



## CITY COUNCIL AGENDA

August 11, 2014

6:30 PM

City of Norwood Young America  
310 Elm Street West, PO Box 59, NYA MN 55368  
(952) 467-1800

### 1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

### 2. Approve Agenda

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

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

4.1 Approve minutes of July 28 and 30, 2014

4.2 Approve payment of claims

4.3 Schedule 2015 Preliminary Budget Workshop Meetings

4.4 Approve outdoor consumption request – Last Call Too, Inc.

4.5 Approve change in job description for Administrative Assistant II position

4.6 Call for special EDA meeting September 8, 2014

### 5. Old Business

5.1 Stiftungsfest Car Show – Streets Closing Request

### 6. New Business

### 7. Council Member Reports

### 8. Mayor's Report

### 9. Adjournment

\*The following informational items have been included in the Council packet for informational purposes, Council review and discussion. No action is required by the City Council: July building permit report, July sheriff report

## UPCOMING EVENTS

August 13 City Council 2015 Budget Workshop – 6:00 p.m.

August 14 Senior Advisory Committee

August 19 Parks and Rec Commission – 6:00 p.m.; Planning Commission – 7:00 p.m.

August 26 City Council 2015 Budget Workshop – 6:00 p.m.

## Norwood Young America City Council Minutes

July 28, 2014

**Council Present:** Tina Diedrick, Mike McPadden, Jim Keller, Carol Lagergren, Dick Stolz

**Council Absent:** None

**City Staff Present:** City Administrator Steve Helget, City Clerk/Treasurer Diane Frauendienst

**Also Present:** Planning Commission Rep JR Hoernemann, Cynthia Smith-Strack from Municipal Development Group, Inc., Lion Members Dave Williams and Ed Magee, Brenda Schmitz, John Utley, Town Deputy Jeff Stratton

Mayor Tina Diedrick called the meeting to order at 6:32 p.m.

### **Approve Agenda**

**Motion:** CL/DS, all in favor to approve the agenda with the addition to the Consent Agenda item 5.4 approve hosting 2014 Minnesota Senior Men's Baseball Tournament and removing from Consent Agenda: Payment of Claims and the addition of New Business Stiftungsfest Car Show.

### **Introductions, Presentations, Proclamations, Awards, and Public Comment:**

None

Town Deputy Report: Deputy Jeff Stratton reported on the activities occurring during the past quarter, including the burglaries in the city, the vandalism at the Veterans' Park, and the response time.

### **Consent Agenda**

**Motion:** CL/MM, all in favor, to approve the consent agenda as amended.

Approve minutes of July 14, 2014

~~Approve payment of claims~~-Pulled, Moved to New Business.

Approve Unkle Thirsty's Outdoor Events

ADDED: Approve 2014 MN Senior Men's Amateur Baseball State Tournament

### **Old Business**

Rescind Motion Approving Ordinance No. 253 and its Summary Publication: Helget reported that an error was found in the language of Ordinance No. 253 after it was approved at the July 14<sup>th</sup> Council Meeting. Council approval is required to rescind the motion that was made on July 14<sup>th</sup> and approve a revised Ordinance and Summary of Ordinance No. 253.

**Motion:** DS/CL, all in favor to rescind the motion made on July 14, 2014 to approve Ordinance No. 253, and approve the new Ordinance No. 253 with clarifying language.

**Motion:** CL/MM, all in favor to rescind the motion made on July 14, 2014 to approve the summary of Ordinance No. 253 and its publication, and to approve the new summary of Ordinance No. 253 and its publication with clarifying language.

### **New Business**

Norwood Young America Lions Donation – Resolution 2014-25. NYA Lions members Dave Williams and Ed Magee informed the Council that the Lions are donating \$20,000 to the City for the purpose of replacing the playground equipment at the Sports Complex. The Lions have been working with the Parks Commission and city staff to move forward with the project.

**Motion:** CL/JK, all in favor to approve Resolution 2014-25, a resolution accepting a donation from the Norwood Young America Lions Club.

Call for Public Hearing regarding the Haven Project – Resolution 2014-27. Brenda Schmitz, representing Peace Villa, and John Utley, from Kennedy and Graven, requested the council consider the issuance of

revenue bonds in a principal amount of approximately \$6,900,000 for a short term financing, to cover the construction expenses until the proceeds of the USDA loan are available. Utley reviewed the bonding process, which includes calling for and holding a public hearing.

**Motion:** CL/MM, all in favor to approve Resolution 2014-27, a resolution calling for a public hearing and authorizing publication of a notice of public hearing with respect to the proposed issuance of revenue bonds under Minnesota Statutes, Chapter 462C, as amended, for the benefit of Peace Villa Inc.

SMR Acquisitions Variance Request – Resolution 2014-26. Planning Consultant Cynthia Smith-Strack reported that SMR Acquisitions submitted a variance application for a reduction of the number of parking stalls required under Section 1250.12 of the City Code. Under the code, 42 parking spaces are required for the proposed use. The Applicant proposes 33. She reported that the Planning Commission held a public hearing on the request and there was no testimony from community members, and that the Planning Commission recommends approval of the variance request.

**Motion:** CL/DS, all in favor to approve Resolution 2014-26, a resolution approving a variance related to the number of parking stalls required for retail facilities under Section 1250.12 of the City Code.

All Saints Lutheran Church Zoning Ordinance Amendment Request. Planning Consultant Smith-Strack reported that plans for an addition for All Saints Lutheran Church have been submitted and approved. The applicant would now like to change the exterior building material of the addition to metal siding. The City Code does not allow metal siding in the C-2 General Commercial or B-1 Business Industrial Districts. The Applicant is requesting amending Section 1245.03 of the City Code which provides for Architectural Standards and Guidelines for Commercial and Business Industrial to allow metal siding as an approved exterior building material. She also reported that the Planning Commission held a Public Hearing on the proposed amendment. After much discussion, all members of the Planning Commission voted against the motion to recommend the ordinance amendment.

Council discussion on the proposed amendment was held. The Council directed the Planning Commission to further study the ordinance change and come forward with an amendment that will allow for a variety of exterior building materials while maintaining the current design standards.

**Motion:** DS/CL, all in favor to table the Ordinance Amendment to the September 8, 2014 Council meeting.

Street Closure for Stiftungsfest Car Show. Administrator Helget reported that Justin Nelson of the Stiftungsfest Committee is requesting portions of SE 1<sup>st</sup> Street, SE 2<sup>nd</sup> Avenue and Main Streets be closed on Sunday, August 24 from 5:00 a.m. - 5:00 p.m. for the Stiftungsfest Car Show. Questions regarding the length of time and the amount of street involved were asked. It was suggested that Nelson attend the meeting on August 11 to answer the questions.

**Motion:** CL/JK, all in favor to table the street closure to the August 11, 2014 Council meeting.

### **Council Member Reports**

MM: No report

DS: reported that work at Veterans' Park continues, the pavers have been laid with the help of the Boy Scouts and that he attended the Community Leaders Meeting where the main topic of discussion was transportation and the allocation of funds.

JK: reported that the Planning Commission and Parks Commission both met. He stated that the Park Commission is gathering information on a dog park and the city's liability.

CL: reported that the Stiftungsfest Committee continues to plan for the 2014 celebration and is still looking for volunteers. She also stated the Tour de Tonka will be going through town on August 2 and volunteers are needed for that also.

TD: Reviewed the coming events, adding the grand opening of Kwik Trip on Wednesday, August 6. She also stated that she was unable to be at the Coffee with the Mayor on July 26 and thanked Council Member Keller for attending.

**Adjournment**

**Motion:** DS/MM, all in favor to adjourn the meeting at 8:15 p.m.

Respectfully Submitted,

Diane Frauendienst  
City Clerk-Treasurer

Mayor

**Norwood Young America  
City Council Budget Workshop  
Minutes  
July 30, 2014**

***Council Present:*** Tina Diedrick, Mike McPadden, Jim Keller, Carol Lagergren, Dick Stolz  
***City Staff Present:*** City Administrator Steve Helget, City Clerk/Treasurer Diane Frauendienst, Public Works Director Brent Aretz, Public Utilities Operator Todd Karels, Fire Chief Steve ZumBerge

Mayor Tina Diedrick opened the workshop at 6:00 p.m.

Administrator Helget gave a short over of the 2014 budget and the 2015 budget process. He recommended that two more workshops be scheduled.

Public Works departments including Streets, Parks, Storm Water and Swimming pool expense budgets were reviewed, with Council questions and staff input to various line items. Capital equipment schedules and requests were discussed. Recommended adjustments will be made.

Workshop closed at 8:50 p.m.

Respectfully Submitted,

Diane Frauendienst  
City Clerk-Treasurer

Mayor

**CITY OF NORWOOD YOUNG AMERICA**

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

**To Be Approved: August 11, 2014**

<b>Pre-Paid Claims</b> (Check Sequence #502784-502817)	<b><u>\$27,094.70</u></b>
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<b>Claims Pending Payment</b> (Check Sequence#23475-23527)	<b><u>\$93,397.14</u></b>
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<b>Grand Total</b>	<b><u>\$120,491.84</u></b>
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Check #	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date
502784	KLEINBANK	13	SUMMARY CHECK	\$24,161.66	15-Jul-2014
502785	BARTHEL, JOLENE F.	14	SEMI-MONTHLY	\$135.30	31-Jul-14
502786	BODE, DYLAN	14	SEMI-MONTHLY	\$601.19	31-Jul-14
502787	Boe, Elsa C	14	SEMI-MONTHLY	\$5.54	31-Jul-14
502788	CASTEEL, COLE	14	SEMI-MONTHLY	\$383.59	31-Jul-14
502789	CHRISTOPHERSON, TRISTEN I	14	SEMI-MONTHLY	\$242.31	31-Jul-14
502790	GOLBERG, KATANA J.	14	SEMI-MONTHLY	\$217.66	31-Jul-14
502791	Hormann, Duane	14	SEMI-MONTHLY	\$586.93	31-Jul-14
502792	JACOBS, CAMBRIA S	14	SEMI-MONTHLY	\$60.95	31-Jul-14
502793	KIRSCH, ALYSSA M	14	SEMI-MONTHLY	\$211.51	31-Jul-14
502794	NOELDNER, BRYCE C.	14	SEMI-MONTHLY	\$823.68	31-Jul-14
502795	SCHRUPP, CHAD J	14	SEMI-MONTHLY	\$837.33	31-Jul-14
502796	SCHULTZ, ABBIGAYLE M	14	SEMI-MONTHLY	\$213.04	31-Jul-14
502797	SULLIVAN, RYAN P	14	SEMI-MONTHLY	\$815.59	31-Jul-14
502798	SWANSON, ELLE L	14	SEMI-MONTHLY	\$248.46	31-Jul-14
502799	ARETZ, BRENT R	14	SEMI-MONTHLY	\$2,080.73	31-Jul-14
502800	COOK, ELLEN	14	SEMI-MONTHLY	\$52.54	31-Jul-14
502801	FRAUENDIENST, DIANE J.	14	SEMI-MONTHLY	\$1,436.47	31-Jul-14
502802	KARELS, TODD	14	SEMI-MONTHLY	\$2,354.29	31-Jul-14
502803	LATZKE, BRIANNA M.	14	SEMI-MONTHLY	\$364.61	31-Jul-14
502804	LENZ, DEBRA A	14	SEMI-MONTHLY	\$1,266.96	31-Jul-14
502805	MENZEL, ALICIA	14	SEMI-MONTHLY	\$996.97	31-Jul-14
502806	MILLER, JENNIFER K	14	SEMI-MONTHLY	\$1,039.08	31-Jul-14
502807	NEUBARTH, RICHARD	14	SEMI-MONTHLY	\$285.27	31-Jul-14
502808	Noennig, Grant A.	14	SEMI-MONTHLY	\$829.53	31-Jul-14
502809	SCHMITZ, JESSICA M	14	SEMI-MONTHLY	\$883.80	31-Jul-14
502810	SCHMITZ, MEGAN J.	14	SEMI-MONTHLY	\$650.25	31-Jul-14
502811	SCHRUPP, JOHN O	14	SEMI-MONTHLY	\$1,393.29	31-Jul-14
502812	STENDER, DANIEL H	14	SEMI-MONTHLY	\$2,211.57	31-Jul-14
502813	Helget, Steven P	14	SEMI-MONTHLY	\$2,173.02	31-Jul-14
502814	KLOEMPKEN, JASON A	14	SEMI-MONTHLY	\$860.27	31-Jul-14
502815	Christopherson, Morgan	14	SEMI-MONTHLY	\$914.47	31-Jul-14
502816	Eichner, Alex	14	SEMI-MONTHLY	\$987.68	31-Jul-14
502817	JACQUIN, JESSA R.	14	SEMI-MONTHLY	\$530.80	31-Jul-14
502817	KLEINBANK		SUMMARY CHECK	\$27,094.70	31-Jul-14
				\$27,094.70	

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AUGUST 2014

	Check Amt	Invoice	Comment
<b>10100 CHECKING</b>			
Paid Chk# 023475 8/11/2014 BANYON DATA SYSTEMS INC			
E 601-49400-437 Maintenance Contract	\$265.00		
E 602-49450-437 Maintenance Contract	\$265.00		
E 603-49500-437 Maintenance Contract	\$265.00		
E 101-41400-437 Maintenance Contract	\$1,590.00	00151695	WINPAY, WINFUND
<b>Total BANYON DATA SYSTEMS INC</b>	<b>\$2,385.00</b>		
Paid Chk# 023476 8/11/2014 CALIFORNIA CONTRACTORS SUPPLIE			
E 101-43100-210 Operating Supplies (GENERAL)	\$119.90	35116	FIRST AID KIT
<b>Total CALIFORNIA CONTRACTORS SUPPLIE</b>	<b>\$119.90</b>		
Paid Chk# 023477 8/11/2014 CARQUEST AUTO PARTS			
E 101-42200-221 Repair/Maintenance Equipment	\$19.12		FIRE DEPT ACCOUNT
E 101-43100-430 Miscellaneous (GENERAL)	\$4.13		FC
E 601-49400-430 Miscellaneous (GENERAL)	\$4.13		FC
E 602-49450-221 Repair/Maintenance Equipment	\$550.36	5927-90625	
E 101-45200-221 Repair/Maintenance Equipment	\$12.95	5927-91531	WEED WHIPS
E 101-43100-221 Repair/Maintenance Equipment	\$19.33	5927-91585	BRAKER
E 101-45200-221 Repair/Maintenance Equipment	\$22.75	5927-91704	ZIP TIES
E 253-49450-410 Rentals (GENERAL)	\$14.44	5927-91885	ADAPTER FOR FLOODING
E 601-49400-210 Operating Supplies (GENERAL)	\$8.22	5927-92011	ZIP TIES
E 253-49450-410 Rentals (GENERAL)	\$464.26	5927-92065	HYD HOSE FOR FLOODING
E 602-49450-221 Repair/Maintenance Equipment	\$49.96	5927-92404	BATTERY
E 601-49400-221 Repair/Maintenance Equipment	\$49.96	5927-92404	BATTERY
E 602-49450-223 Repair/Maintenance Bldg/Ground	\$11.82	5927-92689	BELT
E 601-49400-210 Operating Supplies (GENERAL)	\$2.45	5927-92725	OIL
E 101-43100-221 Repair/Maintenance Equipment	\$15.24	5927-92844	AIR FILTER
<b>Total CARQUEST AUTO PARTS</b>	<b>\$1,249.12</b>		
Paid Chk# 023478 8/11/2014 CARVER COUNTY			
E 602-49450-500 Capital Outlay (GENERAL)	\$2,058.07	GIS1113	2ND QTR GIS POSITION
E 601-49400-500 Capital Outlay (GENERAL)	\$2,058.08	GIS1113	2ND QTR GIS POSITION
<b>Total CARVER COUNTY</b>	<b>\$4,116.15</b>		
Paid Chk# 023479 8/11/2014 CARVERLINK-CARVER CO BROADBAND			
E 101-41300-321 Telephone	\$127.92		
E 101-49860-321 Telephone	\$69.89		
E 101-48500-321 Telephone	\$31.98		
E 101-42200-321 Telephone	\$206.58		
E 101-41400-321 Telephone	\$127.92		
E 101-41320-321 Telephone	\$127.92		
E 101-43100-321 Telephone	\$88.95		
E 101-46500-321 Telephone	\$197.40		
E 101-42100-321 Telephone	\$63.96		
E 101-41940-321 Telephone	\$415.20		
<b>Total CARVERLINK-CARVER CO BROADBAND</b>	<b>\$1,437.72</b>		

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			Check Amt.	Invoice	Comment
Paid Chk#	023480	8/11/2014	<b>CENTER POINT</b>		
E 101-49860-383	Gas Utilities		\$938.67		
E 101-41940-383	Gas Utilities		\$36.38		
E 101-42200-383	Gas Utilities		\$10.09		
E 101-43100-383	Gas Utilities		\$100.21		
E 101-45200-383	Gas Utilities		\$125.33		
E 602-49450-383	Gas Utilities		\$250.84		
E 601-49400-383	Gas Utilities		\$48.38		
	<b>Total CENTER POINT</b>		\$1,509.90		
Paid Chk#	023481	8/11/2014	<b>CENTURY LINK</b>		
E 602-49450-321	Telephone		\$304.78		
E 101-41940-321	Telephone		\$37.67		
E 101-45200-321	Telephone		\$8.46		
E 601-49400-321	Telephone		\$51.94		
	<b>Total CENTURY LINK</b>		\$402.85		
Paid Chk#	023482	8/11/2014	<b>CITY OF WATERTOWN</b>		
E 602-49450-314	Contracts Payments		\$1,150.00	8614N	shared hours for DK for july
	<b>Total CITY OF WATERTOWN</b>		\$1,150.00		
Paid Chk#	023483	8/11/2014	<b>CNA - GROUP LONG TERM CARE</b>		
G 101-21711	Long-Term Care Ins		\$90.98	1421139	LONG-TERM INSURANCE
	<b>Total CNA - GROUP LONG TERM CARE</b>		\$90.98		
Paid Chk#	023484	8/11/2014	<b>CONNELLY INDUSTRIAL ELECTRONIC</b>		
E 253-49450-410	Rentals (GENERAL)		\$262.80	13469	SCOPE OF WORK WITH TED & TODD
	<b>Total CONNELLY INDUSTRIAL ELECTRONIC</b>		\$262.80		
Paid Chk#	023485	8/11/2014	<b>DIAMOND VOGEL PAINTS</b>		
E 101-43100-224	Street Maint Materials		\$607.85	257260653	YELLOW TRAFFIC, GLASS BEADS
	<b>Total DIAMOND VOGEL PAINTS</b>		\$607.85		
Paid Chk#	023486	8/11/2014	<b>DOOR POWER INC</b>		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$1,195.00	121227	BLDG EAST OF LIBRARY
E 101-42200-223	Repair/Maintenance Bldg/Ground		\$195.00	121234	FIRE STATION
	<b>Total DOOR POWER INC</b>		\$1,390.00		
Paid Chk#	023487	8/11/2014	<b>FRITZ BOBCAT &amp; LANDSCAPING LLC</b>		
E 101-45200-220	Game Fund Disbursements		\$7,821.00	366	WORK AT VETERANS PARK
	<b>Total FRITZ BOBCAT &amp; LANDSCAPING LLC</b>		\$7,821.00		
Paid Chk#	023488	8/11/2014	<b>GENERAL REPAIR SERVICE</b>		
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$251.71	53917	DIAPHRAGM & GASKET
	<b>Total GENERAL REPAIR SERVICE</b>		\$251.71		
Paid Chk#	023489	8/11/2014	<b>HARD STUFF MASONRY</b>		
E 601-49400-210	Operating Supplies (GENERAL)		\$1,900.00		WATERMAIN BREAK
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$2,400.00		SIDEWALK REPAIRS

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AUGUST 2014

			Check Amt	Invoice	Comment
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$4,920.00		REPLACE CURB
	<b>Total HARD STUFF MASONRY</b>		<b>\$9,220.00</b>		
<hr/>					
Paid Chk# 023490	8/11/2014	<b>HAWKINS WATER TREATMENT GROUP</b>			
E 101-49860-216	Chemicals and Chem Products		\$414.70	3623811	SWIMMING POOL CHEMICALS
	<b>Total HAWKINS WATER TREATMENT GROUP</b>		<b>\$414.70</b>		
<hr/>					
Paid Chk# 023491	8/11/2014	<b>HD SUPPLY WATERWORKS</b>			
E 601-49400-210	Operating Supplies (GENERAL)		\$1,097.46	C719792	LID COVER, SCREWS, LID, METER
E 601-49400-210	Operating Supplies (GENERAL)		\$186.41	C719846	CLAMP
	<b>Total HD SUPPLY WATERWORKS</b>		<b>\$1,283.87</b>		
<hr/>					
Paid Chk# 023492	8/11/2014	<b>HERMEL WHOLESALE</b>			
E 101-49860-251	Concessions		\$177.95	447897	POOL CANDY
	<b>Total HERMEL WHOLESALE</b>		<b>\$177.95</b>		
<hr/>					
Paid Chk# 023493	8/11/2014	<b>HILGERS PLUMBING &amp; HEATING, IN</b>			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$250.00	9182	FOOD SHELF BUILDING
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$33.79	9353	POOL PARK MATERIALS
E 101-49860-223	Repair/Maintenance Bldg/Ground		\$554.00	9364	POOL BOILER
	<b>Total HILGERS PLUMBING &amp; HEATING, IN</b>		<b>\$837.79</b>		
<hr/>					
Paid Chk# 023494	8/11/2014	<b>HOME SOLUTIONS</b>			
E 253-49450-410	Rentals (GENERAL)		\$13.49		CHECK VALVE FOR FLOODING
E 101-42200-221	Repair/Maintenance Equipment		\$18.37		FIRE DEPT ACCOUNT
	<b>Total HOME SOLUTIONS</b>		<b>\$31.86</b>		
<hr/>					
Paid Chk# 023495	8/11/2014	<b>J.P.COOKIE CO</b>			
E 101-42700-210	Operating Supplies (GENERAL)		\$65.49	295947	ANIMAL LICENSE
	<b>Total J.P.COOKIE CO</b>		<b>\$65.49</b>		
<hr/>					
Paid Chk# 023496	8/11/2014	<b>LINDS HOMETOWN HARDWARE</b>			
E 101-49860-221	Repair/Maintenance Equipment		\$149.04	901	
E 101-45200-221	Repair/Maintenance Equipment		\$171.84	901	
E 101-45500-223	Repair/Maintenance Bldg/Ground		\$44.37	901	
E 101-43100-221	Repair/Maintenance Equipment		\$32.99	901	
E 602-49450-221	Repair/Maintenance Equipment		\$12.40	901	
E 253-49450-410	Rentals (GENERAL)		\$85.02	901	
E 601-49400-221	Repair/Maintenance Equipment		\$11.22	901	
	<b>Total LINDS HOMETOWN HARDWARE</b>		<b>\$506.88</b>		
<hr/>					
Paid Chk# 023497	8/11/2014	<b>LOFFLER COMPANIES, INC.</b>			
E 101-41400-437	Maintenance Contract		\$296.31	15642058	COPIER RENT
	<b>Total LOFFLER COMPANIES, INC.</b>		<b>\$296.31</b>		
<hr/>					
Paid Chk# 023498	8/11/2014	<b>MAYER LUMBER CO.</b>			
E 101-49860-223	Repair/Maintenance Bldg/Ground		\$273.29		DAMAGE FROM POOL BREAK IN
	<b>Total MAYER LUMBER CO.</b>		<b>\$273.29</b>		

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AUGUST 2014

			Check Amt	Invoice	Comment
Paid Chk#	023499	8/11/2014	MID-COUNTY CO-OP OIL ASSN		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$54.33	10553	CORNER STONE
E 101-45200-210	Operating Supplies (GENERAL)		\$410.40	6049	SPRAY
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$57.40	6095	SPRAY
<b>Total</b>	<b>MID-COUNTY CO-OP OIL ASSN</b>		<b>\$522.13</b>		
Paid Chk#	023500	8/11/2014	MINNESOTA VALLEY TESTING LAB		
E 602-49450-217	Lab Fees		\$36.20	712952	PHOSPHORUS
E 602-49450-217	Lab Fees		\$36.20	714214	PHOSPHORUS
<b>Total</b>	<b>MINNESOTA VALLEY TESTING LAB</b>		<b>\$72.40</b>		
Paid Chk#	023501	8/11/2014	MN VALLEY ELECTRIC COOPERATIVE		
E 101-43100-380	Street Lighting		\$96.60		STREET LIGHTS
E 601-49400-381	Electric Utilities		\$127.88		640 TACOMA BLVD
E 602-49450-381	Electric Utilities		\$30.25		LIFT STATION
<b>Total</b>	<b>MN VALLEY ELECTRIC COOPERATIVE</b>		<b>\$253.73</b>		
Paid Chk#	023502	8/11/2014	MUNICIPAL DEVELOPMENT GROUP		
E 101-41320-305	Other Professional Fees		\$971.36	NYA080214	PLANNING CONSULTANT
<b>Total</b>	<b>MUNICIPAL DEVELOPMENT GROUP</b>		<b>\$971.36</b>		
Paid Chk#	023503	8/11/2014	NCPERS 855401LIFE INS		
G 101-21705	PERA Life		\$28.00		LIFE INSURANCE
<b>Total</b>	<b>NCPERS 855401LIFE INS</b>		<b>\$28.00</b>		
Paid Chk#	023504	8/11/2014	NORTH AMERICAN SAFETY INC		
E 101-43100-221	Repair/Maintenance Equipment		\$306.00	6834	ROLL UP PANEL
<b>Total</b>	<b>NORTH AMERICAN SAFETY INC</b>		<b>\$306.00</b>		
Paid Chk#	023505	8/11/2014	NORWOOD ELECTRIC INC		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$536.28	13734	WILLKOMMEN PARK
<b>Total</b>	<b>NORWOOD ELECTRIC INC</b>		<b>\$536.28</b>		
Paid Chk#	023506	8/11/2014	NYA TIMES		
E 101-49860-350	Print/Publishing/Postage		\$126.00	122123	PARENT/CHILD AQUATICS
E 101-49860-350	Print/Publishing/Postage		\$126.00	122271	PIZZA & POOL
E 101-41110-350	Print/Publishing/Postage		\$49.14	123113	MINS
E 101-41110-350	Print/Publishing/Postage		\$15.12	123114	BUDGET WORKSHOP
E 101-41110-350	Print/Publishing/Postage		\$18.90	123115	MEETING CANCELLATION
E 101-41320-350	Print/Publishing/Postage		\$56.70	123116	ORD 252
E 101-49860-350	Print/Publishing/Postage		\$126.00	124325	PARENT/CHILD AQUATICS
<b>Total</b>	<b>NYA TIMES</b>		<b>\$517.86</b>		
Paid Chk#	023507	8/11/2014	PERA		
E 101-42200-444	Fire Relief		\$38,044.00		SVFP CONTRIBUTIONS
<b>Total</b>	<b>PERA</b>		<b>\$38,044.00</b>		
Paid Chk#	023508	8/11/2014	PLUNKETTS PEST CONTROL		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$414.96		ANNUAL BILLING

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AUGUST 2014

			Check Amt	Invoice	Comment
<b>Total PLUNKETTS PEST CONTROL</b>			\$414.96		
Paid Chk#	023509	8/11/2014	RUPP, ANDERSON, SQUIRES, PA		
E 101-41500-304	Legal Fees		\$145.00		ALLISON PROPERTY
E 101-41500-304	Legal Fees		\$2,146.00		CENTRA HOMES
E 101-41500-304	Legal Fees		\$174.00		HARBOR
E 101-41500-304	Legal Fees		\$497.31		MISC ATTORNEY
E 101-41500-304	Legal Fees		\$43.50		FLUSEMANN
G 804-22100	Escrow Collected		\$304.50		YA CORP
<b>Total RUPP, ANDERSON, SQUIRES, PA</b>			\$3,310.31		
Paid Chk#	023510	8/11/2014	SCHNEIDER EXCAVATING & GRADING		
E 101-43100-430	Miscellaneous (GENERAL)		\$632.50	SE618	LEVELED COMPOST SITE
<b>Total SCHNEIDER EXCAVATING &amp; GRADING</b>			\$632.50		
Paid Chk#	023511	8/11/2014	SCHUG, DAN		
E 101-43100-221	Repair/Maintenance Equipment		\$1,500.00		REPAIR WELDER
<b>Total SCHUG, DAN</b>			\$1,500.00		
Paid Chk#	023512	8/11/2014	SCHWANS		
E 101-49860-251	Concessions		\$67.29		POOL ICE CREAM
<b>Total SCHWANS</b>			\$67.29		
Paid Chk#	023513	8/11/2014	SMITH OIL CO		
E 602-49450-212	Motor Fuels		\$332.93		
E 101-43100-212	Motor Fuels		\$554.47		
E 101-45200-212	Motor Fuels		\$237.63		
E 601-49400-212	Motor Fuels		\$332.92		
<b>Total SMITH OIL CO</b>			\$1,457.95		
Paid Chk#	023514	8/11/2014	SUBWAY		
E 253-49450-410	Rentals (GENERAL)		\$116.49		FOOD FOR SAND BAGGING
<b>Total SUBWAY</b>			\$116.49		
Paid Chk#	023515	8/11/2014	TECHSTAR IT SOLUTIONS		
E 101-41400-437	Maintenance Contract		\$238.50	4118	AUGUST BILLING
E 101-41400-437	Maintenance Contract		\$1,007.00	MSP-4108	AUGUST MANAGED SERVICE
E 101-41400-437	Maintenance Contract		\$360.00	WEB-4112	WEB HOSTING
<b>Total TECHSTAR IT SOLUTIONS</b>			\$1,605.50		
Paid Chk#	023516	8/11/2014	THIRD HALF SERVICES LLC		
E 101-45200-208	Medical-Physicals		\$33.90	259	DONOR COLLECTIONS
E 602-49450-208	Medical-Physicals		\$14.00	259	DONOR COLLECTIONS
E 101-43100-208	Medical-Physicals		\$79.10	259	DONOR COLLECTIONS
E 601-49400-208	Medical-Physicals		\$14.00	259	DONOR COLLECTIONS
<b>Total THIRD HALF SERVICES LLC</b>			\$141.00		
Paid Chk#	023517	8/11/2014	TWIN CITIES & WESTERN RAILROAD		
E 101-43100-440	Lease		\$335.36	M010535-IN	CROSSING PERMIT

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AUGUST 2014

			Check Amt	Invoice	Comment
<b>Total TWIN CITIES &amp; WESTERN RAILROAD</b>			\$335.36		
Paid Chk# 023518	8/11/2014	UNHINGED PIZZA			
E 101-49860-251	Concessions		\$11.49		PIZZA AT THE POOL
	<b>Total UNHINGED PIZZA</b>		\$11.49		
Paid Chk# 023519	8/11/2014	US POSTAL SERVICE			
E 603-49500-350	Print/Publishing/Postage		\$133.51		AUGUST H2O BILLS
E 602-49450-350	Print/Publishing/Postage		\$133.51		AUGUST H2O BILLS
E 601-49400-350	Print/Publishing/Postage		\$133.51		AUGUST H2O BILLS
	<b>Total US POSTAL SERVICE</b>		\$400.53		
Paid Chk# 023520	8/11/2014	USA BLUE BOOK			
E 601-49400-210	Operating Supplies (GENERAL)		\$149.22	402152	DEEP SOCKETS
	<b>Total USA BLUE BOOK</b>		\$149.22		
Paid Chk# 023521	8/11/2014	UTILITY CONSULTANTS			
E 602-49450-217	Lab Fees		\$693.65	86738	CBOD, TSS TESTING
	<b>Total UTILITY CONSULTANTS</b>		\$693.65		
Paid Chk# 023522	8/11/2014	VERIZON WIRELESS			
E 601-49400-321	Telephone		\$319.93		
E 602-49450-321	Telephone		\$319.93		
E 101-43100-321	Telephone		\$301.70		
E 101-45200-321	Telephone		\$129.30		
	<b>Total VERIZON WIRELESS</b>		\$1,070.86		
Paid Chk# 023523	8/11/2014	VOLUNTEER FIREFIGHTERS			
E 101-42200-433	Dues and Subscriptions		\$210.00		ANNUAL RENEWAL
	<b>Total VOLUNTEER FIREFIGHTERS</b>		\$210.00		
Paid Chk# 023524	8/11/2014	WATER CONSERVATION SERVICE INC			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$431.00	5254	LEAK LOCATE
	<b>Total WATER CONSERVATION SERVICE INC</b>		\$431.00		
Paid Chk# 023525	8/11/2014	WIPFLI			
E 251-46331-305	Other Professional Fees		\$1,085.00	827138	SENIOR HOUSING
	<b>Total WIPFLI</b>		\$1,085.00		
Paid Chk# 023526	8/11/2014	WM MUELLER & SONS INC			
E 253-49450-410	Rentals (GENERAL)		\$190.28	194505	3/8 MINUS
E 101-43100-224	Street Maint Materials		\$128.80	195443	TACK OIL
E 101-43100-224	Street Maint Materials		\$190.20	195444	3/8 MINUS
E 101-43100-224	Street Maint Materials		\$380.40	195631	3/8 MINUS
E 101-43100-224	Street Maint Materials		\$225.40	195742	TACK OIL
E 101-43100-224	Street Maint Materials		\$1,138.66	195743	3/8 MINUS
	<b>Total WM MUELLER &amp; SONS INC</b>		\$2,253.74		
Paid Chk# 023527	8/11/2014	XTREME ELECTRICAL			

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AUGUST 2014

Check Amt Invoice Comment

E 101-43100-221	Repair/Maintenance Equipment	\$355.41	14-4468	
	<b>Total XTREME ELECTRICAL</b>	<b>\$355.41</b>		

10100 CHECKING \$93,397.14

**Fund Summary**

<b>10100 CHECKING</b>	
101 GENERAL FUND	\$76,769.03
251 HARBOR AT PEACE	\$1,085.00
253 2014 FLOODING EVENT	\$1,146.78
601 WATER FUND	\$7,191.71
602 SEWER FUND	\$6,501.61
603 STORM WATER UTILITY	\$398.51
804 Escrow - YA Corp	\$304.50
	<b>\$93,397.14</b>

TO: Honorable Mayor Diedrick and City Council Members  
FROM: Steve Helget, City Administrator  
DATE: August 7, 2014  
SUBJECT: Schedule 2015 Preliminary Budget Workshop Meetings

=====

Proposed is to schedule two special City Council meetings for the purpose of holding workshop meetings on the 2015 Preliminary Budget. Both meetings will be held in the large Conference Room at the City Hall.

**Suggested Motion:**

Motion to schedule special City Council meetings for 6:00 p.m., August 13 and 26, 2014.



August 11, 2014

CITY COUNCIL MEMO

---

To: Mayor and City Council

From: Diane Frauendienst, City Clerk-Treasurer

RE: Request for Outdoor Consumption – Last Call Too, Inc.

---

Request: Allow an outside bar and alcohol consumption in back yard  
of Last Call Too, Inc.

Dates: Friday, August 22 from 3:00 p.m. – 1:00 a.m.  
Saturday, August 23 from 12:00 – 1:00 a.m.  
Sunday, August 24th, 11:00 am to 12:00 midnight

Diane Henning and Jodi Drees, owner and managers of Last Call Too, are requesting approval to allow an outside bar and alcohol consumption in the side yard of Last Call during Stiftungsfest. This would be on the property at 118 Main Street. Attached is the request with the accommodations she is proposing, and a diagram of the proposed fenced in area.

**Requested City Council Action: A motion to allow outdoor alcohol consumption within the fenced in area of the back yard of Last Call Too at 118 Main Street, on August 22nd – 24th.**



August 11, 2014

CITY COUNCIL MEMO

---

To: Honorable Mayor Diedrick and Members of the City Council

CC: Steve Helget, City Administrator

From: Diane Frauendienst, City Clerk-Treasurer

RE: Adjust the Requirements on the Administrative Assistant II Job Description

---

After the Council approved the job description for the Administrative Assistant I, it was recommended that the Personnel Committee review the Minimum and Preferred Qualifications of the Administrative Assistant II position.

Below are the suggested changes:

**MINIMUM QUALIFICATIONS**

(An equivalent combination of education and experience may be considered.)

- High school degree or equivalent with two years post-secondary schooling; and **three to five** ~~two~~ years office administration experience.
- Knowledge of office administration and office equipment. Exceptional communication skills. Ability to organize and plan projects and activities.
- Valid Minnesota Driver's License.

**PREFERRED QUALIFICATIONS**

- Post-secondary degree in office administration or related field; and **three to five to seven** ~~three to five~~ years office administration experience.
- Coursework in accounting/bookkeeping.
- Experience using an automated accounting system.
- Specific experience in building permit processing and plan review.

Recommendations: **A motion to approve the change in the job description for the Administrative Assistant II position.**

---

*City of Norwood Young America*

Tel: 952-467-1800  
Fax: 952-467-1818

310 Elm Street West  
NYA, MN 55368

www.cityofnya.com  
cityclerk@cityofnya.com

## ADMINISTRATIVE ASSISTANT II

**Position Title:** Administrative Assistant II  
**Department:** Administration  
**Supervisor:** City Administrator

**Pay Grade:** 6  
**FLSA Status:** Non-exempt  
**Work Status:** Full-time

---

### PURPOSE

Performs skilled work with primary responsibility for the building permit process and assisting the City Clerk-Treasurer with accounts payable. Performs routine tasks associated with assisting customers and other staff. This position also serves as the City's first point of contact and performs a variety of secretarial and clerical tasks.

**WORK SCHEDULE:** The typical work hours for this position are 8:00 a.m. through 4:30 p.m. Monday–Friday. Additional hours, evenings and weekends may be required as assigned.

### RELATIONSHIPS:

#### IMMEDIATE SUPERVISOR

City Administrator

#### SUPERVISES

None

#### EMPLOYEE CONTACTS

Considerable contact with most City employees.

#### OUTSIDE CONTACTS

Considerable contact with the public on the telephone, emails, and in person. May also be in contact with county, state, federal and other municipal agencies; City planning consultant, Building Official, City Engineer representatives, and Community Service Officer.

### ESSENTIAL FUNCTIONS

*Performs all tasks associated with building permit process and other tasks associated with City planning as directed by the City Administrator*

- Ensures Building Permit applications and related documents are complete and are date stamped upon receipt.
- Completes zoning review.
- Processes and issue permits in accurate and timely manner.
- Answers questions/complaints regarding building permits by telephone, email or in person.
- Prepares and/or maintains supply of current application forms and information sheets describing permit application requirements and process.
- Ensures supply of published information sheets, checklists, maps, application forms and ordinances are current and available.
- Ensures that applications, surveys, related permit records and correspondence are filed and/or stored in an organized manner.
- Prepares monthly building permit reports and periodic state and federal reports.
- Monitors escrow accounts.

# ADMINISTRATIVE ASSISTANT II

## ESSENTIAL FUNCTIONS (cont.)

*Performs a variety of administrative assistant tasks*

- Provides customer service at front counter; answers and responds to incoming telephone calls and emails; receive utility payments; provides copies and/or public inspection to public records; investigates and responds to citizen questions/complaints and information requests.
- Assists in community facility rentals; issues keys for buildings; and monitors key inventory.
- Assists the City Clerk/Treasurer with the claims processing.
- Ensures the City Code Book is accurate and up to-date.
- Assists in completing City licenses; including rental housing, dog, and liquor licenses and maintains license records.
- Assists in preparing commission and Council agenda materials/packets.
- Ensures miscellaneous filings are completed in a timely fashion, including claims, inspection records, contracts, and agreements.
- Maintains and updates the City's website.
- Assists with City receipts.
- Ensures Vendor Files are accurate and up to-date.
- Provides miscellaneous word processing assistance to Public Utilities and Public Works Departments.
- Prepares delinquent invoice letters and reports.
- Processes and maintains records concerning accounts payable. Assists with coding; enters information, prints checks, and maintains records.
- Processes Gopher State One Call requests and informs staff of need for utility locates.
- Prepares annual files; includes vendor files, reservation books, animal licenses, accounting files, etc. Organize files and determine retention schedules.
- Maintains Cartegraph site and enter employee work information; create periodic reports as directed.
- Provides effective and respectful communication and interaction with other employees, individuals from other organizations, and citizens.

## OTHER DUTIES AND RESPONSIBILITIES

- Assist Information Technology consultant as appropriate; provides technical support to City departments.
- Process on-line utility payments.
- Performs other employees' duties in their absence.
- Performs other related duties as assigned by supervisor or apparent.
- Ability to perform clerical and detail work rapidly and accurately.
- Ability to read and interpret plans, surveys, and utilize engineer's scale.
- Ability to communicate with general public in person, over the telephone, and email.
- Ability to handle multiple tasks and complete work in a timely manner.
- Knowledge of municipal operations, City policies, procedures, and ordinances.
- Knowledge of modern office practices, procedures, equipment, and software.
- Ability to follow instructions and to communicate effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with other City staff, City Council, and outside agencies and consultants.
- Knowledge of bookkeeping/accounting practices and procedures.
- Skill in presenting a positive, professional image to the public.

# ADMINISTRATIVE ASSISTANT II

## MINIMUM QUALIFICATIONS

(An equivalent combination of education and experience may be considered.)

- High school degree or equivalent with two years post-secondary schooling; and **three to five** ~~two~~ years office administration experience.
- Knowledge of office administration and office equipment. Exceptional communication skills. Ability to organize and plan projects and activities.
- Valid Minnesota Driver's License.

## PREFERRED QUALIFICATIONS

- Post-secondary degree in office administration or related field; and ~~three to five~~ **to seven** years office administration experience.
- Coursework in accounting/bookkeeping.
- Experience using an automated accounting system.
- Specific experience in building permit processing and plan review.

## CONDITIONS OF EMPLOYMENT

- Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook.
- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational and departmental policies.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

- Requires employee to work inside, in confined areas, alone, with others, around others, and have contact with the public.
- Activities that occur continuously (more than 7 hours) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 4 to 7 hours) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (from 1 to 3 hours) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.
- Activities that occur infrequently (up to 60 minutes) are: lifting and/or carrying up to 10 pounds.
- Activities that may occasionally occur, but not on a daily basis, include lifting and/or carrying up to 30 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

# ADMINISTRATIVE ASSISTANT II

## EQUIPMENT/JOB LOCATION

Personal computer including word processing software, spreadsheets, email, internet; telephone; 10-key calculator; engineers scale; printer/scanner/copy/fax machine; letter folding and postage machine and scale.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*Revised: June 9, 2014*



*August 11, 2014*

**MEMO**

---

To: Honorable Mayor Diedrick and Members of the City Council

CC: Steve Helget, City Administrator

From: Diane Frauendienst, City Clerk

Re: Schedule a Special EDA Meeting for September 8, 2014

---

The Economic Development Authority (EDA) is legally permitted to act as a Housing and Redevelopment Authority (HRA).

Under the HRA Act, the EDA is permitted to levy and collect a special benefit tax of up to 0.0185 percent of the taxable market value in the City of Norwood Young America. This special benefit levy needs to be certified to Carver County by September 15.

A Special EDA Meeting will need to be held on September 8 at 6:30 p.m. in order for the EDA to approve the special benefit levy.

**Recommendation: Motion to call for a Special EDA Meeting for September 8, 2014 at 6:30 p.m. in the Council Chambers.**

*City of Norwood Young America*

---

Tel: 952-467-1800  
Fax: 952-467-1818

310 Elm Street West  
NYA, MN 55368

[www.cityofnya.com](http://www.cityofnya.com)  
[cityclerk@cityofnya.com](mailto:cityclerk@cityofnya.com)

TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: August 7, 2014

SUBJECT: Stiftungsfest Car Show – Streets Closing Request

---

At the City Council's regular July 28<sup>th</sup> meeting, the Council tabled this item. Justin Nelson will be present to answer any questions. Enclosed is a letter from Justin identifying the specific streets requested to be closed.

Steve Zumberge, Fire Chief, has reviewed this street closing request and finds it acceptable.

**Suggested Motion:**

Motion to approve the streets closing request for the Stiftungsfest Car Show.

To the city of NYA,

My name is Justin Nelson and I am taking over the Stiftungsfest Car Show this year. We are doing things a little different from the years past. The date this year is SUNDAY, Aug 24<sup>th</sup>. I'm requesting for the following streets to be closed for the event:

SE 1<sup>st</sup> St. From the alley by the church to the alley next to the fire station.

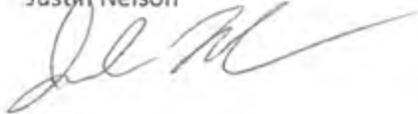
SE 2<sup>nd</sup> Ave from the intersection of SE 1<sup>st</sup> St to the intersection of Main St. E.

Main St. E. from the intersection of SE 2<sup>nd</sup> Ave to the intersection of SE 3<sup>rd</sup> Ave (34).

Below is a map showing the roads. The times I need these closed are from 5:00 AM to 5:00 PM. If you have any questions my phone number is 952-693-6346.

Thanks

Justin Nelson



**CITY OF NORWOOD YOUNG AMERICA  
YEAR TO DATE  
BUILDING PERMITS AND VALUATION FOR 2014**

RESIDENTIAL	JULY		2014 YTD	
	PERMITS	VALUATION	PERMITS	VALUATION
New Single Family Homes	3	\$930,430.00	7	\$2,131,634.00
Townhouse/Twin Home	0	\$0.00	0	\$0.00
House Additions	0	\$0.00	0	\$0.00
House Remodels/Bsmt Finish	1	\$3,000.00	2	\$9,000.00
Garages	0	\$0.00	1	\$2,400.00
Garage Additions/Remodels	0	\$0.00	0	\$0.00
3-Season Porches/Sun Rooms	0	\$0.00	1	\$15,500.00
Decks/Deck Ftgs Only	2	\$12,040.00	3	\$19,240.00
Fire Damage Repair	0	\$0.00	0	\$0.00
Swimming Pools	0	\$0.00	0	\$0.00
Voided Permits	0	\$0.00	0	\$0.00
Demolition Permits	0	\$0.00	1	\$0.00
Sheds and Accessory Structures	0	\$0.00	1	\$31,120.00
Renewals	0	\$0.00	0	\$0.00
Move-In House/Garage	0	\$0.00	0	\$0.00
Mechanical Permits	1	\$0.00	6	\$1,443.00
Plumbing Permits	2	\$0.00	6	\$0.00
Re-Roof, Re-Window, Re-Side	14	\$0.00	33	\$0.00
Fence	3	\$0.00	6	\$0.00
Miscellaneous	1	\$2,000.00	4	\$10,500.00

**TOTAL RESIDENTIAL**

27	\$947,470.00	71	\$2,220,837.00
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**COMMERICAL/INDUSTRIAL**

New Buildings	0	\$0.00	1	\$1,290,000.00
Remodels/Additions	1	\$75,000.00	2	\$245,000.00
Re-Roofs, Re-Window, Re-Side	0	\$0.00	0	\$0.00
Mechanical Permits	2	\$7,500.00	3	\$153,625.00
Plumbing Permits	1	\$5,500.00	3	\$12,500.00
Fire Sprinklers	0	\$0.00	1	\$2,000.00
Miscellaneous	1	\$525.00	12	\$715,000.00

**TOTAL COMMERCIAL/INDUSTRIAL**

5	\$88,525.00	22	\$2,418,125.00
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**PUBLIC & INSTITUTIONAL**

New Buildings	0	\$0.00	0	\$0.00
Remodel/Additions	0	\$0.00	1	\$1,608,000.00
Re-Roofs, Re-Window, Re-Side	0	\$0.00	0	\$0.00
Mechanical Permits	1	\$190,300.00	2	\$202,300.00
Plumbing Permits	0	\$0.00	0	\$0.00
Fire Sprinklers	0	\$0.00	0	\$0.00
Miscellaneous	0	\$0.00	1	\$2,285.00

**TOTAL PUBLIC & INSTITUTIONAL**

1	\$190,300.00	4	\$1,812,585.00
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**GRAND TOTAL**

33	\$1,226,295.00	97	\$6,451,547.00
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**City of Norwood Young  
America**

**July-2014**

Listed below is a description of each of the different classifications of calls for service which the Carver County Sheriff's Office received and processed for your area.

<b>CRIMINAL</b>
-----------------

<b>Part I Crimes</b>
----------------------

Arson	Intentionally destroy property by fire
Assault - Aggravated	Assault where substantial injury is caused or deadly weapon used
Burglary	Unlawful entry into a structure to commit a crime
Homicide	Intentional taking of a persons life
Robbery	Taking of property in the presence of another with use of force
Sex Crime - felony	Forcible sexual assault, All felony sex crimes.
Theft	Taking of property, stealing
Theft - Vehicle	Theft of a motorized vehicle

<b>Part II Crimes</b>
-----------------------

Abuse/Neglect	Chargeable abuse or neglect of children or adults
Assault	Altercation between parties where actual physical harm occurred
Court Order Violations	Violation of court orders
Disturb Peace	Chargeable disturbance of peace. Harassment, disorderly conduct
Drug Violation	All drug violations: possession of, sale of, manufacture of
Gambling	Unlawful operate, promote or assist in the operation of gaming.
Liquor Laws	Illegal Consumption, sale or possession of liquor.
Misc. Criminal	Minor offenses that do not fall under any other classification
Property Damage	All damage to property including vandalism, littering and trespassing on property
Runaway	Juvenile runaway
Sex Crimes	Misc. sex crimes: criminal sexual conduct, sexual abuse, pornography, indecent exposure. (non felony sex crimes)
Suspicious Activity	Suspicious activity where charges result.
Theft - Related	Fraud, credit card theft, ID theft, issuance on bad check, counterfeiting, swindle
Traffic - Alcohol	Traffic stop or accident involving a driver under the influence of alcohol or drugs
Traffic - Other	Traffic stop that results in a traffic criminal charge - DAC-IPS, Hit and Run
Weapons	Violation of manufacture, sale, purchase, transport, use of firearm.

<b>NON-CRIMINAL</b>	
Abuse/Neglect (NC)	Investigation of abuse or neglect of a child or adult where no charges are filed.
Alarm	Checking on an alarm at a private residence or business
Animal	Animal bites, stray animals. All calls involving animals
Assist other Agency	Assist other law enforcement office, state patrol or government departments
Auto Accd - Fatality	Auto accident in which a fatality occurred
Auto Accd - Injury	Auto accident in which injury and property damage occurred
Auto Accd - Prop Damage	Auto accident in which property damage occurred
Auto Accd - MV vs Deer	Auto accident involving a motor vehicle and deer
Background Record Checks	Records check for persons adopting a child, military, govt. employment, individual.
Boat & Water	All incidents involving boats, watercraft and/or lakes
Child Custody Dispute	Incidents involving dispute over child custody
Civil Process	Service of civil papers/court orders. Assist with civil stand by situations
Disturb Peace (NC)	Noise, harassments, disturbance of peace where charges are not filed
Domestic	Verbal argument between parties with relationship, where no charges are filed.
Driving Complaint	Complaints of bad driving behavior.
Drug - Information	Information regard drug activity. No charges filed
Fire Call	Fires and assist to fire departments
Gun Permit - Acquire	Application for a permit to purchase a handgun.
Gun Permit -Carry	Application for a permit to carry a handgun.
Gun Permit -Transfer	Applicaton for the transfer of one registered gun to another
Explosive/Firearms Dlr	Application for a permit for explosives or firearms dealer license.
House/Business Check	Check on residences or business when owners are away from property
License - Day Care	Background check for licensing day care
License - Foster Care	Background check for licensing foster care
License - Liquor	Background check for liquor licensing
License - Massage parlor	Background check for massage parlor licensing
License - Peddler	Background check for peddler licensing
Medical	Assist persons with medical issues, natural cause deaths
Mental Health	Suicides, 72 hr holds for mental health issues
Misc. Non. Criminal	General law enforcement questions: citizen assists, lost and found prop., civil matters, council packets and meetings, juv. disciplinary issues, etc
Missing Person	Missing / Lost person
Open Door	Located an open door to a business or residence
Prowler (NC)	Person on property who does not belong - window peeper. No charges filed
Sex Offender Tracking	Request from State to check location of registered sex offender
Snowmobile	All incidents involving snowmobiles
Suspicious Act (NC)	Suspicious persons, acts or vehicles - no charges
Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, parking violations, vehicle in the ditch and motorist assists.
Traffic - Radar Display	Traffic - Speed - Radar wagon
Traffic - Stops	All traffic stops initiated by officers
Transport	Transport persons for various reasons
Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
Warrant Issued	Warrant issued by Carver County Court Administration.
Warrant Service	Service of warrant for Carver County and other counties.

**CARVER COUNTY SHERIFF'S OFFICE**  
**City of Norwood Young America**  
**Month of July**

	2014	2014
	MONTH	YTD
ARRESTS - #incidents	5	23
ARRESTS - #individual	5	23
	5	
CITATIONS - other	1	18
CITATIONS - traffic	20	139
CITATIONS - parking	0	20
<b>TOTAL CITATIONS</b>	<b>21</b>	<b>177</b>

	2013	2013
	MONTH	YTD
	4	23
	6	25
	14	39
	18	158
	1	11
	33	208

WARNINGS (written)	0	3
WARNINGS (verbal)	50	276

	0	3
	25	216

<b>CRIMINAL</b>		
<b>Part I Crimes</b>		
Arson	0	1
Assault - Aggravated	0	0
Burglary	4	7
Homicide	0	0
Robbery	0	0
Sex Crimes - felony	0	0
Theft	4	14
Theft - Vehicle	0	1
<b>Total Part I Crimes</b>	<b>8</b>	<b>23</b>

	0	0
	1	1
	1	5
	0	0
	0	0
	0	3
	6	30
	0	1
	8	40

<b>Part II Crimes</b>		
Abuse/Neglect	0	2
Assault	1	5
Court Order Violation	0	0
Disturb Peace	1	4
Drug Violations	0	2
Gambling	0	0
Liquor Law Viol	0	2
Misc. Criminal	0	2
Property Damage	4	11
Runaway	0	0
Sex Crimes	0	0
Suspicious Activity	0	0
Theft - Related	3	9
Traffic - Alcohol	2	9
Traffic - Other	0	2
Weapons	0	0
<b>Total Part II Crimes</b>	<b>11</b>	<b>48</b>

	0	1
	1	7
	0	5
	3	7
	0	4
	0	0
	1	5
	0	10
	7	21
	0	0
	0	3
	0	0
	1	6
	0	5
	0	3
	0	0
	13	77

<b>TOTAL CRIMINAL</b>	<b>19</b>	<b>71</b>
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	<b>21</b>	<b>117</b>
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	2014	2014
	MONTH	YTD
<b>NON-CRIMINAL</b>		
Abuse/Neglect (not chargeable)	2	27
Alarm	6	28
Animal	7	28
Assist other Agency	4	13
Auto Accd - Fatality	0	0
Auto Accd - Injury	0	3
Auto Accd - Prop Damage	0	24
Auto Accd - MV & Deer	1	1
Background Record Check	0	1
Boat & Water	0	0
Child Custody Dispute	1	3
Civil Process	2	6
Dist. Peace (not chargeable)	8	67
Domestic (not chargeable)	1	12
Driving Complaints	6	28
Drug - Information Only	1	3
Fire Call	2	20
Gun Permit - Acquire	11	28
Gun Permit -Carry	2	24
Gun Permit - Transfer	0	0
Explosive/Firearms Dlr Permit	0	0
House/Business Check	0	0
License - Day Care	0	0
License - Foster Care	0	0
License - Liquor	0	13
License - Masssage Parlor	0	0
License - Peddler	0	0
Medical	12	113
Mental Health	1	8
Misc. Non. Criminal	20	106
Missing Person	0	1
Open Door	2	6
Prowler (not chargeable)	0	0
Sex Offender Tracking	0	0
Snowmobile	0	1
Suspicious Act (not chargeable)	14	59
Traffic - Misc	4	83
Traffic - Radar Display	0	0
Traffic - Stops	66	406
Transport	0	0
Unlock Veh/Bldg	0	3
Warrant Service	0	9
<b>TOTAL NON-CRIMINAL</b>	<b>173</b>	<b>1124</b>

	2013	2013
	MONTH	YTD
	3	20
	4	19
	10	41
	2	12
	0	0
	1	3
	3	22
	0	0
	0	1
	0	0
	2	8
	0	2
	13	47
	2	7
	5	25
	0	4
	1	11
	2	23
	1	21
	0	0
	0	0
	1	1
	0	6
	0	0
	0	12
	0	0
	0	0
	21	127
	3	10
	21	95
	2	4
	0	6
	0	0
	0	4
	0	3
	20	75
	12	76
	0	0
	40	341
	0	0
	1	3
	0	8
	<b>170</b>	<b>1037</b>

<b>TOTAL REPORTED</b>	<b>192</b>	<b>1195</b>
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<b>191</b>	<b>1154</b>
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CARVER COUNTY SHERIFF'S OFFICE  
 CITY OF NORWOOD YOUNG AMERICA  
 2014 YEAR TO DATE AREA REPORT

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
ARRESTS - #incidents	1	0	2	5	4	5	5						22
ARRESTS - #individual	1	0	2	5	4	5	5						22
							5						

CITATIONS - other	4	0	1	5	5	2	1						18
CITATIONS - traffic	7	21	14	21	39	17	20						139
CITATIONS - parking	11	9	0	0	0	0	0						20
TOTAL CITATIONS	22	30	15	26	44	19	21	0	0	0	0	0	177

WARNINGS (written)	1	1	0	0	1	0	0						3
WARNINGS (verbal)	27	31	42	31	64	31	50						276

**CRIMINAL**

Part I Crimes	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Arson	0	1	0	0	0	0	0						1
Assault - Aggravated	0	0	0	0	0	0	0						0
Burglary	2	0	0	0	1	0	4						7
Homicide	0	0	0	0	0	0	0						0
Robbery	0	0	0	0	0	0	0						0
Sex Crimes - felony	0	0	0	0	0	0	0						0
Theft	0	0	6	1	3	0	4						14
Theft - Vehicle	0	0	1	0	0	0	0						1
Total Part I Crimes	2	1	7	1	4	0	8	0	0	0	0	0	23

**Part II Crimes**

Abuse/Neglect	0	0	0	0	2	0	0						2
Assault	0	0	0	2	0	2	1						5
Court Order Violations	0	0	0	0	0	0	0						0
Disturb Peace	1	0	0	2	0	0	1						4
Drug Violations	1	0	0	0	1	0	0						2
Gambling	0	0	0	0	0	0	0						0
Liquor Law Viol	2	0	0	0	0	0	0						2
Misc. Criminal	0	0	0	1	1	0	0						2
Property Damage	1	0	2	2	1	1	4						11
Runaway	0	0	0	0	0	0	0						0
Sex Crimes	0	0	0	0	0	0	0						0
Suspicious Activity	0	0	0	0	0	0	0						0
Theft - Related	1	1	0	2	1	1	3						9
Traffic - Alcohol	1	0	1	1	1	3	2						9
Traffic - Other	0	0	0	0	1	1	0						2
Weapons	0	0	0	0	0	0	0						0
Total Part II Crimes	7	1	3	10	8	8	11	0	0	0	0	0	48
TOTAL CRIMINAL	9	2	10	11	12	8	19	0	0	0	0	0	71





# Arrests and Summons/Complaints for From 07/01/2014 To 07/31/2014

## Norwood Young America City

<u>ICR#</u>	<u>Reported</u>	<u>Arrest Type</u>	<u>Arr Date</u>	<u>Off Level</u>	<u>MOC</u>	<u>Charge</u>	<u>Cit #</u>	<u>Beat</u>	<u>City/Twsp</u>
201400004749 -01	2/17/14	Summons/Cite/Bail Pd	07/02/2014	Felony	F500E	NEGLIGENT FIRE-FE-OT PROP.		0800	Norwood Young Ameri
201400021144 -01	7/3/14	Arrested - Booked	07/03/2014	Misd.	JG501	TRAF-ACC-M-4TH DEG DWI-UI	100014002527	0800	Norwood Young Ameri
201400021168 -01	7/3/14	Arrested - Booked	07/08/2014	Felony	B3060	BURG 3-AT FRC NRES-N-UNK \		0800	Norwood Young Ameri
201400021523 -01	7/5/14	Arrested - Booked	07/08/2014	Felony	B3390	BURG 3-UNOCC RES FRC-U-UN		0800	Norwood Young Ameri
201400024321 -01	7/26/14	Arrested - Booked	07/26/2014	Gr. Misd	AD352	ASLT 5 PRIOR CONV 2Y-GM-UT	100010003966	0800	Norwood Young Ameri

Total ICR's: 5

Total Individuals Arrested: 5

Total Charges: 5



**Carver County Sheriff  
All Other Citation  
From 07/01/2014 To 07/31/2014**

**Norwood Young America City**

<u>Beat</u>	<u>Citation Nr</u>	<u>Issued Date</u>	<u>Location</u>	<u>Local Code</u>	<u>Charge Literal</u>	<u>Statute</u>	<u>Citation Type</u>
0800	100014002565	07/05/2014	105 Main St E	N3030	DISTURB PEACE-MS-DISORDER	609.72.1	Misd. Off - Citation

TOTAL CITATIONS ISSUED: 1



# Carver County Sheriff Traffic Citations From 07/01/2014 To 07/31/2014

## Norwood Young America City

Beat	Citation Nr	Issued Date	Locatio n	Local Code	Charge Literal	Statute	Citation Type
0800	100014002524	07/02/2014	Morse St/Hwy 212	9276	Failure To Transfer Title	168A.10	Traffic - Citation
0800	100014002567	07/05/2014	203 1 St NE	J3T01	TRAF-ACC-MS-UND AGE DRINK	169A.33-2	Traffic - Citation
0800	100014002619	07/10/2014	Faxon Rd/Industrial Blvd	9279	Expired Tabs	169.79.1	Traffic - Citation
0800	100014002632	07/10/2014	Central Av N/Trilane Dr	9040	Speed	169.14.2(a)(1)	Traffic - Citation
0800	100014002661	07/13/2014	Hwy 212 E/Industrial Blvd	9275	No MV Insurance	169.797.3	Traffic - Citation
0800	100014002662	07/13/2014	Reform St N/Hwy 212 W	9202	No Valid Mn DL	171.02.1	Traffic - Citation
0800	100014002729	07/16/2014	Reform St N/Hwy 212 W	9040	Speed	169.14.2(a)	Traffic - Citation
0800	100014002736	07/16/2014	Central Av N/Trilane Dr	9040	Speed	169.14.2(a)	Traffic - Citation
0800	100014002815	07/21/2014	Central Av N/Trilane Dr	9040	Speed	169.14.2(a)	Traffic - Citation
0800	100014002816	07/21/2014	Central Av N/Hwy 5	9040	Speed	169.14.2(a)(1)	Traffic - Citation
0800	100014002839	07/22/2014	Railroad St E/Faxon Rd N	9065	Stop Sign	169.30(b)	Traffic - Citation
0800	100014002874	07/24/2014	Hwy 212 E/Industrial Blvd	9040	Speed	169.14.2(a)	Traffic - Citation
0800	100014002876	07/24/2014	Hwy 212 E/Industrial Blvd	9040	Speed	169.14.2(a)	Traffic - Citation
0800	100014002885	07/25/2014	502 Faxon Rd N	9220	DAS, DAR, DAC	171.24.2	Traffic - Citation
0800	100014002892	07/25/2014	Central Av N/Hwy 5	9274	No Proof Of Insurance	169.791.2	Traffic - Citation
0800	100014002894	07/25/2014	1 St Nw/Hwy 5	9040	Speed	169.14.2(a)(3)	Traffic - Citation
0800	100014002896	07/25/2014	Central Av N/Hwy 5	9274	No Proof Of Insurance	169.791.2	Traffic - Citation
				9040	Speed	169.14.2(a)(3)	
0800	100014002929	07/28/2014	Railroad St E/Faxon Rd N	9286	Seatbelt Violation	169.686.1(a)	Traffic - Citation
0800	100014002950	07/30/2014	Hwy 212 E/Industrial Blvd	9040	Speed	169.14.2(a)	Traffic - Citation
0800	100014002952	07/30/2014	Central Av N/Hwy 5	9274	No Proof Of Insurance	169.791.2	Juv - Traffic Cit
				9040	Speed	169.14.2(a)(3)	

**TOTAL CITATIONS ISSUED: 20**



**Carver County Sheriff's Office**  
**Verbal Warnings**  
**From: 07/01/2014 to 07/31/2014**

**Norwood Young America City**

- Animal: 1**
- Disturb Peace/priv: 1**
- Driving Complaint: 2**
- Suspicious Activity: 1**
- Traffic - Misc: 1**
- Traffic Stop: 44**
- Grand Total Verbal Warnings: 50**