

BYRON CITY COUNCIL MEETING
TUESDAY NOVEMBER 29 2016
6:00PM CITY HALL COUNCIL CHAMBERS
680 BYRON MAIN COURT NE

A) CALL TO ORDER -

B) APPROVE AGENDA -

C) APPROVE CONSENT AGENDA – **Motion to be made**

All matters listed under Item 2, Consent Agenda, are considered to be routine and non-controversial by the City Council and will be enacted with one motion. There will not be separate discussion of these items unless a Council Member so requests, in which case the item will be removed from the Consent Agenda and will be considered separately.

1. City Council Minutes from November 15, 2016
2. BEDA Minutes from October 18, 2016
3. P&Z Minutes from October 10, 2016
4. Warrant List for November 29, 2016
5. Approval After Payment for November 29, 2016
6. Edge Contracting - 5th Avenue Bike Path

D) COMMUNICATIONS, REPORTS AND PETITION –

1. Notes from the City Administrator - FYI
2. LMCIT Newsletter - FYI
3. SSC Board of Directors Election (on table)
4. SEMCAC Bus Rides 3rd Quarter - FYI
5. RAEDI Minutes 10.25.16 - FYI

E) PUBLIC COMMENTS: “The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be pertinent to City business and must adhere to Data Privacy Rules, no employee’s name may be used. Please do not expect action from the Council this evening regarding your concerns. We also request that your comments be limited to four (4) minutes, speakers will be recognized only once. Public Hearing items will be discussed during the public hearing. At this time we ask that anyone who would like to address the City Council to please step up to the podium and state your name and address.”

F) PUBLIC HEARING – None

G) GENERAL BUSINESS – **Motion to be made**

1. Grading Plan Policy
2. Lead Foreman of Public Works
3. Resolution 2016-43 Charitable Gambling for Dodge County Youth Hockey
4. Resolution 2016-40a - Nuisance Claim to County Auditor
5. Resolution 2016-42 Chapter Ordinance 91 List of Trees
6. 2017 Tobacco Licenses
7. Naming Rights - Draft

H) UNFINISHED BUSINESS – None

I) NEW BUSINESS – **Motion to be made**

1. SolarStone - Gordy

J) COMMITTEE BOARD REPORTS/OPEN DISCUSSION –

L) ADJOURN –

BYRON CITY COUNCIL MEETING
TUESDAY NOVEMBER 15 2016
6:00PM CITY HALL COUNCIL CHAMBERS
680 BYRON MAIN COURT NE

- A) CALL TO ORDER - Mayor Diercks called the meeting to order at 6pm.

Members Present: Ann Diercks, Matt Brekke, Dan Mesenburg, Scott Johnson and Bob Meyer.

Also Present: Gretta Becay, Steven Cook, Daryl Glassmaker, Deputy Jay Clemens, Public Works Superintendent Eric Counselman and City Administrator Mary Blair-Hoeft.

- B) APPROVE AGENDA - Motion made by Member Brekke second by Member Johnson to approve the agenda with the additions of MPCA Access Agreement and Adhoc Park Board under General Business. Motion carried unanimously.

- C) APPROVE CONSENT AGENDA – Motion made by Member Brekke second by Member Mesenburg to approve the Consent Agenda. Motion carried unanimously.

1. City Council Minutes from October 25, 2016
2. Warrant List for November 15, 2016 - \$827,666.96
3. Approval After Payment for November 15, 2016 - \$9,718.61
4. Delinquent Utilities
5. Edge Contracting - 13th Street Pay Request 4
6. Mohs Contracting, Inc - BCRC Concession Bldg Pay Request 3
7. Sports Technology Inc - Pay Request 1 - BCRC
8. Fireworks Application - 150 year kick-off

- D) COMMUNICATIONS, REPORTS AND PETITION –

1. Fire Department - Honoring Retirees - Mayor thanked Jeff Ellis for his 15 years of service to the Fire Department and presented him with a clock. Mike Scheuer was not present to receive his.
2. WHKS Newsletter - FYI
3. Byron Public Library Interest Survey - FYI - Council felt that there is not enough information in the survey to move forward with it.
4. Byron Neighbor Helping Neighbors Report (BNHN) - FYI
5. Water/Sewer Rate Comparison - FYI
6. **SSC Board Nomination** - Local Government - Motion made by Member Brekke second by Member Mesenburg to approve the Council to nominate Lynn Gorske to the SSC Board. Motion carried unanimously.

- E) PUBLIC COMMENTS: Asked three times with no response.

- F) PUBLIC HEARING – None

- G) GENERAL BUSINESS –

1. **Resolution 16-41 Canvassing Election Results** - Motion made by Member Mesenburg second by Member Johnson to approve Resolution 16-41. Motion carried

unanimously.

2. **MPCA Access Agreement** - Motion made by Member Mesenburg second by Member Brekke to approve the access agreement into the old City Hall. Motion carried Unanimously.

3. **Park Board** - Should the council create an adhoc committee to go over the Naming Rights Policy for the BCRC or wait for the Park Board to reconvene next year or just have the council look at the draft right now. Consensus of the council was to bring the policy to the council and have the council make the decision. The draft will be at the next meeting.

H) UNFINISHED BUSINESS –

1. **Resolution 2016-037a - Delinquent Claim to County Auditor** - Motion made by Member Brekke second by Member Johnson to approve Resolution 16-37a. Motion carried unanimously.

I) NEW BUSINESS –

1. **2017 Water & Sewer Budgets/CIP-Discussion** - Hoeft explained that these are enterprise funds and do not rely on property taxes for revenues. The water and sewer leads as well as the PW Superintendent helped to put these budgets together. The revenues from the change to how the water base fee is charged is included in the revenues.

2. **Ordinance 2016-05-Amending Chapter 151.05** - Motion made by Member Brekke second by Member Mesenburg to approve amending chapter 151.05. Motion carried unanimously.

3. **Ordinance 2016-06 - Amending Chapter 91 - Trees** - Motion made by Member Johnson second by Member Mesenburg to approve amending Chapter 91. Motion carried Unanimously. The types of trees will come forward in Resolution format.

J) COMMITTEE BOARD REPORTS/OPEN DISCUSSION –

Member Mesenburg attended the EDA meeting. The billboard discussion will go to the Chamber. Member Brekke attended the 1st Responder meeting. Members Johnson and Brekke attended a Public Works meeting. Counselman stated the concession stand at the soccer field is complete. Hoeft met with a solar company.

K) ADJOURN – Motion made by Member Johnson seconded by Member Meyer to adjourn the meeting at 7pm. Motion carried unanimously.

Ann M. Diercks, Mayor

Mary Blair-Hoeft, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY
TUESDAY OCTOBER 18, 2016
6:00AM **CONFERENCE ROOM** AT CITY HALL
680 BYRON MAIN COURT NE

1. CALL TO ORDER - Chairperson Ryan called the meeting to order at 5:58am.

Members Present: Chris Ryan, Kelly Domaille, Staci Smoot, Randy Fogelson and Bob Meyer.
Members Absent: Shawn Bishop and Dan Mesenburg.
Also Present: Daryl Glassmaker, Gretta Becay, Joe Hagan and City Administrator Mary Blair-Hoeft.
2. APPROVE AGENDA - Motion made by Member Domaille second by Member Smoot to approve the agenda as written. Motion carried unanimously.
3. CONSENT AGENDA - Motion made by Member Domaille second by Member Fogelson to approve the consent agenda. Motion carried unanimously.
 - A. BEDA Minutes from September 20, 2016
4. PUBLIC COMMENTS: Asked three times with no response.
5. COMMUNICATIONS, REPORTS AND PETITIONS
 - A. Monthly Finance Report - FYI
 - B. Childcare Shortage Article - FYI
 - C. Workforce Newsletter - FYI
 - D. 2016 Property Tax Report Article - FYI
6. PUBLIC HEARING - None
7. GENERAL BUSINESS -
8. UNFINISHED BUSINESS -
 - A. Revised Business Subsidy Policy - Motion made by Member Domaille second by Member Meyer to approve the revision of the Business Subsidy Policy. Motion carried unanimously.
 - B. Social Media Advertising vs Billboards - Billboards could cost anywhere from \$500 to \$1000 a month plus the additional upfront cost of making the sign. There is also the idea of board sharing. Social Media provides a more targeted approach at a much cheaper cost. There are two kinds of advertising. Is the EDA wanting to advertise for

businesses or advertise to promote Byron or both? Staff will get more information about the billboards.

9. NEW BUSINESS -

A. Housing Unit Study w/School - Motion made by Member Fogelson second by Member Domaille to approve the cost share of \$1750 to the school for the housing study. Motion carried unanimously.

10. ADJOURN - Motion made by Member Domaille second by Member Meyer to adjourn the Meeting. Motion carried unanimously.

PLANNING AND ZONING COMMISSION
MONDAY, OCTOBER 10, 2016
6:00 PM AT THE CITY HALL
680 Byron Main Court NE

1. CALL MEETING TO ORDER – Chair Fiegel called the meeting of the Byron Planning Commission to order at 6:02PM Monday, October 10, 2016 at Byron City Hall.

Members Present: Gary Fiegel, Paul Gregor and Steven Cook, Bruce Putzier, Ryan Rousseau.

Also Present: Brandon Theobald, Daryl Glassmaker, Brenda DeCook, Larry O'Neill, David Martin, Council Member Scott Johnson, City Engineer Bill Angerman, Janna Monosmith, Planning Coordinator.

2. APPROVE AGENDA – Motion made by Member Putzier, second by Member Cook to approve the agenda as written. Motion carried unanimously.
3. CONSENT AGENDA
 - a. P&Z Minutes from August 8, 2016 – Motion made by Member Cook, second by Member Rousseau to approve the minutes as written. Motion carried unanimously.
 - b. P & Z Minutes from September 12, 2016 - Motion made by Member Cook, second by Member Gregor to approve the minutes with corrections. Motion carried unanimously.
4. PUBLIC COMMENTS –
Chair Fiegel called three times for public comments.
5. COMMUNICATIONS, REPORTS AND PETITIONS
 - a. Monthly Budget
 - b. City Council Minutes August 23, 2016
 - c. City Council Minutes September 13, 2016
 - d. City Administrator Newsletter - September
6. PUBLIC HEARING - Motion made by Member Cook, second by Member Gregor to open the public hearings. Motion carried unanimously.
 - a. Ordinance 16-04 P & Z - David Martin stated that the request is to zone the townhomes to R-2 Medium Density Residential to allow for a higher density.

Monosmith mentioned that staff is recommending to rezone the remaining area that was annexed earlier this year as R-1 - Low Density Residential. This would eliminate the temporary zoning of R-1.

Motion made by Member Gregor, second by Member Putzier to close the public

hearing. Motion carried unanimously.

Motion made by Member Cook, second by Member Rousseau to recommend to the City Council to approve the rezone are presented. Motion carried unanimously.

b. City Ordinance Chapter 91 Trees - Members discussed the proposed revisions and made suggestions.

7. GENERAL BUSINESS:

8. UNFINISHED BUSINESS -

9. NEW BUSINESS -

a. Country Ridge View Estates - Bill Angerman went over his review letter for the subdivision. Angerman noted that some homes will not be able to have a gravity fed subdrain. The developer is still working out details regarding the drainage easement across the Schultz property. Motion made by Member Putzier, second by Member Cook to recommend to the City Council to approve the Country Ridge View Estates final plat with the requirement that the development agreement is executed, all fees and deposits are paid and all required documents are submitted. Motion carried unanimously.

b. East Village- Angerman went over his review letter for the subdivision. Angerman noted that the developers for the East Village will construct a permanent pond for this and future phases. Motion made by Member Gregor, second by Member Cook to recommend to the City Council to approve The East Village final plat with the requirement that the development agreement is executed, all fees and deposits are paid and all required documents are submitted. Motion carried unanimously.

10. ADJOURN – Motion made by Member Cook, second by Member Rousseau to adjourn the meeting at 6:44 p.m. Motion carried unanimously.

***Check Summary Register©**

Cks 11/29/2016 - 11/29/2016

Name	Check Date	Check Amt	
10100 Checking-1stSecurity			
Paid Chk# 041397	BERGE, DAN	11/29/2016	\$21.06 MEALS AT WASTEWATER CONFERENCE
Paid Chk# 041398	BOBCAT OF ROCHESTER	11/29/2016	\$475.00 GARDEN TILLER RENTAL
Paid Chk# 041399	BYRON REVIEW	11/29/2016	\$126.00 HYDRANT FLUSHING ADS
Paid Chk# 041400	CAPTIAL ONE COMMERCIAL	11/29/2016	\$236.77 DRIVEWAY MARKERS
Paid Chk# 041401	CITY OF BYRON CASH CARD AC	11/29/2016	\$2,429.72 MPCA TRANING/D. BERGE
Paid Chk# 041402	CUSTOM COMMUNICATIONS	11/29/2016	\$408.00 FIRE ALARM INSPECITON
Paid Chk# 041404	EDGE CONTRACTING INC	11/29/2016	\$14,680.00 BIKE PATH BROOKLAWN 10TH
Paid Chk# 041405	FARMERS TOP SOIL	11/29/2016	\$78.08 SCREENED TOP SOIL
Paid Chk# 041406	FIRE SAFETY USA, INC.	11/29/2016	\$2,073.97 LED LIGHT/HELMET FLASHLIGHT/BA
Paid Chk# 041407	WEX BANK	11/29/2016	\$963.25 WWTP FUEL
Paid Chk# 041408	HINCE, JEREMY	11/29/2016	\$56.08 CLOTHING ALLOWANCE
Paid Chk# 041409	MARY HOEFT	11/29/2016	\$87.46 CLOTHING ALLOWANCE
Paid Chk# 041410	INNOVATIVE OFFICE SOLUTION	11/29/2016	\$340.14 PAPER/PARCHMENT PAPER/POST IT
Paid Chk# 041411	JOHN DEERE FINANCIAL	11/29/2016	\$28,546.31 LOADER PAYMENT
Paid Chk# 041412	LAWSON PRODUCTS, INC.	11/29/2016	\$120.82 SHOP SUPPLIES
Paid Chk# 041413	LEAGUE OF MINNESOTA CITIES	11/29/2016	\$30.00 LMC ELEARNING/OFFICE RESPECT
Paid Chk# 041414	MCFOA REGION VI	11/29/2016	\$15.00 WORKPLACE SAFETY REGION MTG
Paid Chk# 041415	MED COMPASS	11/29/2016	\$75.00 MEDICAL EXAM
Paid Chk# 041416	MIDWEST FUELS	11/29/2016	\$1,331.00 OIL/EQUIPMENT MAINTENANCE
Paid Chk# 041417	MINNESOTA PIPE & EQUIPMENT	11/29/2016	\$23.52 BLUE MARKING FLAG
Paid Chk# 041418	MN DEPARTMENT OF HEALTH	11/29/2016	\$3,098.00 WATER CONNECTION FEE
Paid Chk# 041419	MORRIS CONCRETE	11/29/2016	\$3,493.05 CURB REPLACEMENT/4TH ST NE
Paid Chk# 041420	ODS IRISH GREEN TURF CARE	11/29/2016	\$250.00 SPRAY BROOKLAWN PARK
Paid Chk# 041421	OLMSTED COUNTY FINANCE	11/29/2016	\$419.97 OCTOBER FEES/FINES
Paid Chk# 041422	OLMSTED COUNTY PRL	11/29/2016	\$46.00 BTV EASEMENT VACATION
Paid Chk# 041423	REINDEERS INC.	11/29/2016	\$973.05 TREE KILLER/SOMERBY
Paid Chk# 041424	ROCHESTER SAND AND GRAVE	11/29/2016	\$26.78 HOT MIX
Paid Chk# 041425	SEMCAC	11/29/2016	\$908.83 3RD. QUARTER BUS MATCH
Paid Chk# 041426	TIMM, BRIAN	11/29/2016	\$65.00 FIRE HALL CLEANING
Paid Chk# 041427	U.S. POSTMASTER	11/29/2016	\$215.00 BULK PERMIT RENEWAL
Paid Chk# 041428	ULINE	11/29/2016	\$37.71 SNOW.ROUTE CLIP BOARDS
Paid Chk# 041429	VEIT DISPOSAL SYSTEMS - ROC	11/29/2016	\$25.00 WARMING HOUSE PROJECT
Paid Chk# 041430	ZARNOTH BRUSH WORKS INC	11/29/2016	\$119.00 SWEEPER BRUSHES
Paid Chk# 414030	EARL'S SMALL ENGINE REPAIR	11/29/2016	\$367.65 ELECTRIC STARTER/SPARK PLUGS
Total Checks			\$62,162.22

eft Stamps.com

250.00 Postage

 \$62,412.22

BYRON, MN
COUNCIL WARRANT REPORT

Period Name: November

Act Year: 2016

Search Name	Amount	Comments OBJECT
Search Name BERGE, DAN		
BERGE, DAN	\$21.06	
Search Name BERGE, DAN	\$21.06	MEALS AT WASTEWATER CONFERENCE 043
Search Name BOBCAT OF ROCHESTER		
BOBCAT OF ROCHESTER	\$325.00	
BOBCAT OF ROCHESTER	\$150.00	BOBCAT RENTAL 037
Search Name BOBCAT OF ROCHE	\$475.00	GARDEN TILLER RENTAL 037
Search Name BYRON REVIEW		
BYRON REVIEW	\$126.00	
Search Name BYRON REVIEW	\$126.00	HYDRANT FLUSHING ADS 033
Search Name CAPITAL ONE COMMERCIAL		
CAPITAL ONE COMMERCIAL	\$128.36	
CAPITAL ONE COMMERCIAL	\$14.41	ICE RINK 037
CAPITAL ONE COMMERCIAL	\$94.00	CONCESSION STAND 050
Search Name CAPITAL ONE COM	\$236.77	DRIVEWAY MARKERS 021
Search Name CITY OF BYRON CASH CARD ACCT.		
CITY OF BYRON CASH CARD ACC	\$62.61	
CITY OF BYRON CASH CARD ACC	\$329.00	BCRC MTG 030
CITY OF BYRON CASH CARD ACC	\$158.00	13TH STREET TREES 030
CITY OF BYRON CASH CARD ACC	\$88.15	DOG WASTE BAGS 021
CITY OF BYRON CASH CARD ACC	\$67.35	SNOWPLOW LIGHT 037
CITY OF BYRON CASH CARD ACC	\$56.12	SAFETY MTG 021
CITY OF BYRON CASH CARD ACC	\$200.00	SEWER RISER AT SOMERBY 037
CITY OF BYRON CASH CARD ACC	\$688.49	WELLNESS GIFT CARDS/KWIK TRIP
CITY OF BYRON CASH CARD ACC	\$200.00	MTG TABLE/CHAIRS 059
CITY OF BYRON CASH CARD ACC	\$91.66	WELLNESS GIFT CARD/DICKS SPORTING GOODS
CITY OF BYRON CASH CARD ACC	\$8.34	GOOGLE APPS 030
CITY OF BYRON CASH CARD ACC	\$150.00	GOOGLE APPS 030
CITY OF BYRON CASH CARD ACC	\$30.00	WELLNESS GIFT CARD/SCHEELS
CITY OF BYRON CASH CARD ACC	\$300.00	D.BERGE AWWA CONFERENCE 043
Search Name CITY OF BYRON CA	\$2,429.72	MPCA TRAINING/D. BERGE 043
Search Name CUSTOM COMMUNICATIONS		
CUSTOM COMMUNICATIONS	\$51.00	
CUSTOM COMMUNICATIONS	\$51.00	FIRE ALARM INSPECITON 030
CUSTOM COMMUNICATIONS	\$51.00	FIRE ALARM INSPECITON 030
CUSTOM COMMUNICATIONS	\$51.00	FIRE ALARM INSPECITON 030
CUSTOM COMMUNICATIONS	\$51.00	FIRE ALARM INSPECITON 030
CUSTOM COMMUNICATIONS	\$51.00	FIRE ALARM INSPECITON 030
CUSTOM COMMUNICATIONS	\$51.00	FIRE ALARM INSPECITON 030
CUSTOM COMMUNICATIONS	\$51.00	FIRE ALARM INSPECITON 030
Search Name CUSTOM COMMUNI	\$408.00	FIRE ALARM INSPECITON 030
Search Name EARL S SMALL ENGINE REPAIR		
EARL S SMALL ENGINE REPAIR	\$33.96	
EARL S SMALL ENGINE REPAIR	\$80.00	SHARPEN CHAIN SAW 037
EARL S SMALL ENGINE REPAIR	\$253.69	ROLLER RINK PROJECT 021
Search Name EARL S SMALL ENGI	\$367.65	ELECTRIC STARTER/SPARK PLUGS 037
Search Name EDGE CONTRACTING INC		
EDGE CONTRACTING INC	\$14,680.00	
Search Name EDGE CONTRACTIN	\$14,680.00	BIKE PATH BROOKLAWN 10TH 050
Search Name FARMERS TOP SOIL		
FARMERS TOP SOIL	\$32.29	
		SCREENED TOP SOIL 021

BYRON, MN
COUNCIL WARRANT REPORT

Period Name: November

Act Year: 2016

Search Name	Amount	Comments	OBJECT
FARMERS TOP SOIL	\$45.79		
Search Name FARMERS TOP SOIL	\$78.08	SCREENED TOP SOIL	021
Search Name FIRE SAFETY USA, INC.			
FIRE SAFETY USA, INC.	\$498.99	LEATHER BOOTS/HELMET/FACE SHIELD	021
FIRE SAFETY USA, INC.	\$57.00	FUSE/PUMP PRIMER MOTOR	021
FIRE SAFETY USA, INC.	\$195.00	CALIBRATION GAS MONITOR	021
FIRE SAFETY USA, INC.	\$498.99	LEATHER BOOTS/HELMET/FACE SHIELD	021
FIRE SAFETY USA, INC.	\$299.99	LEATHER BOOTS/B.FALCON	021
FIRE SAFETY USA, INC.	\$524.00	LED LIGHT/HELMET FLASHLIGHT/BATTERIES	021
Search Name FIRE SAFETY USA, I	\$2,073.97		
Search Name FLEET SERVICES			
FLEET SERVICES	\$215.47	PARK DEPT FUEL	021
FLEET SERVICES	\$42.83	ERICS TRUCK	021
FLEET SERVICES	\$255.27	STREETS FUEL	021
FLEET SERVICES	\$43.67	ERICS TRUCK	021
FLEET SERVICES	\$135.11	WATER DEPT FUEL	021
FLEET SERVICES	\$24.50	1ST RESPONDER FUEL	021
FLEET SERVICES	\$167.48	FIRE DEPT FUEL	021
FLEET SERVICES	\$78.92	WWTP FUEL	021
Search Name FLEET SERVICES	\$963.25		
Search Name HINCE, JEREMY			
HINCE, JEREMY	\$56.08	CLOTHING ALLOWANCE	046
Search Name HINCE, JEREMY	\$56.08		
Search Name HOEFT, MARY			
HOEFT, MARY	\$87.46	CLOTHING ALLOWANCE	030
Search Name HOEFT, MARY	\$87.46		
Search Name INNOVATIVE OFFICE SOLUTIONS			
INNOVATIVE OFFICE SOLUTIONS	\$69.79	ERICS PRINTER CARTRIDGE	021
INNOVATIVE OFFICE SOLUTIONS	\$8.95	PAPER/PARCHMENT PAPER/POST IT NOTES	021
INNOVATIVE OFFICE SOLUTIONS	\$8.95	PAPER/PARCHMENT PAPER/POST IT NOTES	021
INNOVATIVE OFFICE SOLUTIONS	\$69.79	ERICS PRINTER CARTRIDGE	021
INNOVATIVE OFFICE SOLUTIONS	\$59.17	ERICS PRINTER CARTRIDGE	021
INNOVATIVE OFFICE SOLUTIONS	\$8.95	PAPER/PARCHMENT PAPER/POST IT NOTES	021
INNOVATIVE OFFICE SOLUTIONS	\$8.95	PAPER/PARCHMENT PAPER/POST IT NOTES	021
INNOVATIVE OFFICE SOLUTIONS	\$69.79	ERICS PRINTER CARTRIDGE	021
INNOVATIVE OFFICE SOLUTIONS	\$8.95	PAPER/PARCHMENT PAPER/POST IT NOTES	021
INNOVATIVE OFFICE SOLUTIONS	\$8.95	PAPER/PARCHMENT PAPER/POST IT NOTES	021
INNOVATIVE OFFICE SOLUTIONS	\$8.95	PAPER/PARCHMENT PAPER/POST IT NOTES	021
INNOVATIVE OFFICE SOLUTIONS	\$8.95	PAPER/PARCHMENT PAPER/POST IT NOTES	021
Search Name INNOVATIVE OFFIC	\$340.14		
Search Name JOHN DEERE FINANCIAL			
JOHN DEERE FINANCIAL	\$597.09	EXMARK MOWER REPAIR	037
JOHN DEERE FINANCIAL	\$27,949.22	LOADER PAYMENT	059
Search Name JOHN DEERE FINAN	\$28,546.31		
Search Name LAWSON PRODUCTS, INC.			
LAWSON PRODUCTS, INC.	\$120.82	SHOP SUPPLIES	037
Search Name LAWSON PRODUCT	\$120.82		
Search Name LEAGUE OF MINNESOTA CITIES			
LEAGUE OF MINNESOTA CITIES	\$30.00	LMC ELEARNING/OFFICE RESPECT	043
Search Name LEAGUE OF MINNES	\$30.00		

BYRON, MN
COUNCIL WARRANT REPORT

Period Name: November

Act Year: 2016

Search Name	Amount	Comments OBJECT
Search Name MCFOA REGION VI		
MCFOA REGION VI	\$15.00	
Search Name MCFOA REGION VI	\$15.00	WORKPLACE SAFETY REGION MTG 043
Search Name MED-COMPASS INC		
MED-COMPASS INC	\$75.00	
Search Name MED-COMPASS INC	\$75.00	MEDICAL EXAM 030
Search Name MIDWEST FUELS		
MIDWEST FUELS	\$1,331.00	
Search Name MIDWEST FUELS	\$1,331.00	OIL/EQUIPMENT MAINTENANCE 037
Search Name MINNESOTA PIPE & EQUIPMENT		
MINNESOTA PIPE & EQUIPMENT	\$23.52	
Search Name MINNESOTA PIPE &	\$23.52	BLUE MARKING FLAG 021
Search Name MN DEPARTMENT OF HEALTH		
MN DEPARTMENT OF HEALTH	\$3,098.00	
Search Name MN DEPARTMENT O	\$3,098.00	WATER CONNECTION FEE 043
Search Name MORRIS CONCRETE		
MORRIS CONCRETE	\$2,693.05	
MORRIS CONCRETE	\$800.00	
Search Name MORRIS CONCRETE	\$3,493.05	SOCCER CONCESSION STAND 050 CURB REPLACEMENT/4TH ST NE 021
Search Name ODS IRISH GREEN TURF CARE		
ODS IRISH GREEN TURF CARE	\$250.00	
Search Name ODS IRISH GREEN T	\$250.00	SPRAY BROOKLAWN PARK 030
Search Name OLMSTED COUNTY FINANCE DEPT.		
OLMSTED COUNTY FINANCE DEP	\$100.00	
OLMSTED COUNTY FINANCE DEP	\$319.97	
Search Name OLMSTED COUNTY	\$419.97	ICE RINK REROOF 037 OCTOBER FEES/FINES
Search Name OLMSTED COUNTY PRL		
OLMSTED COUNTY PRL	\$46.00	
Search Name OLMSTED COUNTY	\$46.00	BTV EASEMENT VACATION 030
Search Name REINDERS INC		
REINDERS INC	\$626.36	
REINDERS INC	\$324.00	
REINDERS INC	\$22.69	
Search Name REINDERS INC	\$973.05	SOCCER PARK LANDSCAPING 021 SOCCER PARK LANDSCAPING 021 TREE KILLER/SOMERBY 021
Search Name ROCHESTER SAND-GRAVEL-BLACKTOP		
ROCHESTER SAND-GRAVEL-BLAC	\$26.78	
Search Name ROCHESTER SAND-	\$26.78	HOT MIX 037
Search Name SEMCAC		
SEMCAC	\$908.83	
Search Name SEMCAC	\$908.83	3RD QUARTER BUS MATCH 030
Search Name STAMPS.COM		
STAMPS.COM	\$250.00	
Search Name STAMPS.COM	\$250.00	POSTAGE 030
Search Name TIMM, BRIAN		
TIMM, BRIAN	\$16.25	
TIMM, BRIAN	\$48.75	
Search Name TIMM, BRIAN	\$65.00	FIRE HALL CLEANING 037 FIRE HALL CLEANING 046

BYRON, MN
COUNCIL WARRANT REPORT

Period Name: November

Act Year: 2016

Search Name	Amount	Comments	OBJECT
Search Name U.S. POSTMASTER			
U.S. POSTMASTER	\$107.50		
U.S. POSTMASTER	\$107.50	BULK PERMIT RENEWAL	031
Search Name U.S. POSTMASTER	\$215.00	BULK PERMIT RENEWAL	031
Search Name ULINE			
ULINE	\$37.71		
Search Name ULINE	\$37.71	SNOW ROUTE CLIP BOARDS	022
Search Name VEIT DISPOSAL SYSTEMS - SOUTH			
VEIT DISPOSAL SYSTEMS - SOUT	\$25.00		
Search Name VEIT DISPOSAL SYS	\$25.00	WARMING HOUSE PROJECT	048
Search Name ZARNOTH BRUSH WORKS INC			
ZARNOTH BRUSH WORKS INC	\$119.00		
Search Name ZARNOTH BRUSH W	\$119.00	SWEEPER BRUSHES	021
	<u>\$62,412.22</u>		

BYRON, MN
COUNCIL APPROVAL AFTER PAYMENT WARRANT REPORT

Period Name: November

Act Year: 2016

Search Name	Amount	Comments
Search Name CHARTER COMMUNICATIONS		
CHARTER COMMUNICATIONS	\$6.25	MONTHLY INTERNET
CHARTER COMMUNICATIONS	\$7.75	DIGITAL BOX
CHARTER COMMUNICATIONS	\$6.25	MONTHLY INTERNET
CHARTER COMMUNICATIONS	\$6.25	MONTHLY INTERNET
CHARTER COMMUNICATIONS	\$6.25	MONTHLY INTERNET
CHARTER COMMUNICATIONS	\$6.25	MONTHLY INTERNET
CHARTER COMMUNICATIONS	\$6.25	MONTHLY INTERNET
CHARTER COMMUNICATIONS	\$6.25	MONTHLY INTERNET
CHARTER COMMUNICATIONS	\$8.79	DIGITAL BOX
CHARTER COMMUNICATIONS	<u>\$6.24</u>	MONTHLY INTERNET
Search Name CHARTER COMMUNI	\$66.53	
Search Name MINNESOTA ENERGY		
MINNESOTA ENERGY	\$39.79	NEW SHOP BLDG
MINNESOTA ENERGY	\$23.72	FIRE HALL
MINNESOTA ENERGY	\$326.86	CITY HALL
MINNESOTA ENERGY	\$927.49	SEWER PLANT
MINNESOTA ENERGY	\$21.20	BYRON ICE RINK
MINNESOTA ENERGY	\$49.49	BYRON POOL
MINNESOTA ENERGY	\$76.24	BYRON SHOP
MINNESOTA ENERGY	\$103.91	FIRE HALL
MINNESOTA ENERGY	\$20.50	NEW LIFT
MINNESOTA ENERGY	\$107.52	OLD CITY HALL
MINNESOTA ENERGY	\$19.79	WELL #3
MINNESOTA ENERGY	<u>\$19.79</u>	LIFT
Search Name MINNESOTA ENERG	\$1,736.30	
Search Name PEOPLE S COOP POWER ASSN		
PEOPLE S COOP POWER ASSN	\$893.00	NORTH SOMERBY 10TH AVE LIGTHS
PEOPLE S COOP POWER ASSN	\$84.00	20TH STREET WELL HOUSE
PEOPLE S COOP POWER ASSN	\$89.00	CTY ROAD 3 LIFT STATION
PEOPLE S COOP POWER ASSN	\$50.00	WATER TOWER
PEOPLE S COOP POWER ASSN	\$1,124.00	CITY HALL
PEOPLE S COOP POWER ASSN	\$0.00	BYRON TOWN VILLAGE LIGHTS
PEOPLE S COOP POWER ASSN	\$564.00	WWTP
PEOPLE S COOP POWER ASSN	\$2,241.00	20TH STREET LIFT PUMP
PEOPLE S COOP POWER ASSN	\$609.00	SOMERBY LIGHTS
PEOPLE S COOP POWER ASSN	\$29.00	BYRON TOWNE SQ. LIGHTS 12TH AVE NE
PEOPLE S COOP POWER ASSN	<u>\$192.00</u>	FARR DEV. LIGHTS
Search Name PEOPLE S COOP PO	\$5,875.00	
Search Name XCEL ENERGY/NSP		
XCEL ENERGY/NSP	\$98.97	IND. PARK LIFT STATION
XCEL ENERGY/NSP	\$14.36	PUBLIC WORKS MAIN. BLDG
XCEL ENERGY/NSP	\$0.00	2ND STREET WELL
XCEL ENERGY/NSP	\$239.15	2ND AVE NW LIFT STATION
XCEL ENERGY/NSP	\$34.11	OLD CITY HALL
XCEL ENERGY/NSP	\$178.53	FIRE HALL
XCEL ENERGY/NSP	\$1,553.44	WELL HOUSE #3
XCEL ENERGY/NSP	\$23.44	143 10TH AVENUE NE
XCEL ENERGY/NSP	\$40.75	FIRE HALL
XCEL ENERGY/NSP	\$0.00	STREET LIGHTS
XCEL ENERGY/NSP	\$252.29	CTY RD 5 STOP LIGHT
XCEL ENERGY/NSP	\$71.38	ICE RINK
XCEL ENERGY/NSP	\$224.83	216 OLD TOWNE NIGHTWATCH
XCEL ENERGY/NSP	\$14.35	PUBLIC WORKS MAIN. BLDG

BYRON, MN
COUNCIL APPROVAL AFTER PAYMENT WARRANT REPORT

Period Name: November

Act Year: 2016

Search Name	Amount	Comments
XCEL ENERGY/NSP	\$14.35	PUBLIC WORKS MAIN. BLDG
XCEL ENERGY/NSP	\$122.79	SHOP
XCEL ENERGY/NSP	\$0.00	MAIN. SHOP
XCEL ENERGY/NSP	\$86.46	10TH AVE STOP LIGHTS
XCEL ENERGY/NSP	\$11.75	BOOKMOBILE
XCEL ENERGY/NSP	\$3,305.85	WELL HOUSE #2
XCEL ENERGY/NSP	\$74.11	CHERRY HILL LIFT PUMP #3 WEST
XCEL ENERGY/NSP	\$105.71	CITY POOL
XCEL ENERGY/NSP	\$64.13	HILLDALE WATER TOWER
XCEL ENERGY/NSP	\$14.35	PUBLIC WORKS MAIN. BLDG
Search Name XCEL ENERGY/NSP	<u>\$6,545.10</u>	
	<u>\$14,222.93</u>	

Edge Contracting, Inc.

27854 County Rd 73
ELGIN, MN 55932

Invoice

Date	Invoice #
11/9/2016	3029

Bill To
City of Byron

LDOW	Project
	Bike Path on 5th Ave

Item	Hours/Loads	Description	Rate	Amount
02 Site Work	57	Bike Path on 5th Ave to city park 3 Inches of bituminous pavement	120.00	6,840.00
02 Site Work	70	6 Inches of Class 5 base	40.00	2,800.00
02 Site Work	140	Common Excavation	25.00	3,500.00
02 Site Work	110	4 Inch Concrete Sidewalk	14.00	1,540.00
Total				\$14,680.00

Phone #
507-876-2415

City of Byron

Notes from the Desk of MBH (Mary Blair-Hoefl)

November 2016

Volume 6, No. 6

LMCIT LOSS CONTROL REVIEW: Nearly each year the City gets reviewed by the LMCIT to see if there are steps available to lower our risk for insurance claims. Typically they pick a few buildings to walk thru and look for hazards and/or they look for policies. This year the review was focused on Data/Technology Security Practices. Overall the City did fairly well, especially for not having an IT department, so that I think we can feel good about that. They only commented on five items. The recommendations they included were to create a policy for social media, including the website and authorized editing of the site. With a staff turnover policy, to make sure steps are taken to remove the person's accessibility to our buildings and software, etc. City Council will be seeing some policies coming forward. The employee team will also be viewing webinars to learn technology smarts.

YIPPEE: The City has allotted healthy living grant money to make it easier to become a member of a Byron fitness center or to maintain your membership. The Byron Employee Team have until January 15th to take advantage of the \$29 reimbursement. Just another great reason to work for this City :)

CHANNEL ONE FOOD: The Byron Team donated 46.5 lbs of food and cash to the food bank. Those that donated had the opportunity to have their name drawn for a gift certificate.

2017 MAYOR AND CITY COUNCIL will be the first time since 2005 that Byron will not have a female Council member (12 years). How will that change things . . . if at all?? Will another female resident become interested enough to run in 2019?

CITY COUNCIL/STAFF WORKSHOP:
Wednesday, November 30th @ 4:30PM @ City Hall. Please confirm attendance with Mary.

COMPUTERS: The Admin Team has had issues for sometime about the speed of certain programs. The I.T. consultant and the main software company have helped us to look into the issues on and off over the past few months. It has been decided that the a Cisco switch is not the size necessary to allow for data to pass through quickly and easily. We current have the switch original from 2006; the cost to replace is \$5,400. We are expecting this work will be done soon. We are hoping this will improve the downtime staff has waiting for stalled software and for the network to be rebooted.

HEALTHY LIVING GRANT: Janna has put together an application to apply for funding to continue our healthy living opportunities for the employees. We have been granted about \$1,650 for 2017. This is about half of the 2016 funding. The SE Service Cooperative insurance pool felt is was better to make less available because of the reserve balances.

In November 2016, those that participated in a walking challenge were awarded with the opportunity to pick out gift cards. We were thrilled to have an increase in participants.

BYRON AREA CHAMBER OF COMMERCE held the November lunch meeting at City Hall. Nine businesses were represented at the meeting which was hosted by the Byron Lions.

BYRON SENIORS LUNCHEON held at City Hall on November 18th had approximately 54 people in attendance.

Fun Facts: Frank C. Mars of Minneapolis introduced the Milky Way candy bar in 1923, the Snickers bar in 1930 and the 3 Musketeers bar in 1932.

The oxygen mask was invented by three Mayo Clinic physicians in Minnesota in 1935 for Northwest Airlines.

<http://minnesotafacts.facts.co/funminnesotafactsabout/minnesotafacts.php#IPloOhBI8PBKbuii.99>

2016 Dividend

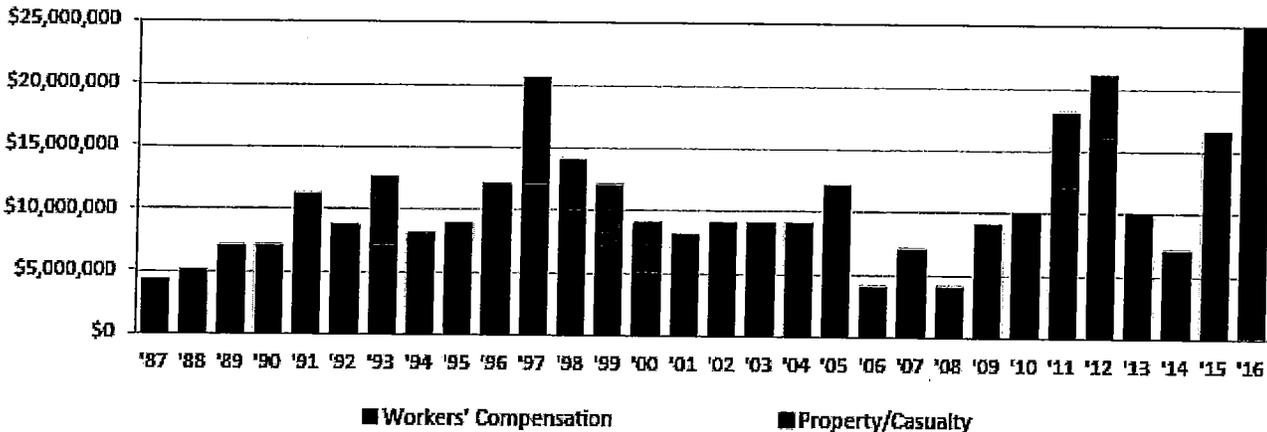
LMCIT returning \$25 million property/casualty dividend for 2016

The League of Minnesota Cities Insurance Trust (LMCIT) Board of Trustees ([Link to: http://www.lmc.org/page/1/lmcit-board-trustees-aboutlmc.jsp](http://www.lmc.org/page/1/lmcit-board-trustees-aboutlmc.jsp)) is happy to announce the return of \$25 million to members of the property/casualty program for 2016. The dividend, along with a detailed explanation of the dividend formula and calculation, will be distributed mid-December to those who are property/casualty members as of Dec. 1, 2016.

Largest dividend in LMCIT history

Members of the property/casualty program will share in a \$25 million dividend this year, bringing the total amount of returned dividends since 1987 to \$320 million.

**LMCIT Dividends
\$320 Million Since 1987**



Factors driving the 2016 dividend

This year's dividend amount is largely driven by three factors:

After a thorough actuarial evaluation of projected loss costs, it was determined LMCIT could decrease its estimates for outstanding liabilities on old claims that were incurred before May 31, 2015. The decrease is due primarily to favorable claim development in recent years for property claims (fewer weather-related events) and liability claims (especially in the areas of land use and employment liability).

The cost of new property, auto liability, and general liability (the most significant being liability for police, land use, and sewer backups) claims that were incurred after May 31, 2015, is less than what LMCIT projected when it set premium rates last year. That good experience is reflected in this year's dividend.

For the past couple years LMCIT has been dealing with a large number of claims alleging violation of the Drivers' Privacy Protection Act (DPPA). Because there are so many of these claims and because they involve some complex legal issues, there's a lot of uncertainty about what these claims might ultimately cost. Because of this, LMCIT has been holding some additional funds as a hedge against what they might ultimately cost. However, some favorable court decisions and the fact that very few new DPPA claims have been submitted means that the uncertainty of these claims has lessened. This in turn means that LMCIT is now able to release some of the extra funds. When these claims are ultimately resolved, LMCIT hopes to be able to return the rest to cities too.

In any given year, the dividend amount is really looking at members' claim experience (and other factors) for past years, while the rates LMCIT sets is really looking at what it projects claim experience will be in the future. LMCIT sets rates with a

cushion, or margin, to make sure it can cover losses even if they turn out to be more than projected. When loss experience is good, that cushion isn't needed and can be returned to members.

For 2016, members should be very proud of their continued dedication toward controlling expensive losses. The LMCIT Board weighs lots of factors when deciding how much dividend to return, all while ensuring LMCIT remains fiscally responsible to its members. Members will receive a check for their share of the \$25 million dividend mid-December.

Meet our city vendors!



**PIPELINE INSPECTION and
PROACTIVE EVALUATION**

Delivering 360° of
protection by providing
an inspection and report
of failing structures with
contracted mainline
video services.

1.855.845.5326

LEARN MORE

(Link to: <http://www.lmc.org/ads/105612>)



CONNECTING & INNOVATING
SINCE 1913

League of Minnesota Cities Insurance Trust 2016-17 Premium Rates

The League of Minnesota Cities Insurance Trust (LMCIT) Board of Trustees has approved premium rates for the upcoming underwriting year. Following is a summary of rate changes taking place for property/casualty coverages renewing on or after Nov. 15, 2016 and workers' compensation coverage renewing on or after Jan. 1, 2017. Click on each link to learn more about what is driving the rate changes. If you have questions, contact your underwriter at 651-281-1200 or 800-925-1122.

Property/Casualty Rates, Effective Nov. 15, 2016

- The per sewer connection rate (sewer backup liability) will decrease 10% and the per household rate (land use liability) will decrease 5%. The per police officer rate (police liability) and annual expenditure rate (all other liability) will each increase 5%. The employee rate (employment liability) will not change. These rate changes are designed to offset one another, so for a member with a perfectly average mix of liability exposures, the average rate for liability coverage will remain flat.
- Property rates will decrease 4% for buildings, contents, and property-in-the-open.
- Equipment breakdown rates will decrease 4%.
- The mobile property rating method has been revised. As a result, most members will see a rate decrease but some will see a modest increase.
- Rates for all other lines of coverage will not change.

Workers' Compensation Rates, Effective Jan. 1, 2017

- Overall premium rates will increase 3%.
- Volunteer firefighter rates will increase an additional 2%.

Premium Rates

The rate changes for the coming year don't necessarily mean your premiums will increase or decrease by that amount. In fact, some members' property/casualty premiums could still increase despite the rate decreases and some members' workers' compensation premiums could either decrease or increase by more than the indicated overall rate increase. That's because actual premiums are also affected by changes in city expenditures, property values, payrolls, experience rating, and other exposure measures.

2016-17 Rate Changes

LMCIT's rates are designed to fund projected losses (projected losses are based on claim experience in recent years) and expenses for the year, and a contingency margin is usually also incorporated to cover extra costs in case losses turn out to be more than what LMCIT projected. The idea behind building a margin into the rates is that it allows for rate stability from year to year – in the range of a few percent (either up or down) - rather than the much larger year-to-year premium rate changes that would be needed if LMCIT set lower rates with no contingency margin.

As is typically the case, a solid margin was included on property/casualty rates this year because losses are very volatile and unpredictable from year to year (especially with respect to property damage related to summer storms). In most years, some level of margin is built into the workers' compensation rates as well, albeit generally a much smaller margin compared to the property/casualty rates. This is because workers' compensation loss experience is generally much more predictable from year to year, but the Board of Trustees decided this year forego a margin in order to keep the rate increase as low as possible while remaining fiscally responsible.

Property/Casualty Rate Changes

Premium rates will change as indicated at right for property/casualty coverages renewing on or after Nov. 15, 2016.

For a member with a perfectly average mix of liability exposures, the average rate for liability coverage will remain flat, but specific rates within each liability class (as shown) will vary. The liability rate changes generally reflect changing loss patterns in recent years.

Rates for fixed property (buildings, contents, and property-in-the-open) will decrease by 4%. Equipment breakdown (an optional coverage) rates are also being reduced 4%. These rate decreases are due in part to positive loss experience, but also reduced reinsurance costs which are being directly passed through to members.

Coverage	Rate Change
Average liability rates	0%
Per household rate (land use liability)	-5%
Per sewer connection rate (sewer backup liability)	-10%
Per police officer rate (police liability)	5%
Per employee rate (employment liability)	0%
Annual expenditure rate (all other liability)	5%
Property rates (buildings, contents, property-in-the-open)	-4%
Mobile property rates (the actual effect will vary for individual members due to a change in the rating method)	-40% (average)
Equipment breakdown rates	-4%
All other coverage rates	0%

The rating method for mobile property is changing for the coming year. Mobile property premiums will now be based on the premium for fixed property. Most cities will see a decrease, but some will see a small increase. On average, rates for mobile property will be about 40% lower. This is part of a broader change in how mobile property will be covered. Under the new system, unless the member indicates otherwise, coverage will apply for all mobile property the member owns, subject to a \$100,000 per unit limit; and members will only need to schedule individual items for which more than \$100,000 of coverage is needed. For more information, see the League's web page on [Mobile Property Coverage](#).

Workers' Compensation Rate Changes

Members with renewals on or after Jan. 1, 2017 will see a 3% average increase in overall rate levels. One of the main reasons for this increase is because of rising medical costs, which account for nearly 60% of LMCIT's total workers' compensation loss costs. Rates for 2017 assume medical costs will increase at a rate of about 8% annually (it's been in this range for the past several years), which significantly outpaces the increase in wage levels. With the exception of volunteer firefighters, wage levels are what LMCIT uses to calculate premiums, and these levels are only increasing about 2-3% each year.

In addition to the overall 3% average increase, rates for volunteer firefighters will increase an additional 2%. This is because rates are based on the population volunteer firefighters serve, rather than wage levels. Because the rate base – population – doesn't increase with inflation like payrolls do, an additional adjustment is needed to keep volunteer firefighter rates from gradually falling behind the rates for other employee classes.

2016 New Service Area Local Match - 3rd Quarter

Operations:

CITY	1st Q Operation Cost	MnDOT Share 85% & RHT Share 5% Total 90%	Local Match 10%	Total Local Match	Subtract-Fares	Resolved Local Match	Local Split	Resolved Local Match	
BYRON	\$23,798.33	\$21,418.50	\$2,379.83		\$1,471.00	\$908.83			
Dover	\$26,794.27	\$24,114.84	\$2,679.43	\$5,354.95	\$2,125.82	(\$452.14)	20%	(\$90.43)	
Eyota								40%	(\$180.86)
St. Charles	\$26,755.21	\$24,079.69	\$2,675.52				\$3,681.27	40%	(\$180.86)

Resolved Local Match = Operation cost - MnDOT Share at 85% - RHT Share 5% - Bus Fares = Local Match for cities.

	Total Rides	July	Aug	Sept
BYRON	797	162	62	573
Dover/Eyota	557	171	195	191
St. Charles	1416	493	473	450

ROLLING HILLS TRANSIT
PUBLIC TRANSIT STATISTICAL REPORT
REPORTING PERIOD (7.1.2016 to 9.31.2016)
 3rd Quarter Reporting

Bus #	S139	R140	C168	H102	L140	S141	H102	K132 Dodge	B169	DE170	S122	TOTAL
	Spring Valley Route - 108	Rushford Route - 120	Caledonia Route - 201	Houston City Route - 211	Lewiston Route - 302	St. Charles Route - 304	Kasson Route - 403	Center/Kasson 2 Route - 415	Byron Route - 801	Dover/Eyota Route - 802	Stewartville Route - 805	
Financial Information												
1010 - Transit Admin., Mgmt, & Supervisor Salaries	\$ 4,583.64	\$ 1,863.14	\$ 5,729.55	\$ 2,794.70	\$ 1,863.14	\$ 4,779.12	\$ 671.88	\$ 4,583.64	\$ 4,779.12	\$ 4,583.64	\$ 5,379.19	\$ 41,610.78
1020 - Operators Wages	8,811.82	5,197.39	12,607.71	3,709.13	4,637.78	8,214.45	9,690.65	1,122.83	8,583.98	8,000.56	9,378.94	79,955.24
1040 - Office Support Wages (Fiscal, HR, IT, Clerical, P&D)	1,480.81	601.91	1,851.02	902.87	601.91	1,480.81	217.06	1,480.81	1,480.81	1,480.81	1,737.82	13,316.66
1050 - Operations Support Wages (Dispatch)	1,251.21	508.59	1,564.01	762.88	508.59	1,464.00	1,723.29	1,251.21	1,467.77	1,471.35	1,468.37	13,441.26
1060 - Fringe Benefits	4,917.99	2,307.05	5,919.97	2,525.90	2,188.35	3,586.58	3,864.84	1,684.17	2,837.96	4,392.52	3,028.85	37,254.21
1120 - Drug & Alcohol Testing & Administrative Expenses	-	-	-	-	47.95	72.95	72.95	47.95	-	-	210.70	452.50
1130 - Advertising, Marketing & Promotional Charges	233.50	94.91	291.87	142.37	443.30	653.89	52.36	233.50	233.50	346.00	274.02	2,999.21
1140 - Legal, Auditing & Other Professional Fees	28.67	11.65	35.84	17.48	11.65	28.67	4.23	28.67	28.67	28.67	33.65	257.85
1150 - Staff Development	451.29	183.44	564.11	275.16	183.44	451.29	66.15	451.29	451.29	451.29	529.62	4,058.38
1160 - Office Supplies	388.79	158.03	486.64	237.05	158.03	388.79	56.99	388.79	388.79	388.79	456.26	3,496.94
1170 - Admin Facilities	27.59	11.22	59.09	16.82	11.22	27.59	2,044.04	27.59	27.59	27.59	32.38	2,312.75
1180 - Utilities	581.53	236.55	771.92	354.57	236.38	584.42	85.24	581.53	584.42	581.53	682.47	5,280.57
1190 - Other Direct Admin. Charges	795.94	212.36	613.83	247.25	297.84	727.76	596.74	424.96	1,040.02	469.24	475.91	5,901.86
1210 - Fuel	1,301.21	583.00	3,245.51	1,458.09	557.88	1,585.99	2,272.10	1,399.12	1,399.12	2,589.48	1,557.28	16,737.00
1220 - Preventive Maintenance	536.94	325.88	360.30	148.43	-	132.37	437.52	14.99	149.53	145.25	234.22	2,485.43
1230 - Corrective Maintenance	40.00	2,436.74	615.17	-	-	143.29	3,112.97	-	-	1,139.30	2,477.51	9,964.98
1240 - Tires	-	-	20.00	-	-	1,286.27	4,314.76	-	-	52.50	42.88	5,716.41
1250 - Other Vehicle Cost	13.27	44.94	26.07	6.09	9.44	27.45	9.44	9.98	9.98	9.98	11.71	178.35
1340 - Repair and Maintenance of Property	63.90	25.97	79.87	38.96	25.97	63.90	27.20	63.90	63.90	63.90	74.99	592.44
1350 - Bus Storage	250.00	-	800.00	-	-	600.00	-	-	-	300.00	300.00	2,250.00
1360 - Other Operations Charges	1.11	0.45	1.38	0.68	0.45	1.11	49.51	1.11	1.11	1.11	1.30	59.31
1410 - Public Liability & Prop. Damage on Vehicles	199.25	566.75	383.00	383.00	199.25	383.00	199.25	199.25	199.25	199.24	199.25	3,110.49
1420 - Public Liability & Prop. Damage Other	71.50	29.06	89.37	43.59	29.06	71.50	10.48	71.50	71.50	71.50	83.90	642.95
1510 - Vehicle Registration and Permit Fees	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvements -- (specific)	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenditures	26029.96617	15399.01729	36116.24269	14065.01094	12011.61729	26755.21015	29579.66439	12855.02015	23798.32918	26794.26787	28671.22568	252075.5718
Passenger Statistics												
Total Number of Disabled Passengers	46	0	620	614	9	39	19	1	0	118	65	1531
Total Number of Elderly Passengers	267	97	384	28	7	99	164	3	19	225	299	1592
Total Number of Adult Passengers	52	63	1948	217	3	175	354	12	31	107	51	3013
Total Number of Student Passengers	118	101	4	0	0	506	29	0	214	94	35	1101
Total Number of Children Passengers	107	338	127	0	280	597	882	351	533	13	2	3230
Total Number of Passengers	590	599	3083	859	299	1416	1448	367	797	557	452	10467
Service Statistics												
Total Vehicle Hours	512	208	640	312	208	512	512	75	512	512	600	4603
Total Vehicle Miles	4516	3633	10130	4297	1591	5354	9192	929	2476	8467	6370	56955
Total Gallons of Gasoline	627.862	463.086	1521.76	463.086	248.656	770.068	1057.728	148.934	636.916	1238.138	749.678	7925.912
Average Vehicle Miles Per Gallon	7.19	7.85	6.66	9.28	6.40	6.95	8.69	6.24	3.89	6.84	8.50	7.19
Average Miles Per Passenger	7.65	6.07	3.29	5.00	5.32	3.78	6.35	2.53	3.11	15.20	14.09	5.44
Cost Per Passenger Trip	\$ 44.12	\$ 25.71	\$ 11.71	\$ 16.37	\$ 40.17	\$ 18.89	\$ 20.43	\$ 35.03	\$ 29.86	\$ 48.10	\$ 63.43	\$ 24.08
Cost Per Mile	\$ 5.76	\$ 4.24	\$ 3.57	\$ 3.27	\$ 7.55	\$ 5.00	\$ 3.22	\$ 13.84	\$ 9.61	\$ 3.16	\$ 4.50	\$ 4.43
Cost Per Hour	\$ 50.84	\$ 74.03	\$ 56.43	\$ 45.08	\$ 57.75	\$ 52.26	\$ 57.77	\$ 171.40	\$ 46.48	\$ 52.33	\$ 47.79	\$ 54.76
2010 - Fare Box Revenue	1844.594	1627.754	3433.08	35.256	1123.504	3681.274	8654.726	180.324	1471.824	2125.824	2399.76	26577.92
2020 - System Revenue	0	0	0	5760	0	0	3980	0	0	0	0	9740
Total Revenue	1844.594	1627.754	3433.08	5795.256	1123.504	3681.274	12634.726	180.324	1471.824	2125.824	2399.76	36317.92
Percentage of 999 Charges/Operating Charge is Calculated by % of Service Hours												
	11.12%	4.52%	13.90%	6.78%	4.52%	11.12%	11.12%	1.63%	11.12%	11.12%	13.03%	100.00%
Number of riders per hour - Benck mark 3/per hour	1.15	2.88	4.82	2.75	1.44	2.77	2.83	4.89	1.56	1.09	0.75	
	Spring Valley Route - 108	Rushford Route - 120	Caledonia Route - 201	Houston City Route - 211	Lewiston Route - 302	St. Charles Route - 304	Kasson Route - 403	Dodge Center/Kasson 2 Route - 415	Byron Route - 801	Dover/Eyota Route - 802	Stewartville Route - 805	

**RAEDI Board of Directors Meeting Minutes
October 25, 2016
Jaguar Communications Conference Center**

MEMBERS PRESENT

Jim Rogers, Chair; Dan Beck, Vice Chair, Mary Blair-Hoeft, Secretary/Treasurer; Mark Hayford, Past Chair; Adam Benike, Melissa Brinkman, Joshua Burgess, Lisa Clarke, Dan Estes, Elaine Garry, Bruce Gudlin, Ed Hruska, Mark Kotschevar, Larry McGraw, Rob Miller, Dave Oeth, Dave Reichert, Stan Shreve, Mark Utz, John Wade, Joel Young

MEMBERS ABSENT

Jim Bier, Mark Bilderback, Ken Brown, Paul Bucher, Nate Carlson, Randy Chapman, Norm Doty, Doug Eaton, Todd Luedke, Melissa Morris, Steve Sherwood, Deb Zimmer

OTHERS PRESENT

Bill Schimmel, City of Stewartville; Xavier Frigola, Heather Holmes, and Gary Smith, RAEDI

OTHERS ABSENT

Mayor Ardell Brede

CALL TO ORDER

Chair Jim Rogers called the meeting to order at 12:05 p.m.

APPROVE SEPTEMBER BOARD MEETING MINUTES

MOTION: Elaine Garry moved to approve the September board meeting minutes. Seconded by Melissa Brinkman. Motion passed unanimously.

SEPTEMBER FINANCE REPORT

Treasurer Mary Blair-Hoeft reported that we are likely to finish the year in the red by as much as \$60,000. Expenses are on track budget-wise, but we are behind on securing additional revenue for J2G. We have a number of commitments that will start in 2017, and we have the reserves to cover the revenue shortfall this year. The board was reminded that we budgeted an \$85,000 operating deficit in 2015 which we were able to avoid; that will not likely be the case this year. She also noted we are keeping an eye on healthcare as we expect an increase for next year.

Dan Beck reviewed the deferred comp plan for Gary Smith. As noted last month, tax changes were going to affect the payout of this plan. He, Bruce Gudlin, and Dave Oeth met to understand all options available and brought their decision back to the Executive Committee who approved paying

the plan out to Gary all at once rather than annual payments. The payout is scheduled for December of this year. There is also a life insurance policy attached. No final decision has been made as of yet on whether or not to cash that policy out at the same time but indications are that it will be.

MOTION: Mark Utz moved to accept receipt of the September finance report. Seconded by Joel Young. Motion passed unanimously.

J2G UPDATE

The J2G annual meeting was held on October 19 in Pine Island with approximately 140 in attendance. Heather informed the board that the annual report is available on the website. Some of the highlights were:

- The Diversity & Inclusion Committee announced its intercultural cities initiative, a designation that would come from the Council of Europe and would make Rochester the first city in the U.S. to have this designation.
- We showed our We Are More (WAM) diversity exhibit, a 4'x6' photo showing diversity in our economic areas throughout the region. This will have a spring launch.
- We announced some new investors for 2017 (HGA, Kwik Trip, and Joseph Development).
- Updates on the industry round tables were presented.

We will be getting our implementation partners together to continue with the branding discussion regarding what individuals/representatives/candidates from throughout the region will financially contribute to the branding project, and who will sit on the advisory committee to help determine what that brand is going to look like.

RAVE UPDATE

The third annual RAVE event will be held Friday, November 18 from 4-6 p.m. at the DoubleTree. Tables are sold out. The format will be switched up a little as we are doing three honorees (Resoundant, Area 10 Labs, and Enlightened Equipment) and one lifetime achievement award versus the four honorees in previous years. This year's lifetime achievement award will go to the Conway brothers: Jim, Philip, and Peter. There will also be a warrior award again. The past eight honorees will be recognized at the event, and they will have the option of a display booth at the event to show off what they do. Gary thanked those board members who are sponsors for the event.

ACCELERATOR UPDATE

We currently have 17 companies in the accelerator and 2 recent graduates: Tinua went to the Collider, and Fuse Digital has taken space above Grand Rounds. In November, Resoundant will be graduating and taking space in the Premier Bank building. Sonex will be vacating their small office to take Resoundant's larger office, and a new company, Gila Therapeutics, will then occupy Sonex's small office.

We will be planning a year-end celebration for tenants, sponsors, and board members at the accelerator. The date has yet to be decided, but it is anticipated the event will be held early-mid December.

Xavier played an informational video for the board on one accelerator tenant, Grandpad, a simple tablet for seniors to connect to the digital world. Conversation/discussion followed.

EDF QUARTERLY REPORT

Ambient Clinical Analytics and Geneticure provided us with the contingencies needed to close their board-approved EDF loans; this was done today. We also expect to close our loan with HBHS after November 7, which is when the City Council will hold its meeting public hearing.

After the closing of the above-mentioned 3 loans, we will have a portfolio of 9 active EDF loans and will have allocated a total of \$1.1 million. In 2016 alone, we have 4 EDF loans for a total of \$400,000. This is in line with the last 2 years activity.

PRESIDENT'S REPORT

Distribution Center Project

This project started out looking for a 15-20 acre site within a 10-mile radius around Highways 14 and 52. We managed to find a few sites to meet that criteria. Since there is no height restriction, they then determined they can shrink the acreage down to about 10 acres which allows additional sites for consideration. The Rochester-area company prefers to be in Rochester but is also looking at Oronoco and Stewartville.

A very large, second distribution center project is looking for 100-150 acres on the 14, 35, or 90 corridor. In Rochester, we have included the IBM land site and a couple others as well as Elk Run, Eyota, Oronoco, St. Charles, and Stewartville. The initial phase will be a 500,000 square foot facility with a need for fiber. There are a few more phases of this project, if they do them, and they will create 300 jobs. We do not know who this company is yet.

Kronfeld Motors

This inventor out of the Twin Cities has developed a working prototype of a three-wheel, highway car that you can actually pedal or drive. It can reach speeds up to 85 mph. They are aiming this vehicle at the busy person who does not have time to exercise. The body of the vehicle uses composite material built in Winona, Minnesota. The car will run about \$25,000.

Caerus/OrthoCor Update

This company is now generating significant revenue and is moving towards regular profitability. At the time of RAEDI's investment in this company, they were located in Rochester but eventually moved up to the Cities.

LiquidCool

Formerly known as Hardcore Computers, this company is also doing quite well. The company is moving into dedicated computing and is purchasing a company along those lines.

Southeast Minnesota Capital Fund

The fund is at \$700,000, and we continue hope to have this fund up and running in early 2017.

Gary reported he and Xavier attended the Midwest Angel Capital meeting about a month ago. There were a number of angel groups from around the midwest in attendance. We learned we will have the ability, once we get the fund up and running, to syndicate our investments with other angel funds, which means our \$1 million angel fund could actually be leveraged into a much larger fund given certain types of investments.

Veritive

This company has leased 110,000 square feet of space out at IBM. This Fortune 500 company is headquartered out of Atlanta and is a business distributor of print, publishing, packaging, and facility solutions.

SBA 504 Loans

In 2016, we funded 11 loans for \$5.6 million with total bank, 504, and equity investments of almost \$15.0 million. Currently, there are 15 loans in process with approximately \$38.2 million total investments of which the SBA portion is \$13.7 million. The 504 Corporation's servicing portfolio has a total of 120 loans with an outstanding balance of about \$48.7 million.

OTHER BUSINESS

There was no other business.

ADJOURN

The meeting was adjourned at 12:50 p.m.

**CITY OF BYRON, MINNESOTA
REQUEST FOR ACTION**

Meeting Date: November 29, 2016

Originating Dept: Administration

Introduction: There are rules and processes in place that govern when over an acre of dirt is moved. In our newer sections in town, regional ponds are planned for to assist when under an acre of dirt is moved.

We met with the PW Committee and explained that staff needed a have a process/policy to assist builders/architects/engineers when less than an acre of dirt is being moved in the City that is in an older section where regional ponding isn't developed.

This document does this for us. It was created to streamline the process and to assist in answering the questions in the same manner.

Action Requested: Approve the Grading Plan Policy as recommended by the Public Works Committee and staff.

Staff Recommendation: Approve as recommended by PW Committee.

Preparer: MBH



Signature:

Byron Grading Plan Policy

The City of Byron requires a grading plan and permit if the following criteria are met:

- If the project disturbs less than 10,000 square feet, the project shall conform to the original subdivision grading plan, if available.
 1. Developer shall submit a site sketch showing drainage arrows, building elevations and lot corner grades.
- If the project disturbs more than 10,000 square feet but less than 1 acre, and is included in an approved subdivision grading plan, the following are required:
 1. Grading permit
 2. Developer shall submit a site sketch showing drainage arrows, building elevations and lot corner grades.
 3. Conform to the original subdivision grading plan.
- If the project disturbs more than 10,000 square feet but less than 1 acre, and is **not** included in an approved subdivision grading plan, the following are required:
 1. Grading permit
 2. Grading plan and checklist
 3. Drainage report
- If the project disturbs more than 1 acre, the following are required:
 1. NPDES permit
 2. Storm Water Pollution Prevention Plan (SWPPP)
 3. Grading permit
 4. Grading plan and checklist
 5. Conform to the original subdivision grading plan, if available.
 6. Drainage report

The City of Byron requires that a licensed civil engineer prepare the grading plan and complete the grading plan checklist. The City shall be reimbursed for any expenses of the items listed above which require a plan review and/or construction inspection of the grading project by the City Engineer.

Byron Grading/Erosion Control Application

Address: _____

Legal Descriptions: _____

Property Owner Address: _____

Project Name: _____

Telephone: _____ Email: _____

Engineer/Soils Engineer: _____

Engineer Telephone: _____ Engineer Email: _____

Excavator: _____ Telephone: _____

Type of Request: _____ Grading Permit _____ Erosion Control Review

Request Description: _____

Existing Use of Property: _____

Present Zoning Classification: _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner is Different: _____ Date: _____

Grading Permit/Erosion Control Fee \$ _____

Reviewed by the City Engineer on _____ to consider the above request.

_____ Approve _____ Approved with attached conditions:

Signature: _____

Byron Grading Plan Checklist

Project Name: _____

General

- Atlas 14, Volume 8 rainfall depths must be used with and SCS Type II, 24 hour distribution. Rainfall Depths are as follows for the listed design events; 2yr: 2.94 inches, 10yr: 4.47 inches, 100yr: 7.81 inches
- Size of the drainage area served shown:
 - Total project area & total impervious surface areas of project
 - Total estimated impervious surface areas of ultimate development
- Final plan is signed by a licensed professional
- NPDES permit and SWPPP referred to on plan
- Completed Byron grading permit application
- 2 copies of signed grading submitted (1 electronic)
- Owner name and address shown on plan
- Plan is 1" = 50' or larger
- North arrow shown on plan
- Plan drawn in 2-foot contours (solid lines)
- Existing contours are labeled (dashed lines)
- Directional arrows shown for proposed drainage
- Details of terrain & drainage are provided for areas adjacent to proposed grading
- Existing public & private utilities shown
- Boundaries of drainage area shown (drainage report)
- Soil types shown (drainage report)
- Grading limits clearly shown on plan
- All receiving waters, including wetlands,

General Continued

- Lot & block labeled on plan
- Schedule of BMP installation shown
- BMP details included on plan
- ROW Permits from proper authority
- Site Grading, Sediment & Erosion Control
- Down-slope sediment control scheduled before grading
- Adjacent property protected from drainage & sediment
- Stabilized vehicle exits are provided
- Silt fences are provided. "high flow, heavy duty" designated in concentrated areas
- All storm inlets (existing & proposed) include temporary sediment control & remain in place until upstream stabilization
- Maximum unbroken slope 3:1 or steeper of 75 feet horizontal. Min. break of 8 feet horizontal
- Temporary stockpiles include silt fence or other sediment control.
- % of slope shown for streets & drainage swales
- Proposed elevation of garage & lowest floor, ground at front & rear of buildings, along with structure type indicated on the plan, lot corner grades
- Top of foundation min. 6" from ground
- Grade 1' below top of foundation 10' from building
- Lowest opening of building at least 1' above any overflow elevation, 2' above low road crossing, 2' above pond 100 year water level & 1' above 100 year flood elevation (FEMA or other approved)
- Seeding schedule for areas within

within ½ mile shown or identified on plan

- Property limits are shown
 - Streets (existing & proposed) are labeled.
- Site Grading, Sediment & Erosion Control Cont.

Temporary or permanent cover is indicated for all disturbed areas. Temporary seeding specifies seed mix, including disk anchored mulch on all slopes >200' or >5%. Permanent cover specifies 4" min. topsoil, seed mix & disk anchored mulch, or 4" min. topsoil & sod.

Slopes steeper than 4:1 and 4:1 slopes longer than 30' are seeded & protected with erosion control blankets or sodded & staked. Blanket category specified per MnDOT 3885.1. Plan shows

Statement that slopes steeper than 4:1 are stable from landsliding & surface erosion. Geotechnical report for slopes >3:1

For sites where temporary or permanent cover will not be complete by November 15, plan indicates adequate measures to control spring erosion & sedimentation

Minimum slope of drainage swales shall not be flatter than adjacent street profile, or 1% in all other locations without prior approval

Typical sections for roadways & drainage ditches shown on the plan

Infiltration/Filtration Basins

Type(s) used:

- Infiltration Basins
- Infiltration Trenches
- Rain Gardens
- Sand Filters
- Organic Filters
- Bioretention
- Natural Depression
(wetlands not included)
- Other

200' of surface water within 24 hours.

Infiltration/Filtration Basins Cont.

Runoff routed away from infiltration system during construction

site controlled to minimize soil compaction

Pretreatment sediment removal included

Designed for ½ inch of runoff from total impervious surface areas for ultimate development within 48 hours

System bypass for flows that cannot be filtered

Minimum vertical separation of 3 feet between seasonal high groundwater & bottom of infiltration system

Minimum vertical separation of 3 feet between impermeable layer & bottom of infiltration system

Soil test results, system capacity calculations, & computer modeling results provided (drainage report)

Min 10' width maintenance access provided

Emergency overflow spillway provided & located to protect adjacent property & large fill sections

Drainage Report

Map of existing watersheds

Map of proposed watersheds

Soil type map

Discussion of existing & proposed conditions

Comparison of existing & proposed runoff. Proposed runoff shall not exceed existing runoff
For 2 yr, 10 yr & 100 yr storm

- Floating debris removed before infiltration system
- Site sensitivity analysis included
- Evaluation of hydrologic impact included

Drainage Report Cont.

- Modeling calculations & results included
- Discharge & storage calculations for all stormwater ponds & infiltration basins
- Velocity computations for all pipe outlets
- Velocity computations for all drainage swales
- Culvert sizing calculations
- Storm sewer design calculations
- Gutter spread calculations allowing for a 20' driving lane
- Calculations for compliance with NPDES requirements

Drainage Swales & Easement

- Drainage easements are shown & labeled on the plan
- Drainage easements are provided where concentrated flow is received from more than 1 adjacent lot. 100-yr max flow contained within easement
- Minimum drainage easements for flows from 1 acre or less or 4 lots or less are a min. of 15' wide. 4:1 side slopes on ditches.
- Minimum drainage easements for flows from more than 1 acre or more than 4 lots are a min. of 20' wide. 4:1 side slopes on ditches.
- Control elevations for drainage ways are provided
- Velocity computations are provided for drainage easements where concentrated flow from more than 2 acres or 8 lots is directed. Where 10-yr velocities exceed 5 ft/sec, permanent turf reinforcement mats are installed.

Drainage Swales & Easement Cont.

- Ditches stabilized within 24 hours of connection to surface water outlet

Outlet & Energy Dissipation

- Discharge direction of flow the flow direction of receiving ditch or stream
- Where discharge velocities are greater than 10 fps or less, riprap & filter volumes are indicated in accordance with MnDOT Standard Plate
- Where discharge velocities are greater than 10 fps, energy dissipater is provided along with riprap & filter
- Pipe outlet energy dissipation complete within 24 hours of connections to surface water or outlet

Temporary Sediment Basins

- Temporary sediment basins provided
- Sized to store 2 yr, 24-hr storm from the drainage area below the outlet pipe (no smaller than 1800 cf/acre of drainage area), or
- Sized at 3,600 cf/acre or drainage area
- Designed to minimize short-circuiting
- Discharge of floating debris prevented
- Designed for full dewatering
- Principal & emergency spillway designed per BMP storm frequency standards.
- Plan requires any temp. or permanent sediment ponds to be constructed at the beginning of construction

Blanket per MnDOT 3888.2A2 is specified. Plan depicts blanket locations & cross sections.

Easement documents are signed & Submitted to Byron with recording fees, or included on plat

Temporary Sediment Basins (Cont.)

For areas draining less than 10 acres, alternative sediment control provided:

- Multiple lines of silt fence
- Smaller basins
- Vegetative strips

Storm Drain System, Inlet & Overflows

Atlas 14 Intensity-Duration-Frequency (IDF) curve must be used when designing storm sewer system using the rational method. If storm sewer is designed using SCS methodologies, the 10 year design event rainfall depth must be used.

In locations where two on-grade catch basins are used, the Neenah curb opening calculator (or approved equal) shall be used to verify that double catch basins are spaced appropriately to maximum capture efficiency.

All apron elevations (inlets & outlets) are labeled. Area inlet elevations, CB, MH, are labeled. Pipe sizes and materials are labeled.

400' max. manhole spacing for lines 15" dia or less

500' max. manhole spacing for lines 18" to 30" dia.

Flow direction change no greater than 90 degrees.

Apron inlets include trash racks

Trash racks on inlet structures in wooded areas designed assuming a minimum 50% plugging condition

Drainage does not cross intersections

Overflow swales are provided which limit the depth of ponding in the roadway to 2' or less

Minimum depth of road ditch = 3', with 4' bottom & 3:1 side slopes

Permanent Ponds

100 - yr high water level is labeled on the plan

Permanent pool volume of 1800 cf/acre drained

Water quality volume equal to ½ inch runoff over total impervious surface area at ultimate development

Outlet sized to discharge no more than 5.66 cf/acre of pond surface

Outlet designed to prevent short circuiting & discharge of floating debris

Emergency overflow spillway is provided to accommodate 100-yr event. High point elevations & direction of flow are shown on the plans.

Emergency overflow spillway is located to protect adjacent property & large fill sections

100-yr runoff which is designed to flow to the pond does not bypass the pond, unmodeled 100-yr flow does not enter the pond

Minimum 10' width at top of dam (if dam is <15')

12' wide access & turnaround area for maintenance vehicles is shown on a slope <15% forebay at inlet

Permanent Ponds (Cont.)

- Entire drainage area shown (drainage report)
- Pond cross section included on plan
- Where possible, locate inlet & outlets at opposite ends of ponds & provide
- 10:1 bench provided for first 1 foot below normal water elevation
- 4:1 max slope from normal water elevation to 100-yr water elevation
- 3:1 max slope below normal water elevation
- Pond depth is 3 - 10 feet based on normal water level
- Normal water elevation is labeled on the plan
- DNR Dam Safety Permit obtained if dam height is >6' & storage to top of dam is >15 acre-ft

UPDATING THIS POSITION DESCRIPTION TO PREPARE FOR HIRING

Position: Lead Foreman of Public Works

Classification: Non-Exempt - **this is a Union position**

Supervisor: Public Works Superintendent & City Administrator

Nature of Work:

The Lead Foreman of Public Works serves as the lead worker providing work direction to a crew of workers comprised of both City employees and external contractors who possess diverse skill sets. Additionally, the Lead Foreman of Public Works may be responsible for keeping accurate records of labor, material and equipment expenses that are incurred in the performance of work tasks/ projects. Employees of this class are responsible for on-site supervision and for obtaining effective and efficient performance from subordinates in carrying out assigned tasks. Provide leadership to assigned work. Complete operational project work and deliver high quality service to the public. **There may be times the work schedule may fluctuate to stay ahead of planning for work/projects.**

Duties and Responsibilities:

The Lead Foreman of Public Works acts as the lead worker who provides work direction to others is a primary function of the position. Accordingly, and under general supervision, the Lead Foremen of Public Works is expected to be able to perform the duties of the job with a substantial degree of independence and discretion.

- Identify equipment, material and supply needs on a daily or project basis; ensure availability of needed equipment and materials.
- Recommend short and long-term project plans and/or budget needs to management.
- Coordinate and evaluate the work of external contractors to ensure compliance with City specifications and OSHA/City safety standards.
- Record maintenance and operation data in an electronic tracking system.
- Responsible for supervising and directing general maintenance/public works activities.
- Participates in maintenance work.
- Is the primary contact for emergency management services after hours.

Operate a variety of highly complex equipment in repairing, installing, removing and maintaining infrastructure, easements and parks.

Display good customer service through courteous and prompt attention to public complaints and concerns.

Analyze and solve operational problems and/or public concerns through use of acquired knowledge and experience.

Performs other duties as assigned or necessary.

Minimum Qualifications:

Education and Experience:

A high school diploma or equivalent GED and five (5) years of progressive responsibility in the maintenance and repair of public infrastructure including at least one (1) year of supervisory. (longer is preferred) **Or two years of progressive responsibility and one year supervisory with a four year degree will be considered.**

Page Two Lead Foreman position

Progressive responsibility is to include taking the lead in planning, prioritizing, overseeing and reviewing a variety of maintenance activities and projects or an equivalent of education and experience sufficient to successfully perform the essential duties of the job.

The ideal candidate must have a minimum Class **D** ~~C~~ Wastewater License and a minimum of a Class **D** ~~C~~ Water license. The ability to successfully obtain the licenses within six months will be considered.

Must be able to successfully complete the E-learning - Role of a Supervisor HR 101 and Driving Employee Performance HR 102 on the League of MN Cities website within 60 days.

Physical/environmental demands:

Weight of objects to be lifted, carried, pushed or pulled will range from ten (10) to ~~fifty (50)~~ **seventy five (75)** pounds.

Movements such as stooping, twisting, bending, climbing are often required. Other movements such as kneeling, crouching and crawling are sometimes required. Audio, visual and verbal functions (hearing, seeing, speaking) are vital aspects of this position as well as the ability to operate motor vehicles and various types of equipment.

The majority of the workday is spent outdoors with exposure to wet conditions, dust, noise, vibrations, fumes and heat as well as cold. The position requires standing, walking and sitting.

The drug and alcohol testing policies and procedures will conform to all State and Federal requirements, including Minnesota Statute 181.95 through 181.957; the Drug Free workplace Act of 1988; and/or the US Department of Transportation (DOT).

Public Works employees currently hired for this position must reside within an area which will allow them to report for work within thirty (30) minutes from the time notified. Those who do not currently meet this requirement shall be allowed no more than twelve (12) months after the date that they were hired to fill the position to meet this requirement. Promotions to positions may be withheld from employees who residence would prevent them from meeting the thirty (30) minutes response time.

Ability to: Coordinate activities of work crews; perform the duties of the job with a substantial degree of independence and decision-making discretion; operate a varied tools and equipment; understand and follow verbal and written instructions; take and give work directions/orders; perform heavy manual tasks under varied weather conditions; effectively communicate with co-workers, other departments, agencies and the public; establish and maintain effective working relationships; and effective plan, coordinate and oversee maintenance project activities and related expenses.

RESOLUTION 2016-43

**THIS RESOLUTION APPROVES THE APPLICATION FOR
LAWFUL GAMBLING IN THE CITY OF BYRON.**

WHEREAS, the Dodge County Youth Hockey Association has applied for a lawful gambling permit; and,

WHEREAS, the gambling is to occur at Bears Den Sports Bar and Eatery located at 845 High Point Drive NE, Byron, Minnesota.

WHEREAS, Charitable Gambling is an allowed activity in the City of Byron;

NOW, THEREFORE, BE IT RESOLVED that action was taken at a regular meeting of the Byron City Council to approve Resolution No. 2016-43.

PASSED and adopted by the City Council of the City of Byron, MN this 29th day of November 2016.

Ann M. Diercks
Mayor

Mary K. Blair-Hoeft
City Administrator

**CITY OF BYRON, MINNESOTA
REQUEST FOR COUNCIL ACTION
Meeting Date: November 29, 2016**

Originating Dept: Administration

Action Requested: Dodge County Youth Hockey Association has requested to have a charitable gambling location at the Bear's Den in Byron

Introduction: Dodge County Youth Hockey is requesting the Bear's Den location due to the high number of youth from Byron that participate in the Dodge County Youth Hockey. The organization understands that they are required to donate 10% of their net profits generated in Byron to the City as well as spend 85% of their lawful expenditures in Byron's trade area (Byron & surrounding townships).

Dodge County Youth Hockey will be replacing Rochester Youth Hockey that previously did charitable gambling at the Bear's Den location.

Background/Justification:

Allowing this activity benefits Byron youth that participate in the Dodge County Hockey Program.

Fiscal Impact:

Alternatives:

1. Approve resolution allowing the Dodge County Youth Hockey to implement charitable gambling at the Bear's Den.
2. Not approve the resolution allowing the Dodge County Youth Hockey to implement charitable gambling at the Bear's Den with justification.

Staff Recommendation: Alternative 1.

Reviewed By:

Preparer: Janna Monosmith

Signature: 

AGENDA REQUEST

In an effort to more efficiently utilize Committee meetings, the following "agenda request" information is solicited. This information will enable members to be briefed in advance, to investigate and research potential problems or background information, to determine which issues merit consideration, and to schedule requested agenda items for proper consideration.

Name of person submitting agenda request: ERIC ELLINGHUSEN

Address: DCYH - PO Box 321, LASSON MN 55944

Phone Number: ^C (507) 507-251-7527 (H)

Date of Meeting: NOVEMBER 29, 2016

Date of Request: NOVEMBER 15, 2016

Date Information Submitted: November 15, 2016

What is the nature of your request? _____

TO GET APPROVAL FOR CHARITABLE HANDLING AT THE
BEN'S DEN.

What action is requested of the Committee? _____

TO APPROVE & SIGN STATE FORM LG214

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Mail the application and required attachments to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Dodge County Youth Hockey Association License Number: [REDACTED]

Chief Executive Officer (CEO) Dan Dale Daytime Phone: 507-398-5537

Gambling Manager: Eric Ellinghysen Daytime Phone: 507-251-7527

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: The Bear's Den Sports Bar & Eatery

List any previous names for this location:

Street address where premises is located: 845 High Pt. Dr.
(Do not use a P.O. box number or mailing address.)

City:	OR Township:	County:	Zip Code:
Byron		Olmsted	55920

Does your organization own the building where the gambling will be conducted?
 Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Home Federal Bank Bank Account Number: [REDACTED]

Bank Street Address: 203 West Main City: Kasson State: MN Zip Code: 55944

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
<u>845 High Pt. Dr.</u>	<u>Byron</u>	<u>MN</u>	<u>55920</u>
<u>60407 213th Ave</u>	<u>Dodge Center</u>	<u>MN</u>	<u>55927</u>
<u>100 11th St. NE</u>	<u>Kasson</u>	<u>MN</u>	<u>55944</u>

Resolution 2016-40 A
City of Byron

**RESOLUTION CERTIFYING NUISANCE CLAIMS
TO THE COUNTY AUDITOR**

WHEREAS, during 2016, the City of Byron provided nuisance abatements to properties within the City; and

WHEREAS, provisions of the City Code provide that bills for these services remaining unpaid for an extended period of time shall be certified against the affected properties.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BYRON, MINNESOTA:

The City Administrator is hereby authorized to certify to the Olmsted County Auditor these charges:

- | | |
|---------------------|-------|
| 1. Scott Marshall | \$262 |
| 314 - 1st Avenue NW | |
| Byron, MN 55920 | |
| 75.32.13.027441 | |

The County Auditor shall collect these charges including 4.9% interest, along with property taxes collected in 2017.

ADOPTED, this 29th day of November, 2016.

ATTEST:

Mary Hoeft, City Administrator

Ann M. Diercks, Mayor

**CITY OF BYRON, MINNESOTA
REQUEST FOR COUNCIL ACTION
Meeting Date: November 29, 2016**

Originating Dept: Planning

Action Requested:

Introduction: At the last Council meeting the Council approved the revisions to Chapter 91 - Trees. This packet has the approved tree resolution referred in the Ordinance.

Background/Justification:

By having the list of trees in resolution format it will become easier for the City to make changes to the approved list of trees.

Fiscal Impact:

Alternatives:

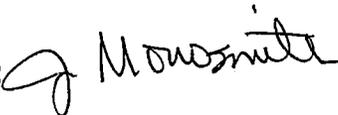
1. Approve Resolution 2016-42 with the list of approved trees referenced in City Code Chapter 91 Trees.
2. Not approve Resolution 2016-42 with the list of approved trees with justification.

Staff Recommendation: Alternative 1.

Reviewed By:

Preparer: Janna Monosmith

Signature:



Resolution 16 - 42

City of Byron Approved
List of Trees to Accompany
Ordinance Chapter 91 Trees

Whereas, the City of Byron has utilized City Ordinance Chapter 91 to regulate trees.

Whereas, the City of Byron feels that the list of approved trees previously included as part of Chapter 91 can be better managed and more easily updated by placing the approved tree list in a Resolution.

And Whereas, the City of Byron has determined that the trees listed below are the approved trees effective January 1, 2017 until superseded with a new resolution.

Small Trees/Bushes

Firelight Spirea
Tor Birchleaf Spirea
Gro-Low Sumac

Medium Trees

Ginko Biloba
Autumn Gold
Princeton Sentry
Red Baron Crabapple
Service Berry
Buffalo Juniper

Large Trees

Greenspire/American Linden
Kentucky Coffee Tree
American Sentry Linden
Redmond Linden
Honeylocust Imperial
Red Sunset Maple
Swamp White Oak
Hackberry
American Elm (Resistant Cultivars)
Firefall Maple

Large Trees Continued:

Basswood
Tulip Tree
Sienna Glen Maple
White Oak
Cucumber Tree Magnolia
Burr Oak
Bitternut Hickory

Adopted by affirmative vote of the City Council of Byron this 29th day of November, 2016.

CITY OF BYRON

ATTEST:

By: _____
Ann M. Diercks, Mayor

By: _____
Mary K. Blair-Hoeft, City Administrator

**CITY OF BYRON, MINNESOTA
REQUEST FOR COUNCIL ACTION**

Meeting Date: November 29, 2016

Originating Dept: Administration

Introduction: The City of Byron will be issuing four tobacco licenses for 2017.

Background/Justification:

The four license holders requesting a license are:

1. Byron Food Center
2. Byron Liquor Center
3. Kwik Trip
4. Somerby Golf Club

Alternatives:

1. Approve the tobacco licenses for 2017.
2. Deny the tobacco licenses for 2017 and provide justification.

Staff Recommendation: Alternative 1.

Preparer: Janna Monosmith

Signature: 

Date Received _____

Amount Paid \$ _____

CITY OF BYRON, MINNESOTA ANNUAL TOBACCO
LICENSE ORDINANCE 111

APPLICATION FOR ANNUAL TOBACCO, TOBACCO PRODUCTS OR TOBACCO
RELATED DEVICES

TRANSFER LICENSE _____

NEW LICENSE _____

RENEWAL LICENSE X

Covering the period from January 1st 2017 through
December 31, 2017.

NAME OF APPLICANT Somerby Golf Club

ADDRESS OF APPLICANT 975 Somerby Parkway NE
Byron, MN 55920

NAME OF BUSINESS Somerby Golf Club

ADDRESS OF BUSINESS Same

TELEPHONE (Business) 507-775-3700 (Home) _____

SOCIAL SECURITY NUMBER _____ BUSINESS I.D. NUMBER 

The following **MUST** be complete and/or accompany this application:

1. Applicant's date of birth April 2004

2. Occupation of applicant for last 5 years Golf Club

3. How is the building zoned under City Zoning Ordinance? CUP

Date Received _____

Amount Paid \$ _____

CITY OF BYRON, MINNESOTA ANNUAL TOBACCO
LICENSE ORDINANCE 111

APPLICATION FOR ANNUAL TOBACCO, TOBACCO PRODUCTS OR TOBACCO
RELATED DEVICES

TRANSFER LICENSE _____

NEW LICENSE _____

RENEWAL LICENSE

Covering the period from January 1st 2017 through
December 31, 2017.

NAME OF APPLICANT

Donald P. Zietlow

ADDRESS OF APPLICANT

[REDACTED]

Ondaska, WI 54650

NAME OF BUSINESS

Kwik Trip #022

ADDRESS OF BUSINESS

112 Second Ave. N.W., Byron, MN 55920

TELEPHONE (Business) 507-775-0700 (Home) 608-779-9252

SOCIAL SECURITY NUMBER [REDACTED] BUSINESS I.D. NUMBER [REDACTED]

The following MUST be complete and/or accompany this application:

1. Applicant's date of birth

[REDACTED]

2. Occupation of applicant for last 5 years

President, Kwik Trip, Inc.

3. How is the building zoned under City Zoning Ordinance?

Commercial

Date Received _____

Amount Paid \$ _____

CITY OF BYRON, MINNESOTA ANNUAL TOBACCO LICENSE ORDINANCE 111

APPLICATION FOR ANNUAL TOBACCO, TOBACCO PRODUCTS OR TOBACCO
RELATED DEVICES

TRANSFER LICENSE _____

NEW LICENSE _____

RENEWAL LICENSE _____

Covering the period from January 1st 2017 through
December 31, 2017.

NAME OF APPLICANT

_____ Randy Fogelson _____

ADDRESS OF APPLICANT

_____ [REDACTED] _____
_____ Byron, MN 55920 _____

NAME OF BUSINESS

_____ Byron Liquor Center, Inc. _____

ADDRESS OF BUSINESS

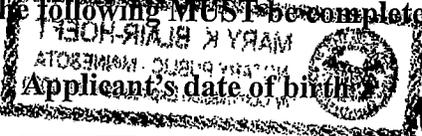
_____ 863 High Point Dr NE _____

TELEPHONE (Business) 507-775-6161 (Home) 507-259-6765

SOCIAL SECURITY NUMBER [REDACTED] BUSINESS I.D. NUMBER [REDACTED]

The following **MUST** be complete and/or accompany this application:

1. Applicant's date of birth



_____ [REDACTED] _____

2. Occupation of applicant for last 5 years

_____ President _____

3. How is the building zoned under City Zoning Ordinance?

_____ Commercial _____

Date Received _____

Amount Paid \$ _____

CITY OF BYRON, MINNESOTA ANNUAL TOBACCO LICENSE ORDINANCE 111

APPLICATION FOR ANNUAL TOBACCO, TOBACCO PRODUCTS OR TOBACCO
RELATED DEVICES

TRANSFER LICENSE _____

NEW LICENSE _____

RENEWAL LICENSE _____

Covering the period from January 1st 2017 through
December 31, 2017.

NAME OF APPLICANT

_____ *Randy Fogelson* _____

ADDRESS OF APPLICANT

_____ *[REDACTED]* _____
_____ *Byron, MN 55002* _____

NAME OF BUSINESS

_____ *Byron Food Center, Inc.* _____

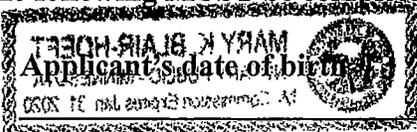
ADDRESS OF BUSINESS

_____ *863 High Point Dr NE* _____

TELEPHONE (Business) *507-773-6101* (Home) *507-259-6765*

SOCIAL SECURITY NUMBER *[REDACTED]* BUSINESS I.D. NUMBER *[REDACTED]*

The following **MUST** be complete and/or accompany this application:

1.  Applicant's date of birth _____ *[REDACTED]*

2. Occupation of applicant for last 5 years _____ *President* _____

3. How is the building zoned under City Zoning Ordinance? _____ *Commercial* _____

**CITY OF BYRON
INDIVIDUAL AND CORPORATE
NAMING RIGHTS POLICY**

1. STATEMENT

- 1.1. The City welcomes proposals for naming rights by encouraging individual and corporate giving while safe guarding against the undue commercialization of the public realm.
- 1.2. Granting the right to name a City of Byron property to an external party provides a means of generating new revenues and alternative resources to assist in the construction, support and/or provision of City facilities and programs.

2. OBJECTIVE AND PURPOSE

- 2.1 The purpose of this policy is to establish a corporate and individual naming rights protocol that:
 - creates a systematic approach to soliciting, managing and reporting on naming rights;
 - provides guidance to those that have an interest in the naming of civic properties;
 - protects the reputation, integrity and aesthetic standards of the City of Byron and its assets;
 - ensures alignment with the City's programs and services; and
 - advances Council priorities and enhances public services.

3. SCOPE

- 3.1 This policy applies only to naming rights, which represent but one class of sponsorship activity. Other forms of sponsorship (i.e. signage, sampling, etc.) are governed by a separate policy.
- 3.2 For purposes of corporate consistency, this policy shall apply to all City divisions and to those agencies, boards and commissions which are by law subject to the policies of City Council.
- 3.3 Naming right proposals will be reviewed on a case-by-case basis.
- 3.4 Certain City properties, such as City Hall, as determined by Council, are not available for naming rights proposals.
- 3.5 Any naming rights proposal which varies from the requirements of this policy must be approved by Council.

4. DEFINITIONS

4.1 For the purposes of this policy, the following definitions apply:

"Broker" refers to an external agency responsible for assessing the naming rights value of City properties and negotiating with the potential naming rights holder on the City's behalf.

"Corporate Naming Rights" means a mutually beneficial business arrangement wherein an organization provides goods, services or financial support to the City in return for access to the commercial and/or marketing potential associated with the public display of the organization's name on a City property for a finite period.

"Donations" are cash or in-kind contributions which provide assistance to the City. Donations do not constitute a business relationship since no reciprocal consideration is sought. Donations generally qualify for a tax receipt.

"Honorifics" or "Commemorative Naming" means the naming of City property without return consideration. It is bestowed by the City to recognize the service, commitment or other type of contribution by an individual, group or organization.

"Individual Naming Rights" means the naming of City property in return for a financial or in-kind contribution from an individual or their estate. Typically, such support is given to enhance the community and to help sustain the property in question for a negotiated period of time.

"Naming Rights Holder" means the party which has been awarded the Naming Rights opportunity.

"Properties" refers to City assets including, but not limited to, events, services, programs, activities, real property, facilities, intellectual property, parks, features (e.g. playgrounds, shelters etc.), and other assets, but not including streets and lanes.

"Sponsorship" is a mutually beneficial business arrangement wherein an external party, whether for profit or otherwise, provides cash and/or in kind services to the City in return for commercial advantage. This payback may take the form of publicity, promotional consideration, merchandising opportunities, etc. Because of these marketing benefits, a sponsorship does not qualify for a tax receipt.

5. PRINCIPLES

5.1. General

5.1.1 Properties with names of historic or community significance would be considered for renaming only in exceptional circumstances. Such re-namings require City Council approval.

5.1.2 The cost and impact of changing existing signage, rebuilding community

recognition and updating records must be considered before a property is renamed.

- 5.1.3 The City shall retain ownership and control over any named property.
- 5.1.4 Subject to the agreement, the naming right must not impair in any way the City's ability to manage the property.
- 5.1.5 The City will consider all naming rights proposals but does not have an obligation to accept any. The City reserves the right to refuse any proposal, including, but not limited to, those submitted by third parties whose activities are perceived by the recipient division to be incompatible with the City's goals, values or mission.
- 5.1.6 All naming right agreements shall be confirmed by written contract containing terms and conditions satisfactory to the City Council, City Administrator and City Attorney.
- 5.1.7 All naming right agreements are subject to Council approval.
- 5.1.8 All funds generated by naming rights agreements shall be allocated to the department administering the named property. (See Exhibit A) Subject to the agreement, the proceeds received may be applied to the property itself or designated for another use within the department. Revenues generated through naming rights shall not reduce the recipient department's budget.
- 5.1.9 Every naming right agreement shall conform to all applicable federal and state statutes, and to all applicable City of Byron bylaws, policies, contracts and practices.
- 5.1.10 While the physical display of the naming right shall be negotiated or decided upon on an individual basis, such recognition must not unduly detract from the character, integrity, aesthetic quality or safety of the property or unreasonably interfere with its enjoyment or use.
- 5.1.11 The naming rights opportunity must not confer a personal benefit to any particular City employee or City official.
- 5.1.12 The City does not endorse the products, services, or ideas of any naming right holder.
- 5.1.13 At its sole discretion, the City reserves the right to terminate the naming right prior to the scheduled termination date, without refund of consideration, should it feel it is necessary to do so to avoid the City being brought into disrepute.

5.1.14 The sale of a naming right must not result in incremental net costs to the City.

5.2 Individual Naming Rights

5.2.1 All individual naming rights must be for a fixed term, not exceeding the useful life of the property. (See Exhibit A). Every such agreement shall include a sunset clause specifying the duration of the naming opportunity. Individual naming rights may be subject to renewal on mutual agreement.

5.3 Corporate Naming Rights

5.3.1 Parties that are disqualified from doing business with the City are not eligible for naming right opportunities.

5.3.2 The benefits to the naming rights holder are limited to those expressly stated in the naming rights agreement.

5.3.3 No form of indemnification will be provided to any naming rights holder without the express approval of the City Council.

5.3.4 Naming rights may only be transferred or assigned by a naming rights holder with the consent of the City. Where a company changes its name, the naming rights may, with the consent of the City and at the expense of the naming rights holder, be modified to reflect the new name.

5.3.5 All corporate naming agreements must be for a fixed term, not exceeding the useful life of the property. Every corporate agreement shall have a sunset clause specifying the duration of the naming opportunity. Such agreements cannot be extended or automatically renewed without Council approval.

5.3.6 Naming rights holders are prohibited from implying that their products, services or ideas are sanctioned by the City.

5.3.7 The naming right must not result in, or be perceived to result in, any competitive advantage, benefit or preferential treatment for the naming rights holder, outside of the agreement.

5.3.8 There shall be no actual or implied obligation for the City to purchase the product or services of the naming rights holder.

6. PROCEDURE

6.1. General

6.1.1 In accordance with the City Code of Conduct, and the principles and criteria contained in this policy, the solicitation, negotiation and administration of naming rights are to be conducted by authorized City staff only.

6.1.2 All naming rights must be evaluated for compliance with this policy.

6.1.3 All naming rights agreements will be in the form of a legal contract. Terms and conditions that should be consider for inclusion in the document:

- i) A description of the contractual relationship, specifying the exact nature of the agreement;
- ii) The term of the agreement;
- iii) Renewal options, if permitted;
- iv) The value of the consideration and, In the case of in-kind contributions, the method of assessment;
- v) The payment schedule;
- vi) Rights and benefits;
- vii) Release, indemnification and early termination clauses as appropriate;
- viii) Insurance clauses;
- ix) Confidentiality terms;
- x) A statement acknowledging that the sponsorship may be subject to provisions of the Data Privacy Act; and
- xi) A statement that all parties are aware of, and agree to comply with, the provisions of this policy.

Copies of all naming rights agreements are to be retained for audit purposes in accordance with the normal retention policy of the City.

6.1.6 The terms and conditions contained within a naming rights agreement are to be approved by City Council.

6.1.7 It is the responsibility of the recipient department to ensure that the respective parties are adhering to the terms of the agreement.

6.2. Naming Proposals

6.2.1. All naming or renaming requests shall be made in writing.

6.2.2. Such offers are to be referred to the City Administrator.

6.2.3. In considering a naming rights proposal, the City may, at their discretion, utilize additional criteria beyond those noted in this policy and may assess fees for the purposes of cost recovery.

6.2.4. If a naming offer is not accepted, the proponent shall be advised as to the reasons.

Exhibit A We could make Exhibit A a resolution so the rates are more easily reviewed.
Please let staff know what you want on this.

All prices are for terms noted below. Buyer has first right of refusal on replacement purchase.

Sports Complex	\$500,000 - 20 years
Baseball/Softball Field (4)	\$100,000 - each - 10 years
Concession Stand	\$100,000 - 10 years
Picnic Tables	\$ 15,000 - each - 5 years
Bleachers (number?)	\$ 15,000 - each - 5 years
Playground	\$ 20,000 - 10 years
Lights	\$ 100,000 - 10 years
Parking Lot	\$ 50,000 - 10 years
Score Boards (number?)	\$ 75,000 - each - 10 years



Mary Blair-Hoeft <mhoeft@byronmn.com>

Re: Message from "RNP0026732A6097"

1 message

Mark Breneman <mark@byronmnlaw.com>
To: Mary Blair-Hoeft <mhoeft@byronmn.com>
Cc: Alyssa Jerde <alyssa@byronmnlaw.com>

Fri, Nov 18, 2016 at 10:52 AM

Mary,

I see no reason to object to anything in the contract. I recommend the city accept it.

Mark W. Breneman
Attorney at Law
Breneman Law, PLLC
505 Frontage Road NE
PO BOX 219
Byron, MN 55920
Phone: (507) 624-0180
Fax: (507) 624-0258
www.byronmnlaw.com

From: Mary Blair-Hoeft <mhoeft@byronmn.com>
Date: Thursday, November 17, 2016 at 4:09 PM
To: Mark Breneman <mark@byronmnlaw.com>
Subject: Re: Message from "RNP0026732A6097"

Byron is not allowed to make changes - only to accept the agreement as it is conformed for us.

On Thu, Nov 17, 2016 at 3:34 PM, Mark Breneman <mark@byronmnlaw.com> wrote:

Mary,

I just took a look at the solar garden proposal for Byron and took a quick look at the Met Council agreement. I assume any changes to the document would be made by them to conform specifically to Byron. You would accept the agreement subject to these changes and any other changes Byron might make?

Mark

Mark W. Breneman
Attorney at Law
Breneman Law, PLLC
505 Frontage Road NE
PO BOX 219
Byron, MN 55920
Phone: (507) 624-0180
Fax: (507) 624-0258



**Community Solar Garden
Value Analysis
For**

BYRON
Minnesota

November 15, 2016

Value Analysis

SolarStone Partners is pleased to provide the City of Byron a comprehensive Shared Community Solar Garden Value Analysis. Based on the billing data provided to us, the City of Byron consumes approximately 460,018 kWh of electricity annually and is entitled to purchase approximately 894KW of solar garden capacity. SolarStone offers to subscribe the City of Byron to our solar garden energy program for consideration of any of the tiered cost per kWh rates with respective escalation rates over a twenty five year subscription term contained below. If the City of Byron opts for the 1% subscription rate escalator and factoring in Xcel's expected retail rate escalation of 3.5% annually, we're estimating the difference between the SolarStone subscription rate and Xcel's bill credit rate would generate a long term value of approximately \$585,089 in real dollars over a 25 year period of time. Additional analysis for various pricing scenarios are contained herein.

Annual Consumption

Total Annual Electrical Consumption	460,018 kWh
-------------------------------------	-------------

Subscription Amount

Percent Subscription	100%
----------------------	------

Energy Subscribed	460,018 kWh
-------------------	-------------

Capacity Subscribed	297 kW
---------------------	--------

Value Analysis

2016 Estimated Electrical Cost	\$ 0.1319 /kWh
--------------------------------	----------------

2016 Xcel Bill Credit	\$ 0.1240 /kWh
-----------------------	----------------

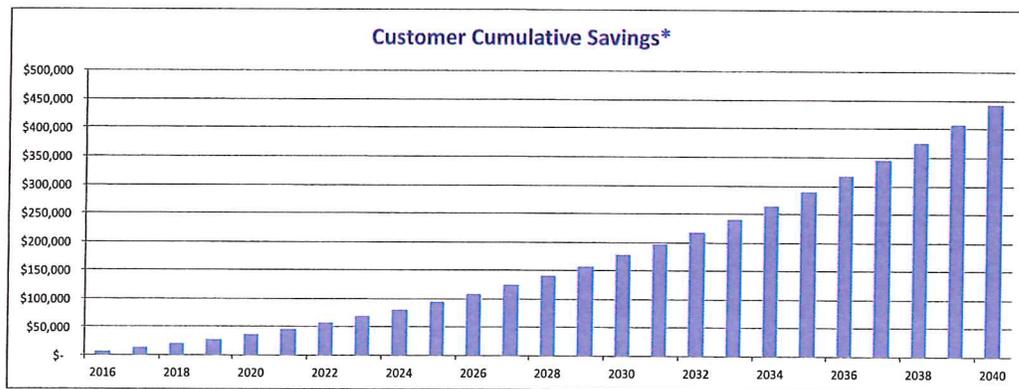
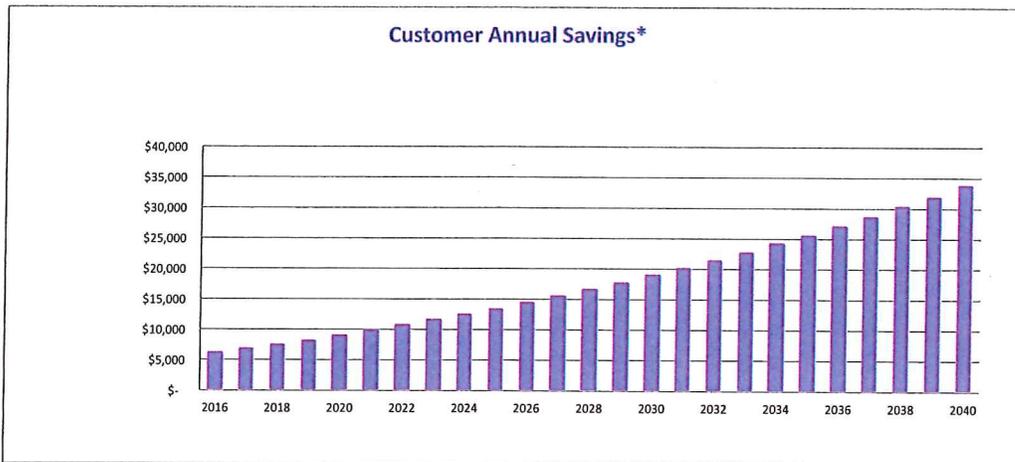
2016 Payment to SolarStone	<u>\$ 0.1220 /kWh</u>
----------------------------	-----------------------

Net Savings	\$ 0.0020 /kWh
-------------	----------------

2016 Net Electrical Costs	\$ 0.1299 /kWh
---------------------------	----------------

Estimated Lifetime Savings

2016 Estimated Electrical Cost		\$	60,656
2016 Xcel Bill Credit	\$		57,036
2016 Payment to SolarStone	\$		56,122
Net Savings	\$	914	-\$ 914
2016 Net Electrical Costs		\$	59,742



*Assumes a 3.5% annual escalator

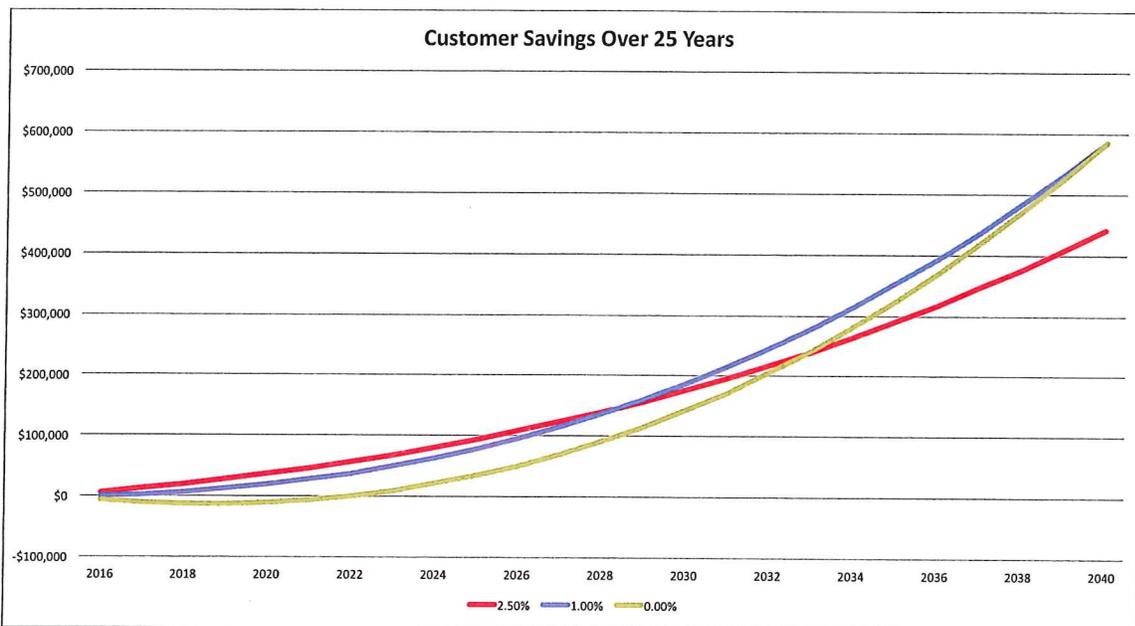
- 25-Year Solar Savings
- Estimated Lifetime Energy Savings

\$ 585,089

21%

Summary of Pricing Options

2016 Tiered Pricing						
Xcel Energy Current	Subscription Escalator 2.5%		Subscription Escalator 1.0%		Subscription Escalator 0.0%	
	1 Year	25 Year	1 Year	25 Year	1 Year	25 Year
\$ 0.132	\$ 0.111	\$ -	\$ 0.122	\$ -	\$ 0.137	\$ -
Total Savings	\$ 5,974	\$ 441,813	\$ 914	\$ 585,089	\$ (6,178)	\$ 585,653



*Assumes 3.5% annual Xcel ARR escalation

Xcel Historical Rate Increases 2005 to Present	
Year	PUC Approved Rate Increase
2005	6.3%
2008	3.5%
2010	2.7%
2012	3.8%
2013	4.6%
2014	3.2%
2015-2016	6.1%
10 Year Average	4.3%



Minnesota Community Solar Gardens
Solar Subscription Agreement (SSA) Pricing

City of Byron

11/15/16

Inputs

	Year 1 Rate	
Small General (C&I)	\$ 0.1220	/KWh
General (Industrial)	\$ 0.1220	/KWh
Year 1 Weighted Average SSA Price	\$ 0.1220	/KWh
Subscription Escalator	1.00%	
Applicable Rate Assumed Escalation	3.50%	
Discount Factor	3.00%	

Annual Small General Consumption	121,750	KWh
Annual General Consumption	338,268	KWh
Percent Small General	26.47%	
Percent General	74%	
System Degradation	0.50%	

Total

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Subscription Generation (kWh)	460,018	457,718	455,429	453,152	450,886	448,632	446,389	444,157	441,936	439,726	437,528	435,340	433,163
SSA Payment	\$ 56,122	\$ 56,400	\$ 56,679	\$ 56,960	\$ 57,242	\$ 57,525	\$ 57,810	\$ 58,096	\$ 58,384	\$ 58,673	\$ 58,963	\$ 59,255	\$ 59,548
Bill Credit	\$ 57,036	\$ 58,738	\$ 60,489	\$ 62,294	\$ 64,151	\$ 66,065	\$ 68,035	\$ 70,064	\$ 72,154	\$ 74,306	\$ 76,522	\$ 78,804	\$ 81,155
Customer Savings	\$ 585,089												
NPV Savings	\$ 362,327												

Small General Service

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Subscription Generation (kWh)	121,750	121,141	120,536	119,933	119,333	118,737	118,143	117,552	116,964	116,380	115,798	115,219	114,643
Bill Credit Rate	\$ 0.1423	\$ 0.1473	\$ 0.1524	\$ 0.1578	\$ 0.1633	\$ 0.1690	\$ 0.1749	\$ 0.1810	\$ 0.1874	\$ 0.1939	\$ 0.2007	\$ 0.2077	\$ 0.2150
Bill Credit Amount	\$ 17,324	\$ 17,840	\$ 18,373	\$ 18,921	\$ 19,485	\$ 20,066	\$ 20,664	\$ 21,281	\$ 21,915	\$ 22,569	\$ 23,242	\$ 23,935	\$ 24,649
Subscription Rate	\$ 0.122	\$ 0.123	\$ 0.124	\$ 0.126	\$ 0.127	\$ 0.128	\$ 0.130	\$ 0.131	\$ 0.132	\$ 0.133	\$ 0.135	\$ 0.136	\$ 0.137
Subscription Payment	\$ 14,854	\$ 14,927	\$ 15,001	\$ 15,075	\$ 15,150	\$ 15,225	\$ 15,300	\$ 15,376	\$ 15,452	\$ 15,528	\$ 15,605	\$ 15,683	\$ 15,760
Annual Benefit	\$ 2,470	\$ 2,913	\$ 3,372	\$ 3,845	\$ 4,335	\$ 4,841	\$ 5,364	\$ 5,905	\$ 6,463	\$ 7,041	\$ 7,637	\$ 8,253	\$ 8,889
KWh Benefit	\$ 0.020	\$ 0.024	\$ 0.028	\$ 0.032	\$ 0.036	\$ 0.041	\$ 0.045	\$ 0.050	\$ 0.055	\$ 0.060	\$ 0.066	\$ 0.072	\$ 0.078
% Savings	14%	16%	18%	20%	22%	24%	26%	28%	29%	31%	33%	34%	36%

General Service

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Subscription Generation (kWh)	338,268	336,577	334,894	333,219	331,553	329,895	328,246	326,605	324,972	323,347	321,730	320,121	318,521
Bill Credit Rate	\$ 0.1174	\$ 0.1215	\$ 0.1258	\$ 0.1302	\$ 0.1347	\$ 0.1394	\$ 0.1443	\$ 0.1494	\$ 0.1546	\$ 0.1600	\$ 0.1656	\$ 0.1714	\$ 0.1774
Bill Credit Amount	\$ 39,713	\$ 40,897	\$ 42,117	\$ 43,373	\$ 44,667	\$ 45,999	\$ 47,371	\$ 48,784	\$ 50,238	\$ 51,737	\$ 53,280	\$ 54,869	\$ 56,505
Subscription Rate	\$ 0.122	\$ 0.123	\$ 0.124	\$ 0.126	\$ 0.127	\$ 0.128	\$ 0.130	\$ 0.131	\$ 0.132	\$ 0.133	\$ 0.135	\$ 0.136	\$ 0.137
Subscription Payment	\$ 41,269	\$ 41,473	\$ 41,678	\$ 41,885	\$ 42,092	\$ 42,300	\$ 42,510	\$ 42,720	\$ 42,932	\$ 43,144	\$ 43,358	\$ 43,572	\$ 43,788
Annual Benefit	\$ 1,556	\$ 576	\$ 439	\$ 1,488	\$ 2,575	\$ 3,699	\$ 4,861	\$ 6,063	\$ 7,307	\$ 8,593	\$ 9,922	\$ 11,297	\$ 12,718
KWh Benefit	\$ (0.005)	\$ (0.002)	\$ 0.001	\$ 0.004	\$ 0.008	\$ 0.011	\$ 0.015	\$ 0.019	\$ 0.022	\$ 0.027	\$ 0.031	\$ 0.035	\$ 0.040
% Savings	-4%	-1%	1%	3%	6%	8%	10%	12%	15%	17%	19%	21%	23%

ARR Rates

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Residential	\$ 0.14033	\$ 0.14743	\$ 0.14596	\$ 0.15107	\$ 0.15636	\$ 0.16183	\$ 0.16749	\$ 0.17335	\$ 0.17942	\$ 0.18570	\$ 0.19220	\$ 0.19893	\$ 0.20589	\$ 0.21310	\$ 0.22056
Small General	\$ 0.13783	\$ 0.14431	\$ 0.14229	\$ 0.14727	\$ 0.15242	\$ 0.15776	\$ 0.16328	\$ 0.16900	\$ 0.17491	\$ 0.18103	\$ 0.18737	\$ 0.19393	\$ 0.20071	\$ 0.20774	\$ 0.21501
General	\$ 0.11456	\$ 0.11914	\$ 0.11740	\$ 0.12151	\$ 0.12576	\$ 0.13016	\$ 0.13472	\$ 0.13943	\$ 0.14431	\$ 0.14937	\$ 0.15459	\$ 0.16000	\$ 0.16560	\$ 0.17140	\$ 0.17740
Weighted Average	\$ 0.12072	\$ 0.12580	\$ 0.12399	\$ 0.12833	\$ 0.13282	\$ 0.13747	\$ 0.14228	\$ 0.14726	\$ 0.15241	\$ 0.15775	\$ 0.16327	\$ 0.16898	\$ 0.17490	\$ 0.18102	\$ 0.18735

Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25
430,998	428,843	426,698	424,565	422,442	420,330	418,228	416,137	414,056	411,986	409,926	407,877
\$ 59,843	\$ 60,139	\$ 60,437	\$ 60,736	\$ 61,037	\$ 61,339	\$ 61,642	\$ 61,947	\$ 62,254	\$ 62,562	\$ 62,872	\$ 63,183
\$ 83,575	\$ 86,068	\$ 88,635	\$ 91,278	\$ 94,001	\$ 96,804	\$ 99,691	\$ 102,665	\$ 105,727	\$ 108,880	\$ 112,127	\$ 115,472
\$ 23,732	\$ 25,929	\$ 28,198	\$ 30,542	\$ 32,964	\$ 35,466	\$ 38,049	\$ 40,717	\$ 43,473	\$ 46,318	\$ 49,255	\$ 52,288

Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25
114,069	113,499	112,932	112,367	111,805	111,246	110,690	110,136	109,586	109,038	108,493	107,950
\$ 0.2225	\$ 0.2303	\$ 0.2384	\$ 0.2467	\$ 0.2554	\$ 0.2643	\$ 0.2736	\$ 0.2831	\$ 0.2930	\$ 0.3033	\$ 0.3139	\$ 0.3249
\$ 25,384	\$ 26,142	\$ 26,921	\$ 27,724	\$ 28,551	\$ 29,403	\$ 30,279	\$ 31,183	\$ 32,113	\$ 33,070	\$ 34,057	\$ 35,072
\$ 0.139	\$ 0.140	\$ 0.142	\$ 0.143	\$ 0.144	\$ 0.146	\$ 0.147	\$ 0.149	\$ 0.150	\$ 0.152	\$ 0.153	\$ 0.155
\$ 15,838	\$ 15,917	\$ 15,995	\$ 16,075	\$ 16,154	\$ 16,234	\$ 16,314	\$ 16,395	\$ 16,476	\$ 16,558	\$ 16,640	\$ 16,722
\$ 9,546	\$ 10,225	\$ 10,926	\$ 11,650	\$ 12,397	\$ 13,168	\$ 13,965	\$ 14,787	\$ 15,636	\$ 16,512	\$ 17,417	\$ 18,350
\$ 0.084	\$ 0.090	\$ 0.097	\$ 0.104	\$ 0.111	\$ 0.118	\$ 0.126	\$ 0.134	\$ 0.143	\$ 0.151	\$ 0.161	\$ 0.170
38%	39%	41%	42%	43%	45%	46%	47%	49%	50%	51%	52%

Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25
316,928	315,344	313,767	312,198	310,637	309,084	307,538	306,001	304,471	302,948	301,434	299,927
\$ 0.1836	\$ 0.1900	\$ 0.1967	\$ 0.2036	\$ 0.2107	\$ 0.2181	\$ 0.2257	\$ 0.2336	\$ 0.2418	\$ 0.2502	\$ 0.2590	\$ 0.2681
\$ 58,191	\$ 59,926	\$ 61,714	\$ 63,554	\$ 65,450	\$ 67,402	\$ 69,412	\$ 71,482	\$ 73,614	\$ 75,810	\$ 78,071	\$ 80,399
\$ 0.139	\$ 0.140	\$ 0.142	\$ 0.143	\$ 0.144	\$ 0.146	\$ 0.147	\$ 0.149	\$ 0.150	\$ 0.152	\$ 0.153	\$ 0.155
\$ 44,005	\$ 44,222	\$ 44,441	\$ 44,661	\$ 44,882	\$ 45,105	\$ 45,328	\$ 45,552	\$ 45,778	\$ 46,004	\$ 46,232	\$ 46,461
\$ 14,186	\$ 15,704	\$ 17,272	\$ 18,893	\$ 20,567	\$ 22,297	\$ 24,084	\$ 25,930	\$ 27,836	\$ 29,805	\$ 31,839	\$ 33,938
\$ 0.045	\$ 0.050	\$ 0.055	\$ 0.061	\$ 0.066	\$ 0.072	\$ 0.078	\$ 0.085	\$ 0.091	\$ 0.098	\$ 0.106	\$ 0.113
24%	26%	28%	30%	31%	33%	35%	36%	38%	39%	41%	42%

2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
\$ 0.22828	\$ 0.23626	\$ 0.24453	\$ 0.25309	\$ 0.26195	\$ 0.27112	\$ 0.28061	\$ 0.29043	\$ 0.30059	\$ 0.31112	\$ 0.32200	\$ 0.33327
\$ 0.22254	\$ 0.23032	\$ 0.23839	\$ 0.24673	\$ 0.25536	\$ 0.26430	\$ 0.27355	\$ 0.28313	\$ 0.29304	\$ 0.30329	\$ 0.31391	\$ 0.32489
\$ 0.18361	\$ 0.19003	\$ 0.19669	\$ 0.20357	\$ 0.21069	\$ 0.21807	\$ 0.22570	\$ 0.23360	\$ 0.24178	\$ 0.25024	\$ 0.25900	\$ 0.26806
\$ 0.19391	\$ 0.20070	\$ 0.20772	\$ 0.21499	\$ 0.22252	\$ 0.23031	\$ 0.23837	\$ 0.24671	\$ 0.25534	\$ 0.26428	\$ 0.27353	\$ 0.28310

Appendix

General Accounts

		kWh		
Customer Name: BYRON CITY OF	Account Number: 51-5424571-3	183,400	\$	21,076.00
Customer Name: BYRON CITY OF	Account Number: 51-5655698-4	34,669	\$	3,513.76
Customer Name: BYRON CITY OF	Account Number: 51-6053626-3	1,535	\$	618.88
Customer Name: CITY OF BYRON	Account Number: 51-6472371-3	118,664	\$	17,391.07
0	0	-	\$	-
0	0	-	\$	-
0	0	-	\$	-
0	0	-	\$	-
0	0	-	\$	-
0	0	-	\$	-
0	0	-	\$	-

Small General Accounts

Customer Name: BYRON CITY OF	Account Number: 51-4233157-5	3,042	\$	487.89
Customer Name: BYRON CITY OF	Account Number: 51-4534353-1	4,328	\$	600.31
Customer Name: BYRON FIRE HALL	Account Number: 51-4578616-1	23,618	\$	2,755.26
Customer Name: BYRON CITY OF	Account Number: 51-5077051-7	17,764	\$	2,132.19
Customer Name: BYRON CITY OF	Account Number: 51-5232417-9	7,205	\$	960.52
Customer Name: BYRON CITY OF SHOP	Account Number: 51-5348585-7	11,897	\$	1,483.46
Customer Name: BYRON CITY OF	Account Number: 51-6280145-2	14,245	\$	1,742.52
Customer Name: BYRON CITY OF	Account Number: 51-6409246-8	-	\$	139.37
Customer Name: BYRON CITY OF	Account Number: 51-6555385-5	150	\$	368.55
Customer Name: BYRON CITY OF	Account Number: 51-6658727-7	1,723	\$	335.76
Customer Name: BYRON CITY WATER TANK #2	Account Number: 51-6926612-8	2,154	\$	382.30
Customer Name: BYRON CITY OF	Account Number: 51-8044159-0	3,342	\$	514.78
Customer Name: BYRON CITY OF	Account Number: 51-8044184-1	26,257	\$	3,136.27
Customer Name: BYRON CITY OF	Account Number: 51-8044159-0	5,011	\$	710.88
Customer Name: CITY OF BYRON (BYRON CITY HALL	Account Number: 51-0010058529-2	1,014	\$	255.49

Well House #3/2015 load, only 3 months for 2016?