-	
5550-0000	Software & Systems	-	-	-	-	-	
Total Dietary		318,859	295,079	8%	284,377	8%	

The Harbor 381
Budget 2021

month 7
Inflation expense increase: 1%

	2021	2020	%	2010	%		
Account	Account Description	Budget	Forecast	Change	Actual	Change	Comments
Plant 351103							
5001-0000	Salaries - Productive	11,007	10,765	2%	9,563	11%	
5002-0000	Salaries - Nonproductive	579	583	-1%	1,002	-42%	
5004-0000	Salaries - Incentive / Bonus						
	Subtotal Salaries	11,587	11,348	2%	10,565	8%	
5003-0000	Reimburse Salaries/Services						
5049-0010	Accrued Vacation Adjustment						
5101-0000	Employer FICA Tax	716	686	6%	678	6%	
5102-0000	Employer M/C Tax	188	160	5%	158	6%	
5103-0000	Unemployment Taxes	100	95	6%	77	30%	% of Salary, rounded to nearest \$100
5111-0000	Life Insurance						% of Salary, rounded to nearest \$100
5112-0000	Health Insurance						% of Salary w/ Assumptions, rounded to nearest \$100
5113-0000	Dental Insurance						% of Salary w/ Assumptions, rounded to nearest \$100
5115-0000	Disability Insurance						% of Salary, rounded to nearest \$100
5116-0000	Other Insurance		8	-100%	8	-100%	% of Salary, rounded to nearest \$100
5117-0000	HSA						% of Salary, rounded to nearest \$100
5131-0000	Retirement						
5261-0000	Purchased Services Campus						
5400-0020	Discount Received						
5460-0000	Equipment Lease / Rent						
5460-0010	Utilities - Natural Gas	5,279	5,221	1%	4,812	10%	
5460-0020	Utilities - Electricity	36,491	36,130	1%	29,809	22%	
5460-0030	Utilities - Water & Sewer	24,100	23,871	1%	20,355	16%	
5460-0040	Utilities - Fuel Oil						
5500-0000	Continuing Education/Training						
5506-0000	Garbage Removal	10,449	10,346	1%	5,970	75%	
5507-0000	Grounds Maintenance	5,610	5,554	1%			
5507-0010	Snow Removal	5,610	5,554	1%	8,004	-7%	
5508-0000	Exterminating	888	879	1%	862	3%	
5518-0000	Telephone & Internet						
5518-0010	Travel - Mileage						
5518-0015	Travel - Transportation						
5518-0030	Travel - Meals						
5518-0035	Travel - Hotel						
5519-0000	Employee Relations						
5525-0000	Vehicle Expense	2,125	2,104	1%	10,112	-78%	
5550-0000	Software & Systems						Direct Supply - TELS
5560-0000	Building Interior - General	12,297	12,148	1%	10,708	16%	
5561-0000	Building Interior - Electrical	4,523	4,479	1%	2,653	71%	
5562-0000	Building Interior - HVAC	2,940	2,911	1%	8,429	-65%	
5563-0000	Building Interior - Plumbing	3,213	3,181	1%	2,224	44%	
5564-0000	Building Interior - Resident Room Tur	5,494	5,440	1%	7,368	-25%	
5570-0000	Building Exterior	990	998	1%	277	256%	
5575-0000	Parking Lot	2,349	2,328	1%	2,097	12%	
5580-0000	Fire, Life-Safety & Security	4,287	4,225	1%	5,028	-15%	
Total Plant		139,179	137,850	1%	128,522	8%	

The Harbor 361
Budget 2021

month
Inflation expense increase: 1%

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
Property 361185							
5480-0030	Insurance - Mortgage Ins Prem	-	-	-	-	-	
5908-0000	Property Tax/Special Assessments	-	-	-	-	-	
5750-0010	Depreciation - Land Improvement	2,458	2,325	6%	2,164	14%	
5750-0020	Depreciation - Building	161,367	161,367	0%	161,367	0%	
5750-0030	Depreciation - Building Improv	19,149	17,002	13%	14,645	31%	
5750-0050	Depreciation - Furn & Equip	18,567	20,643	-20%	18,390	-14%	
5750-0080	Depreciation - Vehicles	2,885	2,885	0%	3,346	-14%	
5760-0000	Amortization	-	-	-	-	-	
5770-0000	Operating Lease	-	-	-	-	-	
5780-0000	Interest Expense - Debt	117,340	170,755	-31%	173,185	-32%	
5782-0000	Other Loan Expense	2,600	4,149	-40%	2,420	8%	
5785-0000	Interest Expense - Other	216	214	1%	105	11%	
Total Property		322,462	379,521	-15%	378,663	-14%	

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Budget 2021

month 7
inflation expense increase: 1%

Account	Account Description	2021	2020	%	2019	%	Comments
		Budget	Forecast	Change	Actual	Change	
General & Admin 381104							
5001-0000	Salaries - Productive	77,279	77,739	-1%	75,831	2%	
5002-0000	Salaries - Nonproductive	4,067	5,526	-26%	7,459	-45%	
5004-0000	Salaries - Incentive / Bonus	-	5,010	-100%	-	-	Anticipating no bonuses to be paid out post Covid
	Subtotal Salaries	81,346	88,275	-9%	83,290	-2%	
5003-0000	Reimburse Salaries/Services	-	-	-	-	-	
5049-0010	Accrued Vacation Adjustment	5,543	8,810	-38%	2,478	124%	
5101-0000	Employer FICA Tax	5,043	5,509	-8%	4,915	3%	
5102-0000	Employer MC Tax	1,180	1,288	-8%	1,150	3%	
5105-0000	Unemployment Taxes	300	335	-10%	172	76%	% of Salary, rounded to nearest \$100
5111-0000	Life Insurance	100	162	-38%	149	-30%	% of Salary, rounded to nearest \$100
5112-0000	Health Insurance	13,300	13,911	-4%	13,087	2%	% of Salary w/ Assumptions, rounded to nearest \$100
5113-0000	Dental Insurance	400	438	-8%	438	-6%	% of Salary w/ Assumptions, rounded to nearest \$100
5115-0000	Disability Insurance	600	622	-3%	854	-6%	% of Salary, rounded to nearest \$100
5116-0000	Other Insurance	-	-	-	60	-100%	% of Salary, rounded to nearest \$100
5117-0000	HSA	900	988	-7%	751	20%	
5131-0000	Retirement	5,470	5,599	-2%	5,002	9%	
5132-0000	PERA - Not Applicable for Co 100	-	-	-	-	-	
5200-0000	Consultant Fees	-	-	-	-	-	
5251-0010	Audit Fees	2,727	2,700	1%	2,700	1%	
5250-0020	Legal Fees	-	-	-	-	-	
5250-0030	Cost Report Preparation Fees	-	-	-	-	-	
5250-0080	Collection Agency Fees	-	-	-	-	-	
5260-0000	Purchased Services	2,882	2,854	1%	3,400	-15%	
5261-0000	Purchased Services Campus	-	-	-	-	-	
5360-0000	Supplies	1,232	1,210	1%	2,655	-54%	
5360-0010	Supplies - Office	1,782	1,775	1%	2,002	-10%	
5360-0020	Supplies - Discount	(40)	(40)	1%	(1,278)	-67%	
5420-0030	Cost Report Fees	-	-	-	-	-	
5450-0010	Building/Office Rental	-	-	-	-	-	
5480-0000	Equipment Rent/Lease	7,761	7,714	1%	13,177	-41%	
5480-0010	Insurance - Property	15,462	11,894	30%	12,580	23%	
5480-0015	Insurance - Professional Liab.	28,039	21,588	30%	22,144	27%	
5490-0020	Insurance - Auto & Other	335	258	30%	289	25%	
5500-0000	Continuing Education/Training	455	450	1%	804	-26%	
5503-0000	Minor Equipment	4,284	4,221	1%	801	432%	
5504-0000	Maintenance Contracts	1,341	1,328	1%	3,321	-60%	Enter detail in Expense Detail Tab-used 1% instead
5505-0020	Repairs & Maintenance - FFE	-	-	-	-	-	
5505-0010	Advertising - Employment	988	978	1%	3,294	-70%	
5511-0000	Business Meetings/Meals	-	-	-	-	-	
5512-0000	Business Relations	969	980	1%	450	115%	
5513-0000	Membership Dues/Subscriptions	3,340	3,307	1%	3,823	-13%	
5514-0000	Postage	1,178	1,167	1%	1,438	-18%	
5516-0000	Telephone & Internet	22,902	22,735	1%	23,622	-3%	
5517-0000	Bank Service Charges	-	-	-	-	-	
5518-0010	Travel - Mileage	94	93	1%	185	-43%	
5518-0015	Travel - Transportation	-	-	-	-	-	
5518-0030	Travel - Meets	-	-	-	-	-	
5518-0035	Travel - Hotel	-	-	-	123	-100%	
5518-0050	Auto Fleet Expenses	-	-	-	-	-	
5519-0000	Employee Relations	3,784	3,728	1%	2,489	52%	Could Incentives
5519-0040	Scholarships	-	-	-	-	-	
5522-0000	Rent Free Housing Unit	-	-	-	-	-	
5526-0020	Resident Expenses	-	-	-	-	-	
5550-0000	Software & Systems	42,320	25,147	88%	10,834	281%	Enter detail in Expense Detail Tab
5600-0000	Management Fees	72,000	72,000	0%	72,000	0%	
5604-0000	Licenses & Permits	7,155	7,064	1%	4,225	69%	
5604-0010	Licenses - State of MN	-	-	-	-	-	
5605-0000	Fine and Penalty Fees	-	-	-	-	-	
5700-0000	Bad Debt - Write offs	-	-	-	-	-	
5700-0010	Bad Debt - Allowance Adjustment	-	-	-	-	-	
5700-0080	Bad Debt - Recovery	-	-	-	-	-	
5810-0000	Tax Expense	1,902	1,883	1%	436	338%	
Total General & Admin		337,332	320,934	5%	297,689	13%	

The Harbor 381
Budget 2021

month
Inflation expense increase: **1%**

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
Marketing 381107							
5001-0000	Salaries - Productive						
5002-0000	Salaries - Nonproductive						
5004-0000	Salaries - Incentive / Bonus						
Subtotal Salaries							
5003-0000	Reimburse Salaries/Services						
5049-0010	Accrued Vacation Adjustment						
5101-0000	Employer FICA Tax						
5102-0000	Employer MC Tax						
5103-0000	Unemployment Taxes						
5111-0000	Life Insurance						% of Salary, rounded to nearest \$100
5112-0000	Health Insurance						% of Salary, rounded to nearest \$100
5113-0000	Dental Insurance						% of Salary w/ Assumptions, rounded to nearest \$100
5115-0000	Disability Insurance						% of Salary w/ Assumptions, rounded to nearest \$100
5118-0000	Other Insurance						% of Salary, rounded to nearest \$100
5117-0000	HSA						% of Salary, rounded to nearest \$100
5131-0000	Retirement						% of Salary, rounded to nearest \$100
5300-0000	Supplies						
5509-0020	Advertising - Marketing						
5509-0025	Website	528	523	1%		-100%	Do Not Budget in this account
5509-0030	Digital Advertising	236	230	1%			
5509-0035	Print Advertising	4,857	4,809	1%	9,540	-48%	
5509-0040	Radio Advertising	314	311	1%	830	-62%	
5509-0045	Creative Design						
5509-0050	Photography/Videography						
5509-0055	Collateral						
5509-0060	Direct Mail Campaign						
5509-0065	Promotional Item						
5509-0070	Tradeshows/Expo Fees				38	-100%	
5509-0075	Open House						
5509-0080	Signage						
5509-0085	Referral Source				97	-100%	
5509-0090	Referral Source Event						
5511-0000	Business Meetings/Meals						
5513-0000	Membership Dues/Subscriptions						
5514-0000	Postage						
5518-0010	Travel - Mileage						
5518-0015	Travel - Transportation						
5518-0030	Travel - Meals						
5518-0035	Travel - Hotel						
Total Marketing		5,937	5,879	0	11,481	(4)	

The Harbor 381
Budget 2021

month 7
Inflation expense increase: 1%

		2021	2020	%	2019	%	Comments
Account	Account Description	Budget	Forecast	Change	Actual	Change	
Benefits 381189							
5103-0000	Unemployment Taxes						
5111-0000	Life Insurance						
5112-0000	Health Insurance						
5113-0000	Dental Insurance						
5115-0000	Disability Insurance						
5118-0000	Other Insurance						
5120-0010	Workers Compensation	20,570	20,372	1%	16,967	21%	
5131-0000	Retirement	-	-		-	-	
Total Benefits		20,570	20,372	1%	16,967	21%	
Total Operating Expenses		1,540,885	1,563,065	-1%	1,534,141	0%	
Operating Income (Loss)		121,089	108,547	12%	10,488	1054%	

The Harbor 381
Budget 2021

month
inflation expense increase: 1%

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
Other Operating Revenue							
4007-0010	Tenant Fees	-	-	-	-	-	
4020-0000	Stores and Commercial Rent	-	-	-	-	-	
4021-0000	Garage / Storage	-	-	-	-	-	
4022-0000	Laundry Revenue - Taxable	-	-	-	-	-	
4022-0005	Laundry Revenue - Non Taxable	8,218	8,137	1%	-	-	\$30 per month per resident
4023-0000	Maintenance & Repairs	-	-	-	100	-100%	
4023-0020	Snow Removal Income	-	-	-	-	-	
4024-0000	Guest Room Rental - Taxable	-	-	-	-	-	
4024-0005	Guest Room Rental - Non-taxable	-	-	-	-	-	
4025-0000	Utility Revenue	-	-	-	-	-	
4027-0010	Community - Room Rental	-	-	-	-	-	
4029-0000	Housekeeping Services	1,163	1,151	1%	1,601	-35%	
4035-0000	Tax Increment Revenue	-	-	-	-	-	
4050-0010	Employee & Guest meals	24,259	24,019	1%	14,916	63%	Covid-meals on wheels to Peace Villa increased
4114-0000	Medical Supplies	-	-	-	-	-	
4602-0000	Damage and Cleaning Fees	-	-	-	-	-	
4620-0000	Program Revenue	-	-	-	-	-	
4620-0040	PERG Revenue	-	-	-	-	-	
4620-0050	Beauty Shop Revenue	240	103	133%	280	-8%	\$20 per month
4620-0061	Other Revenue - Taxable	-	-	-	-	-	
4620-0062	Other Revenue - Non Taxable	-	-	-	-	-	
4620-0066	Cafe Revenue Non Taxable	-	-	-	-	-	
4620-0067	Catering Revenue Taxable	-	-	-	-	-	
4620-0070	Transportation Revenue	183	183	1%	1,059	-82%	
4620-0110	Gift Shop Revenue Taxable	-	-	-	-	-	
4620-0080	Parking Revenue	-	-	-	-	-	
4650-0000	Rental Property Revenue	-	-	-	-	-	
4650-0030	Equipment Rental - Taxable	-	-	-	-	-	
4652-0000	Vending Machine Revenue Taxable	-	-	-	-	-	
4652-0010	Vending Machine Revenue - Non Tax	-	-	-	-	-	
4655-0000	Cable/Satellite TV Revenue	-	-	-	-	-	
4656-0000	Telephone/Internet Revenue	17,285	17,114	1%	22,179	-22%	The Haven & Peace Villa reimbursement
4659-0000	Miscellaneous Revenue	-	-	-	600	-100%	
Total Other Operating Revenue		51,351	50,707	1%	40,821	25%	

The Harbor 381
Budget 2021

month 7
inflation expense increase: 1%

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
Other Operating Expense							
5280-0000	Purchased Services	-	-	-	-	-	
5280-0150	Purchased Services Campus	-	-	-	-	-	
5380-0000	Supplies	-	-	-	-	-	
5607-0020	Environmental Expense	-	-	-	-	-	
5516-0000	Telephone & Internet	-	-	-	-	-	
5520-0000	Cable/Satellite TV Expense	16,260	16,099	1%	14,585	11%	
5521-0000	Vending Machine Expense	-	-	-	-	-	
Total Other Operating Expense		16,260	16,099	1%	14,585	11%	

The Harbor 381
Budget 2021

month 7
Inflation expense increase: 1%

Account	Account Description	2021 Budget	2020 Forecast	% Change	2019 Actual	% Change	Comments
Non-Operating 381245							
6000-0000	Interest/Investment Earnings		389	-100%	1,157	-100%	
6000-0010	Investment Earnings - R&R		-	-	-	-	
6000-0040	Interest Income - Trust		-	-	-	-	
6000-0045	Interest Income - Foundation		-	-	-	-	
6004-0010	Unrestricted Donations		834	-100%	2,276	-100%	See Expense Detail Tab to indicate where you are spending donations
6004-0020	Unrestricted Donations in Kind		-	-	-	-	
6005-0000	Net Assets Released from Restr - O		-	-	-	-	
6007-0000	Net Assets Released from Restr - FL		-	-	-	-	
6008-0000	Benevolence Revenue		-	-	-	-	
6010-0000	Incr(Decr) Realized Mkt Value		-	-	-	-	
6010-0045	Incr(Decr) Realized MV-FND		-	-	-	-	
6011-0000	Incr(Decr) Unrealized MV		-	-	-	-	
6011-0045	Incr(Decr) Unrealized Mkt Value		-	-	-	-	
6020-0000	Grant Income		-	-	-	-	
6020-0060	Grant Revenue - Awakenings		-	-	-	-	
6020-0070	Grant Revenue - MAC		-	-	-	-	
6030-0000	Gain(Loss) on Disposal of Asset		-	-	-	-	
Non Operating Revenue			1,023	-100%	3,433	-100%	
7008-0000	Benevolence Expense		-	-	-	-	
7020-0000	Grant Expense		-	-	-	-	
7020-0060	Grant Expense -		-	-	-	-	
7020-0080	Grant Expense - Med Mgmt		-	-	-	-	
7020-0090	PIPP Grant Expense		-	-	-	-	
7550-0000	(Gain) Loss on Refinancing		-	-	-	-	
7585-0000	Environmental Expense		-	-	-	-	
7800-0000	Extraordinary Item		-	-	-	-	
Non-Operating Expense			-	-	-	-	
Non-Operating Income (Loss)			1,023	-100%	3,433	-100%	
Changes in Unrest Net Assets		186,180	144,178	8%	40,257	288%	

**The Harbor 381
Budget 2021
Cash Flow Worksheet**

	Budget Amount
Total Operating Revenue	<u>1,713,314</u>
Total Operating Expense	1,234,673
Less: Accrued Vacation Adjustment	(5,544)
Adjusted Total Operating Expense	1,229,129
EBITDA	484,185
Less Regulatory / Debt Service Payments:	
Interest Payments	119,840
Principal Payments	195,000
Repair and Replacement Annual Requirement	9,000
Net Cash Flow before Capital purchases	160,346
Budgeted Capital Purchases	74,000
Net Cash Flow after Capital purchases	86,346



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 9, 2020

SUBJECT: Approve Amendment to Contract for Police Services

The Carver County Sheriff's Office recently provided notice to all the cities within the County that they provide police services to that they will not be increasing their service rates for 2021. The Sheriff's Office stated they are in negotiations with the staff labor unions, which remain unsettled, making accurate projections for 2021 unreasonably difficult.

The current Police Services contract is for the years 2020-2021. For 2022, the service fees will be based on the actual costs from 2021 which has been the methodology used in previous contracts and is planned for future contracts.

Earlier this year the Sheriff's Office had provided an estimated increase of about 4%. The current contract capped the increase at 5% for 2021.

The 2020 overtime rate of \$62.42 will remain the same in 2021.

Enclosed is the proposed amendment to the Contract for Police Services as prepared by the Sheriff's Office. Also enclosed is a copy of the current Contract for Police Services.

Recommended Motion:

Motion to approve the Amendment to Professional Service Agreement Contract for Police Services.

Norwood Young America

AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT
Contract for Police Services

WHEREAS, Carver County and the City of Norwood Young America entered into a Contract for Police Services for 2020 and 2021, and:

WHEREAS, the cost for policing services for 2021 was projected as \$198,389.00.

WHEREAS, the actual costs for policing services in 2021 is \$191,254.00.

WHEREAS, the Sheriff shall invoice one half of the total amount of the 2021 police staffing option costs hereunder, or \$95,627.00 to be paid on or before June 30 of the 2021 contract year. The Sheriff shall invoice the amount, or \$95,627.00 to be paid on or before November 30 of the 2021 contract year.

WHEREAS, in this Amendment and to be incorporated under ARTICLE VI in successor police contracts, if either party terminates this agreement or elects to discontinue contracted services, or in any way decrease contracted police services, the City shall still be obligated to pay all unpaid personnel costs as determined by the County. The total unpaid costs shall not exceed 5% of the total cost for police services excluding unpaid overtime.

WHEREAS, under ARTICLE VII of the policing contract, if the City requests coverage for compensated days off as defined under 1.1.1 of Police Staffing Options, additional hours for deputies will be billed at \$68.42 for the contract year 2021.

WHEREAS, in this Amendment and to be incorporated under ARTICLE VII of successor police contracts, the County, upon receiving continuing education reimbursement, shall reimburse the city pursuant to the MN Administrative Rules, Peace Officer Standards and Training Board, Chapter 6700, part 6700.1800:

THEREFORE, BE IT RESOLVED that the above terms and conditions be in effect and the amended cost of the Contract for Policing for 2021 is \$191,254.00 and:

BE IT FURTHER RESOLVED that all other terms and conditions of this contract remain in effect as per the original contract.

City of Norwood Young America

County of Carver

Mayor Date

County Administrator Date

City Administrator Date

Sheriff Date

CONTRACT FOR POLICE SERVICES
Norwood Young America

THIS AGREEMENT, made and entered into this 18th day of Dec., 2019 by and between the County of Carver, through its Sheriff's Office (hereinafter, "County"), and the City of Norwood Young America (hereinafter, the "City"), and, collectively known as the "parties".

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

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

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

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

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

ARTICLE I

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

ARTICLE II

1. **POLICE SERVICES.** The County agrees to provide police service within the corporate limits of the City to the extent and in the manner set forth below:

1.1 Police services to be provided under this contract shall encompass those police duties and functions which are the type statutorily deemed to be the responsibility of the local communities;

1.2 With input from the City, the County shall assign personnel as necessary;

1.3 All matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the control of the County;

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

ARTICLE III

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

ARTICLE IV

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

ARTICLE V

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

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

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

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

5. **LIABILITY**

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

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

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

ARTICLE VI

1. **TERM.** The term of this contract shall be January 1, 2020 to December 31, 2021. The term of this Agreement may be extended for up to an additional sixty (60) days under the same terms and conditions, provided the parties are attempting in good faith to negotiate a new Agreement. This Agreement extension shall automatically terminate upon the parties' entering into a new written Agreement, or on the sixtieth (60th) day, whichever occurs first.
2. **RATE.** As contained in this contract. Contract rates for 2021 are a projected rate increase within a range of 2%-5%. The rate increase is capped at 5%.
3. **NOTICE.**
 - 3.1 If the County does not desire to enter into a contract for police service for 2022, the City shall be so notified in writing six (6) months prior to the expiration of the current contract.
 - 3.2 On or before August 15 of the expiring contract year, the County shall notify the City of the police contract rates for the following year.
 - 3.3 The City shall notify the County of its intention to contract for police services for the following year no later than October 15 of the current contract year.
 - 3.4 In the event the City shall fail to give notice as required above, the County shall presume the City does not desire to enter into an Agreement with the County for police services.
 - 3.5 Notice under the above provisions shall be sent to:

Commander Mike Wollin
Carver County Sheriff's Office
606 East 4th Street
Chaska, MN 55318
mwollin@co.carver.mn.us
Office: 952-361-1857
Cell: 952-220-7926

City of Norwood Young America
Steve Helget, Administrator
310 Elm Street West
P.O. Box 59
Norwood Young America, MN 55368
Phone: 952-467-1800

ARTICLE VII

MENU OF POLICE SERVICES

1. POLICE STAFFING OPTIONS

1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

1.1.1 FTE personnel are Full Time Employees dedicated to the contract community.

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

The first eighty (80) hours the deputy is gone from the community while on military leave will not be backfilled. The Sheriff's Office will backfill the position or credit back the time for military leave after the first 80 hours.

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

If the City requests coverage for compensated days off noted above, it is recommended the City set aside a contingency for additional hours. Additional hours for deputies will be billed at \$68.42 for the contract year 2020. Additional hours for deputies will be billed at \$71.33 for the contract year 2021.

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

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

PERSONNEL COST-Contract year 2020

Deputy	.7 (2080 FTE)	\$75,233
Liaison Corporal	.9 (2080 FTE)	\$96,727
CSO	(52 hours)	\$2,243

VEHICLE COST-Contract year 2020

Patrol Vehicle – .7	\$17,051
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TOTAL POLICE SERVICES-Contract year 2020 \$191,254

PERSONNEL COST-Contract year 2021

Deputy .7 (2080 FTE)	\$78,325
Liaison Corporal .9 (2080 FTE)	\$100,704
CSO (52 hours)	\$2,318

VEHICLE COST

Patrol Vehicle – .7 \$17,051

TOTAL POLICE SERVICES-Contract year 2021 \$198,398

TOTAL POLICE SERVICES \$389,652

2. PAYMENT. The Sheriff shall invoice one half of the total amount of the first year police staffing option costs hereunder, or \$95,627 to be paid on or before June 30 of the current contract year. The Sheriff shall invoice the amount, or \$95,627 to be paid on or before November 30 of the first contract year. The Sheriff shall invoice the amount, or \$99,199 to be paid on or before June 30, of the second contract year (2021) and \$99,199 to be paid on or before November 30 of the second contract year (2021). The Sheriff shall inform the City of the actual CSO hours worked for the year and then reimburse the City for unused CSO hours or bill for additional hours used.
3. MINNESOTA STATE POLICE AID. The County, upon receiving Minnesota State Police Aid, shall reimburse the City pursuant to Minnesota Statute, Section 69.011.

ARTICLE VIII

1. DATA. All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.
2. AUDIT. Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.

3. **NONWAIVER, SEVERABILITY AND APPLICABLE LAWS.** Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability. If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

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

4. **MERGER AND MODIFICATION.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

IN WITNESS THEREOF, the Municipality has caused this Agreement to be executed by its Mayor and by the authority of its governing body on this 25th day of November, 2019

SIGNED: Carol Lagergren
Mayor

DATE: 11-25-19

SIGNED: Steve Helges
City Administrator

DATE: 11-25-19

IN WITNESS THEREOF, the County of Carver has caused this Agreement to be executed by its Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners on this 17th day of December, 2019

COUNTY OF CARVER:

SIGNED: Randy P. Mofus
CHAIR, BOARD OF COMMISSIONERS

DATE: 12-17-19

SIGNED: Nora Kamenick
SHERIFF

DATE: 12-18-2019

Attest

SIGNED: A. Denny
COUNTY ADMINISTRATOR



DATE: 12/18/19



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: November 9, 2020
RE: Hire snow hauling contractor for 2020-2021 snow season

The City has hired contractors in previous years for snow hauling services in the downtown areas. If we did not hire the extra help to haul snow we would have to wait until the City trucks are done with their plow routes, clean all the salt out of the boxes, and prepare the tailgates and the spreaders to haul snow. This would require a lot of extra overtime and require our staff to put in more hours than would be safe, especially during multi-day events. The trucks we currently operate for snow plowing and hauling are single axle trucks which box is half the size of a contractors dump truck which is not as efficient for hauling large amounts of snow.

Three contractors were solicited from and following quotes were received.

Molnau Trucking LLC, quint and quad axle trucks	\$60 per hour, per truck
Curfman Trucking and Snow Removal, quad axle trucks	\$80 per hour, per truck
WM Mueller and Sons, quad or quint axle trucks	\$105 hour, per truck

Suggested motion:

Motion to approve hiring Molnau Trucking LLC for snow hauling during the 2020-2021 snow season in the amount of \$60 per hour, per truck.

Norwood Young America

MOLNAU TRUCKING LLC

13050 Stewart Avenue * Norwood * MN * 55368

Office: 952-467-2292 Nick Cell: 952-240-0688 Ryan Cell: 952-836-5414

November 2, 2020

City of Norwood Young America

2020-2021 Snow Hauling Bid

Quint & Quad Axle Dump Trucks for Snow Hauling off City Streets as Directed by the City

\$60.00 ph per truck (no minimum charge)

Please feel free to contact me with any questions you may have.



Anna Molnau
Molnau Trucking LLC
Office: 952-467-2292
Cell: 952-240-0688





CURFMAN TRUCKING & SNOW REMOVAL INC.

600 W Railroad St. Norwood Young America, MN. 55368

Mailing Address: PO Box 179 NYA, MN. 55368

Telephone: (952) 467-3503

Cell: 952-292-5809

Fax: (952) 467-3591

DOT. 1150797

Date: 10/8/2020

Attn: City Of NYA

City of NYA
310 Elm St W
P.O. Box 59
NYA, MN 55368

Re:

Our Company is submitting a bid for the above referenced job:

Service

Dump Truck Hauling

Price per hour

\$80.00

Truly Submitting,
Curfman Trucking & Snow Removal, Inc.

X

Steve W. Curfman
President

ROAD CONTRACTORS
AGGREGATES
BITUMINOUS PAVING
BITUMINOUS MATERIALS



H A M B U R G , M N

831 PARK AVE P.O. BOX 247
HAMBURG, MN 55339
PHONE 952-467-2720
FAX 952-467-3894
EMAIL INFO@WMMUELLER.COM

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO:	City of Norwood Young America	DATE:	10/28/2020	PHONE:	320-761-5008
STREET:	310 Elm Street West	JOB NAME:	Snow Hauling		
CITY, STATE, ZIP:	NYA, MN 55368	JOB LOCATION:	City of Norwood Young America		
CONTACT:	Tony	VIA:	tvoigt@cityofnva.com		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Snow Hauling for the 2020- 2021 winter season

* William Mueller & Sons shall provide up to 3 trucks, when requested by the City of Norwood Young America to haul snow.

Quad or Quint axles trucks	@	\$105.00 per hour,	per truck
Minimum price per time	@	\$105.00 per truck	

NOTES:

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE
IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS
FOR THE SUM OF:

*** PAYMENT TO BE MADE UPON COMPLETION ***
NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US
IF NOT ACCEPTED WITHIN 30 DAYS.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, storm, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

AUTHORIZED SIGNATURE: Timothy Mueller
TITLE: Secretary/Treasurer

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due upon receipt of invoice. Owner agrees that Wm. Mueller and Sons, Inc. may charge interest at the rate of eighteen percent (18%) on any sum due under this contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, cost incidental to collection, and attorney's fees (if an attorney is retained for collection) shall be added to the unpaid balance. Owner hereby releases Wm. Mueller and Sons, Inc. of notice requirements for lien rights in the event payments are not made as outlined above.

PLEASE SIGN AND RETURN ONE COPY

SIGNATURE: _____

DATE OF ACCEPTANCE: _____



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: November 9, 2020
RE: Compost Site Brush Pile Removal

Proposed is have the Compost Site brush pile chipped and removed yet this year. Staff was able to control the site better this year by catching some of the illegal dumping and abuse which was caught on the cameras we installed. In addition, new signage was installed to identify where residents are to dispose of materials at the site in the proper locations which has helped as well.

We will need to chip the pile before spring since we are running out of room. The last time we chipped the pile was the fall of 2019 when we cleaned up the site, regraded the entire area and added rock to the entrance to improve access to the site.

I anticipate we have approximately 2,500-3,000 yds on the site. We have room to fit this in our Public Works budget. I solicited from three reliable contractors to chip and remove the pile. The quotes are as follows:

Pine Products	\$4.50 per yard ground and removed, \$600 mobilization fee
Sylvester Custom Grinding	\$6.00 per yard ground, \$1.00 per yard removed, \$900 mobilization fee
Davey Tree	\$7.00 per yard ground and removed, \$2000 mobilization fee

Suggested Motion:

Motion to hire Pine Products to grind and remove the Compost Site brush pile at a cost not to exceed \$13,500.

Norwood Young America



Pine Products Inc
11780 County Road 32
Waconia, MN 55387
952-442-5988
www.pineproductsinc.com

Estimate

Date	Estimate #
11/5/2020	520

Name / Address
City of NYA PO Box 59 NYA, MN 55368

Ship To

Description	Qty	Rate	Total
Custom Grinding:\$4.50 per cubic yard	1	4.50	4.50
Mobilization Fee	1	600.00	600.00
Grinding and removal of brush pile Minimum Charge of \$6,000.00 (1200 cubic yards)			
Thank you for your business.		Subtotal	\$604.50
Estimate prices will be held firm for 30 days from date of estimate. Orders placed after 30 days from date of estimate may be subject to price changes.		Sales Tax (6.875%)	\$0.00
		Total	\$604.50



Premier Wholesale Landscape Mulches & Contract Tree & Wood Grinding Services

October 29th, 2020

Mr. Tony Voight
Public Works Director
City of Norwood/Young America
24 3rd Ave SE
Norwood Young America MN 55368

RE: PROPOSAL FOR GRINDING OF TREE DEBRIS

SUMMARY:

This proposal/contract includes mobilization of all of our equipment to and from your site. We will charge by the finished cubic yard measured with our Global Equipment Monitoring Laser System. The GEM 2.0 Monitoring System totals the finished yards for billing. We will take a photo and forward via text or email the daily totals to your designated representative. The GME 2.0 system is 98.85% accurate.

The equipment to be used for this project will include: a 2015 B66 Roto Chopper 885hp horizontal grinder on tracks, a 2014 CAT 312E Excavator, a 2020 JD 333E Skid with grapple and Splitter, 2017 CAT 930 Loader

CONTRACT COSTS:

Mobilization of all of our equipment to the site: \$900.00

Option 1: Grinding of all tree debris on site: \$6.00/cubic yard

Option 2: Hauling away of all the mulch off site: \$1.00 a cubic yard

After we have finished grinding the material, we will clean up the site to its original condition as best as possible.

Thank you for this opportunity, we look forward to working with the staff at the city of Norwood Young America.

We will honor these prices for 2020/2021/2022 if you enter into the agreement.

Should you accept this proposal, we request that you sign the acknowledgement below and return it to us via email

ACKNOWLEDGEMENT OF TERMS:

I/We acknowledge and agree to the terms of this contract as specified above.

Signature & Title of City of Norwood Young America

Date

Signature of Sylvester Custom Grinding Representative

Date



November 2, 2020

City of Norwood Young America
Attn: Tony Voigt, Public Services Director
24 Third Avenue SE
Norwood Young America, MN 55368

Re: Proposal for Grinding & hauling tree debris and wood waste

- Grind and haul away wood waste/debris from the city site of Norwood Young America---\$7.00/yd
- Mobilization, set up Rotochopper grinder and front-end loader-----\$2,000.00

A minimum of 2,000 yards will be an acceptable figure to be ground. Stumps & roots will not be ground to sustain the structure of the equipment.

District Energy must be able to accept material at the time of disposal. Davey Management will notify you if this causes an issue with the grinding project.

Based on a demanding schedule, the availability for Davey Tree to perform services would be upon discussion with the city representative and Davey management. Specifics can be further discussed if proposal is signed.

Sincerely,
Theresa Poechmann, Client Experience Coordinator

SIGNATURES:



Davey Tree Expert Company



Date

Tony Voigt, City of Norwood Young America

Date





TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: November 9, 2020

RE: Restricted Parking in Public Parking Lots

I am looking for approval to add signage and restrict overnight parking in our public parking lot at 218 Elm Street W. and our parking lot that abuts to the Heritage Center/Food Shelf building located at 102 Main St E. Past years we have experienced a fair amount of cars parking in these lots overnight. The cars park in random spots and make the lots difficult to plow safely which includes pushing snow in between cars. Both parking lots have quite a bit of slope which makes the lots even more difficult to push snow safely between cars. We also experience cars parking under the old drive thru canopy at the Food Shelf location which makes the entire driveway inaccessible to plow. If we can not get the snow in these lots removed and piled, we cannot use our snowblower and the contracted trucks to remove it in the morning in a timely manner. This requires us to come back the next day to haul out the snow with our own trucks and not operate as efficiently as possible.

I am looking to enforce overnight parking from 2:00am to 6:00am to be restricted to the orange shaded area at the Elm Street location on the enclosed map and no overnight parking at the Heritage Center/Food Shelf location. This would allow City staff to remove the snow in a safe manner. We would include signage at the entrances of the parking lots to represent the proposed changes.

At the Elm Street location, we would add signs on the northeast corner of the lot near the power pole and the southeast corner of the lot near the SLS building and the sidewalk. The signs would designate the area in which overnight parking in the lot would be allowed.

We would have approximately \$200 in additional signage costs at the Elm St location and an additional \$200 at the Heritage Center/Food Shelf location.

Suggested Motion:

Motion to restrict the overnight parking at the 218 Elm Street public parking lot to 2:00am to 6:00 am except for the parking area designated by signage and establish no parking from 2:00am to 6:00am in the Heritage Center/Food Shelf location.

Norwood Young America



CITY OF NORWOOD YOUNG AMERICA

NYA GIS

Map Date: 10/22/2020

more than a place, it's home.

