



CITY COUNCIL AGENDA

May 26, 2015

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 Economic Development Authority to Order

1.1 Pledge of Allegiance

2. Approve Agenda

2.1 Approve minutes of April 27, 2015

3. Adjournment

1. Call Meeting of City Council to Order

2. Approve Agenda

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

4. State of the Carver County Library System – Heidi Hoks and Paul Erickson

5. 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.)

5.1 Approve minutes of May 11, 2015

5.2 Approve payment of Claims

5.3 Approve hiring Assistant Pool Manager

6. Public Hearings

6.1 Amending Chapter 20 of City Code – 2015 Fee Schedule

7. Old Business

7.1 Pavilion – Forensic Investigation Report

8. New Business

8.1 Ordinance No. 263 - Amending Chapter 20 – 2015 Fee Schedule regarding Building Permit State Surcharge

8.2 Southwest Paving CUP Amendment – Resolution 2015-13

8.3 Minnesota OSHA Inspection

8.4 AWAIR Program

9. Council Member Reports

10. Mayor’s Report

11. Adjournment

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

UPCOMING EVENTS

- | | |
|----------------|---|
| June 8 | City Council – 6:30 p.m. |
| June 10 | Economic Development Commission – 6:30 p.m. |
| June 11 | Senior Advisory Committee – 9:00 a.m. |
| June 16 | Park and Rec Commission – 5:30 p.m.; Planning Commission – 7:00 p.m. |
| June 22 | EDA and City Council – 6:30 p.m. |

Norwood Young America Economic Development Authority Meeting Minutes
April 27, 2015

President Tina Diedrick called the meeting to order at 6:30 p.m.

EDA Present: Tina Diedrick, Mike McPadden, Dick Stolz, Jim Keller

EDA Absent: Carol Lagergren

City Staff Present: City Administrator Steve Helget, City Clerk/Treasurer Diane Frauendienst, Public Works Director Brent Aretz

Also Present: NYA Times Reporter Adam Gruenewald, Community Development Consultant Cynthia Smith-Strack, Ed Magee, Jerry Van Dyke, Planning Commission Representative Karen Hallquist

All in attendance stood for the Pledge of Allegiance.

Approve Agenda:

Motion: DS/MM, all in favor to approve the Agenda as presented.

Approve minutes of March 23, 2015

Motion: MM/DS, all in favor to approve the minutes from the EDA meetings on March 23, 2015.

Adjournment

Motion: DS/JK all in favor to adjourn at 6:32 p.m.

Respectfully Submitted,

Diane Frauendienst
City Clerk

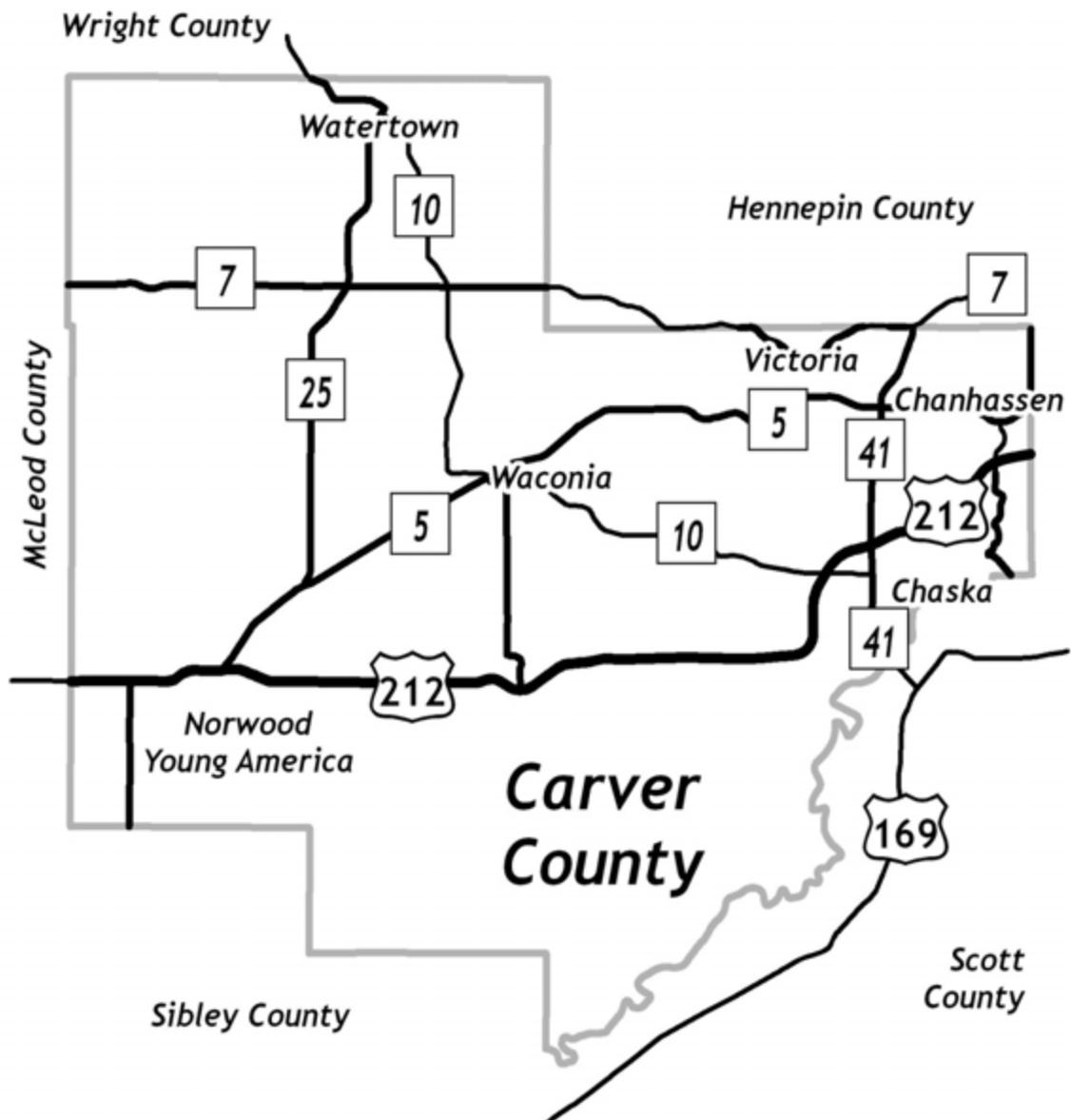
President



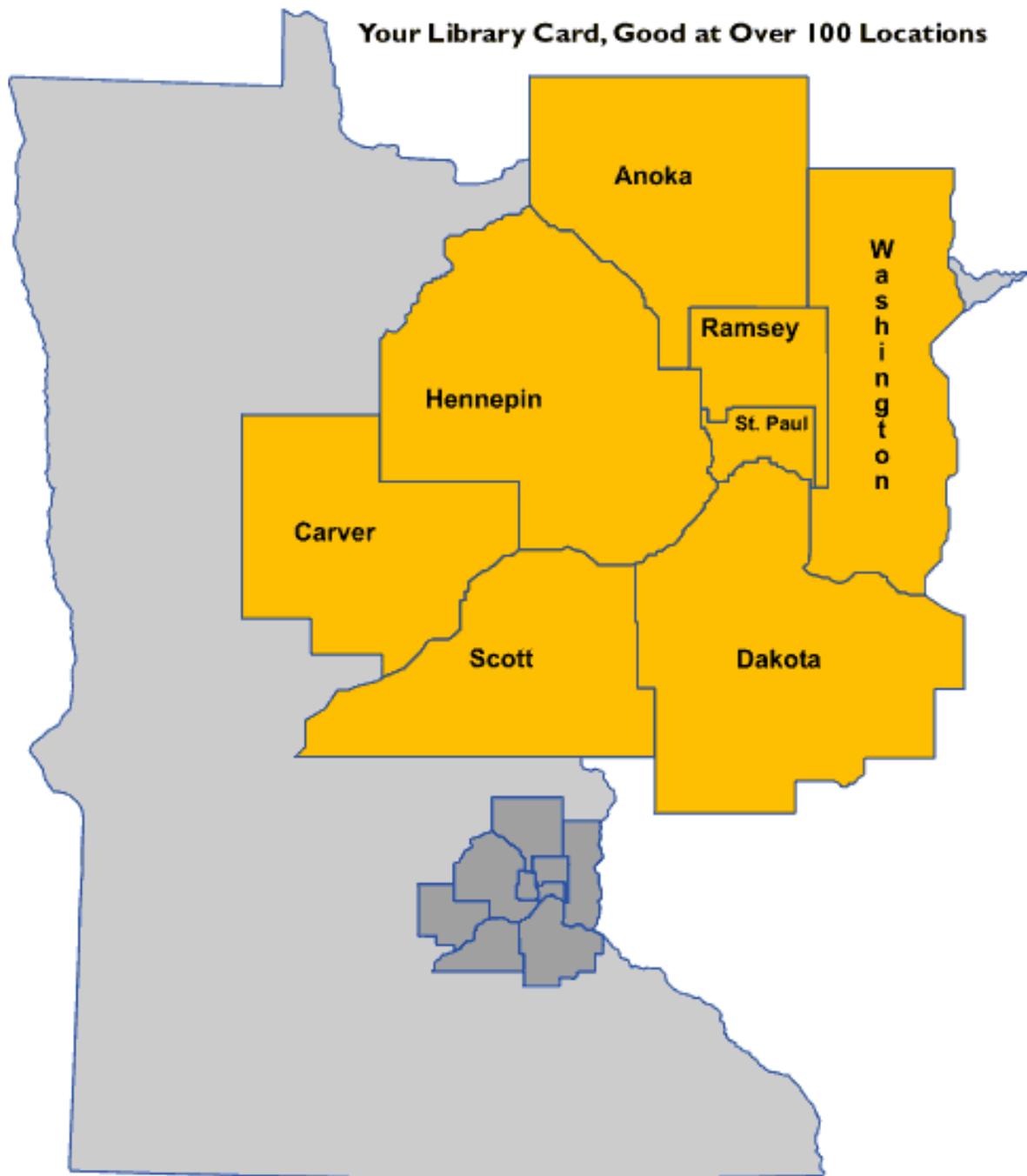
Carver County Library
Norwood Young America Library

State of the Library Report
Spring 2015





Your Library Card, Good at Over 100 Locations





2014 Carver County Library Highlights

1. Exceed a Circulation of 1,000,000!
2. Upgrades to Self Check-out stations
3. More books! More DVDs! More CDs
4. 3M Library e-content
5. Learning Express
6. Bookflix



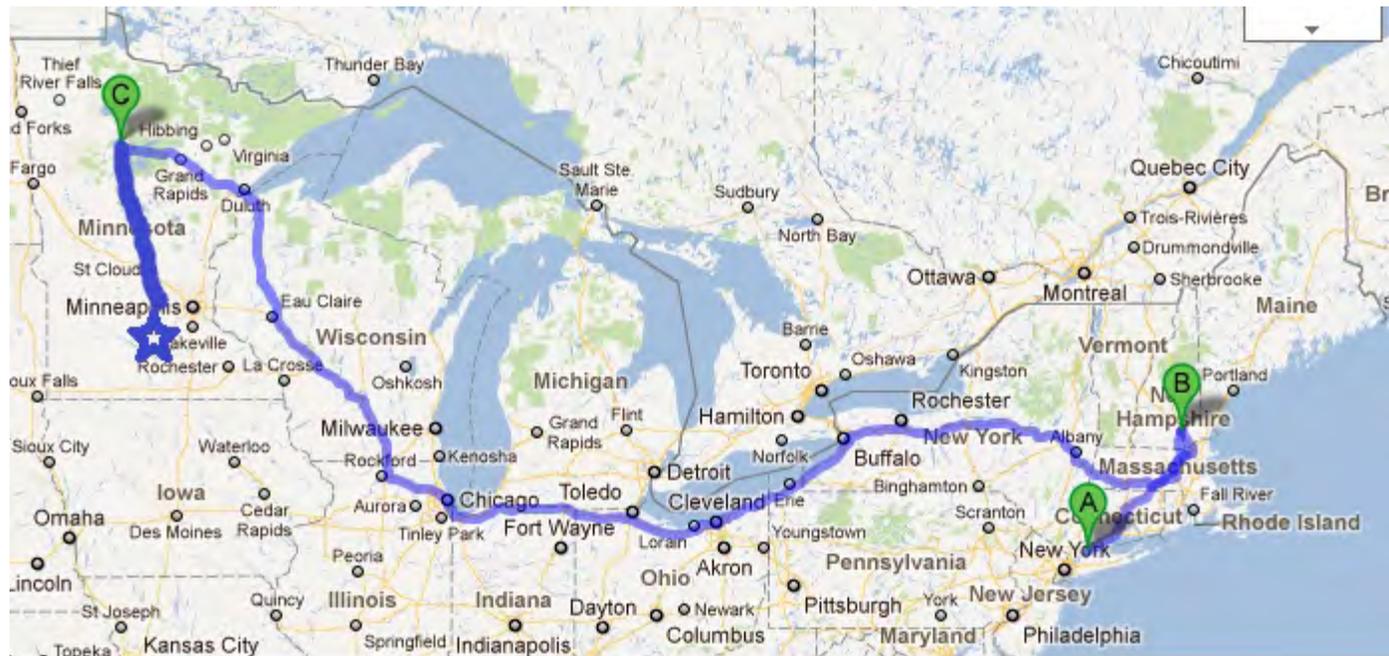
2014/2015 Carver County Library Highlights

7. Public Computers upgrade to
Microsoft Office 2010
8. Upgraded online catalog & calendar system
9. Early Literacy Makerspaces
10. Collaborations with other County units
11. Prep work for opening of two new library
access points

2014 Carver County Library activity measures

Hours Open	13,312	Visitors	551,367
Print/Media Circulation	1,011,303	E-Circulation	48,468
Public Computer usage	84,577	Tests proctored	281
Adult program & class attendance	3,582	Teen Program attendance	471
Storytime attendance	15,228	Children's Program attendance	10,032
Tour attendance	1,828	Outreach attendance	7,446
Volunteers	1,292	Volunteer Hours	12,976
Web visits	284,298		

Introduction of new Branch Manager Paul Ericsson



Norwood Young America Library activity measures

Hours Open	1,653	Visitors	33,715
Print/Media Circulation	56,459	E-Circulation	Est. 2,706
Public Computer usage	9,374	Tests proctored	31
Adult program & class attendance	48	Teen Program attendance	21
Storytime attendance	836	Children's Program attendance	539
Tour attendance	79	Outreach attendance	173
Volunteers	222	Volunteer Hours	546
Web visits	n/a		



Community Partnerships & Collaborations

- Programming for children is robust and includes partnerships with Central School District and other area schools
- The Library collaborates with Carver County Public Health and other County Departments
- In the process of becoming a member of the NYA Area Chamber of Commerce



Programs & Events for Adults

Informational

- Tax assistance weekly during “tax season”
- Technology

Literary

- Author presentations
- Bookclubs meet off-site
 - Bookworms recently met on May 18th
 - Daytimer’s Book Club meets next on June 4th
 - The Mystery Bookclub meets on June 13th
- Winter reading program

Cultural

- Crafting
- Music

Friends of the Library

- Booksales

Programs & Events for Adults



Saturday, April 11, 2015

“A Most Fateful Night, the Assassination of Abraham Lincoln” featuring Civil War historian and costumed historical interpreter Bruce Stenzel.

Funded by Minnesota's Arts and Cultural Heritage Fund.



Early Literacy & Every Child Ready to Read

- Public libraries are in a unique position to contribute to the critical development of language and pre-reading skills
- ALA publishes resources based on extensive, in-depth research
- Carver County Library embraces the best practices of Every Child Ready to Read
- Age appropriate storytimes at the Norwood Young America Branch Tuesday morning

Early Literacy & Every Child Ready to Read





Children's events year-round and Summer Reading Program

- Tails for Reading monthly program encourages read-aloud skills, in partnership with North Star Therapy Animals
- Beginning a Legos-based program series to encourage STEM skills and creativity
- Robust Summer Reading Program to encourage reading and avoid drop-off in reading skills
 - Storywalk
 - Engaging and fun events on Fridays
 - Special events

Children's & Teen events year-round and Summer Reading Program





Technology

- Public computers, printing & wireless access
- eBooks, eAudiobooks, eMagazines
- Access to age-appropriate online subscription services, databases and encyclopedias
- Technology workshops
- Technology support



eResources

The business & service model for public libraries does not change in an eBook world

- One purchase – many uses
- Economy of scale purchasing
- Selection by professionals
- Support and technical assistance

Why eResources

- Technology literacy
(or, keeping up with the Jones')
- Lightweight and easy to carry
- Searching, bookmarking, highlighting
- Font adjustment & other adaptive functions





Support for Technology

Library Staff

Computer Help Desk monthly drop-in tutorials

- First Monday of the month starting at 6:00 p.m. at the nearby Waconia Branch

Library Advice for Your Device

- Recently held at Chanhassen on Tuesday, May 19th at 6:30 p.m.

A wide array of technology classes will resume their full schedule again at the Norwood Young America Branch and throughout the County in the autumn

Support for Technology



Questions? Comments?





Thank You !

**Heidi Hoks, Director
Carver County Library**

4 City Plaza, Chaska, MN 55318

Office: 952.227-7601 Fax: 952-448-9392 Mobile: 612.360.8681

hhoks@co.carver.mn.us

**Paul Ericsson, Branch Manager
Carver County Library**

Norwood Young America, Waconia & Watertown Branches

Office in Waconia Library 217 S. Vine St. Waconia, MN 55387

Office: 952-856-4503 Fax: 952-856-4242 Mobile 612-418-1864

pericsson@co.carver.mn.us

Norwood Young America City Council Minutes

May 11, 2015

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

Council Absent: none

City Staff Present: City Administrator Steve Helget, City Clerk/Treasurer Diane Frauendienst, Public Utilities Director Ryan Winter

Also Present: NYA Times Reporter Adam Gruenewald, Town Deputy Jeff Stratton

Mayor Tina Diedrick called the meeting to order at 6:33 p.m.

Approve Agenda

Motion: CL/MM; all in favor to approve the agenda as presented.

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

None

Carver County Sheriff Deputy Report: Town Deputy Stratton reported on first quarter activities.

Consent Agenda

Motion: JK/MM; all in favor, to approve the consent agenda, with the corrections and addition.

Approve minutes of April 27 and April 29, 2015

Approve payment of Claims

Approve 2015-16 Liquor Licenses

Approve lawful gambling permit for NYA Chamber of Commerce

Call for public hearing to amend City Code Chapter 20

Appointment of Firefighters, Jesse Hackbarth and Alyssa Ulrich

Accept Firefighter resignation, Leland Brincefield

Old Business

No Old Business

New Business

Ordinance 261, An Ordinance Allowing Limited Manufacturing in C-3 Zoning Districts; City Administrator Helget reviewed Ordinance 261, stating that the ordinance adds language to the City Code that broadens the types of business allowed in the C-3, Downtown Districts with a conditional use permits and that Subp.22 is added to Section 1210.06 Subd. 3B, pertaining to Custom or Limited Manufacturing, Assembly or treatment of articles or merchandise from previously prepared materials.

Motion: CL/JK; all in favor to adopt Ordinance 261, an ordinance amending Chapter 12, Section 1230.10, Subd. 4 of the City Code relating to conditional uses allowed within the C-3, Downtown Districts and Section 1210,06, Subd 3B, by adding Subp. 22 relating to specific standards for granting a conditional use permit for custom or limited manufacturing activities in the C-3 District.

Motion: CL/JK, all in favor to approve the Summary of Ordinance 261 and allow for its publication.

Wastewater Treatment Facility Generator Emissions Upgrade: Public Utilities Director Ryan Winter reported that the City takes part in Xcel Energy's peak saving program in which Xcel provides lower rate to the city if the City agrees to operate the plant with generator during a peak demand period. To remain eligible for the program an upgrade to the generator needs to happen. Winter presented proposals for the purchase and installation of equipment to make one caterpillar diesel engine that is NESHAP compliant at the Waste Water Treatment Plant.

Motion: DS/CL, all in favor to accept the proposal from Ziegler Power Systems to supply and install Equipment to make one Caterpillar Diesel Engine NESHAP compliant. Funding to come from Sewer Budget.

Purchase of a Portable Generator: Utilities Director Winter requested approval to purchase a back up generator to assist with the operation of the sanitary sewer lift stations during power outages. The total cost of a used generator and accessory equipment from Ziegler Power Systems would be \$11,275
Motion: CL/JK, all in favor to purchase the used portable generator from Ziegler Power Systems at a cost of \$11,275.00 funding to come from the Capital Equipment Replacement fund.

Council Member Reports

MM: Nothing to report

DS: Reported that the Carver County Elected Leaders discussed invasive species.

JK: Nothing to report

CL: Reported that the Personnel Committee is working on updating the Employee Handbook and that Lifeguard/WSI are still needed for the summer.

TD: reviewed the coming events including meetings and Beyond the Yellow Ribbon Banquet on May 9

Adjournment

Motion: DS/CL; all in favor to adjourn the meeting at 7:25 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: May 26, 2015

Pre-Paid Claims (Check Sequence #24398; 503145-503160)	<u>\$19,621.21</u>
Claims Pending Payment (Check Sequence#24399-24439)	<u>\$169,188.26</u>
Grand Total	<u>\$188,809.47</u>

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*Check Summary Register©

MAY 2015

Name	Check Date	Check Amt	
<hr/>			
10100 CHECKING			
Paid Chk# 024398 US POSTAL SERVICE	5/19/2015	<u>\$300.62</u>	survey postcards postage
	Total Checks	\$300.62	

Check #	Employee Name	Pay period	Pay Group	Check Amount	Check Date	Status
503145	BARTHEL, JOLENE F	9	SEMI-MONTHLY	\$192.95	15-May-15	Outstanding
503146	Hormann, Duane	9	SEMI-MONTHLY	\$493.11	15-May-15	Outstanding
503147	SCHRUPP, CHAD J	9	SEMI-MONTHLY	\$847.86	15-May-15	Outstanding
503148	WINTER, RYAN P	9	SEMI-MONTHLY	\$1,998.17	15-May-15	Outstanding
503149	ARETZ, BRENT R	9	SEMI-MONTHLY	\$2,137.42	15-May-15	Outstanding
503150	FRAUENDIENST, DIANE J.	9	SEMI-MONTHLY	\$1,452.57	15-May-15	Outstanding
503151	KROELLS, RICHARD G	9	SEMI-MONTHLY	\$477.83	15-May-15	Outstanding
503152	LENZ, DEBRA A	9	SEMI-MONTHLY	\$1,299.06	15-May-15	Outstanding
503153	MENZEL, ALICIA	9	SEMI-MONTHLY	\$949.46	15-May-15	Outstanding
503154	SCHRUPP, JOHN O	9	SEMI-MONTHLY	\$1,281.35	15-May-15	Outstanding
503155	STENDER, DANIEL H	9	SEMI-MONTHLY	\$1,405.15	15-May-15	Outstanding
503156	Helgel, Steven P	9	SEMI-MONTHLY	\$2,203.31	15-May-15	Outstanding
503157	KLOEMPKEN, JASON A	9	SEMI-MONTHLY	\$945.60	15-May-15	Outstanding
503158	KleinBank	9	Summary Check	\$15,683.84		
503159	SCHRUPP, CHAD J	9.01	SEMI-MONTHLY	\$3,636.75	15-May-15	Outstanding
503160	KleinBank	9.01	Summary Check	\$3,636.75		
				\$19,320.59		

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*Check Detail Register©

MAY 2015

		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk# 024399 5/26/2015 ABDO, EICK, & MEYERS				
E 101-41500-301	Auditing and Acct g Services	\$9,960.00	344683	CURRENT ACTIVITY
Total ABDO, EICK, & MEYERS		\$9,960.00		
Paid Chk# 024400 5/26/2015 BOLTON & MENK, INC				
G 251-22105	Escrow Account, HAVEN	\$426.00	177722	PEACE VILLA
E 101-41320-303	Engineering Fees	\$497.00	177729	COMMUNITY DEV
E 601-49400-303	Engineering Fees	\$55.00	177729	WATER
E 602-49450-303	Engineering Fees	\$295.94	177729	SEWER
E 253-49450-303	Engineering Fees	\$175.93	177729	FLOODING
Total BOLTON & MENK, INC		\$1,449.87		
Paid Chk# 024401 5/26/2015 CARDMEMBER SERVICE				
E 101-42200-207	Training Instructional	\$300.00		FIRE DEPT TRAINING
E 101-45200-430	Miscellaneous (GENERAL)	\$68.28		CASPER PARK
E 101-45200-220	Game Fund Disbursements	\$400.09		NYACIP
E 275-45200-527	Park-Play Ground/other equip	\$2,456.00		Basketball hoops
E 101-43100-221	Repair/Maintenance Equipment	\$182.40		STREETS
E 101-45200-430	Miscellaneous (GENERAL)	\$72.40		SKATE PARK
E 101-45200-430	Miscellaneous (GENERAL)	\$215.30		WILLKOMMEN PARK RESTROOMS
E 601-49400-350	Print/Publishing/Postage	\$27.74		WATER
E 101-42200-331	Travel/Meeting Expense	\$384.12		FIRE SCHOOL
E 101-49860-221	Repair/Maintenance Equipment	\$656.00		POOL
Total CARDMEMBER SERVICE		\$4,762.33		
Paid Chk# 024402 5/26/2015 CARVER COUNTY				
E 601-49400-500	Capital Outlay (GENERAL)	\$899.86	GIS1157	ESRI AGREEMENT
E 602-49450-500	Capital Outlay (GENERAL)	\$899.86	GIS1157	ESRI AGREEMENT
E 602-49450-500	Capital Outlay (GENERAL)	\$340.00	GIS1165	COST SHARING
E 601-49400-500	Capital Outlay (GENERAL)	\$340.00	GIS1165	COST SHARING
E 101-42125-311	County Police Contract	\$5,750.00	sher002463	Community service contract
E 101-42100-311	County Police Contract	\$80,176.50	SHERI002463	POLICE CONTRACT
Total CARVER COUNTY		\$88,406.22		
Paid Chk# 024403 5/26/2015 CARVERLINK-CARVER CO BROADBAND				
E 101-43100-321	Telephone	\$40.00		
E 101-42100-321	Telephone	\$65.07		
E 101-49860-321	Telephone	\$28.38		
E 101-46500-321	Telephone	\$32.54		
E 101-45500-321	Telephone	\$187.68		
E 101-41300-321	Telephone	\$130.14		
E 101-41320-321	Telephone	\$130.14		
E 101-41400-321	Telephone	\$130.14		
E 101-41940-321	Telephone	\$314.74		
E 101-42200-321	Telephone	\$157.38		
Total CARVERLINK-CARVER CO BROADBAND		\$1,216.19		

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MAY 2015

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 024404	5/26/2015	CENTER POINT			
E 602-49450-383		Gas Utilities	\$16.17		406 2ND AVE SE
E 601-49400-383		Gas Utilities	\$158.56		104 3RD AVE SE
E 101-41940-383		Gas Utilities	\$17.35		318 ELM ST W
E 101-45500-383		Gas Utilities	\$39.58		314 ELM ST W
E 101-41940-383		Gas Utilities	\$68.02		310 ELM ST W
		Total CENTER POINT	\$299.68		
Paid Chk# 024405	5/26/2015	DELTA DENTAL			
G 101-21714		Dental Insurance	\$855.75	6008954	DENTAL INSURANCE
		Total DELTA DENTAL	\$855.75		
Paid Chk# 024406	5/26/2015	DPC INDUSTRIES INC			
E 601-49400-216		Chemicals and Chem Products	\$288.00	827000680-15	CHLORINE
E 602-49450-216		Chemicals and Chem Products	\$360.00	827000681-15	SULFUR DIOXIDE
		Total DPC INDUSTRIES INC	\$648.00		
Paid Chk# 024407	5/26/2015	ECONO FOODS			
E 601-49400-210		Operating Supplies (GENERAL)	\$15.02		COFFEE, CREAMER, VINEGAR
E 602-49450-210		Operating Supplies (GENERAL)	\$15.02		COFFEE, CREAMER, VINEGAR
E 101-41940-210		Operating Supplies (GENERAL)	\$35.38		PLATES, NAPKINS, COFFEE, SILVERWARE
E 101-43100-210		Operating Supplies (GENERAL)	\$19.41		COFFEE & CREAMER
		Total ECONO FOODS	\$84.83		
Paid Chk# 024408	5/26/2015	EPA AUDIO VISUAL, INC			
E 101-41940-221		Repair/Maintenance Equipment	\$190.00	900476	REPAIR AUDIO/VISUAL EQUIPMENT
		Total EPA AUDIO VISUAL, INC	\$190.00		
Paid Chk# 024409	5/26/2015	GRAINGER			
E 601-49400-210		Operating Supplies (GENERAL)	\$288.42	9737273939	DANGER SIGN, LOCKOUT
E 602-49450-210		Operating Supplies (GENERAL)	\$288.41	9737273939	DANGER SIGN, LOCKOUT
E 601-49400-210		Operating Supplies (GENERAL)	\$40.17	9740720389	DANGER SIGN
E 602-49450-210		Operating Supplies (GENERAL)	\$40.18	9740720389	DANGER SIGN
E 602-49450-210		Operating Supplies (GENERAL)	\$44.38	9740720397	TAG STATION
E 601-49400-210		Operating Supplies (GENERAL)	\$44.38	9740720397	TAG STATION
E 601-49400-210		Operating Supplies (GENERAL)	\$13.42	9740839247	LOCKOUT TAG
E 602-49450-210		Operating Supplies (GENERAL)	\$13.42	9740839247	LOCKOUT TAG
E 602-49450-210		Operating Supplies (GENERAL)	\$32.45	9742308118	CAUTION SIGN
E 601-49400-210		Operating Supplies (GENERAL)	\$32.44	9742308118	CAUTION SIGN
		Total GRAINGER	\$837.67		
Paid Chk# 024410	5/26/2015	HARD STUFF MASONRY			
E 101-43100-223		Repair/Maintenance Bldg/Ground	\$850.00		REPLACE CURB
E 101-45200-223		Repair/Maintenance Bldg/Ground	\$65.00		PARK BENCH
		Total HARD STUFF MASONRY	\$915.00		
Paid Chk# 024411	5/26/2015	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical Ins	\$9,761.65		HEALTH INSURANCE

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MAY 2015

		Check Amt	Invoice	Comment
Total HEALTH PARTNERS		\$9,761.65		
Paid Chk# 024412	5/26/2015 HEDTKE, CHERYL			
E 101-45200-220	Game Fund Disbursements	\$500.57		REIMBURSMENT FOR FLOWERS
Total HEDTKE, CHERYL		\$500.57		
Paid Chk# 024413	5/26/2015 HILGERS PLUMBING & HEATING, IN			
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$840.00	10084	SEWER PLANT
E 253-49450-223	Repair/Maintenance Bldg/Ground	\$1,119.70	9756	FLOOD PROJECT
Total HILGERS PLUMBING & HEATING, IN		\$1,959.70		
Paid Chk# 024414	5/26/2015 KWIK TRIP INC.			
E 602-49450-212	Motor Fuels	\$35.65		FUEL
E 601-49400-212	Motor Fuels	\$35.64		FUEL
E 101-42200-212	Motor Fuels	\$42.35		FUEL
Total KWIK TRIP INC.		\$113.64		
Paid Chk# 024415	5/26/2015 LANO EQUIPMENT			
E 101-45200-221	Repair/Maintenance Equipment	\$0.78	82848	O-RING
E 101-45200-221	Repair/Maintenance Equipment	\$37.05	82892	OIL, SYNTHETIC
E 101-45200-221	Repair/Maintenance Equipment	\$1.22	83081	OIL FILTER
E 101-45200-430	Miscellaneous (GENERAL)	\$925.00	83156	MINI EXCAVATOR, HYD BREAKER RENTAL
Total LANO EQUIPMENT		\$964.05		
Paid Chk# 024416	5/26/2015 LENZ, DEBRA			
E 101-41400-331	Travel/Meeting Expense	\$48.59		MILEAGE REIMBURSMENT
Total LENZ, DEBRA		\$48.59		
Paid Chk# 024417	5/26/2015 LOFFLER COMPANIES, INC.			
E 101-41400-437	Maintenance Contract	\$83.18	1975491	COPIES
Total LOFFLER COMPANIES, INC.		\$83.18		
Paid Chk# 024418	5/26/2015 MENARDS-HUTCHINSON			
E 101-43100-221	Repair/Maintenance Equipment	\$124.41	63183	ROSIN PAPER, CLEAR POLY, GARAGE FLOOR EPOXY, DRI ERASE
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$290.21	63183	ROSIN PAPER, CLEAR POLY, GARAGE FLOOR EPOXY, DRI ERASE
E 101-43100-223	Repair/Maintenance Bldg/Ground	\$46.67	63349	SAFETY GOOGLES, BRAILLE SIGNS, DOOR BELL, MULTI-TOOL
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$19.96	63349	SAFETY GOOGLES, BRAILLE SIGNS, DOOR BELL, MULTI-TOOL
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$25.99	63349	SAFETY GOOGLES, BRAILLE SIGNS, DOOR BELL, MULTI-TOOL
Total MENARDS-HUTCHINSON		\$507.24		
Paid Chk# 024419	5/26/2015 METRO WEST INSPECTION SERVICES			
E 101-42400-312	Building Inspection Fee	\$980.76		PERMITS
Total METRO WEST INSPECTION SERVICES		\$980.76		
Paid Chk# 024420	5/26/2015 MINI BIFF			

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*Check Detail Register©

MAY 2015

		Check Amt	Invoice	Comment
E 101-45200-418	Other Rentals (Biffs)	\$107.10	A-69757	SPORTS COMPLEX
E 101-45200-418	Other Rentals (Biffs)	\$107.10	A-69758	LEGION PARK
E 101-45200-418	Other Rentals (Biffs)	\$107.10	A-69770	FRIENDSHIP PARK
E 101-45200-418	Other Rentals (Biffs)	\$107.10	A-69850	FRIENDSHIP PARK
E 101-45200-418	Other Rentals (Biffs)	\$81.60	A-69852	WILLKOMMEN PARK
E 101-45200-418	Other Rentals (Biffs)	\$117.81	A-70016	WILLKOMMEN PARK
Total MINI BIFF		\$627.81		
<hr/>				
Paid Chk# 024421	5/26/2015	MINNESOTA PIPE & EQUIPMENT		
E 601-49400-210	Operating Supplies (GENERAL)	\$133.58	0333428	HYDRANT OIL, NUT OIL
E 601-49400-210	Operating Supplies (GENERAL)	\$74.81	0333437	HYD MARKER HOLDER
Total MINNESOTA PIPE & EQUIPMENT		\$208.39		
<hr/>				
Paid Chk# 024422	5/26/2015	MINNESOTA VALLEY TESTING LAB		
E 601-49400-217	Lab Fees	\$89.00	755651	COLIFORM TESTING
Total MINNESOTA VALLEY TESTING LAB		\$89.00		
<hr/>				
Paid Chk# 024423	5/26/2015	MN DEPARTMENT OF HEALTH		
E 601-49400-207	Training Instructional	\$23.00		ARETZ WATER LICENSE
Total MN DEPARTMENT OF HEALTH		\$23.00		
<hr/>				
Paid Chk# 024424	5/26/2015	MN DEPT OF LABOR & INDUSTRY		
E 101-43100-430	Miscellaneous (GENERAL)	\$225.00	83179910241	OSHA CITATION
Total MN DEPT OF LABOR & INDUSTRY		\$225.00		
<hr/>				
Paid Chk# 024425	5/26/2015	MUNICIPAL DEVELOPMENT GROUP		
E 101-46500-305	Other Professional Fees	\$1,275.78	NYAEDC0514	EDC CONSULTANT
E 101-41320-305	Other Professional Fees	\$2,276.60	NYAPLAN051	PLANNING CONSULTANT
Total MUNICIPAL DEVELOPMENT GROUP		\$3,552.38		
<hr/>				
Paid Chk# 024426	5/26/2015	NEC FINANCIAL SERVICES LLC		
E 101-41400-437	Maintenance Contract	\$385.85		PHONE RENTAL
Total NEC FINANCIAL SERVICES LLC		\$385.85		
<hr/>				
Paid Chk# 024427	5/26/2015	NORWOOD ELECTRIC INC		
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$9.00	14213	COVER/RAISED DUP REC
Total NORWOOD ELECTRIC INC		\$9.00		
<hr/>				
Paid Chk# 024428	5/26/2015	NYA TIMES		
E 101-41320-350	Print/Publishing/Postage	\$34.02	216742	SOUTHWEST PAVING PUBLIC HEARING
E 101-41110-350	Print/Publishing/Postage	\$22.88	216743	EDA MINS
E 101-41110-350	Print/Publishing/Postage	\$49.14	216744	COUNCIL MINS
E 101-41320-350	Print/Publishing/Postage	\$37.80	216745	ORD 259
E 101-41320-350	Print/Publishing/Postage	\$30.24	216746	ORD 260
Total NYA TIMES		\$173.88		
<hr/>				
Paid Chk# 024429	5/26/2015	QUILL CORPORATION		
E 101-43100-200	Office Supplies (GENERAL)	\$58.09	4060769	INK/TONER, BATTERIES, PAPER CLIPS
E 101-41400-200	Office Supplies (GENERAL)	\$5.49	4060769	INK/TONER, BATTERIES, PAPER CLIPS

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			Check Amt	Invoice	Comment
E 101-45200-210	Operating Supplies (GENERAL)		\$24.89	4060769	INK/TONER, BATTERIES, PAPER CLIPS
E 101-41400-200	Office Supplies (GENERAL)		\$24.99	4060769	INK/TONER, BATTERIES, PAPER CLIPS
	Total QUILL CORPORATION		\$113.46		
Paid Chk# 024430	5/26/2015	RIDGEVIEW MEDICAL CENTER			
E 101-42200-430	Miscellaneous (GENERAL)		\$427.50		LIVE BURN
	Total RIDGEVIEW MEDICAL CENTER		\$427.50		
Paid Chk# 024431	5/26/2015	SUN LIFE ASSURANCE COMPANY			
G 101-21707	Disability Insurance		\$287.20		
	Total SUN LIFE ASSURANCE COMPANY		\$287.20		
Paid Chk# 024432	5/26/2015	THOMAS, WESLEY			
E 101-42200-331	Travel/Meeting Expense		\$200.08		LODGING
E 101-42200-331	Travel/Meeting Expense		\$146.05		MILEAGE
	Total THOMAS, WESLEY		\$346.13		
Paid Chk# 024433	5/26/2015	US BANK			
E 101-41000-491	Contribution for Oak Grove		\$24,250.00		GO BONDS 2009A & B CDA
	Total US BANK		\$24,250.00		
Paid Chk# 024434	5/26/2015	VESSCO, INC.			
E 602-49450-210	Operating Supplies (GENERAL)		\$453.05	63350	LOAD CELL REPLACEMENT
	Total VESSCO, INC.		\$453.05		
Paid Chk# 024435	5/26/2015	WATER CONSERVATION SERVICE INC			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$371.15	5981	LEAK LOCATE
	Total WATER CONSERVATION SERVICE INC		\$371.15		
Paid Chk# 024436	5/26/2015	WEST CARVER POOL			
E 101-49860-251	Concessions		\$75.00		START UP CASH
	Total WEST CARVER POOL		\$75.00		
Paid Chk# 024437	5/26/2015	WILSON ELECTRIC INC			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$47.00	7122	VETERANS PARK
	Total WILSON ELECTRIC INC		\$47.00		
Paid Chk# 024438	5/26/2015	WM MUELLER & SONS INC			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$1,687.50		WATER MAIN BREAK REPAIRS
	Total WM MUELLER & SONS INC		\$1,687.50		
Paid Chk# 024439	5/26/2015	XCEL ENERGY			
E 101-43100-381	Electric Utilities		\$558.07		
E 101-41940-381	Electric Utilities		\$1,299.11		
E 101-42200-381	Electric Utilities		\$192.47		
E 101-43100-380	Street Lighting		\$2,230.61		
E 101-45200-381	Electric Utilities		\$564.68		
E 101-45500-381	Electric Utilities		\$575.93		
E 601-49400-381	Electric Utilities		\$472.99		

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		Check Amt	Invoice	Comment
E 602-49450-381	Electric Utilities	\$3,023.00		
E 101-49860-381	Electric Utilities	\$189.08		
E 601-49400-381	Electric Utilities	\$2,157.05		104 3RD AVE SE
E 101-45200-381	Electric Utilities	\$17.24		710 RR ST E
E 101-42500-381	Electric Utilities	\$10.81		
	Total XCEL ENERGY	\$11,291.04		
	10100 CHECKING	\$169,188.26		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$151,065.37
251 HARBOR AT PEACE	\$426.00
253 2014 FLOODING EVENT	\$1,295.63
275 CAPITAL	\$2,456.00
601 WATER FUND	\$7,247.73
602 SEWER FUND	\$6,697.53
	\$169,188.26



May 26, 2015

CITY COUNCIL MEMO

To: Honorable Mayor Diedrick and Members of the City Council

From: Diane Frauendienst, City Clerk

Cc: Steve Helget, City Administrator

Re: Appoint Additional Pool Assistant Manager

At the February 23rd Council meeting the council approved advertising for a pool manager and assistant managers for the West Carver Pool for the 2015 season. Applications were received and reviewed and interviews were held. Previously the Council approved hiring the pool manager and one assistant manager for the season. The interviewing committee comprised of members from the Personnel Committee and city staff, recommends appointing Grant Noennig as the second Assistant Manager for the West Carver Pool.

Recommendation: A motion to appoint Grant Noennig as Assistant Manager for the West Carver Pool for the 2015 swimming season.



May 26, 2015

CITY COUNCIL MEMO

To: Honorable Mayor Diedrick and Members of the City Council

From: Diane Frauendienst, City Clerk

Cc: Steve Helget, City Administrator

Re: Ordinance 263- Amendments to Chapter 20- Fees, pertaining to State Surcharges on fixed fee permits

A public hearing and adoption of an ordinance are needed for the change in the fee for the State Surcharges on fixed fee permits.

In 2010, the State of MN changed the minimum state building permit surcharge on permits based on fixed fees for a five year period. This period ends on June 30, 2015. Fixed fee permits are permits such as residential reroof, reside, rewindow, fences, and general mechanical and plumbing.

State Statute 326B.148 states that beginning July 1, 2015 if the fee for the permit issued is fixed in amount the surcharge is equivalent to one-half mill (.0005) of the fee or \$1, except that effective July 1, 2010, until June 30, 2015, the permit surcharge is equivalent to one-half mill (.0005) of the fee or \$5, whichever amount is greater.

Requested Action: A motion to adopt Ordinance #263, an ordinance amending Chapter 20- Fees, pertaining to State Surcharges on fixed fee permits

A motion to approve the summary of Ordinance #263 for publication in the Norwood Young America Times.

**CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY, MINNESOTA**

ORDINANCE NO. 263

**AN ORDINANCE AMENDING THE FEE SCHEDULE
IN CHAPTER 20 OF THE NORWOOD YOUNG AMERICA CITY CODE
REGARDING THE STATE SURCHARGE FOR FIXED FEE BUILDING PERMITS**

WHEREAS, by Ordinance No. 185, the City Council adopted language for Chapter 20 “Fees”, authorizing and establishing certain fees, charges, costs and rates for licenses, permit applications, information, services, and other matters required or provided by the City, at their regular meeting on January 8, 2007; and

WHEREAS, the fee schedule for the year 2015 was adopted and set forth as “Schedule A” in Section 2000.02 “Fee Schedule” as part of Ordinance No. 255 on November 24, 2014; and

WHEREAS, the fee schedule for the year 2015 established and authorized in Chapter 20, Section 2000.02, Schedule A – L. Building Construction, is amended as follows:

4. Single Family Residential Plumbing Permits

Residential Plbg Fixture Change Out (water heater/softener)	\$15.00 plus \$5.00 <u>\$1.00</u> surcharge	20.00	<u>16.00</u>
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6. General Permits (minor residential alteration)

Rewindow	\$55.00 permit + \$5.00 <u>\$1.00</u> surcharge	60.00	<u>56.00</u>
Reside	\$55.00 permit + \$5.00 <u>\$1.00</u> surcharge	60.00	<u>56.00</u>
Reroof	\$55.00 permit + \$5.00 <u>\$1.00</u> surcharge	60.00	<u>56.00</u>
Fence	\$55.00 permit + \$5.00 <u>\$1.00</u> surcharge	60.00	<u>56.00</u>

7. Miscellaneous

General Sign Permit (no plan review required)	\$55.00 permit + \$5.00 <u>\$1.00</u> surcharge	\$60.00	<u>\$56.00</u>
Residential Demolition Permit	\$100.00 permit + \$5.00 <u>\$1.00</u> surcharge	\$105.00	<u>\$101.00</u>
Commercial Demolition Permit	\$200.00 permit + \$5.00 <u>\$1.00</u> surcharge	\$205.00	<u>\$201.00</u>

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Carver County, Minnesota that the 2015 Fee Schedule established and authorized in Chapter 20, Section 2000.02, Schedule A, of the Norwood Young America City Code, adopted by Ordinance 255, is amended under this Ordinance No. 263, dated May 26, 2015, a copy of which is on file in the office of the City Clerk, is hereby approved and shall become effective upon publication.

Adopted by the City Council this 26th day of May 2015.

CITY OF NORWOOD YOUNG AMERICA

ATTEST:

Mayor

Diane Frauendienst, City Clerk/Treasurer

City of Norwood Young America
Summary of Ordinance #263

The City of Norwood Young America has adopted Ordinance #263, thereby amending Chapter 20, Section 2000.02 Fee Schedule - Schedule A, of the Norwood Young America City Code.

The purpose of this ordinance is to reduce the state surcharge on fixed fee permits in Schedule A for the year 2015.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted unanimously by the City Council on May 26, 2015.

A copy of the complete ordinance is available for review at the Norwood Young America City Office, located at 310 Elm Street West. If you have questions, contact the City at (952) 467-1800.

Submitted by:
Diane Frauendienst,
City Clerk



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: May 26, 2015
SUBJECT: Pavilion – Forensic Investigation Report

Last year City staff reported to the City Council that the Pavilion building has been experiencing some shifting, that there are depressions in the roof, and the floor slightly vibrates when there are large numbers of people moving around in the building. In December 2014, the Council approved a service agreement with Encompass to conduct a forensic investigation of the Pavilion building. Enclosed is Encompass' formal report on their findings. Representing Encompass, Mark Blazevic will be present to review the report and answer questions. Proposed is to also discuss the next step(s), such as hiring a contractor to determine how to fix the building and to provide a cost estimate.



April 23, 2015

Steve Helget
City Administrator
City of Young America
P.O Box 59
Norwood Young America, MN 55368

Re: Norwood Young America Pavilion Building
21 Main Street East
Norwood Young America, MN
Encompass Project Number: 14-5853

Dear Mr. Helget,

At your request, Encompass has performed an investigation into several structural concerns regarding the pavilion building located at 21 Main Street East in Norwood Young America, Minnesota. The purpose of the investigation was to evaluate the concerns regarding the building and develop preliminary repair options.

1.0 Introduction and Background

- 1.1. The pavilion building (Photo #1) is a one-story structure with a crawl space beneath the floor. The interior of the pavilion is a large open room with a vaulted ceiling. Exterior walls and roof are framed with timber posts and trusses. (Photo #2) Interior partitions are present at the eastern end of the building. The foundations consist of brick and CMU piers.
- 1.2. The age of the building is unknown, but is reportedly over 100 years old.

- 1.3. Based upon conversations with you and city maintenance personnel, renovations of the pavilion were completed in 2005. It is our understanding that this work scope generally included the following:
 - 1.3.1. Partial excavation of the crawl space was performed with the intention to install a basement, though for uncertain reasons the basement was not installed but rather was returned to its original condition by replacing removed soils. In order to perform the excavation, it is our understanding that portions of the building were lifted to allow access.
 - 1.3.2. New CMU pier footings were constructed below post-frame bearing locations
 - 1.3.3. New windows and roofing were installed.
 - 1.3.4. New interior bathrooms and food and drink service bars were constructed.
- 1.4. Based upon our conversation with you, concerns regarding the existing structure include:
 - 1.4.1. Cracking and separation of wallboard on the upper portion of the wall separating the bar area from the bathrooms which has been repaired and subsequently reappeared in the repaired area. (Photo #16)
 - 1.4.2. Separation and buckling of wood wainscot paneling installed along exterior walls and some ceiling areas.
 - 1.4.3. Moisture leaks during rain evens in the ceiling located above the north main entrance. (Photo #17)
 - 1.4.4. Flexibility, unevenness, and movement of the main floor.
 - 1.4.5. Columns and exterior walls are not plumb.
- 1.5. Encompass is not aware of any other restoration that has been completed since 2005.
- 1.6. Architectural plan sheets A-1 and A-2, dated 7/12/05, were reviewed by Encompass. No other plans of the building were available for review.
- 1.7. Various photos of the building from 2009, 2011, and 2012 were reviewed by Encompass.
- 1.8. Elevation measurements of the floor and north wall were reviewed by Encompass.
- 1.9. A site visit to the property was completed on January 7, 2015. During the site visit, observations were made in the pavilion interior as well as the crawl space and the attic space at the east end of the building. A second site visit to the property was completed on April 8, 2015. During the second site visit, visual observations of the roofing were made, and observations of the roof framing were made through openings in the ceiling cladding.

2.0 Observations

2.1. Pavilion Interior/Wall and Roof Framing

- 2.1.1. Selected exterior columns and walls were measured with a six foot level. The columns and walls on the north side of the building generally were out of plumb and the tops of the walls/columns leaned outward towards the north. The amount of lean varied, but was up to 2 inches in 8 feet at some locations. The columns and walls on the south side of the building generally were out of plumb also, and the tops of the walls/columns leaned inward toward the north up to 1- $\frac{3}{4}$ ".
- 2.1.2. Several of the columns had an additional ply of 2x6 lumber installed on the inside face of the column, though the lumber did not extend all of the way to the floor and is likely not original to the building. (Photo #3)
- 2.1.3. Each of the columns had angled braces between the column and the beams/trusses. Several of the angled braces between the columns and the trusses appear to have been removed and reinstalled in a slightly different position, as indicated by visible abandoned fastener holes. (Photo #4)
- 2.1.4. In general, the angled braces were installed tightly and square to the columns, regardless of how out-of-plumb the columns were. Often there was no break in the paint between the column and the angled brace. (Photo #5)
- 2.1.5. The vertical wainscot siding on the interior face of the upper part of the walls is buckled in some locations. Many of the tongue and groove joints between the siding generally appeared to be tight together. (Photo #6)
- 2.1.6. Gaps were observed between the tongue and groove ceiling paneling in some areas, primarily the flat ceiling near the east end of the building, where the paneling appears to be older. (Photo #7)
- 2.1.7. Checking was observed in the wood timbers in the ceiling trusses. No continuous cracks were observed.
- 2.1.8. Separations between the wood flooring were observed in a line extending from the north wall to the south wall at the 6th column line from the west end of the building. (Photo #8)
- 2.1.9. Bouncing of the floor seemed the most pronounced in the area near the bar.

2.2. Crawl Space/Foundation and Floor Framing

- 2.2.1. Four longitudinal beam lines were observed in the crawl space. The two exterior beam lines were supported by CMU piers spaced at approximately 12'-0" o.c. The two interior beam lines were supported by brick piers which varied in spacing. Spacing at measured locations varied between 11' and 12'-8" clear spacing between piers.
- 2.2.2. At the sixth column line from the west end of the building, a transverse beam line was present between the north and south walls of the building. The gaps in the wood flooring above correspond to the location of the transverse beam.
- 2.2.3. The beam framing typically consisted of 5" x 7" timber beams. The beam framing at the exterior beams to the east of the transverse beam consisted of a 4-ply 2x8. The interior beam lines were visibly deflected between the brick piers in some locations.
- 2.2.4. At some of the interior beam line spans, attempts have been made to support the beams between the brick piers, by installing short lengths of wood blocking directly onto the soil or onto rocks placed on the soil. (Photo #9) The wood blocking was typically unfastened and loose.
- 2.2.5. The bearing elevations of the brick piers at the east end of the building were compared with a laser level. The bearing elevations of the top of the easternmost pier and the adjacent pier were approximately the same. The bearing elevation of the next brick pier to the west was approximately 1 1/2" higher. A double LVL beam was installed between those piers. (Photo #10) The LVL beam was sloped downward to the east due to the different bearing elevations of the brick piers. The low end of the LVL beam roughly corresponds to the corner of the bar where the gap between the trim and floor were observed above.
- 2.2.6. Soil adjacent to one brick pier was excavated, and the brick was observed to extend only one course below the soil elevation.
- 2.2.7. The brick piers supporting the interior beams vary in size and condition. In one locations the brick piers was fractured in half. The brick piers appear to be a part of the original construction. A layer of lighter colored brick is installed as the top course on most of the brick piers, and an additional layer of darker colored brick without mortar is installed over the top of most of the brick piers, between the piers and the beams. Shims were installed between the brick and the beams in many locations. The beams have no positive connection to the piers. (Photo #11)
- 2.2.8. Excavated soil was observed in the two exterior bays of the crawl space (along the north and south walls). Soil excavated near the base of the brick piers was approximately 18" deep in some areas. Black dirt was also observed to be installed as fill in the crawl space. (Photo #12)

- 2.2.9. The floor joists typically consisted of 2x8 framing members at 16" o.c. The floor joists were spliced at each of the interior beam lines. In some locations, floor framing had been repaired via splicing, though splicing did not align over the bearing location. (Photo #13)
- 2.2.10. The post-frame columns above do not extend through the floor or have a positive connection to the CMU piers. Additional blocking was observed over the CMU piers to transfer the load.
- 2.2.11. The flooring was observed at the crawl space opening. A layer of diagonal floor boards are installed over the joists, and two layers of wood tongue and groove flooring are installed over the floor boards. The total thickness of the wood flooring is approximately 2 ¼".

2.3. Roof/Attic Space

- 2.3.1. The attic hatch was removed in the attic area on the east end of the building.
- 2.3.2. The roof framing typically consisted of 2x6 rafters at 24" o.c. between the longitudinal roof beam and the roof peak, and 2x4 bottom chords at 24" o.c. to support the flat ceiling.
- 2.3.3. Spray foam insulation was typically installed at the interior side of the roof sheathing. A strip of uninsulated roof decking was observed directly above the longitudinal roof beam. (Photo #14)
- 2.3.4. At the exterior of the roof, there is a depression on the north slope that corresponds to the location of a diagonal roof framing member on the interior, and to the general location where the water leak was reported. The roof was not accessible in February due to the snow cover. (Photo #15)
- 2.3.5. During the April visit, the north slope of the roof was accessed. Depressions in the area of the diagonal roof framing members were observed on both the north and south slopes of the roof. The depressions appeared to be the most severe in the area corresponding to the midspan of the diagonal roof framing member. No demolition of the roof shingles was done to observe the condition of the roof sheathing.
- 2.3.6. Ceiling paneling was pulled back from the edge of the diagonal roof framing member in two locations – one on each side of the diagonal member. Uninsulated roof deck was observed in a small area adjacent to the diagonal member (Photo #18). A 2x6 rafter was toe-nailed into the 2x8 diagonal member. At the west side of the diagonal member, the rafter end connection was obscured by spray foam insulation, but a crack in the insulation was observed at the connection (Photo #19).

- 2.3.7. Approximate deflection of the diagonal member was measured to be at least 1" under the weight of the roof only. Additional deflection of the ceiling paneling, primarily in the midspan of the member, was also observed (Photo #20)

3.0 Analysis

3.1. General

- 3.1.1. Observations of the roof and floor framing indicate that the building consists of two parts. The eastern portion of the building appears to have been the original structure. The western portion of the building (approximately 58' from the west end) appears to have been added onto the original building at some point. The transverse beam line in the floor framing is the western edge of the original structure. Corbels on the roof trusses are present where the longitudinal roof beams were added onto. The diagonal framing member in the plane of the roof near where the ceiling leak was reported appears to have been a hip ridge similar to the east end of the building.

3.2. Pavilion Interior/Wall and Roof Framing

- 3.2.1. The timber post and beam/truss construction of the building does not provide a great deal of lateral stability for a large open space, as is present on the western half of the building. Lateral restraint is primarily provided by the west exterior wall, and perpendicular walls in the east half of the building. Some lateral movement of the frame of the building may be expected during high winds. However, the deflection that has caused the north and south columns to be out of plumb by up to 2" is not the result of recent wind or other lateral loading that has occurred since the last interior renovation. This opinion is supported by tight connections between the angle braces and the columns/trusses. If large lateral deflections were ongoing, those connections would show significant gaps or distress. Our opinion is that the lateral deflection that is observed occurred either prior to or during the renovation while the building was being lifted for the installation of new exterior CMU foundation piers. It appears that many of the angle braces have been removed and reinstalled at some point, and the lateral deflection of the walls has not occurred since that time.
- 3.2.2. The buckling of the interior wall paneling appears to be due to poor installation practices that did not allow for expansion of the wood due to seasonal variations and does not appear to be related to a structural problem.

3.3. Crawl Space/Foundation and Floor Framing

- 3.3.1. The excavation depth and proximity to the foundations has likely undermined the brick pier foundations. This is likely causing settlement of some of the brick pier foundations, which may have led to the installation of shims between the brick piers and the beams. Though no soil testing was performed, the presence of

organics in the soil adjacent to the brick pier foundations may be contributing to the settlement as well, as this material is subject to consolidation.

- 3.3.2. The settlement of the brick piers on the east end of the building is likely the cause of the cracks in the wallboard at the northeast corner of the building, the gap between the floor and the wood trim at the bar area (Photo #16), and the sloping of the floor that can be felt in some areas of the east end of the building. The separations of the flooring over the transverse floor line are likely also caused by greater settlement of the foundation to the east of the transverse beam.
- 3.3.3. The noticeable movement and deflection of the floor framing under load is due to a combination of conditions which include:
 - 3.3.3.1. The current building code requires that structures being used for dance hall/ballroom purposes be designed for a uniformly distributed live load of 100 pounds per square foot (PSF). Analysis of the floor framing indicates that the capacity of the floor is substantially less than 100 psf, possibly in the range of 40 to 50 psf. During full occupancy, it is likely that the allowable capacity of the floor framing is exceeded, resulting in the reported floor movement.
 - 3.3.3.2. Inconsistent, modified, and irregular framing, combined with the lack of positive connections between the beams and foundation piers may be contributing to bouncy floors.

3.4. Roof/Attic Space

- 3.4.1. The separations observed in the ceiling paneling on the east end appear to be due to original installation. Deflection of the ceiling framing may increase the appearance of the separations, but is not likely a significant structural issue.
- 3.4.2. The diagonal roof framing members that are present on the north and south slopes of the roof appear to have been the hip ridge members of the original roof structure. When the building was added onto, the diagonal members appear to have been used to support new rafters in the same roof plane.
- 3.4.3. Structural analysis of the diagonal roof framing members indicate that the weight of the roof structure alone may be approaching or exceeding the capacity of the diagonal members. Additional weight due to snow on the roof likely exceeds the capacity of the diagonal members and may result in large deflections.
- 3.4.4. Cracking of the spray foam insulation and deflection of the ceiling paneling in the midspan of the diagonal member indicates that deflection of the diagonal member may have caused damage to the rafter end connections.
- 3.4.5. Excessive deflection of the diagonal roof framing members is likely the main contributor to the depressions observed on the roof slopes in those areas.

Additional loading due to snow in the winter may cause further deflections that could tear the roofing underlayment. Heavy or windblown rain could cause leakage through the roof where the underlayment has been damaged.

4.0 Conclusions/Recommendations

- 4.1. Lateral movement of the building wall framing does not appear to be ongoing. Calculations to determine whether the building has sufficient capacity to meet lateral loading required by the current building code are outside the scope of this review, though if significant structural modifications to other components is performed, additional review may be required.
- 4.2. Settlement of the interior brick pier foundations is causing much of the interior damage including cracked sheetrock and separations in wood near the bar area. Settlement and associated damage appear to be ongoing.
 - 4.2.1. Brick piers in the vicinity of the bar have experienced the most movement and support the heaviest sustained loads. It is recommended that these piers be removed and replaced with new foundations.
 - 4.2.2. The remaining brick piers are in varying condition, with some experiencing cracking and degradation, though little to no visible settlement. These piers support less sustained loading than those around the bar area. Excavation work appears to have been performed adjacent to all of the piers and as such, they may be subject to future settlement. If the floor is to be reinforced to support current building code required loads, analysis by a geotechnical engineer would be needed to determine whether the soils beneath the remaining brick piers are able to reliably support the anticipated loading.
- 4.3. The bounciness of the floor is primarily due to the capacity of the existing floor framing relative to its current usage, combined with inconsistent/poor framing details. Options for increasing the floor capacity would likely include: adding new beams alongside existing transverse beams or adding intermediate foundations, adding new floor joists alongside the existing floor joists, and replacing foundation piers as needed. Access to the crawlspace for equipment and materials will be needed to perform this work.
- 4.4. To alleviate wood trim buckling, buckled trim can be removed, cut shorter, and reinstalled to allow for expansion.
- 4.5. Leakage through the roof is likely related to inadequate capacity and excessive deflection of the diagonal roof framing members, which cause depressions on the roof and may have resulted in damage to the roofing underlayment. Demolition of the roofing shingles would be needed to determine the presence and location of damage to the underlayment where water entry is occurring, and to repair the damage. Replacement of the existing underlayment with flexible adhered membrane in those areas of the roof may prevent further water leakage to the interior. If roof sheathing is

found to be discontinuous across the joint between the original building and the addition, replacement of roof sheathing to provide continuity along the joint would be recommended. Removal of all interior ceiling paneling adjacent to the diagonal members would be needed to determine the condition of the rafter connections. Re-framing of the roof in those areas to remove the diagonal members will likely be needed to correct the depression in the roof.

This report is prepared based on observations and review of the material available as of this date. Our opinions may be revised based on the availability of additional data.

The conclusions and recommendations contained herein represent our professional opinions. These opinions were arrived in accordance with accepted engineering practices at this time and location. No other warranty is implied or intended.

Should you have any questions, please call.

Sincerely,

Encompass, Inc.



Emily Stevens, P.E.
Project Engineer



Mark Blazevic, P.E.
Senior Project Engineer



Photo #1 – North Elevation



Photo #2 – Interior West End



Photo #3 – Base of Column at Interior

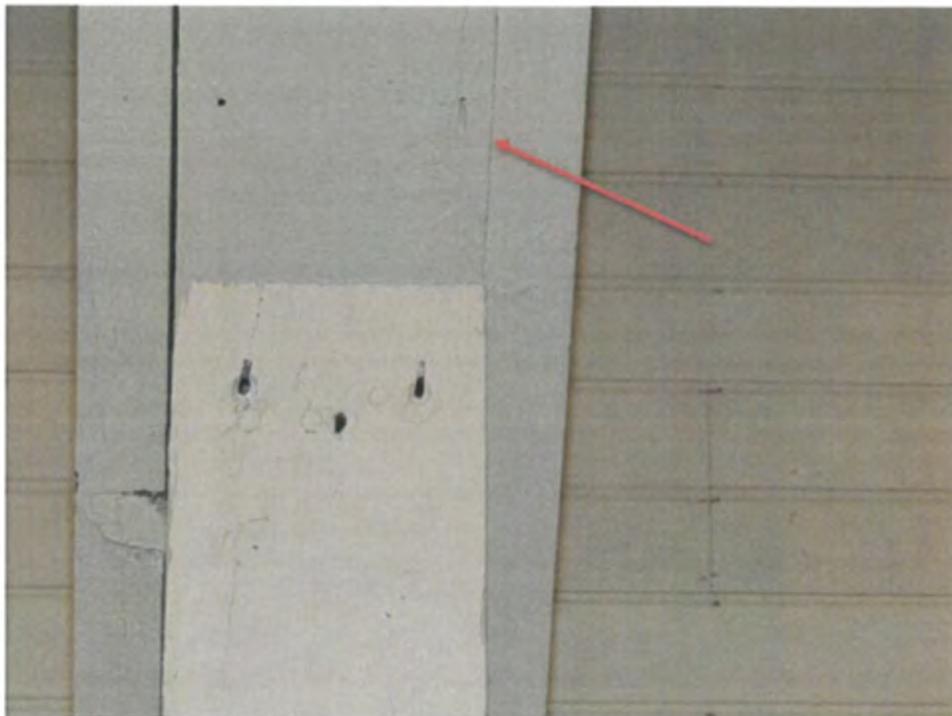


Photo #4 – Fastener Holes from Angle Braces



Photo #5 – Column/Angle Brace Joint



Photo #6 – Buckling at Vertical Siding Joints



Photo #7 – Gaps at Ceiling Paneling Joints

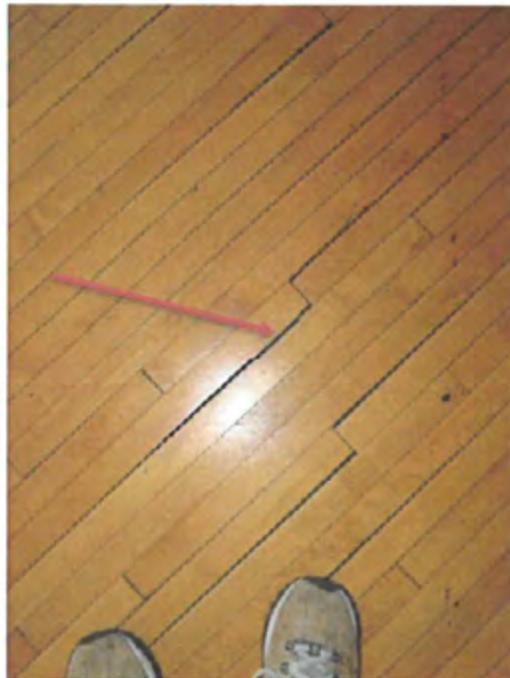


Photo #8 – Separations at Wood Flooring



Photo #9 – Attempted Beam Support



Photo #10 – LVL Beam



Photo #11 – Typical Pier



Photo #12 – Soil Excavated Near Pier



Photo #13 – Joist Splice



Photo #14 – Spray Foam Insulation



Photo #15 – Approximate Location of Interior Leak



Photo #16 – Sheetrock Crack and Gap at Bar Trim



Photo #17 – Interior Ceiling Framing Near Approximate Location of Leak



Photo #18 – Rafter Connection at Diagonal Member



Photo #19 – Rafter Connection at Diagonal Member



Photo #20 – Deflection of Ceiling at Midspan of Diagonal Member



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

From: Cynthia Smith Strack, Municipal Development Group, Inc.

Date: May 20, 2015

Re: CUP Amendment Request: Greg Brakefield (d.b.a. Southwest Paving)

Subject Property Address: 700 Railroad Street West

Legal Description: 745' TH S 75' +OR- TO A PT ON S R-O-W LINE OF HWY 212 BEING PT OF BEG OF LINE TO BE DESC; TH CONT S 468.68' TO N R-O-W LINE OF OLD ST HWY 212 NOW RAILROAD ST & LINE TERMINATING

Property ID: 580150720

Zoning Class: I-1 Light Industrial

Request: CUP Amendment Request

Request

Greg Brakefield d.b.a. Southwest Paving has submitted an application for a conditional use permit amendment. Brakefield requests a requirement for a complete perimeter fence be removed in favor of additional landscaping on an existing berm adjacent to Highway 212.

The Applicant represents:

1. Perimeter fencing will interfere with the day to day operations at the site and limit efficiency of site usage.
2. If the requirement for a complete perimeter fence is removed the Applicant will provide landscaping with trees and a berm for screening around the subject property.
3. The Applicant has submitted a landscape plan with the application illustrating:
 - a. A total of 19 Black Hills Spruce trees will be placed along the berm adjacent to Highway 212 (north property line). There are seven existing, so 12 will be added. New trees will have an initial size of six feet.
 - b. A total of five Black Hills Spruce trees will be planted along the east property line. Initial size six feet.
 - c. A total of eleven Norway Pine trees will be planted along the west property line. Initial size four feet.

d. The following will be inserted in the front yard of the property adjacent to Railroad Street:

- 14 Black Hills Spruce. Initial size six feet.
- Five Norway Pine. Initial size four feet.
- Six Swiss Stone Pine. Initial size four feet.
- Three Amur Maacki. Initial size 15 inches.
- 48 flame grass. Initial size 18 inches.
- 59 boxwood or low bush honeysuckle. Initial size 24 inches.

It is noted the landscaping plan does not include cost estimates for purchase/installation of vegetation or an irrigation system to support the plantings. The Applicant during the public hearing estimated the project cost at \$30,000. He noted an irrigation system is not planned, but he will have staff water as needed.

Background

A conditional use permit was issued on March 27, 2006 to allow outdoor storage of equipment and material. As part of the CUP agreement the Applicant pledged to put up a fence to encompass the entire property. Copies of the CUP and the written description are attached.

Examination of Code Requirements

NYA City Code requirements applicable to this Conditional Use Permit Request are itemized below; consulting staff comments are illustrated in *red bold, italic type face*.

1210.06 Conditional Use Permits, Subd. 3(B)(18) Requirements

Outdoor Storage. Outdoor storage shall conform to the following standards:

- a. All outdoor storage yards shall be completely screened from roads or developed areas with a solid fence or wall six feet or more in height, maintained in good condition and screened with suitable planting. *The standard references screening from roads and developed areas with a solid fence or wall. The berm adjacent to Highway 212 may be considered as meeting this requirement provided it is screened appropriately. The City may wish to discuss whether or not adjacent areas are 'developed'. The nature of the surrounding locale is large lot industrial use.*
- b. No un-screened outdoor storage yards established after the effective date of this Chapter shall be located closer than 500 feet to existing state and federal roads, nor closer than 100 feet to any other City streets. *This standard is not under review as the site design/layout approved in 2006 is not be physically altered.*

General Criteria for Approval of Conditional Use Permits

The aforementioned standards relate specifically to outdoor storage. In addition, the Planning Commission is required to examine the request under a series of general standards as set for under Section 1210.06 Conditional Use Permits, Subd. 3(A). The City Council may, as it deems necessary to protect the health, safety, and general welfare of the public, require additional performance standards. At a minimum the Planning Commission is required to examine the request as it applies to the following standards.

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan. *DISCUSSION: The 2008 NYA Comprehensive Plan guides the subject area industrial use. This standard is met.*
2. The use is consistent with the intent of this Ordinance. *DISCUSSION: The intent of the I-1 District is to create industrial areas within the City that will be acceptable and will not adversely affect adjacent business or residential neighborhoods. This standard is not under review as the use of the property is not proposed to change.*

3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. *DISCUSSION: This standard is not under review as the use of the property is not proposed to change.*
4. The use does not have an undue adverse impact on the public health, safety or welfare. *DISCUSSION: This standard is not under review as the use of the property is not proposed to change.*
5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. *DISCUSSION: Adjacent uses are large lots with industrial uses. This standard is not under review as the use of the property is not proposed to change.*
6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *DISCUSSION: This standard is not under review as the use of the property is not proposed to change.*
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. *DISCUSSION: This standard is not under review as the use of the property is not proposed to change.*
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. *This standard is not under review as the use of the property is not proposed to change.*
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. *DISCUSSION: This standard is not under review as the use of the property is not proposed to change.*
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *DISCUSSION: This standard is not under review as the use of the property is not proposed to change.*

Planning Commission Recommendation

The Planning Commission held a public hearing on the request at a regular meeting June 19, 2015. The Applicant was present to answer questions. No oral or written testimony was received during the hearing. The PC voted unanimously to recommend the City Council approve the CUP amendment, based on the following conditions:

1. All conditions contained in NYA Resolution 2006-33 relating to the subject property remain in effect, except that the requirement for a perimeter fence specified in correspondence dated February 13, 2006 under condition number eleven shall be released.
2. The exact vegetation type, size, and volume proposed in a landscape plan submitted by the Applicant in conjunction with the CUP by October 31, 2015.
3. The Applicant shall maintain said vegetation at all times. In the event any of the vegetation represented in the landscape plan does not survive at the site it shall be replaced as represented in the landscape plan within ninety (90) days of showing signs of distress.
4. This approval is applicable only to the property at 700 Railroad Street West.

5. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
6. The permit shall be subject to annual inspection and audit by the City.
7. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution, subject to the requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance.
8. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

Action

A sample resolution is attached for Council consideration.

If you have any questions relating to this prior to the Planning Commission meeting, please feel free to contact me at: cstrack@municipaldevelopmentgroup.com or call direct at 612-232-7399 or toll free at: 1-888-763-4462.

Planning and Zoning Application

City of Norwood Young America
 310 Elm St. W, PO Box 59
 Norwood Young America, MN 55368
 Phone: (952) 467-1800 Fax: (952) 467-1818

Applicant's Name <i>Greg Brakofel / Southwest Hwy</i>	Telephone Home Work/Cell <i>612-919-4437</i>
Address (Street, City, State, ZIP) <i>710 Railroad Street west NYA MN 55368</i>	
Property Owner's Name (If different from above)	Telephone Home Work/Cell

Location of Project
Same

Legal Description *Sec. 15 Township 116 Range 026*

Description of Request (Attach separate sheet, if necessary)
Change variance from fencing, to landscaping, trees & berm for screening around property

Proposed Action(s): Check all that apply		
<input type="checkbox"/> Annexation \$300.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00
<input type="checkbox"/> Application for Appeal \$150.00	<input type="checkbox"/> Sketch Plat \$200.00 + Escrow	<input type="checkbox"/> Rezoning \$350.00
<input type="checkbox"/> City Code Amendment \$250.00	<input type="checkbox"/> Site Plan \$300.00 + Escrow	<input type="checkbox"/> Street/Alley Vacation \$150.00
<input type="checkbox"/> Parking Reduction \$100.00	<input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow	<input type="checkbox"/> Zoning Text Amendment \$300.00
<input type="checkbox"/> CUP/IUP \$200.00 (Residential)	<input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow	<input type="checkbox"/> Recording Fee \$46.00
<input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential)	<input type="checkbox"/> PUD Final Plan \$300.00 + Escrow	<input type="checkbox"/> Other _____
<input type="checkbox"/> Variance \$150.00 (Residential)	<input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow	
<input type="checkbox"/> Variance \$200.00 (Non Residential)	<input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow	
<input type="checkbox"/> Lot Split \$200.00	<input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow	
<input checked="" type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	

ALL ESCROW MUST BE PAID BY CERTIFIED CHECK
 Escrow Deposit \$2,000.00
 Escrow Deposit - Site Plan Review: \$7,500 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)
 Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.
 APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.

Applicant's Signature: <i>[Signature]</i>	Date <i>4/16/15</i>
Fee Owner's Signature:	Date

For Office Use Only		
Accepted By: <i>[Signature]</i>	Amount <i>\$375.00</i>	Date <i>5/18/15</i>



Southwest Paving, Inc. is requesting a change in our previous Conditional Use Permit. The previous CUP included a chain link fence around the property. Due to the decline of the economy in the past few years and high property taxes, there were not any funds to comply with the previous CUP. We have continued to fight through tough economic times and with the economy turning around we are now able to address the fencing issue. Due to limited space having a chain fencing does not allow for efficient working on our property. We are requesting to change the chain link fencing to landscaping with trees and a berm for screening around the property. By installing evergreens, landscaping, and a berm it will give the property adequate screening along with improving the appearance. As we talked about in the December 2014 council meeting where we purposed this plan in place of the fence.

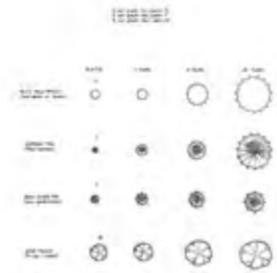
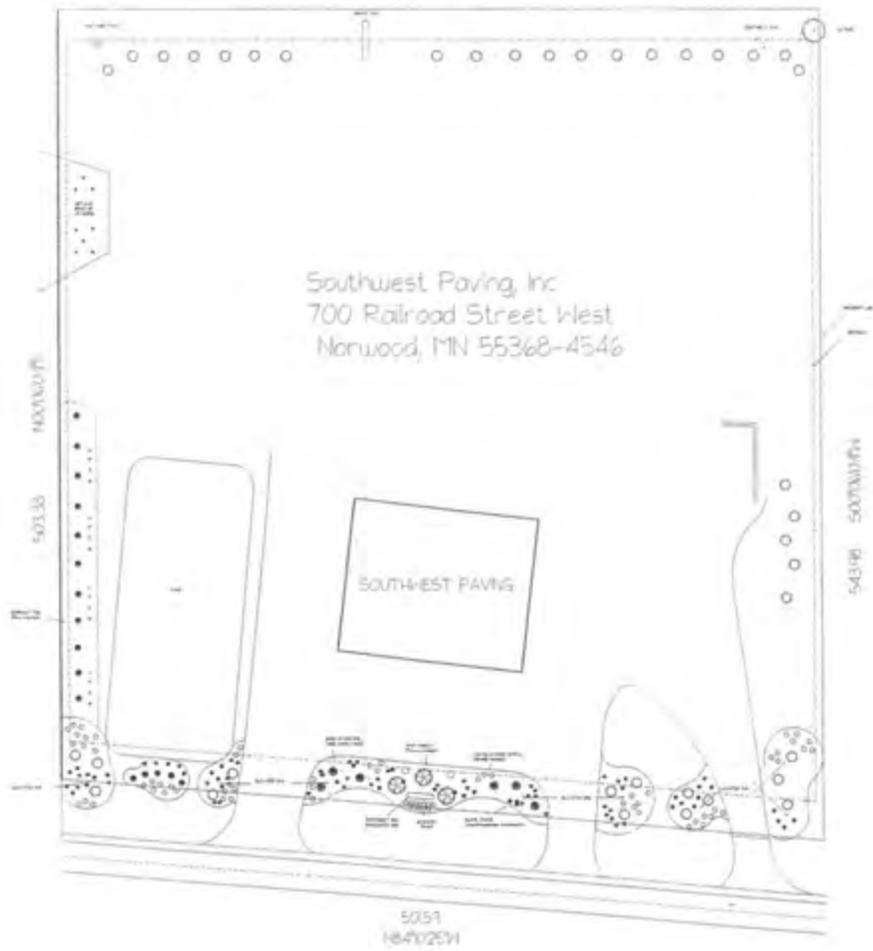
Full legal description of our property at 700 Railroad Street West, NYA, MN is:

Section 15 Township 115 Range 026 EAST 6 ACRES OF 12 ACRES OF THAT P/O N1/2 SECT 15 DESC AS: BOUNDED ON TH N BY S R-O-W LINE OF HWY 212; BOUNDED ON S BY N R-O-W LINE OF OLD HWY 212 NOW RAILROAD STREET; BOUNDED ON E BY LINE DESC AS: COMM AT SE CORN OF BLK 14 VILLAGE OF NORWOOD; TH W ON N LI.

18 11/16/2014 10:30

4482 688455E

NOTES
SEE PLAN FOR ALL NOTES
ALL NOTES ARE TO BE READ
IN CONJUNCTION WITH THE SPECIFICATIONS



RESOLUTION 2006-33

A RESOLUTION APPROVING A SITE PLAN AND A CONDITIONAL USE PERMIT FOR SOUTHWEST PAVING ON PROPERTY LOCATED AT 700 RAILROAD STREET W.

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

WHEREAS, the City of Norwood Young America requires approval of a site plan and conditional use permit pursuant to Sections 1270 and 1272 of the Norwood Young America City Code; and

WHEREAS, Southwest Paving, (the "Applicant") applied for approval of the site plan and conditional use permit to construct a building, associated site improvements, and to allow outdoor storage of equipment and materials (the "Use") on property located at 700 Railroad Street W.

WHEREAS, the City of Norwood Young America Planning Commission held a public hearing to consider the Applicant's request for a site plan and conditional use permit to locate the Use on the Property at a meeting on March 16, 2006; and

WHEREAS, the City of Norwood Young America City Council at a regularly meeting on March 27th, 2006, considered the testimony of the public hearing, the application materials on file with the City, and the recommendation of the Planning Commission.

WHEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby makes and adopts the following findings of fact:

1. The subject property is zoned C/I, Commercial/Industrial, which requires a conditional use permit for the proposed use with outside storage.
2. The use appears to be consistent with the intent of this Ordinance.
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements, and
4. The use does not have an undue adverse impact on the public health, safety or welfare.
5. The use does not negatively impact automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
6. The use appears to meet all of the performance criteria requirements as established in Section 1250 of the Zoning Ordinance.
7. The Use, subject to certain conditions, conforms to the specific conditional use provisions as established in Section 1270 of the Norwood Young America City Code.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves the Applicant's request for a site plan and conditional use permit, subject to the following conditions:

1. Approval of the site plan and conditional use permit is subject to the applicant purchasing the subject property from the City.
2. The applicant shall revise and provide a site plan to the City that is to scale and complies with the standards of Section 1220, Off Street Parking and Loading, in the Zoning Ordinance. Dimensions of the parking spaces and drive-aisles shall be clearly identified on the plan and shall be in conformance with Section 1220.
3. The applicant shall comply with the conditions in the City Engineer's letter dated March 9, 2006.
4. Review and approval of plans and required applications by Carver County.
5. The applicant shall provide a 40-foot wide easement along the east property line, as recommended by the City Engineer, to accommodate the future utility extension. The location of the security fence and storage bins shall be relocated outside of the easement area.
6. The applicant shall provide a 20-foot easement along the south property line to accommodate the future westerly extension of sewer and water facilities.
7. The applicant shall provide a revised landscape plan showing additional evergreens to be planted to provide additional screening along Highway 212. The plan shall be submitted to staff for review and approval prior to issuance of building permits.
8. Prior to installation of any signage, the applicant shall submit detailed plans for all signage with the required building permit application.
9. The applicant shall submit detailed plans and fixture information for any additional lighting proposed, along with the required building permit application.
10. The applicant shall comply with the performance criteria established in Section 1250 of the Zoning Ordinance.
11. The conditional use permit allows storage of equipment and materials as identified in the application materials and description of use received by the City on February 13, 2006.
12. Building permits shall be required prior to any building construction or improvements on this property.
13. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
14. This approval shall expire one year after date of approval unless the Applicants have commenced operation of the Use on-site.
15. The permit shall be subject to annual inspection and review by the City. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution.
16. Any change in ownership, operations or operator shall be cause for the permit to be reviewed by the City for a determination as to whether an application for an amendment or similar consideration is necessary.



Description of use for 700 Railroad Street

Use of property to conduct normal business operations for Southwest Paving, Inc.

Basic Operation

Employees will report to the shop every morning and leave shortly after to head to the job site. Employees would return every evening. Times would vary depending on workload and location of job.

Included in the basic operation will be storage and maintenance of equipment, storage of materials and daily operations of the business. Also, included are plans for the leasing of space and the upkeep of the property.

Equipment list

- Dump Trucks
- Tractor Trailers
- Several Pick-up trucks
- Paving machines
- Rollers
- Backhoes
- Skid Steers
- Bulldozers
- Other General Construction Equipment

Materials Stored on-site

- Base Material *
- Chip Rock held in bins
- Asphalt and Concrete Chunks to be recycled*

*both items would be piled in the rear of the property behind berm with coniferous trees

Other

- Dumpster
- Fuel tanks in required spill protection

Space to be leased

- Proposed that Southwest Paving will lease part of the space in the building
- Proposed tenants would be similar construction type business
- Goal is to lease to two tenants

Building Site Maintenance

- Grounds will be kept neat with grass mowed as needed
- Front of the property (along Railroad St.) will be landscaped
- Fill berm across 212 edge of lot with coniferous trees
- Fence to encompass entire property once grade is complete

RESOLUTION 2015-13

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AMENDMENT FOR THE PROPERTY AT 700 RAILROAD STREET WEST

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

WHEREAS, a conditional use permit is required under Chapter 12, Section 1210.06, *Conditional Use Permits*, Subd. 3(B)(18) of the City Code for outdoor storage in industrial districts; and

WHEREAS, Greg Brakefield, d.b.a. Southwest Paving (the "Applicant") had previously applied for and was granted a conditional use permit to allow outdoor storage on industrial property (the "Use") at 700 Railroad Street West (the "Property"); and

WHEREAS, the terms of the conditional use permit approval were specified in City of Norwood Young America Resolution 2006-33 which is hereby incorporated by reference; and

WHEREAS, said Resolution 2006-33 provides for storage of equipment and materials as identified in the permit application materials and a description of the use received by the City on February 13, 2006, which is hereby incorporated by reference; and

WHEREAS, the Applicant makes the following representations which the City accepts as a good faith representation of the proposed operation:

1. Perimeter fencing will interfere with the day to day operations at the site and limit efficiency of site usage.
2. If the requirement for a complete perimeter fence is removed the Applicant will provide landscaping with trees and a berm for screening around the subject property.
3. The Applicant has submitted a landscape plan with the application illustrating:
 - a. A total of 19 Black Hills Spruce trees will be placed along the berm adjacent to Highway 212 (north property line). There are seven existing, so 12 will be added. New trees will have an initial size of six feet.
 - b. A total of five Black Hills Spruce trees will be planted along the east property line. Initial size six feet.

- c. A total of eleven Norway Pine trees will be planted along the west property line. Initial size four feet.
 - d. The following will be inserted in the front yard of the property adjacent to Railroad Street:
 - 14 Black Hills Spruce. Initial size six feet.
 - Five Norway Pine. Initial size four feet.
 - Six Swiss Stone Pine. Initial size four feet.
 - Three Amur Maacki. Initial size 15 inches.
 - 48 flame grass. Initial size 18 inches.
 - 59 boxwood or low bush honeysuckle. Initial size 24 inches.
4. All plantings as represented in a landscape plan submitted with the application shall be installed at 700 Railroad Street West as illustrated in said landscape plan no later than October 31, 2015.

WHEREAS, the City of Norwood Young America Planning Commission on May 19, 2015 held a public hearing regarding the request after the hearing notice was posted, published, and distributed as required under law; and

WHEREAS, the Planning Commission, after review and discussion, recommends the City Council approve the conditional use permit based on several conditions; and

WHEREAS, at a regular meeting on May 26, 2015, the City Council considered the application materials on file with the City and the recommendation of the Planning Commission.

THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby makes and adopts the following findings of fact:

1. The subject property is zoned I-1, Light Industrial.
2. The Use, subject to certain conditions listed below, appears to be consistent with the intent of the Zoning Ordinance for properties with the I-1 District.
3. The Use, subject to certain conditions listed below, appears to be consistent with the goals and policies set forth in the City of Norwood Young America Comprehensive Plan for properties in the I-1 District.
4. The use, subject to certain conditions below, does not appear to have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements because the use is already established and the proposed amendment does not appear to materially alter pre-existing conditions.
5. The use, subject to certain conditions below, does not appear to pose an undue adverse impact on the public health, safety or welfare.
6. The use, subject to certain conditions below, does not appear to be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the

- neighborhood as the use is already established and the proposed amendment does not appear to materially alter preexisting conditions.
7. The use, subject to certain conditions below, will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as the use has been previously established and the proposed amendment does not appear to materially alter preexisting conditions.
 8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a conditional use permit amendment for the property at 700 Railroad Street West, subject to the following conditions:

1. All conditions contained in NYA Resolution 2006-33 relating to the subject property remain in effect, except that the requirement for a perimeter fence specified in correspondence dated February 13, 2006 under condition number eleven shall be released.
2. The exact vegetation type, size, and volume proposed in a landscape plan submitted by the Applicant in conjunction with the CUP be planted by October 31, 2015.
3. The Applicant shall maintain said vegetation at all times. In the event any of the vegetation represented in the landscape plan does not survive at the site it shall be replaced as represented in the landscape plan within ninety (90) days of showing signs of distress.
4. This approval is applicable only to the property at 700 Railroad Street West.
5. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
6. The permit shall be subject to annual inspection and audit by the City.
7. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution, subject to the requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance.
8. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

Approved and adopted by the City Council this 26th day of May, 2015.

Tina Diedrick, Mayor

ATTEST:

Diane Frauendienst, City Clerk/Treasurer



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: May 26, 2015
SUBJECT: Minnesota OSHA Inspection and Fine

On May 5, 2015 a representative of Minnesota OSHA visited the City and inspected numerous City buildings (i.e. Public Works, Public Utilities, and Fire Department). The City is only being cited for one item and that was in the Public Works main building. There is a platform used for storage of material that is located more than four feet off the floor and was not guarded by a standard railing. Corrective action has already been taken with the installation of a railing which the OSHA representative has seen. No other infractions were identified.

MN OSHA is fining the City \$157.50 for the infraction. If acceptable, OSHA requires approval and signature of the enclosed Expedited Informal Settlement Agreement (EISA). The City must return the agreement within 20-days of receipt of their notice (June 10th).

Suggested Motion:

Motion to approve the Expedited Informal Settlement Agreement with Minnesota OSHA.



Expedited Informal Settlement Agreement (EISA)

A recent inspection of your company has resulted in the enclosed Citation and Notification of Penalty (citation). Also included in this mailing is an EISA offer for your review.

What is an EISA?

It is an agreement between your company and Minnesota OSHA (MNOSHA). You agree to correct the violations described in the citation in return for a 30 percent reduction in the penalty.

What are the benefits?

- o Your MNOSHA penalty is reduced by 30 percent.
- o You will save time by not going through the formal contestation procedure.

What do you give up?

- o If you agree and sign the EISA, you waive your right to contest any part of the citation.
- o You cannot contest part of the citation and obtain an EISA on the remaining part.

How did you qualify?

- o Your history with MNOSHA Compliance is good.
- o The investigator reported you understand what you need to do to correct the violations and you are willing to make those corrections by the dates specified in the citation.
- o These factors, along with the good faith you have shown, make your company eligible.

What if you don't agree with the citations?

You can discuss, change or object to any part of the inspection or citations by filing a Notice of Contest following the instructions on the citation and the enclosed Notice of Contest form. You cannot enter into an EISA if you contest the citation.

What if you want the 30 percent penalty reduction?

- o Sign the enclosed EISA.
- o No later than 20 calendar days after you received the citation, send MNOSHA both the signed EISA and your payment for the reduced penalty amount.
- o Send in the progress report showing you made all the corrections.

If you have any questions about the citation or this EISA offer, contact us at (651) 284-5050. Federal OSHA posts the information related to your inspection online 30 calendar days after the citation is issued to your company. You can search for and review the inspection records at www.osha.gov.

Care to comment?

Take our online surveys at www.dli.mn.gov/OSHA/SurveyFeedback.asp. We value your feedback.

Sincerely,

Tyrone Taylor, Supervisor
MNOSHA Compliance

Minnesota Department of Labor and Industry
Occupational Safety and Health Division

In the matter of:
City of Norwood Young America

INSPECTION NO.: **317991024**
OSHI ID/OPTIONAL REPORT NO.: **B4620 03015**

EXPEDITED INFORMAL SETTLEMENT AGREEMENT

City of Norwood Young America (EMPLOYER), by its undersigned representative and Minnesota Occupational Safety and Health Division (MNOSHA) by its undersigned representative, in settlement of the above referenced Citation and Notification of Penalty (CITATION), hereby agree to the disposition of this matter on the following terms:

1. The EMPLOYER agrees to abate the violations as cited, on or before the abatement dates set out in the CITATION.
2. **The EMPLOYER agrees to provide evidence of the actions taken to abate the violations by submitting written progress reports to MNOSHA by the latest abatement date on the CITATION or within 30 days of CITATION issuance, whichever is earlier. If all violations were abated at the time of inspection, a progress report does not need to be returned to MNOSHA.**
3. Upon correction of all violations, the EMPLOYER agrees to post for a period of fifteen days a copy of the final progress report certifying that all violations have been abated in the place where the CITATION is posted.
4. **MNOSHA agrees that the total penalty amount is amended to \$157.50. The EMPLOYER agrees to submit full payment of the amended amount along with this original signed Settlement Agreement within 20 calendar days following the EMPLOYER'S receipt of the CITATION. Please submit the agreement and payment to Occupational Safety and Health Division at P.O. Box 64025, St. Paul, MN, 55164-0025.**
5. In consideration of the foregoing amendment, the EMPLOYER hereby waives its right to contest the CITATION pursuant to MN Statutes § 182.661. It is understood and agreed by MNOSHA and the EMPLOYER that the CITATION as amended by this agreement shall be deemed a final order of the Commissioner not subject to review by any court or agency.
6. The EMPLOYER agrees to immediately post a copy of this Settlement Agreement in the same manner and place as the CITATION is required to be posted. The signature of the EMPLOYER representative on this Settlement Agreement is understood to be certification of this posting.
7. In addition to action MNOSHA may take against the EMPLOYER pursuant to Minn. Stat. ch. 182 and other remedies provided by law, the EMPLOYER agrees that its **failure to comply with any term of this agreement shall cause the original penalty amount of \$225.00 to become due and owing to MNOSHA.**

8. Each party hereby agrees to bear its own fees and other expenses incurred with this proceeding and the EMPLOYER further agrees to waive all claims it may have, now and in the future, under MN Statutes §15.472 for fees and expenses arising out of this case.

_____	Tyrone Taylor
EMPLOYER Representative	_____
	MNOSHA Representative
	Supervisor
_____	_____
Title	Title
	05/15/2015
_____	_____
Date Signed	Date Signed

NOTICE TO EMPLOYER

Please return this **ORIGINAL DOCUMENT** along with:

- A **completed Mandatory Progress Report** if abatement dates indicate that one is now due, and
- The reduced penalty amount specified in item 4 on the first page of this document.

NOTICE TO EMPLOYEES

Any employee or authorized employee representative who has an objection to the above referenced Citation and Notification of Penalty may contest the citation within 20 calendar days of the employer's receipt of it, in accordance with the instructions on page 3 of the Citation and Notification of Penalty.

In addition, any employee or authorized employee representative who has an objection to the Citation and Notification of Penalty as amended by this agreement may contest the amended citation within 20 calendar days of the posting of this Settlement Agreement.

Minnesota Department of Labor and Industry

Occupational Safety and Health Division

443 Lafayette Road

St. Paul, MN 55155-4307

Phone: 651-284-5050 FAX: 651-284-5741

Citation and Notification of Penalty

To:

City of Norwood Young America
310 Elm Street W
Norwood, MN 55368

Inspection Number: 317991024
OSHI ID: B4620
Optional Report No.: 03015
Inspection Date(s): 05/05/2015 - 05/13/2015
Issuance Date: 05/15/2015

Inspection Site:

310 Elm Street W
Norwood, MN 55368

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

This Citation and Notification of Penalty (this Citation) describes violations of the Minnesota Occupational Safety and Health Act of 1973 (the Act). The penalty amounts listed herein are based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties, unless within 20 calendar days from your receipt of this Citation you file a Notice of Contest with the Commissioner of the Department of Labor and Industry. Your contestation rights and other employer and employee rights and responsibilities are set out in the first three pages of this Citation. The description of alleged violations begins on page 5 of this Citation.

EMPLOYER AND EMPLOYEE RIGHTS AND RESPONSIBILITIES

Posting - The Act requires that a copy of this Citation shall be promptly posted at or near each place that an alleged violation referred to in the citation occurred or, if not practicable, in a prominent place where it will be readily visible by all affected employees. If uncontested, this Citation must remain posted until all alleged violations cited therein are corrected, or for 20 days, whichever is longer. If contested, this Citation must remain posted until the contestation is resolved.

Penalty Payment - Payment of all penalties is to be made by check or money order payable to "Minnesota Department of Labor and Industry, MNOSHA", and remitted to the Occupational Safety and Health Division at P.O. Box 64025, St. Paul, MN, 55164-0025, within 20 calendar days following

receipt of this Citation. After 60 days, unpaid penalties shall increase 25 percent and shall accrue an additional interest of 10 percent per month compounded monthly until the fine is paid in full.

Effective August 1, 2003, the minimum \$25,000 penalty issued to employers with fewer than 50 employees for serious citations connected to the death of an employee may be made in five payments of \$5,000. The first \$5,000 payment is due within 20 calendar days following receipt of this Citation. The 2nd-5th payments of \$5,000 are due on the next four anniversary dates of this Citation becoming a Final Order. The Commissioner may elect to waive the 2nd-5th \$5,000 payment if in the preceding year the employer receives no citations. MNOSHA will provide written notice of the 2nd-5th payments dates or of any penalty waiver.

Notification of Corrective Action - Progress reports on correction of alleged violations not immediately abated as observed by the occupational safety and health investigator shall be submitted on the Progress Report form provided with this Citation. Written progress reports must be mailed to the address shown on the top of page 1 of this Citation by the latest abatement date on the citation, or within 30 days after receipt of the citation, whichever is earlier. Reports must state the specific corrective action taken on each cited item, the date of such action and the anticipated abatement date of uncompleted items. Additional written progress reports shall be submitted every thirty days until the items are fully abated. Facsimile (FAX) transmittal is acceptable.

All alleged violations not contested must be corrected by the abatement date specified in this Citation. A followup inspection may be made for the purpose of ascertaining that the employer has corrected the alleged violations and posted this Citation as required by the Act. Failure to correct an alleged violation by the abatement date on this Citation may result in further penalties for each day the alleged violation has not been corrected.

Petition for Modification of Abatement Date (PMA) - If, due to factors beyond reasonable control, compliance cannot be achieved by the abatement day on the citation, the employer may file a Petition for Modification of Abatement Date (PMA) to obtain an extension of the abatement time period. The PMA must be in writing and received at the address shown on the top of page 1 of this Citation prior to the expiration of the abatement date on the citation. Facsimile (FAX) transmittal of a PMA is acceptable. A copy of the PMA must be posted for ten days in the location where this Citation is posted. A copy of the PMA must also be served upon authorized employee representatives.

The employer's written petition must describe:

- 1) The action that has been taken so far to achieve compliance;
- 2) The amount of additional time needed for compliance;
- 3) The reasons why additional time is needed;
- 4) A description of the interim steps that will be taken to safeguard employees against the cited hazard;
- 5) A statement that employees have been notified of the PMA filing.

Employees have the right to file a written objection to the Commissioner regarding the employer's PMA request. A copy of the objection must be served on the employer within 10 days of the employer's posting of the PMA. The employee objection must be received by the Commissioner within 15 days of the employer's PMA request. Facsimile (FAX) transmittal is acceptable.

Employer Right to Contest - The employer has the right to a hearing to contest any or all parts of this Citation. If the employer wishes to contest, the employer must fully complete and notarize the attached NOTICE OF CONTEST AND SERVICE TO AFFECTED EMPLOYEES (Notice of Contest form) and file it with the Commissioner at the address shown on the top of page 1 of this Citation within 20 calendar days of receiving the citation.

Important: To be considered filed, all parts of the Notice of Contest form must be completed and the completed form must be deposited in the United States mail and postmarked, or otherwise timely received by the Commissioner at the above address within 20 calendar days after the date this Citation is received by the employer. You may also file electronically at (contestation.dli@state.mn.us), by facsimile (FAX), or by hand-delivering the completed form to the Department, if received no later than 4:30 p.m. on the 20th calendar day. If the employer fails to file the Notice of Contest form on time, this Citation and Notification of Penalty becomes a final order of the Commissioner which is not subject to review by any court or agency and the Occupational Safety and Health Division may file and enforce the penalty as a district court judgment without further notice or additional proceedings pursuant to Minnesota Statute § 16D.17.

Employee Right to Contest - An employee or authorized representative of employees has the right to a hearing to contest this Citation by filing a letter with the Commissioner of the Department of Labor and Industry at the address shown on page 1 within 20 calendar days of the employer's receipt of this Citation.

Important: To be considered filed, an employee letter of contest must be deposited in the United States mail and postmarked, or otherwise timely received by the Commissioner at the above address within 20 calendar days after the date this Citation is received by the employer. You may also file electronically at (contestation.dli@state.mn.us), by facsimile (FAX), or by hand-delivering the completed form to the Department, if received no later than 4:30 p.m. on the 20th calendar day. If the employee fails to file a letter of contest on time, this Citation and Notification of Penalty becomes a final order of the Commissioner which is not subject to review by any court or agency and the Occupational Safety and Health Division may file and enforce the penalty as a district court judgment without further notice or additional proceedings pursuant to Minnesota Statute § 16D.17.

Employee Right to Party Status - Affected employees or their authorized employee representatives may elect to participate as parties in the formal contested case hearing by filing written notice with the Commissioner at the address shown above at least 45 days before the start of the hearing. The notice must contain the employees' names, addresses, authorized employee representatives, if any, and a statement that they are affected employees of the cited employer.

Employer Discrimination Unlawful - Employees who believe that they have been discharged or otherwise discriminated against by any person because the employees have exercised any right authorized under the provisions of Minnesota Statutes §§ 182.65 to 182.674, may, within 30 days after such alleged discrimination occurs, file a complaint with the Commissioner of the Department of Labor and Industry at the address shown above, alleging the discriminatory act.

PENALTY INFORMATION

Types of Violations - There are 5 types of violations that may be cited by MNOSHA. They are: Nonserious, Serious, Willful, Repeat and Failure to Abate.

Penalties - In cases not involving the death of an employee, the law allows the following maximum penalties: Nonserious, \$7,000; Serious, \$7,000; Willful, \$70,000; Repeat, \$70,000; and Failure to Abate, \$7,000 per day the violation remains unabated. If a Willful or Repeat violation caused or contributed to the death of an employee, however, MNOSHA is compelled by law to assess the employer a total non-negotiable penalty of at least \$50,000 for all citations connected to the employee's death. If there are no Willful or Repeat violations among the violations that caused or contributed to the employee's death, MNOSHA must assess the employer a non-negotiable penalty of at least \$25,000 for each citation connected to the employee's death. The following violations are not subject to these minimums and will be processed according to MNOSHA's ordinary penalty system: (a) any serious violations issued to an employer with fewer than 50 employees when the victim of a workplace fatality owned a controlling interest in the business unless the Commissioner determines that a fine shall be assessed, and (b) any violations found during a fatality investigation but determined not to be connected to the death of an employee.

Credits - A penalty for a violation may be credited by as much as 95 percent, depending on the employer's good faith (up to 30%), size of business (up to 55%), and previous violation history (up to 10%). The penalties which appear on the Citation and Notification of Penalty have been reduced by the credits described.

Minnesota
Department of Labor and Industry
Occupational Safety and Health Division

Inspection Number: 317991024
Inspection Date(s): 05/05/2015 - 05/13/2015
Issuance Date: 05/15/2015
OSHI ID: B4620
Optional Report No.: 03015

Citation and Notification of Penalty

Company Name: City of Norwood Young America
Inspection Site: 310 Elm Street W, Norwood, MN 55368

Citation 01 Item 001 Type of Violation: **Serious**

29 CFR 1910.23(c)(1): Open sided floor(s) or platform(s) 4 feet or more above the adjacent floor or ground level were not guarded by standard railings (or the equivalent as specified in 29 CFR 1910.23(e)(3)(i) through (v)), on all open sides:

The open sides of the elevated platform in the Public Works Building was not equipped with a guardrail when greater than 4 feet above the next level.

Date By Which Violation Must Be Abated:
Penalty:

Corrected During Inspection
\$225.00

Ken B. Peterson, Commissioner
MN Department of Labor and Industry



TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: May 26, 2015

SUBJECT: AWAIR Program

As part of the City of NYA's safety program, "A Workplace Accident Injury Reduction Program" (AWAIR Program) is required to be implemented. The City's Safety Committee recently met and reviewed the enclosed AWAIR Program document and is recommending approval.

Suggested Motion:

Motion to approve the AWAIR Program.

CITY OF NORWOOD YOUNG AMERICA

AWAIR Program

A Workplace Accident Injury Reduction Program

Vision Statement

The personal safety and health of each employee of the City of NYA is of primary importance. The City of Norwood Young America will comply with regulations and standards to provide each employee and the public a safe and healthy place of employment and recreation.

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Duties and Responsibilities

The City of NYA Duties and Responsibilities

Commitment

“To provide each and every employee with a safe and healthy place of employment.”

Mission

“To promote a cooperative environment where the employer, managers, supervisors and employees can work towards the common goal of eliminating work place safety and health issues.”

Responsibilities

The City of Norwood Young America shall:

1. Provide visible and financial support to the AWAIR Program.
2. Assign accountability for the implementation of safety and health related policies, programs, procedures, goals and objectives.
3. Establish and communicate those policies, programs, procedures and practices necessary to protect employee safety and health, as well as the public.
4. Identify and communicate safety and health related goals and objectives.
5. Provide human and material resources necessary to implement and manage safety and health related policies, programs, procedures, goals and objectives.
6. Ensure that employees observe all safety and health related policies and procedures.

Implementation Tools

The City of Norwood Young America shall support the AWAIR Program by:

1. Funding the AWAIR Program as a budget line item, the City Administrator will establish the safety budget.
2. Providing items of equipment necessary to reduce or control significant work place safety and health hazards.
3. Scheduling and conducting supervisor and employee training during normal work hours, if possible.
4. Discussing safety and health related issues in staff meetings as well as AWAIR meetings.
5. Taking an active and visible role in supervisor and employee training.

Accountability

The City of Norwood Young America shall:

1. Hold managers, supervisors and employees accountable for their actions by adopting and enforcing an AWAIR Program compliance policy.
2. Audit the overall effectiveness of the AWAIR Program biannually.

Department Heads Duties and Responsibilities

Commitment

“To promote a culture of safety in the work place.”

Mission

“To be a positive role model and safety advocate within their respective departments.”

Responsibilities

Department Head shall

1. Be knowledgeable of safety, health related regulations, policies, procedures and work practices.
2. Be knowledgeable of work place safety and health hazards and hazard control procedures.
3. Communicate safety and health related information and instructions to employees.
4. Ensure that all vehicles, machines, tools, and personal protective equipment are properly maintained and that unsafe items are immediately withdrawn from service for repair or replacement.
5. Ensure that a quarterly walk through safety inspection of their department is completed by department employees.
6. Conduct accident and injury (including close-calls) investigations to determine root cause and appropriate corrective actions.
7. Consider and act upon unsafe condition reports and other safety and health related issues communicated by employees.
8. Acknowledge safe work practices.
9. Counsel and discipline (when necessary) employees who fail to observe established safety and health related policies, procedures and work practices.
10. Communicate serious or unresolved safety and health hazards to the City Administrator and Safety Committee.

Implementation Tools

Supervisors shall have the right and authority to:

1. Allocate human and material resources necessary to implement and manage safety and health related policies, procedures and practices within their work unit.
2. Allocate funds to correct safety and health hazards with City Administrator approval.
3. Request technical assistance and/or additional funds as required evaluating and eliminating or controlling safety and health hazards.
4. Enforce employee compliance with established safety and health related policies, procedures and work practices including the initiation of formal disciplinary procedures regarding employee violations.
5. Halt any work that exposes employees to an imminent danger.

Accountability

1. Compliance with safety and health related responsibilities will be assessed in annual performance reviews.

Employee Duties and Responsibilities

Commitment

"To be an active participant in issues of work place safety and health."

Mission

"To work safely for ourselves, coworkers, employer, citizens and our family."

Responsibilities

Employees shall

1. Be knowledgeable of safety and health related regulations, policies, procedures and workplace practices.
2. Be knowledgeable of work place safety and health hazards and hazard control procedures and practices.
3. Perform assigned work in accordance with established policies, procedures and safe work practices.
4. Identify and properly eliminate or control all potential hazards when performing assigned work.
5. Properly wear, inspect and maintain assigned personal protective equipment.
6. Inspect tools and equipment for damage and defects before each use.
7. Report all injuries, occupational illnesses (including symptoms of chemical overexpose) and accidents to their supervisor, including filling out Unsafe Conditional Reports on all close calls.
8. Report/record unsafe conditions and acts to their supervisor.
9. Communicate training needs and safety suggestions to their supervisor.
10. Participate in work place inspections and safety audits.
11. Attend safety meetings and training sessions.

Implementation Tools

Employees shall have the right and authority to:

1. Review safety and health related information, including: applicable regulations, policies, procedures and material safety data sheets.
2. Review their training, medical and exposure records during normal City of NYA work hours. Please contact City Administrator to review your records.
3. Communicate hazard control procedures and practices when performing assigned work.
4. Be in sole control of hazardous energy sources when performing assigned work on machinery/equipment.
5. Report unsafe acts and conditions without being subjected to discipline or retaliation.
6. Refuse (in good faith) to perform assigned work which they are not authorized or properly trained to perform without being subject to discipline or retaliation.
7. Refuse (in good faith) to perform assigned work which they are physically incapable of performing without being subjected to discipline or retaliation.

Accountability

1. Compliance with safety and health related responsibilities will be assessed in annual employee performance reviews.

Safety Committee Duties and Responsibilities

Commitment

“To eliminate work place hazards that cause any injury or illness.”

Mission

“To foster a spirit of open communication and cooperation in resolving all issues that pertains to employee safety and health.”

Safety Committee Members Shall

1. The Safety Committee shall consist of 6 voting members.
2. Voting Safety Committee members shall serve two year terms. Terms shall be staggered.
 - Safety Committee chair shall change every 2 Years.
3. The Safety Committee shall establish rules of order (parliamentary procedures).
4. The Safety Committee shall establish and post goals and objectives at all City Designated Safety Bulletin Boards.
5. The Safety Committee agendas shall be posted in advance.
6. Safety Committee members shall take minutes and keep them on file.
7. Safety Committee minutes shall be maintained on file at the City of Norwood Young America, City Hall.

Responsibilities

The Safety Committee shall

1. Review the results of work place safety inspections to identify and analyze hazards.
2. Review accident and injury reports (including close-calls) to identify and analyze hazards.
3. Review and act upon safety and health related concerns, suggestions and needs communicated by employees and supervisors.
4. Review work place hazard assessments.
5. After conducting safety reviews suggest and document better work practices, repairs, safety training and communication.
6. Conduct semi-annual walk-through safety inspections.
7. Identify and communicate specific safety and health related needs and improvements to the employer, supervisors and employees.
8. Perform a biannual audit of the AWAIR Program.

Implementation Tools

The Safety Committee shall hold meetings during normal work hours.

Accountability

The Safety Committee shall prepare an annual report that shall be submitted to the employer and available for employee review. The report shall include:

1. A summary of progress made in meeting stated goals and objectives.
2. An analysis of accidents and injuries (including close-calls) that identifies recurrent hazards and means of prevention.
3. An analysis of safety inspections that identified recurrent hazards and means of correction.
4. Specific recommendations for the elimination of work place safety and health hazards.
5. Goals and objectives for the upcoming year.
6. Annual report will be completed by the Committee. The annual report will be submitted to the City Council at regular meeting in February of each year. The annual report will be available for review by any city employee.
7. Annual report shall be submitted to the employer and available to employee review.

Compliance Policy

“All personnel shall perform assigned work in accordance with established safety and health related policies, procedures and work practices.”

Failure to observe safety and health related policies shall result in disciplinary actions as per the established personnel policy.

Identification of Safety and Health Hazards

Policy

A hazard is any condition, act or event that has the potential to cause injury or illness. All employees shall remain alert and report work place safety and health hazards.

Implementation Tools

Five methods shall be used to identify work place safety and health hazards.

1. Initial Assessment of Work Place Hazards
 - The assessment shall include a walk-through inspection of the work place and a review of employee job duties. Results of the survey shall be tabulated as an inventory of work place hazards on Form SP-1.
 - The assessment shall be performed by an individual with the direct involvement of work unit supervisors and employees.
 - Results of the assessment shall be communicated to managers, supervisors, employees and the Safety Committee.
2. New/Altered Processes, Equipment and Chemical Products
 - Potential safety and health hazards shall be identified and evaluated prior to:
 - The start-up of new/altered processes or equipment.
 - The use of new chemical products.
3. Walk-Through Inspections

Department Inspections

 - Biannual walk-through safety inspections shall be conducted in each work area by the Department Head or designated employee. The inspections shall be accomplished using a safety inspection checklist Form SP-2.
 - Inspection results shall be submitted to the Safety Committee and posted for employee review.
 - All observed hazards shall be noted on the checklist. Unsafe items that can be corrected at the time of inspection shall be corrected by the Department head or designated employee. Hazards that need further attention shall be recorded on the form. Corrective actions for those items that could not be corrected during the inspection shall be initiated immediately and shall be completed within 14 days.

- The department head shall be responsible for reporting the status of unsafe conditions that have not been corrected during subsequent inspections. The department head will submit a status completion report to the Safety Committee within 7 days after completion deadline date.

Safety Committee Inspections

- Biannual walk-through safety inspections shall be conducted by the Safety Committee. The inspections shall be accomplished using a safety inspection checklist Form SP-2.
- All observed hazards shall be noted on the checklist. Unsafe items that can be corrected at the time of the inspection shall be corrected by the inspection team. Hazards that need further attention shall be recorded on the form. The department head shall initiate corrective actions for those items that could not be corrected during the inspection.
- Inspection results shall be communicated to department heads and employees.

4. Employee Reporting of Unsafe Working Conditions

Imminent Danger

- Employees shall not expose themselves to imminent danger.
- Imminent danger hazards that require immediate corrective action shall be reported to the department head immediately.
 - The Department Head shall take immediate action to correct the hazard.
- If corrective action is not immediately taken by the department head, the employee(s) shall report the situation to the Safety Committee and/or City Administrator.
 - The City Administrator and/or Safety Committee shall investigate and resolve the situation.

5. Unsafe Conditions

The following procedure shall be used where a working condition is thought to be unsafe, or potentially unsafe, but does not require immediate corrective action:

- The employee(s) shall fill out an Unsafe Condition Report (form attached), being as detailed and specific as possible. The employee(s) shall:
 - Note the location and cause of the unsafe condition.
 - Actions which should be taken to correct the condition.
 - Give the report to their Department Head.
- The Department Head will have 14 days to investigate the matter and take whatever corrective action, if any, that needs to be taken.
 - Department Head may refer the matter to the Safety Committee or City Administrator.

Hazard Identification, Evaluation and Control

Evaluation of Safety and Health Hazards

Policy

Safety and health hazards shall be evaluated to determine severity, root cause and appropriate corrective actions.

Implementation Tools

Appropriate methods shall be used to evaluate work place safety and health hazards. Hazard evaluation methods shall include:

1. Hazard Analysis
 - Safety and health hazards are identified by work place inspections, employee reports and/accident/injuries shall be evaluated to determine root cause, severity, and appropriate actions. Form SP-4 shall be used to analyze work place safety and health hazards.
2. Job Hazard Analysis
 - A formal job hazard analysis shall be conducted to evaluate complex processes and work, severe hazards, recurrent accidents and injuries. Form SP-5 shall be used to conduct job hazard analysis.
3. Indoor Environmental Audits
 - Indoor environmental audits shall be conducted to assess indoor air quality, noise levels, lighting, temperature and humidity as required by applicable regulations. Form SP-6 shall be used to record the results of indoor environmental audits.
4. Personal Exposure Monitoring
 - Personal exposure monitoring shall be conducted to evaluate employee exposure. Noise and airborne contaminants shall be monitored when required by applicable regulations and work place hazards. Form SP-7 shall be used to record the results of personal exposure monitoring.
 - The employee with whom personal exposure monitoring was conducted shall be informed of the results as required by applicable regulations.
 - All affected managers, supervisors and employees shall also be informed of the results of personal exposure monitoring in accordance with employee confidentiality restrictions.
 - The City Administrator shall maintain all employee personal exposure records. Employees shall have access to their exposure records, and upon request of said records shall be released to the employee's personal physician. Said records shall also be released to the employee's designated representative in accordance with applicable OSHA restrictions and procedures.
5. Occupational Medicine
 - Results from the occupational medicine program shall be used to evaluate any potential adverse health effects from employee exposure to harmful work environments and/or agents. Said determinations shall be made by the occupational

medicine physician and communicated to the employer in accordance with restrictions imposed by patient/physician confidentiality.

Hazard Elimination and Control

Policy

Where practical and feasible safety and health hazards shall be eliminated rather than controlled.

Implementation Tools

Four methods shall be used to correct work place safety and health hazards.

1. **Hazard Elimination**

When practical and feasible, work place safety and health hazards shall be eliminated by changing processes, materials and/or procedures in lieu of other control measures.

2. **Engineering Controls**

Effective engineering controls shall be the preferred method to control safety and health hazards that cannot be eliminated by changing processes, materials and/or procedures.

Engineering controls implemented by the City of NYA may include:

- Ventilation and exhaust.
- Guards and barricades.
- Installation of sound absorbing materials.
- Installation of enclosures or devices that isolate employees from hazards.
- Redesigning of work stations or areas.

3. **Administrative Controls**

Administrative controls shall be used to control work place safety and health hazards when practical and feasible. Administrative controls implemented by the City of NYA may include:

- Modifying work schedules to reduce employee exposure to toxic materials and hot or cold environments.
- Implementing safety and health related policies, procedures and work practices, including OSHA required safety and health programs. Where applicable OSHA required safety and health programs implemented by the City of NYA include:
 - A Workplace Accident Injury Reduction Program (AWAIR).
 - Right-to-Know.
 - Blood borne Pathogens.
 - Personal Protective Equipment.
 - Respiratory Protection.
 - Hearing Conservation.
 - Lockout/Tagout.
 - Confined Space.
 - Emergency Action Plan.

- Providing employees with information and training as required by applicable regulations, work place hazards and employees job duties. Employee information and training includes:
- Post signs that warn employees of work place safety and health hazards. (Lock Out-Tagout / Personal Protective Equipment /Confined Space).
- Material Safety Data Sheets (MSDS) available for hazardous chemicals to which employees may be exposed to.
- New employee safety training and instruction.
- Annual required training of existing employees.
- Job briefings / toolbox and tailgate safety talks.

4. Personal Protective Equipment

When safety and health hazards cannot be eliminated or controlled by other means, employees will be provided with and required to wear suitable personal protective equipment. Personal protective equipment shall be selected, inspected, used and cared for in accordance with applicable regulations and the manufacturer's instructions. Personal protective equipment provided to employees includes:

- Steel toe safety boots/shoes.
- Safety vests/hardhats.
- Chain saw chaps, helmet, boots.
- Protective clothing (uniform, sweatshirts, jackets).
- Protective gloves.
- Safety rain suits.
- Safety glasses/goggles.
- Respiratory masks.

Employees shall be responsible for the proper inspection, use and maintenance of assigned personal protective equipment.

Facility Maintenance

Facility Maintenance

Policy

Scheduled maintenance shall be used so far as practical and feasible to insure the safety, reliability and availability of structures, equipment and vehicles.

Implementation Tools

1. Facility Maintenance

- Structures, equipment and vehicles shall be inspected and maintained in accordance with applicable regulations, codes and manufacturer's instructions.
- All personnel shall use work orders to report items in need of maintenance or repair.
- Maintenance and inspection records shall be maintained on file.
- All replacement equipment and parts shall meet or exceed original manufacturer's specifications.

2. Housekeeping

- Maintaining a clean and sanitary workplace is a shared responsibility and requires a team effort.

Accident Investigation and Records Analysis

Accident Investigation and Records Analysis

Policy

Accidents and injuries can reoccur unless causes are identified and corrected.

All accidents and injuries (including close-calls) shall be investigated to identify cause and appropriate corrective measures.

Implementation Tools

1. Records Management

The employer shall maintain and periodically review the following records.

Records	Maintained By/Location
Employee Personal Exposure Records	City Administrator/City Hall
Employee Medical Records	City Administrator/City Hall
Employee Training Records	Safety Committee/City Hall
Reports of Accidents/Injuries	City Administrator/City Hall
OSHA 300 Log	Posted on all Safety Bulletin Board
Safety Inspection Reports/Audits	Posted on Dept. Safety Bulletin Board/ Records at City Hall
Accident Investigations	Committee Chair/City Hall
Canceled Confined Space Permits	Public Works/Public Works Office
Maintenance Records	Each department designated location

2. Reporting of Accidents and Close-calls

- Employees are required to report all accidents and injuries (including close-calls) to their Department Head.
- OSHA recordable injuries shall be reported to the Department Head. The City designee shall be responsible for reporting and recording OSHA recordable injuries (including the processing of workman's compensation claims and compilation of the OSHA 300 log) in accordance with applicable regulations.
- The City Administrator shall report accidents which result in the hospitalization of 3 or more employees and fatalities to the nearest OSHA office within 8 hours.

3. Accident/Injury Investigation

- The Department Head shall be responsible for promptly investigating all accidents and injuries (including close-calls) to identify cause and appropriate corrective actions.
- Form SP-10 may be used to provide general guidelines for determining cause and appropriate corrective actions.
- The Department Head shall communicate the results of all investigations to affected managers, supervisors, employees, and the Safety Committee.

4. Analysis of Accidents and Injuries
 - The Safety Committee shall record and analyze information and statistics on accidents and injuries (including close-calls) to identify recurrent hazards. Form SP-11 shall be used to complete the analysis.
 - The Safety Committee shall communicate their analysis (including any recommendations) to the City Administrator, department head and employees.
5. Analysis of Walk-Through Safety Inspections
 - The Safety Committee shall record and analyze information and statistics on the results of walk-through safety inspections to identify recurrent hazards.

Contractor Safety

Contractor Safety

Policy

Qualified Contractors

It is the policy of the City of Norwood Young America to retain only qualified contractors that have a reputable record of employee safety, health and regulatory compliance.

Contractors Duties

The contractor shall be responsible for training, maintaining and supervising safety and health related policies, programs and work practices in connection with the performance of contractual work.

The contractor's safety and health program shall be in compliance with all applicable regulations and shall provide a level of employee protection that is equal to or greater than safety and health related policies, procedures and work practices implemented by the City of NYA.

The contractor shall be responsible for furnishing all safety and health related equipment necessary for the completion of contracted work.

Duties to Subcontractors

The contractor shall be responsible for communicating safety and health related information to subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related policies, programs and work practices while performing subcontracted work.

Imminent Danger

The City of NYA reserves the right to suspend contracted work that jeopardizes the safety of the contractors, city employees and community.

Implementation Tools

Exchange of Safety and Health Related Information

Prior to the beginning of contracted work, the City of NYA project manager/inspector and the contractor's job site supervisor shall exchange and review applicable safety and health related information, procedures and practices. The information exchange/review shall include:

1. Hazardous materials (including lead and asbestos containing materials) present at the work site and to which the contractor's employees might be exposed. Information provided to the contractor shall include:
 - Identity and nature of hazardous materials.
 - Potential health hazards.
 - Protective measures.
 - Location of material safety data sheets (MSDS).
2. Hazardous materials brought into the City of NYA work place by the contractor (including any subcontractors). Information provided to the City of NYA shall include:
 - Identity and nature of hazardous materials.
 - Potential health hazards.
 - Protective measures.
 - Location of material safety data sheets (MSDS).
3. Hazardous energy sources in the City of NYA work place. Information provided to the contractor shall include:
 - Identity and magnitude of hazardous energy sources in the City of NYA's work place.
 - Host employer's Lock Out – Tagout Procedures.
4. OSHA requires an Entry Permit be filled out and kept on file at the City for confined space entry and work in the City of NYA work place. Information provided to and from the contractor shall include:
 - Identity and location of permit confined spaces.
 - Permit confined space hazards.
 - Entry procedures used by the City of NYA employee's.
 - Confined Space entry procedures to be used by the contractor (including any subcontractors) shall be discussed and identified.
5. Policies and practices relating to the use of personal protective equipment. Information provided to the contractor shall include:
 - City of NYA's personal protective equipment policy.
6. Emergency procedures. Information provided to the contractor shall include:
 - Preferred method of reporting work place emergencies.
 - Procedures for making emergency telephone calls.
 - Identity and location of hospital.
 - Method used to report work place emergencies.
 - Identity of fire alarm and evacuation procedures.
7. Other safety and health related information applicable to contracted work.

Coordination of Work

The City of NYA project manager/inspector and the contractor's job site supervisor shall coordinate work activities that affect employee safety and health such work activities include:

- Shut down of machines and Lockout/Tagout.
- Entry into permit confined spaces.

Additional Information

Refer to the following documents for additional information and requirements. (When developed)

- Contract Documents.

- Hazard Communication Program.
- Hazardous Energy Control Lockout/Tagout Program.
- Permit Confined Space Entry Program.
- Emergency Action Plan.
- Personal Protective Equipment Hazard Assessment.
- Respiratory Protection Program.
- Hearing Conservation Program.

Employee Information

Employee Information

Policy

Employees shall be provided with adequate and effective safety and health related information.

Implementation Tools

1. Employee Rights
 - Employees will be informed of their rights under the Occupational Safety and Health Act by posting the "OSHA Poster." The OSHA posters shall be posted at designated safety bulletin boards. Safety Boards are designated in each City building.
2. Work Place Injuries and Illnesses
 - Employees shall be informed of work place injuries and illness by posting of the OSHA 300 log for the previous year between February 1 and April 30 of each year. The OSHA 300 log shall be posted at all designated safety bulletin boards.
3. Access to Safety and Health Related Information
 - Employees shall be provided access to safety and health related information, including but not limited to; OSHA standards, material safety data sheets, safety and health related policies, and procedures. Safety and health related information shall be available for employees review at the NYA City Hall.
 - The City of NYA's Safety Committee shall be responsible for posting (or making available) the above information.
4. Access to Personal Exposure Records
 - Employee exposure records shall be maintained and are on file at the City of NYA's City Hall. Employees are to contact the City Administrator to access and review their exposure records. Upon request records shall be released to the employee's private physician. Said records shall also be released to the employee's designated representative in accordance with applicable OSHA restrictions and procedures.
5. Access to Training Records
 - Employee training records shall be maintained and are on file at the City of NYA's City Hall. Employees are to contact the City Administrator/City Safety Committee to access and review their training records.

6. Warning Signs, Labels and Tags

- Appropriate signs, labels and tags shall be used to communicate work place hazards and safety and health related information. Some examples are:
 - Danger signs and Tags: Shall be used in major hazard situations where an immediate hazard presents a threat of death or serious injury.
 - Caution signs and Tags: Shall be used in minor hazard situations where a non-immediate or potential hazard or unsafe practice presents a lesser threat of employee injury.
 - Warning signs and Tags: Shall be used to represent a hazard level between "Caution" and "Danger".
 - Safety Instruction Signs; Shall only be used to communicate safety and health related information.

Employee Training

Policy

All employees shall be provided with effective safety training and instruction as required by work place hazards, employee's job duties and applicable regulations. Supervisors shall evaluate the effectiveness of training by observing employee work practices and compliance with established safety and health related policies, procedures and practices. Supervisors shall take appropriate actions to correct skill and knowledge deficiencies.

Implementation Tools

1. New Employees:

All new employees shall be provided with effective safety training and instructions as required by work place hazards, employee job duties and applicable regulations. The training shall be completed before new employees perform assigned work. New employee safety training and instruction shall include:

- Information on safety and health related policies, procedures and practices.
- Instruction on the identity and nature of work place safety and health hazards including control procedures and practices.
- Instruction on specific job duties including safe work practices.
- Instruction on emergency procedures.

The training will be documented and kept on file at the City of NYA's City Hall.

2. In-Service training of Existing Employees:

All existing employees shall receive initial and refresher training as required by:

- Applicable regulations.
- The introduction of new hazards.
- Procedural changes.
- Work practice deficiencies.

In-Service training will be scheduled on a monthly basis. Attendance will be taken and maintained on file at the City of NYA City Hall.

3. Toolbox and Tailgate Safety Talks

Department Heads shall conduct frequent toolbox and tailgate safety talks to communicate:

- Initial safety and health related information.

- Work-specific hazards and hazard control procedures (job briefings).
 - Hazards associated with non-routine tasks.
4. Training effectiveness shall be evaluated by:
- Work place safety inspections.
 - Rate of and type of injuries.
 - Compliance with established policies, procedures, and work practices. Department Heads shall be primarily responsible for evaluating the effectiveness of employee training.

Emergency Preparedness

Emergency Preparedness

Policy

The City of Norwood Young America shall prepare for all reasonably foreseeable work place emergencies.

Implementation Tools

- Fire and Emergency Prevention Plans (when developed).
 - The City of NYA shall develop procedures and responsibilities to prevent fires and other emergencies. This plan shall be known as the Emergency Action Plan (when developed).
1. Emergency Equipment and Egress
 - Emergency equipment, including: exits, fire extinguishers, first aid kits, emergency eye wash stations, emergency showers, and emergency lights shall be installed, inspected, and maintained in accordance with applicable regulations.
 - Procedures for the inspection and maintenance of emergency equipment shall be established in the Fire and Emergency Prevention Plan.
 2. Employee Emergency Action Plan
 - Procedures to be followed by employees in the event of a fire or other work place emergency shall be established in the Emergency Action Plan.
 3. Employee Training
 - Employees shall be trained for assigned emergency response actions and duties in accordance with applicable regulations. The information and training includes:
 - Actions and duties in the Emergency Action Plan.
 - Fire Prevention and the use of portable fire extinguishers.
 - First Aid.
 4. Emergency Response

The following agencies have been designated to respond to an emergency within the City of NYA.

Fire Department: 911 / NYA Fire Department

Ambulance/Hospital: 911 / Ridgeview Medical Center

Police/Sheriff: 911 / Carver County Sheriff's Department

Local emergency response agencies shall be informed of work place safety and health hazards in accordance with applicable regulations.

The local fire department has toured hazard areas within the City of NYA, and has trained on emergency procedures.

Annual Program Audit

Annual Program Audit

Policy

The effectiveness of the AWAIR Program shall be assessed by a biannual audit.

Implementation Tools

The Safety Committee shall perform an annual audit of the AWAIR Program. The audit shall be conducted in December of each year.

The goal of the audit shall be to improve overall program effectiveness by identifying specific needs and deficiencies. Specific recommendations for improving the program shall be made through updated goals and objectives. Form SP-9 shall be used to complete the audit.

The Safety Committee shall prepare a written audit report by the second Tuesday in February of each year. The results of the audit will be presented to all City Employees, City Administrator, and AWAIR.

Approval of AWAIR Program

Safety Committee Approval

APPROVAL

Safety Committee Chairperson

Date

City Council Approval

APPROVAL

Mayor

Date

City of Norwood Young America FORM SP-1 HAZARD INVENTORY

Check (✓) those hazards that are present or likely to be present in the work place. Identify source and location of each hazard that is present or likely to be present in the workplace. Evaluate and provide for control of all hazards identified in accordance with applicable regulations. Provide for employee information and training on all hazards identified in accordance with applicable regulations.

Facility: _____ Area/Operation: _____

Affected Positions: _____ Compiled By: _____ Date: _____

(✓) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(identify hazard)</i>
ENVIRONMENTAL HAZARDS			
	Noise	May cause stress, fatigue, and/or loss of hearing. May interfere with communication, and thereby contribute to accidents/injuries.	
	Air contaminants	May cause illness, injury, and/or death.	
	Hot environments	May cause heat cramps, heat exhaustion, and/or heat stroke. Serious cases may cause delayed injury or death.	
	Cold environments	May cause frostbite and/or hypothermia.	
	Wet environments	May cause illness or worker to slip, trip, or fall. May result in injury or death.	
	Confined spaces	May contain atmospheric, entrapment, engulfment, and/or other serious hazards. May result in injury or death.	
	Lighting	May interfere with worker's ability to recognize job site safety and health hazards. May result in injury or death.	
	Biological organisms or agents	May cause disease. May cause illness or death.	
	Microwave and other non-ionizing radiation	May cause thermal burns and heat build up in body tissues or other bodily injury. May result in injury or death.	

(√) if Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
HAZARDOUS MATERIALS			
	Toxic substances	May cause illness, injury, or death.	
	Flammable substances	May cause fire/explosion and/or illness, injury, or death.	
	Reactive substances	May react violently with other substances and/or cause illness, injury, or death.	
	Corrosive substances	May corrode metal, react violently with other substances, and/or cause illness, injury, or death.	
	Compressed gasses	Cylinder may rupture and/or become a missile. Gas may be toxic, flammable, reactive, toxic and/or corrosive. May cause illness, injury, or death.	
	Infectious materials or disease causing agents/organisms	May cause disease. May cause illness or death.	
	Radioactive materials	May cause radiation burns and radiation sickness.	
	Asbestos containing materials	Asbestos is known to cause asbestosis, lung cancer, and mesothelioma.	
	Lead containing materials	Lead is known to cause acute or chronic lead poisoning and/or injury to reproductive system. Know to cause birth defects.	
	Known carcinogens	Cancer. May result in illness, deformations, genetic changes, or death.	
	Hot or molten materials	May cause thermal burns. May produce harmful fumes.	
	Cryogenic liquids	May cause frostbite. High expansion ratio (liquid to gas). Gas may be toxic, flammable, reactive, and/or corrosive.	

(✓) # Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(identify hazard)</i>
PHYSICAL HAZARDS			
	Wet, slippery or cluttered floors, stairs, or landings	May cause worker to slip, trip, or fall. May result in injury or death.	
	Floor openings or holes	May cause worker to slip, trip, or fall. May result in injury or death.	
	Unguarded platforms	Worker may fall. May result in injury or death.	
	Rotating or moving machinery	Worker may become caught between moving parts. May result in injury or death.	
	Hand and power tools	Use may cause lacerations, abrasions, fractures, amputations, and/or electrocutions. May result in injury or death.	
	Abrasive grinders	Use results in flying particles. Wheel may explode. May cause face/eye injuries.	
	Compressed air for cleaning	Use may result in flying particles. May cause face/eye injuries.	
	Pressure vessels - air, steam, water, or gas	Mechanical explosion. May result in injury or death.	
	Fixed electrical equipment	Electrocution and/or fire. May result in injury or death.	
	Portable electrical equipment and extension cords	Electrocution and/or fire. May result in injury or death.	
	Head hazards (e.g. falling objects/bumps to head)	Worker could be struck. May result in injury or death.	
	Eye/face hazards (e.g. flying particles, harmful light and chemicals)	May cause blindness or injuries to face (e.g. cuts, thermal burns, and chemical exposure/burns). May result in injury or death.	
	Hand hazards (e.g. sharp objects, heat/fire, and chemicals)	May cause lacerations, abrasions, thermal burns, and chemical burns/exposure. May result in injury or death.	

(✓) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
ERGONOMIC HAZARDS			
	Workers routinely perform the same or pattern of motion within 30 seconds	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers routinely maintain a fixed or awkward posture	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers routinely use vibrating tools or equipment	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers engage in unassisted frequent heavy lifting	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers routinely use forceful hand exertions	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
	Workers use tools, which are not designed for the job	May cause injuries to muscles, tendons, and joints. May result in injury and/or disability.	
SHIFT WORK			
	Employees frequently work an extended or rotating shift schedule	May cause stress and fatigue. May contribute to injuries and accidents.	
	Employees may be required to work double shifts	May cause stress and fatigue. May contribute to injuries and accidents.	

(√) (If Present)	Potential Hazard	Potential Harm	Source And Location Of Hazard (Identify hazard)
WORK RELATED HAZARDS			
	Employees handle/use hazardous chemicals	May cause illness, injury, or death.	
	Employees remove or encapsulate asbestos	Asbestos is known to cause asbestosis, lung cancer, and mesothelioma. May result in illness and death.	
	Employees sand, grind, cut, or weld on lead containing materials	Lead is known to cause acute or chronic lead poisoning and/or injury to reproductive system. May result in illness and death.	
	Employees service or perform maintenance on equipment/machines	Worker may become caught between moving parts. May result in injury or death.	
	Employees perform maintenance on electrical equipment	Electrocution. May result in injury or death.	
	Employees enter permit confined spaces	May contain atmospheric, entrapment, engulfment and/or other serious hazards May result in injury or death.	
	Employees perform work from unguarded elevated surfaces	Worker may fall. May result in injury or death.	
	Employees perform work in excavations and trenches	Trench may cave-in. May result in injury or death.	
	Employees perform work on streets/roads	Worker may be struck by a vehicle. May result in injury or death.	
	Employees perform work in close proximity to heavy equipment	Worker may be struck by a vehicle. May result in injury or death.	
	Employees operate heavy equipment (e.g. end loaders, trucks, etc.)	Vehicular accidents. May result in injury or death.	
	Employees operate forklifts	Vehicular accidents. May result in injury or death.	
	Employees operate aerial lift trucks	Boom could contact power line. Employee could fall. May result in injury or death.	

(✓) # Employees	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
WORK RELATED HAZARDS, continued			
	Employees operate fixed/mobile cranes and hoists	Worker could be struck by a falling object. Boom could contact a power line - worker electrocuted. May result in injury or death.	
	Employees perform welding, cutting, and brazing	Fire and explosion. Electrocution. Workers may be exposed to toxic metal fumes. May result in illness, injury, or death.	
	Employees perform abrasive blasting	Workers may be exposed to respirable silica dust and/or lead dust. May result in illness, injury, or death.	
	Employees perform spray painting	Workers may be exposed to toxic mists and sprays. Fire/explosion hazard. May result in illness, injury, or death.	
	Employees come into close contact with soil or trash	May result in tetanus if worker receives a cut, scrape, or puncture wound.	
	Employees come into close contact with blood and other body fluids	May be exposed to HIV or HBV. May result in illness and death.	
	Employees operate noisy tools and equipment	May cause stress, fatigue, and/or loss of hearing.	
	Employees work on or near high voltage electrical equipment	Electrocution. May result in injury or death.	
	Employees perform work from ladders and/or scaffolds	Worker may fall. May result in injury or death.	
	Employees control processes that involve hazardous chemicals	Fire, explosion, and/or exposure to a toxic or corrosive chemical. May result in illness, injury, or death.	
	Employees operate fixed machines and equipment	Equipment failures may result in fire/explosion, electrocution, and/or flying material. May result in injury or death.	

<input checked="" type="checkbox"/> Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <i>(Identify hazard)</i>
EMPLOYEE EMERGENCY RESPONSE DUTIES			
	Designated employees have a duty to provide first aid/CPR	May be exposed to HIV or HBV. May result in illness and death.	
	Designated employees have a duty to extinguish fires	May result in thermal burns and/or the inhalation of hot/toxic smoke. May result in injury or death.	
	Designated employees have a duty to respond to hazardous chemical spills	May be exposed to flammable, reactive, toxic, or corrosive chemicals. May result in illness, injury, or death.	
	Designated employees have a duty to perform rescues	May be exposed to an atmospheric, entrapment, engulfment, fire, fall, electrical, and/or moving equipment hazards. May result in injury or death.	
OTHER HAZARDS			

FORM SP-2 SAFETY INSPECTION CHECKLIST

This checklist provides general guidance for the identification and correction of common work place hazards. It is not all-inclusive. Draw a line through those items that do not apply.

Check (✓) all unsatisfactory items/conditions and indicate location if applicable. Correct those unsatisfactory items/conditions that you are capable of correcting. Identify those items/conditions that need further action on reverse side. Note any new hazards. Review completed checklist with supervisor. Supervisors are to schedule corrective actions as required and submit completed checklist to safety committee.

Postings

- OSHA poster
- OSHA 300 (post 2/1 to 4/30 of each year)
- Hazards identified by signage
- Permit confined spaces signed
- Non-potable water identified by signage
- Floor load limits identified by signage
- No smoking areas identified by signage
- Emergency telephone numbers posted
- Escape routes/exits identified by signage
- Emergency equipment identified by signage
- NFPA 704 signs posted

Written Programs: Available To Employees

- Hazard Communication Program
- Respiratory Protection Program
- Hearing Conservation Program
- Hazardous Energy Control (Lo/To) Program
- Permit Confined Spaces Program
- Infection Control Program
- Fire Prevention/Emergency Action Plan
- Occupational Medicine Program

Tools/Equipment

- Condition of electrical cords
- Condition of hand/power tools
- Condition of abrasive grinders
- Air nozzles - pressure reduced to 30 psi
- Power tools - point of operation guarded

Electrical

- Breakers/panels identified
- Boxes/panels closed/covered
- Exposed conductors guarded
- Lights guarded/protected
- Condition of extension cords
- Circuits properly grounded

Fixed Machinery/Equipment

- Belts/pulleys guarded
- General maintenance
- Disconnects provided/identified
- Equipment properly grounded

Material Handling

- Condition of hoists/cranes
- Condition of slings/chains
- Condition of conveyors - trip line functional
- Condition of fork lifts

Material Storage

- Material neatly stacked and stable
- Shelves organized - no falling object hazard
- Accumulations of Class A combustibles
- Aisle clear and free from obstructions
- General housekeeping

Hazardous Materials

- Proper containers
- Containers labeled
- MSDS available
- Proper storage
- Flammables stored in approved cabinets
- Incompatibles separated
- Proper storage of compressed gas cylinders
- Flammable waste - containers emptied daily
- Damaged/deteriorated ACM

Working Surfaces/Housekeeping/Sanitation

- Aisle/floors/stairs kept clear/clean/dry
- General housekeeping
- Floor openings - covered/guarded
- Platforms/stairs guarded by railing
- Proper waste disposal
- Restrooms/locker rooms - clean/sanitary
- Eating areas - clean/sanitary

Ladders/Scaffolds

- Ladders - condition/proper use
- Fixed ladders - condition/fall protection
- Scaffolds - condition/proper use

Confined Space Entry Equipment

- Personal monitors - availability/calibration
- Retrieval equipment - availability/condition

Emergency Equipment

- First aid kit - in place/completely stocked
- Availability of persons trained in F.A./CPR
- Fire extinguishers - in place/charged
- Fire alarm operates when activated
- Eye washes/showers - accessible/functional
- Emergency lights - proper operation
- Exits - accessible/not blocked
- SCBA's/PPE - availability/condition

PPE: Condition/Storage

- Respirators
- Hard hats
- Face/eye protectors
- Gloves
- Protective footwear
- Protective clothing
- Electrical protective equipment
- Personal fall protective equipment

Safe Work Practices: Employees

- Use proper lockout/tagout procedures
- Use proper confined space entry procedures
- Use suitable personal protective equipment
- Barricade hazardous work areas
- Guard temporary floor openings
- Use proper excavation/trenching procedures
- Use personal fall protective equipment
- Use GFI's

Vehicles/Mobile Equipment

- Tires/brakes/steering/lights
- General maintenance
- Proper operation of special equipment
- First aid kit - in place/completely stocked
- Fire Extinguishers - in place/charged

Employee Medical/Exposure Records

Available for employee review

Describe Other Unsatisfactory Items/Conditions and/or New Hazards

1. _____
2. _____
3. _____
4. _____
5. _____

Summary Of Unsatisfactory Items That Need Further Action

Item	Location

Area/Vehicle Inspected: _____

Conducted By: _____ **Date:** _____

FORM SP-3 REPORT OF AN UNSAFE CONDITION

Instructions to employees: Briefly describe the location and nature of the unsafe condition. Identify any possible corrective actions. Sign/date the report. Submit report to your immediate supervisor.

To be completed by employee reporting the unsafe condition

Location: _____

Describe unsafe condition: _____

Suggested corrective actions: _____

Reported by: _____ Date: _____

To be completed by work unit supervisor

Received by: _____ Date: _____

Suggested corrective actions taken

Referred to safety committee

Comments/actions taken: _____

To be completed by safety committee

Date reviewed/acted upon: _____

Recommendation of safety committee: _____

Corrective actions initiated by safety committee

Corrective actions referred to work unit manager for review/initiation

To be completed by work unit manager

Date acted upon: _____

Actions taken: _____

FORM SP-4 HAZARD EVALUATION AND ELIMINATION/CONTROL WORKSHEET

This checklist provides general guidance for the evaluation and elimination/control of workplace safety and health hazards. It is not all inclusive.

Use this worksheet to identify how hazards identified in the workplace hazard survey will be eliminated or controlled. (The worksheet may also be used to analyze specific operations or areas). Identify the source and location of each hazard in *column 1*. Identify the cause and severity of the hazard in *column 2*. Identify the means/methods of hazard elimination/control in *column 3*.

Hazard Source/Location	Hazard Evaluation <i>Identify cause and severity of hazard. Include results of personal monitoring, if applicable.</i>	Methods/Mean Of Hazard Elimination/Control <i>Identify means and methods that will be used to eliminate or control the hazard. Consider hazard elimination, engineering controls, administrative controls, procedures, work practices, employee training, and personal protective equipment.</i>

Facility: _____ Area/Operation: _____

Affected Positions: _____ Compiled By: _____

Date: _____

FORM SP-5 JOB HAZARD ANALYSIS

Instructions: Refer to OSHA publication 3071, Job Hazard Analysis, for additional information and instructions.

Task: _____ Conducted By: _____ Date: _____

Job Step	Hazard	Cause	Preventive Measure

FORM SP-7 RESULTS OF PERSONAL EXPOSURE MONITORING

Facility:		Department or Area:						
Employee:		Operation:						
Employee SS Number:	Date:	Temperature:	Relative Humidity:					
Type of Respirator Used By Employee:		Comments/Observations:						
Sample Type:		Sampling Device and ID. No.:						
Calibration (date and results):		Settings/Range:						
Collection Media:		Analysis Method:						
Sample Number	Start Time	Stop Time	Duration (minutes)	Calibration Flow Rate	Volume (liters)	Substance Sampled	Amount Collected	Concentration In Air
Substance Sampled		Actual Employee Exposure			Permissible Exposure Limit (PEL)			
Recommendations:		Sampling Conducted By:						

FORM SP-9 SAFETY AND HEALTH PROGRAM AUDIT WORKSHEET

This worksheet provides general guidance for evaluating safety and health program effectiveness. It is not all inclusive. Consider each program element to: (1) determine whether or not the element is in place, (2) estimate the element's overall effectiveness, and (3) identify specific deficiencies and actions that can be taken to improve the effectiveness of the element.

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
1. City Commitment The city has adopted and endorsed an effective and proactive written safety and health program (AWAIR) that encourages employee participation.								
The city has adopted a safety and health related vision (or policy) statement. Vision (or policy) statement has been communicated to managers, supervisors, and employees.								
The city has adopted safety and health related policies, procedures, and practices. Safety related policies, procedures, and practices have been communicated to managers, supervisors, and employees.								
The city has committed those human and material resources necessary to implement and manage the safety and health program.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
The city has (established and communicated) safety and health related responsibilities for managers, supervisors, and employees.								
The city has provided means and methods for managers, supervisors, and employees to meet assigned safety and health related responsibilities.								
The city has assigned accountability by adopting and enforcing a safety program compliance policy. Managers, supervisors, and employees are required to comply with safety related, policies, procedures, and practices and are held accountable for their actions.								
The city includes work place safety and health as an agenda item in staff meetings.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
The city requires managers and supervisors to take a visible and active role in safety meetings and training sessions.								
2. Employee Involvement The city provides for employee input and involvement in safety and health program. Employees (or their designated representative) have endorsed the safety and health program.								
The city provides for employee involvement (and solicits employee input) in all matters pertaining to work place safety and health, including but not limited to, work place hazard assessments and inspections, hazard mitigation, and training.								

Program Element	In Place (√)		Effectiveness (√)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
The city has provided employees with an effective means to report unsafe working conditions. Employees are not subjected to retaliation or harassment for reporting unsafe acts or conditions.								
The city schedules safety meetings and training sessions during normal working hours and/or with employees in pay status.								
The city has established an effective and proactive safety committee. Safety committee has defined goals and objectives. Safety committee meets on a scheduled basis. Safety committee activities are communicated to managers, supervisors, and employees.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
3. Hazard Control A Systematic survey has been conducted to identify all work place safety and health hazards. Results have been communicated to managers, supervisors, and employees.								
Hazards posed by new processes, machines, and chemical products are identified. Results are communicated to managers, supervisors, and employees.								
Frequent walk-through safety inspections are conducted to identify unsafe acts and unsafe conditions. Results are communicated to managers, supervisors, and employees.								
As a matter of routine first-line supervisors and employees report and/or correct unsafe acts and conditions.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Appropriate methods are used to evaluate hazards to determine cause, severity and effective methods of elimination/control. Results are communicated to managers, supervisors, and employees.								
Appropriate and suitable methods are used to eliminate or control safety and health hazards. When practical and feasible hazards are either eliminated or controlled by engineering and/or administrative controls. The city solicits employee input when considering hazard mitigation options.								
Managers, supervisors, and employees promptly correct work place safety and health hazards.								
Written safety and health programs have been implemented (and communicated to managers, supervisors, and employees) as required by work place hazards, employee job duties, and applicable OSHA regulations. Each program is effective in meeting its intended purpose as is periodically reviewed.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Written safety operation procedures and work practices (SOP's) have been implemented (and communicated to managers, supervisors, and employees) as required by work place hazards, employee job duties, and applicable OSHA regulations. Each SOP is effective in meeting the intended purpose and is periodically reviewed.								
4. Facility Maintenance Structures, vehicles and equipment are properly maintained in accordance with applicable regulations, codes, and manufacture's instructions through an effective work order system that facilitates planned maintenance and the reporting of items in need of repair.								
Effective housekeeping procedures and assignments have been established (and communicated to managers, supervisors, and employees). Facility is maintained in a clean and sanitary condition.								

Program Element	In Place (√)		Effectiveness (√)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
<p>5. Accident Analysis Managers, supervisors, and employees are required to report all accidents and injuries including close calls.</p>								
<p>All accidents, injuries, and close calls are investigated to determine root cause and appropriate corrective measures. Results are acted upon and communicated to managers, supervisors, and employees.</p>								
<p>Accident and injury records are reviewed and analyzed to identify recurrent hazards. Results are acted upon and communicated to managers, supervisors, and employees.</p>								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 (poor)	2	3 (fair)	4	5 (Excellent)	
<p>6. Occupational Medicine An affective and proactive occupational medicine program has been established as required by work place hazards and applicable regulations. All affected personal participate in the program. Results and recommendations are appropriately communicated and acted upon.</p>								
<p>7. Contractor Safety The city has established (and abides by) a policy of retaining only qualified contractors with a demonstrable record of employee safety and health and regulatory compliance.</p>								
<p>Safety and health related duties and responsibilities for contractors (and subcontractors) are clearly stated in bid and/or contract documents.</p>								

Program Element	In Place (√)		Effectiveness (√)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Contractors are informed of work place hazards, safety related policies, procedures, and practices in accordance with applicable regulations. Contractors are required to observe (or exceed) the cities safety and health related policies, procedures, and practices.								
8. Employee Training Employees are informed of their rights and responsibilities under the OSHA Act by posting of the OSHA poster and are informed of work place injuries and illnesses by posting of the OSHA 300 Log between February 1 and April 1 of each year.								
Employees are provided with access to safety and health related information including; applicable regulations, policies, procedures, material safety data sheets (MSDS) and to their training, medical, and exposures records. Location of said information is communicated to employees.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Employees are informed of work place safety and health hazards by appropriate signs, labels, and tags.								
New employees are provided with effective training that includes information on work place hazards, safety related policies, procedures, and practices, and instruction on specific job duties. First line supervisors and experienced employees take an active role in the training of new employees. The training is documented.								
In-service topical and refresher training and instruction is provided on routine and scheduled basis as required by applicable regulations, new hazards, procedural changes, and deficient work practices. The training is documented.								
Work unit supervisors conduct frequent job briefings, tool box safety talks, and/or tailgate safety talks to communicate safety and health related information and/or work specific hazards and hazard control procedures.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Employees actively participate in safety training and communicate training needs to management.								
Appropriate means and methods are used to evaluate the effectiveness of training.								
9. Emergency Response Effective and proactive policies, procedures, and practices have been established (and communicated to managers, supervisors, and employees) to prevent fires and other work place emergencies. Procedures are established in an emergency action plan.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	
Emergency equipment (exits and exit ways, fire extinguishers, first aid kits, emergency eye wash stations, showers, and emergency lights) if installed, must be inspected and maintained in accordance with applicable regulations. Emergency telephone numbers are consciously posted.								
Duties and procedures, to be followed in all reasonably foreseeable emergencies, have been identified in an emergency action plan. Plan has been communicated to managers, supervisors, and employees.								
Managers, supervisors, and employees are provided with emergency response training as required by assigned duties and applicable regulations.								
Personnel trained in CPR/first aid are readily available at work place.								
Local fire department has been informed of work place hazards in accordance with applicable regulations, has toured the facility, and has developed emergency plan.								

Program Element	In Place (✓)		Effectiveness (✓)					Identify Specific Deficiencies and Actions That Can Be Taken To Improve Program Effectiveness
	Yes	No	1 <i>(poor)</i>	2	3 <i>(fair)</i>	4	5 <i>(Excellent)</i>	

Audit Conducted By: _____

Date: _____

FORM SP-10 INJURY/ACCIDENT INVESTIGATION WORKSHEET

This worksheet provides general guidance for the investigation of injuries/accidents. It is not all-inclusive.

Use this worksheet to collect relevant information. Determine root cause and contributing factors. Identify means and methods that can be used to prevent a similar injury/accident.

Injured Employee

Name		Age
Job Title	Total Length of Employment	Length of Employment in Current Position

Injury/Accident

Date/Time	Work Location
Describe Work Being Performed	
Describe Nature and Severity of Injury/Accident	

Determinations

Determine if Employee Was Appropriately Trained/Instructed
Determine if Employee Was Observing Established Procedures/Work Practices When injury/Accident Occurred
Determine Type of PPE Worn by Employee When Injury/Accident Occurred
Determine Root Cause of Injury/Accident
Determine Other Contributing Factors to Injury/Accident
Identify Actions That Can Be Taken to Prevent a Similar Injury/Accident
Identify Corrective Actions That Have Been Taken

Person Conducting Investigation: _____ Date: _____