



## CITY COUNCIL AGENDA

May 22, 2017 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

### WORK SESSION

1. Call Meeting of City Council Work Session to Order
  2. Approve Agenda
    - 2.1 2020 Highway 212 Mill & Overlay Project/Underpass Installation
  3. Adjournment
- 

### ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
    - 1.1 Pledge of Allegiance
  2. Approve Agenda
    - 2.1 Approve minutes of April 24, 2017
  3. Adjournment
- 

### CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda  
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
  - 4.1 Approve minutes of May 8, 2017 meeting
  - 4.2 Approve payment of Claims
  - 4.3 Liquor License Renewal Applications
  - 4.4 Pay Grade Change and Reinstate Brian Schneewind
  - 4.5 Posting Custodian Position
  - 4.6 Seasonal Public Service Worker Recommendation – Hayden Anderson, Andrew Heuer
  - 4.7 Rescue Reserve Hiring Recommendation – Riley Stender
5. Public Hearings
6. Old Business
  - 6.1 2018 Comprehensive Plan Update – SRF Consulting Group Professional Services Agreement
7. New Business
  - 7.1 Schedule Public Hearing to Amend Chapter 4 of City Code: Alcohol Beverages
  - 7.2 West Carver Community Pool Manual Update

8. Council Member & Mayor Reports

9. Adjournment

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

**UPCOMING MEETINGS / EVENTS**

June 6 Planning Commission – 6:00 p.m.

June 12 City Council – 6:00 p.m.

June 14 EDC – 6:30 p.m.

June 15 Senior Advisory Committee – 9:00 a.m.

June 20 Parks and Rec. Commission – 5:30 p.m.

June 26 City Council Work Session – 6:00 p.m.; EDA and City Council to follow



**EDA MINUTES**  
April 24, 2017 – 6:00 p.m.

ATTENDEES: Craig Heher, Carol Lagergren, Mike McPadden, Dick Stolz, Charlie Storms  
CITY STAFF: City Administrator Steve Helget, City Clerk Kelly Hayes, Fire Chief Steve Zumberge, Planning Consultant Cynthia Smith-Strack  
OTHERS: M.Werneke, LaVonne Kroells, Sharilyn Feltmann, Karen Hallquist, Tom Sudheimer, Bill Grundahl, Lisa Mosely, Pat Shanahan, Julie Wigfield, Lori Trocke, Jim Zellmann

1. Call Meeting of Economic Development Authority to Order  
Meeting was called to order by President Carol Lagergren at 7:04pm.
  - 1.1 Pledge of Allegiance
2. Approve Agenda  
**Motion:** CS/DS to approve the agenda. Vote 5 – 0. Motion carried.
  - 2.1 Approve minutes of March 27, 2017  
**Motion:** DS/CS to approve the minutes of March 27, 2017. Vote 5 – 0. Motion carried.
3. Adjournment  
**Motion:** MM/CH to adjourn at 7:05pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

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Kelly Hayes, City Clerk / Treasurer

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President



ATTENDEES: Craig Heher, Carol Lagergren, Mike McPadden, Dick Stolz, and Charlie Storms.  
CITY STAFF: City Administrator Steve Helget, City Clerk Kelly Hayes  
OTHERS: Brad Falteysek and Bonnie Schwieger AEM Audit, JR Hoernemann, Karla Hemmann

### CITY COUNCIL

1. Call Meeting of the City Council to Order  
Meeting was called to order by Mayor Lagergren at 6:00pm.
  - 1.1 Pledge of Allegiance
2. Approve Agenda  
Changes: Remove 4.1 Approve minutes of April 24, 2017 meeting and add 6.3 Amend minutes from April 24, 2017  
Additions: 7.3 Seasonal Pool Staff Hiring Recommendation, 7.4 Seasonal Public Service Worker Hiring Recommendation, 7.5 Accept resignation of Brian Schneewind and hire a replacement , \*7.6 Accept 2016 Audit was added to the agenda following the presentation from the auditors  
**Motion:** DS/CS to approve the agenda with said changes. Vote 5 – 0. Motion carried.
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
2016 Financial Report – Brad Falteysek and Bonnie Schwieger from Abdo, Eick & Meyers
  - Compliance Issue: Credit card finance charges. This is due to the timing of receiving the statement and the approval of payment from the council.
  - Financial Operations: General Fund balance increased by \$30,947 in 2016. Property taxes were \$39,166 under budget. Intergovernmental revenues were \$82,394 over budget. GO capital outlay expenditures were \$260,000 over budget due to the purchase of land from the Carver County CDA.
  - Debt: Outstanding bonds \$12,950,000. Maturity bond date through 2039. Debt per capita is \$7,321, average goal is around \$5,000.
  - Enterprise: Water fund was able to cover operating activities. Sewer fund was able to cover operating activities in 2016. Cash balance increased about \$100,000.
  - Harbor: Consistent. Most of the cash is restricted.

\*Add 7.6 Accept 2016 Audit to the Agenda
4. Consent Agenda
  - 4.1 ~~Approve minutes of April 24, 2017 meetings~~
  - 4.2 Approve payment of Claims**Motion:** MM/DS to approve the claims. Vote 5 – 0. Motion carried.
5. Public Hearings
  - 5.1 2017 Fee Schedule – Ordinance No. 288, amending Water & Sewer Trunk fees for Town & Twin Homes  
There was no public comment.**Motion:** CH/DS to close the Public Hearing. Vote 5 – 0. Motion carried.
6. Old Business
  - 6.1 2017 Fee Schedule – Ordinance No. 288, amending Water & Sewer Trunk fees for Town & Twin Homes  
**Motion:** CH/CS to approve Ordinance 288, an ordinance amending the Norwood Young America 2017 Fee Schedule Water and Sewer Trunk Fees; Town Home and Twin Home water main trunk fees to \$2500 per eru and Town Home and Twin Home sewer main trunk fees per eru to \$2500. Vote 5 – 0. Motion carried.  
**Motion:** CH/ DS to approve the summary of Ordinance 288. Vote 5 – 0. Motion carried.
  - 6.2 Willkommen Memorial Park Restrooms Project – Construction Contract  
Attorney Jay Squires was asked to draw up contract for the project. Once the contract is signed the City is “on the hook” for the project.  
**Motion:** DS/CS to give the City Administrator the authority to approve change orders related to the contract for the bathrooms up to \$1,000. Vote 5 – 0. Motion carried.

**Motion:** CS/MM to approve the construction contract between the City of Norwood Young America and Shanahan Construction for the Willkommen Memorial Park Restrooms Project. Vote 5- 0. Motion carried.

Councilmember Stolz stated that he didn't hear the project total being \$119,500 and when he approved the motion he thought it was based on the City cost of \$80,000.

6.3 Amend minutes from April 24, 2017

Correct the motion in the minutes from April 24, 2017 was is incorrect. Under 7.4 the motion was as follows: *Motion: MM/CS to award the Willkommen Memorial Park Restrooms Project to Shanahan Construction in an amount not to exceed \$119,500.*

**Motion:** MM/CS to amend the minutes. Vote 4 – 1, DS voting no.

**Motion:** MM/CS to approve the amended minutes. Vote 4 – 1, DS voting no.

7. New Business

7.1 5K Color Run and Kids Half Mile Color Run

Resident Karla Hemmann is requesting to host a 5k Color Run to help raise funds for the Southwest Metro School's outdoor playground. The 5k will begin and end at Legion Park. There will be volunteers throughout the run for safety. The run would be held on Saturday, July 15, beginning at 8:00am.

**Motion:** CS/MM to approve the 5K Color Run and the Kids Half Mile Color Run. Vote 5- 0. Motion carried.

7.2 Public Service Technician Hiring Recommendations

18 applications were received for the Public Service Technician position. 5 applicants were interviewed.

**Motion:** DS/CH to hire Joey Cano and Rodney Jaus as a Public Service Technician 1 at a Pay Grade 9, Step 4 with a starting wage of \$18.45 per hour. Offer is contingent on the results of a background screening. Vote 5 – 0. Motion carried.

7.3 Seasonal Pool Staff Hiring Recommendation

**Motion:** CH/CS to hire Pool Staff as listed in May 8 recommendation (Katana Golberg, Cambria Jacobs, Ben Lagergren, Amber Orr, Atticus Bixby, Courtney Carlson, Grace Wickenhauser, Kailey Golberg, Mary Wenisch). Vote 4 – 0 - 1. CL abstaining (son is on list). Motion carried.

7.4 Seasonal Public Service Worker Hiring Recommendation

**Motion:** CH/MM to hire Bob Hoen, Public Service Worker 1, Pay Grade 2, Step 9, \$12.15 per hour and to hire Matthew Brinkman, Public Service Worker 1, Pay Grade 2, Step 8, \$11.86 per hour. Vote 5 – 0. Motion carried.

7.5 Accept resignation of Brian Schneewind and hire a replacement

**Motion:** DS/CH to accept resignation of Brian Schneewind and to hire a replacement. Vote 5 – 0. Motion carried.

8. Council Member & Mayor Reports

CH – Planning is looking at Rental Housing Code.

MM – Attended Small Business Week Breakfast. 40 attended.

DS – Personal notice that the outside of many houses on 1<sup>st</sup> St NE have been remodeled.

CS – Park & Rec Commission going to local committees for donations for the restroom project.

CL – Also attended Small Business Breakfast. Lee Huls (free service through the county) has been working with some people that are starting a business in town. Mobility Management meeting – looking for volunteers for bringing people to appointments. City is still looking for one resident for the EDC and 2 residents for the Planning Commission.

9. Adjournment

**Motion:** MM/CH to adjourn at 7:26pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

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Kelly Hayes, City Clerk / Treasurer

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Mayor

**CITY OF NORWOOD YOUNG AMERICA**

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

**To Be Approved: May 22, 2017**

<b>Pre-Paid Claims</b>	<b><u>\$21,470.58</u></b>
(Check Sequence #504212-504227; 26831-26836)	
<b>Claims Pending Payment</b>	<b><u>\$145,685.51</u></b>
(Check Sequence #26837-26880)	

<b>Grand Total</b>	<b><u>\$167,156.09</u></b>
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## Payroll May 18, 2017

504214	ARETZ, BRENT R	\$2,080.00
504215	HAAG, HERMAN	\$60.30
504216	HAYES, KELLY	\$2,238.40
504217	HOEN, ROBERT G.	\$182.25
504218	Hormann, Duane	\$411.26
504219	NIESEN, CHRISTOPHER D.	\$1,711.20
504220	SCHNEEDWIND, BRIAN O	\$1,476.00
504221	LENZ, DEBRA A	\$1,899.00
504222	MENZEL, ALICIA	\$1,628.00
504223	STENDER, DANIEL H	\$1,980.00
504224	HELGET, STEVE	\$3,485.61
504225	MILLER, JODI	\$394.24
504226	VOIGT, ANTHONY	<u>\$2,236.80</u>
504227	KLEINBANK - NET	\$13,135.11
	GROSS	\$19,783.06

### SUPPLEMENTAL PAYROLL 5/4/17 - PTO and Comp Time Payout

504212	KLOEMPKEN, JASON	<u>3804.27</u>
504213	KLEINBANK - NET	2802.59

CITY OF NORWOOD YOUNG AMERICA

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\*Check Summary Register©

MAY 2017

	Name	Check Date	Check Amt	
<b>10100 CHECKING</b>				
Paid Chk# 026831	CARVER COUNTY RECORDER	5/9/2017	\$138.00	HT HOMES, CEDAR DIRECT, 180 AU
Paid Chk# 026832	CITIZEN STATE BANK HSA ACC	5/9/2017	\$1,000.02	ARETZ
Paid Chk# 026833	CITIZENS STATE BANK WAVERL	5/9/2017	\$333.34	NIESEN
Paid Chk# 026834	KLEINBANK HSA ACCOUNTS	5/9/2017	\$1,286.68	STENDER
Paid Chk# 026835	MID COUNTRY BANK	5/9/2017	\$433.34	HAYES
Paid Chk# 026836	YOUNG AMERICA TOWNSHIP	5/9/2017	\$2,341.50	2017 DUST CONTROL
	<b>Total Checks</b>		<b>\$5,532.88</b>	

CITY OF NORWOOD YOUNG AMERICA

05/17/17 10:00 AM

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**\*Check Detail Register©**

MAY 2017

			Check Amt	Invoice	Comment
<b>10100 CHECKING</b>					
Paid Chk#	026837	5/22/2017	<b>ABDO, EICK, &amp; MEYERS</b>		
E 101-41500-301	Auditing and Acct g Services		\$1,700.00	384620	AUDIT SERVICES
	<b>Total ABDO, EICK, &amp; MEYERS</b>		\$1,700.00		
Paid Chk#	026838	5/22/2017	<b>ALDEN POOL &amp; MUNICIPAL SUPPLY</b>		
E 101-49860-221	Repair/Maintenance Equipment		\$504.50	17104	REPAIR HYDRO VALVE
	<b>Total ALDEN POOL &amp; MUNICIPAL SUPPLY</b>		\$504.50		
Paid Chk#	026839	5/22/2017	<b>ALL TRAFFIC SOLUTIONS</b>		
E 101-43100-221	Repair/Maintenance Equipment		\$1,500.00		SPEED SIGN APP
	<b>Total ALL TRAFFIC SOLUTIONS</b>		\$1,500.00		
Paid Chk#	026840	5/22/2017	<b>BRYAN ROCK PRODUCTS, INC.</b>		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$101.56	20989	RED BALL DIAMOND
	<b>Total BRYAN ROCK PRODUCTS, INC.</b>		\$101.56		
Paid Chk#	026841	5/22/2017	<b>CARDMEMBER SERVICE</b>		
E 101-42200-210	Operating Supplies (GENERAL)		\$519.41		
E 101-45200-417	Uniform		\$285.88		
E 101-45200-221	Repair/Maintenance Equipment		\$42.62		
E 101-41400-430	Miscellaneous (GENERAL)		\$132.46		
E 101-42200-212	Motor Fuels		\$14.08		
	<b>Total CARDMEMBER SERVICE</b>		\$994.45		
Paid Chk#	026842	5/22/2017	<b>CARQUEST AUTO PARTS</b>		
E 101-42200-221	Repair/Maintenance Equipment		\$75.40		FIRE DEPT ACCOUNT
E 101-43100-210	Operating Supplies (GENERAL)		\$7.79	5927-145801	TIRE GAGE
E 101-43100-221	Repair/Maintenance Equipment		\$45.84	5927-146223	OIL
E 101-43100-221	Repair/Maintenance Equipment		\$20.62	5927-146693	GRAPPLE FORK
E 101-43100-221	Repair/Maintenance Equipment		\$6.39	5927-146750	COUPLER
E 602-49450-210	Operating Supplies (GENERAL)		\$6.47	5927-147248	PIPE THREAD TAPE
E 601-49400-210	Operating Supplies (GENERAL)		\$6.48	5927-147248	PIPE THREAD TAPE
E 101-45200-210	Operating Supplies (GENERAL)		\$19.77	5927-147254	GRIND WHEEL
E 101-43100-210	Operating Supplies (GENERAL)		\$152.09	5927-147329	ATD
	<b>Total CARQUEST AUTO PARTS</b>		\$340.85		
Paid Chk#	026843	5/22/2017	<b>CARVER COUNTY</b>		
E 101-42100-311	County Police Contract		\$92,522.50	SHERI002850	1ST HALF OF POLICE CONTRACT
	<b>Total CARVER COUNTY</b>		\$92,522.50		
Paid Chk#	026844	5/22/2017	<b>CARVER COUNTY</b>		
E 423-41960-300	Professional Srvs (GENERAL)		\$290.00		TIF BREAKDOWN
E 425-41960-300	Professional Srvs (GENERAL)		\$290.00		TIF BREAKDOWN
E 407-41960-300	Professional Srvs (GENERAL)		\$290.00		TIF BREAKDOWN
E 424-41960-300	Professional Srvs (GENERAL)		\$290.00		TIF BREAKDOWN
E 422-41960-300	Professional Srvs (GENERAL)		\$290.00		TIF BREAKDOWN
E 421-41960-300	Professional Srvs (GENERAL)		\$290.00		TIF BREAKDOWN

CITY OF NORWOOD YOUNG AMERICA

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MAY 2017

			Check Amt	Invoice	Comment
<b>Total CARVER COUNTY</b>			\$1,740.00		
Paid Chk# 026845	5/22/2017	<b>CASH</b>			
E 101-49860-251	Concessions		\$75.00		POOL START UP MONEY
<b>Total CASH</b>			\$75.00		
Paid Chk# 026846	5/22/2017	<b>CENTER POINT</b>			
E 601-49400-383	Gas Utilities		\$111.10		104 3RD AVE
E 101-45500-383	Gas Utilities		\$15.68		314 ELM ST
E 101-41940-383	Gas Utilities		\$76.17		310 ELM ST W
E 101-41940-383	Gas Utilities		\$15.68		318 ELM ST W
E 602-49450-383	Gas Utilities		\$16.34		406 2ND AVE
<b>Total CENTER POINT</b>			\$234.97		
Paid Chk# 026847	5/22/2017	<b>CITIZEN STATE BANK HSA ACCTS</b>			
G 101-21718	HSA ACCOUNT		\$333.34		MAY HSA
G 101-21718	HSA ACCOUNT		\$333.34		MAY HSA
G 101-21718	HSA ACCOUNT		\$333.34		MAY HSA
<b>Total CITIZEN STATE BANK HSA ACCTS</b>			\$1,000.02		
Paid Chk# 026848	5/22/2017	<b>CITIZENS STATE BANK WAVERLY</b>			
G 101-21718	HSA ACCOUNT		\$333.34		MAY HSA
<b>Total CITIZENS STATE BANK WAVERLY</b>			\$333.34		
Paid Chk# 026849	5/22/2017	<b>FIRE SAFETY USA</b>			
E 101-42200-210	Operating Supplies (GENERAL)		\$222.00	98971	KANGAROO GLOVES
<b>Total FIRE SAFETY USA</b>			\$222.00		
Paid Chk# 026850	5/22/2017	<b>GAHL, SHERI</b>			
E 601-49400-432	Refund		\$41.85		REIMBURSE WATER BILL
<b>Total GAHL, SHERI</b>			\$41.85		
Paid Chk# 026851	5/22/2017	<b>GOPHER STATE ONE-CALL, INC.</b>			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$37.80	7040613	LOCATES
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$37.80	7040613	LOCATES
<b>Total GOPHER STATE ONE-CALL, INC.</b>			\$75.60		
Paid Chk# 026852	5/22/2017	<b>GRAINGER</b>			
E 602-49450-221	Repair/Maintenance Equipment		\$193.50	9429766273	UPS STANDBY DECK TOP
<b>Total GRAINGER</b>			\$193.50		
Paid Chk# 026853	5/22/2017	<b>HAYES, KELLY</b>			
E 101-41400-331	Travel/Meeting Expense		\$611.45		
E 101-41400-331	Travel/Meeting Expense		\$143.38		
E 101-41400-331	Travel/Meeting Expense		\$55.62		
<b>Total HAYES, KELLY</b>			\$810.45		
Paid Chk# 026854	5/22/2017	<b>HD SUPPLY WATERWORKS</b>			
E 601-49400-229	Water Meters		\$537.82	H124999	OMNI METER

CITY OF NORWOOD YOUNG AMERICA

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MAY 2017

			Check Amt	Invoice	Comment
E 601-49400-229	Water Meters		\$1,360.00	H148703	SCRW, METER INSETTER
<b>Total HD SUPPLY WATERWORKS</b>			\$1,897.82		
<hr/>					
Paid Chk# 026855	5/22/2017	<b>HEALTH PARTNERS</b>			
G 101-21706	Hospitalization/Medical Ins		\$8,640.74		
<b>Total HEALTH PARTNERS</b>			\$8,640.74		
<hr/>					
Paid Chk# 026856	5/22/2017	<b>HELGET, STEVE</b>			
E 101-41300-331	Travel/Meeting Expense		\$12.00		MEALS
E 101-41300-331	Travel/Meeting Expense		\$13.91		MILEAGE
E 101-41320-350	Print/Publishing/Postage		\$52.65		RECORDING FEE
<b>Total HELGET, STEVE</b>			\$78.56		
<hr/>					
Paid Chk# 026857	5/22/2017	<b>HYDRO ENGINEERING INC</b>			
E 101-43100-221	Repair/Maintenance Equipment		\$137.80	79956	ACETYLENE TANK
<b>Total HYDRO ENGINEERING INC</b>			\$137.80		
<hr/>					
Paid Chk# 026858	5/22/2017	<b>KLEINBANK</b>			
G 101-21718	HSA ACCOUNT		\$333.34		MAY HSA
G 101-21718	HSA ACCOUNT		\$453.34		MAY HSA
G 101-21718	HSA ACCOUNT		\$166.66		MAY HSA
<b>Total KLEINBANK</b>			\$953.34		
<hr/>					
Paid Chk# 026859	5/22/2017	<b>KWIK TRIP INC.</b>			
E 101-43100-212	Motor Fuels		\$15.95		FUEL
<b>Total KWIK TRIP INC.</b>			\$15.95		
<hr/>					
Paid Chk# 026860	5/22/2017	<b>LMCIT</b>			
E 101-41400-151	Workers Comp: Insurance Prem		\$713.75		WORKMANS COMP
E 101-49860-151	Workers Comp: Insurance Prem		\$713.75		WORKMANS COMP
E 101-42200-151	Workers Comp: Insurance Prem		\$713.75		WORKMANS COMP
E 101-41940-151	Workers Comp: Insurance Prem		\$713.75		WORKMANS COMP
E 101-45200-151	Workers Comp: Insurance Prem		\$713.75		WORKMANS COMP
E 601-49400-151	Workers Comp: Insurance Prem		\$713.75		WORKMANS COMP
E 602-49450-151	Workers Comp: Insurance Prem		\$713.75		WORKMANS COMP
E 603-49500-151	Workers Comp: Insurance Prem		\$713.75		WORKMANS COMP
<b>Total LMCIT</b>			\$5,710.00		
<hr/>					
Paid Chk# 026861	5/22/2017	<b>LOFFLER BUSINESS SYS LLC</b>			
E 101-41400-437	Maintenance Contract		\$140.86	2510554	COPIES
<b>Total LOFFLER BUSINESS SYS LLC</b>			\$140.86		
<hr/>					
Paid Chk# 026862	5/22/2017	<b>MAYER LUMBER CO.</b>			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$2.98		
<b>Total MAYER LUMBER CO.</b>			\$2.98		
<hr/>					
Paid Chk# 026863	5/22/2017	<b>MID COUNTRY BANK</b>			
G 101-21718	HSA ACCOUNT		\$433.34		MAY HSA

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MAY 2017

			Check Amt	Invoice	Comment
<b>Total MID COUNTRY BANK</b>			\$433.34		
Paid Chk#	026864	5/22/2017	<b>MID-COUNTY CO-OP OIL ASSN</b>		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$263.96		TRIMEC CLASSIC
E 101-43100-212	Motor Fuels		\$787.81	20698	DYED DIESEL
<b>Total MID-COUNTY CO-OP OIL ASSN</b>			\$1,051.77		
Paid Chk#	026865	5/22/2017	<b>MINI BIFF</b>		
E 101-45200-418	Other Rentals (Biffs)		\$189.21	A-85886	SPORTS COMPLEX
E 101-45200-418	Other Rentals (Biffs)		\$107.61	A-85887	LEGION PARK
E 101-45200-418	Other Rentals (Biffs)		\$81.60	A-85926	WILLKOMMEN PARK
E 101-45200-418	Other Rentals (Biffs)		\$215.22	A-86000	WILLKOMMEN PARK
<b>Total MINI BIFF</b>			\$593.64		
Paid Chk#	026866	5/22/2017	<b>MINNESOTA VALLEY TESTING LAB</b>		
E 601-49400-217	Lab Fees		\$93.00	862521	COLIFORM
E 602-49450-217	Lab Fees		\$36.20	863454	PHOSPHORUS
<b>Total MINNESOTA VALLEY TESTING LAB</b>			\$129.20		
Paid Chk#	026867	5/22/2017	<b>NORTH AMERICAN SAFETY INC</b>		
E 101-42200-221	Repair/Maintenance Equipment		\$470.20	26895	ROLL UP PANEL, SIGN STAND
<b>Total NORTH AMERICAN SAFETY INC</b>			\$470.20		
Paid Chk#	026868	5/22/2017	<b>NYA TIMES</b>		
E 101-41320-350	Print/Publishing/Postage		\$45.36	487024	ORD 287
E 101-41400-350	Print/Publishing/Postage		\$75.00	487596	WATERING
E 101-41400-350	Print/Publishing/Postage		\$49.00	487597	GRASS CLIPPINGS
<b>Total NYA TIMES</b>			\$169.36		
Paid Chk#	026869	5/22/2017	<b>OEM SERVICE CO, LLC</b>		
E 101-42200-221	Repair/Maintenance Equipment		\$2,060.05	022432	FIRE DEPT REPAIRS
<b>Total OEM SERVICE CO, LLC</b>			\$2,060.05		
Paid Chk#	026870	5/22/2017	<b>POWERPLAN</b>		
E 101-43100-221	Repair/Maintenance Equipment		\$2,797.31	W40467	LOADER REPAIRS
<b>Total POWERPLAN</b>			\$2,797.31		
Paid Chk#	026871	5/22/2017	<b>RODRIGUEZ, HILDA</b>		
E 101-45200-432	Refund		\$75.00		CLAY BUILDING CANCELLATION
<b>Total RODRIGUEZ, HILDA</b>			\$75.00		
Paid Chk#	026872	5/22/2017	<b>ROSENBAUER MINNESOTA LLC</b>		
E 101-42200-221	Repair/Maintenance Equipment		\$114.60	24372	LED AIRGUARD TPMS
<b>Total ROSENBAUER MINNESOTA LLC</b>			\$114.60		
Paid Chk#	026873	5/22/2017	<b>SMITH OIL CO</b>		
E 101-42200-212	Motor Fuels		\$305.26		FIRE DEPT FUEL
E 602-49450-212	Motor Fuels		\$65.15		
E 601-49400-212	Motor Fuels		\$65.15		

CITY OF NORWOOD YOUNG AMERICA

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MAY 2017

			Check Amt	Invoice	Comment
E 101-43100-212	Motor Fuels		\$333.90		
	<b>Total SMITH OIL CO</b>		<b>\$769.46</b>		
Paid Chk# 026874	5/22/2017	<b>STRACK CONSULTING LLC</b>			
E 101-41320-305	Other Professional Fees		\$1,820.00	1054	PLANNING CONSULTANT
	<b>Total STRACK CONSULTING LLC</b>		<b>\$1,820.00</b>		
Paid Chk# 026875	5/22/2017	<b>SUN LIFE ASSURANCE COMPANY</b>			
G 101-21707	Disability Insurance		\$535.45		SHORT & LONG DISABILITY
	<b>Total SUN LIFE ASSURANCE COMPANY</b>		<b>\$535.45</b>		
Paid Chk# 026876	5/22/2017	<b>TECHSTAR IT SOLUTIONS</b>			
E 101-41400-437	Maintenance Contract		\$443.00	6781	
	<b>Total TECHSTAR IT SOLUTIONS</b>		<b>\$443.00</b>		
Paid Chk# 026877	5/22/2017	<b>UHL COMPANY, INC</b>			
E 101-42200-437	Maintenance Contract		\$383.40	50987	ANNUAL CONTRACT
	<b>Total UHL COMPANY, INC</b>		<b>\$383.40</b>		
Paid Chk# 026878	5/22/2017	<b>UNUM LIFE INSURANCE CO</b>			
G 101-21715	Life Ins		\$22.23		0421562-001 7
G 101-21715	Life Ins		\$95.20		0421563-001 4
	<b>Total UNUM LIFE INSURANCE CO</b>		<b>\$117.43</b>		
Paid Chk# 026879	5/22/2017	<b>VOIGT, TONY</b>			
E 101-43100-331	Travel/Meeting Expense		\$219.13		
E 101-45200-331	Travel/Meeting Expense		\$219.14		
E 601-49400-331	Travel/Meeting Expense		\$219.14		
E 602-49450-331	Travel/Meeting Expense		\$219.12		
	<b>Total VOIGT, TONY</b>		<b>\$876.53</b>		
Paid Chk# 026880	5/22/2017	<b>XCEL ENERGY</b>			
E 101-45200-381	Electric Utilities		\$579.77		
E 101-43100-381	Electric Utilities		\$883.64		
E 101-43100-380	Street Lighting		\$912.32		
E 101-42500-381	Electric Utilities		\$22.39		
E 601-49400-381	Electric Utilities		\$765.74		
E 601-49400-381	Electric Utilities		\$2,439.39		104 3RD AVE SE
E 602-49450-381	Electric Utilities		\$4,665.70		
E 101-49860-381	Electric Utilities		\$393.99		
E 101-45200-381	Electric Utilities		\$20.88		710 RR ST E
E 101-42200-381	Electric Utilities		\$429.13		
E 101-41940-381	Electric Utilities		\$1,052.59		
E 101-45500-381	Electric Utilities		\$711.59		
	<b>Total XCEL ENERGY</b>		<b>\$12,877.13</b>		
	<b>10100 CHECKING</b>		<b>\$145,685.51</b>		

CITY OF NORWOOD YOUNG AMERICA

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MAY 2017

Check Amt Invoice Comment

Fund Summary

**10100 CHECKING**

101 GENERAL FUND	\$130,886.51		
407 TAX INCREMENT 1-5 PEACE VILLAG	\$290.00		
421 TAX INCREMENT DISTRICT 3-1 V#1	\$290.00		
422 TAX INC DISTRICT 3-2 YAGER	\$290.00		
423 TAX INCREMENT DISTRICT 3-3 V#2	\$290.00		
424 TAX INCREMENT DISTRICT 3-4 WMI	\$290.00		
425 TAX INCREMENT DISTRICT 3-5 V#3	\$290.00		
601 WATER FUND	\$6,391.22		
602 SEWER FUND	\$5,954.03		
603 STORM WATER UTILITY	\$713.75		
	<hr/>		
	\$145,685.51		



TO: Mayor Lagergren and Members of the City Council

FROM: Kelly Hayes, City Clerk/Treasurer

DATE: May 22, 2017

RE: Liquor License Renewal Applications

---

The City's liquor licenses renew on July 1, 2017. License holders must provide documentation including signed applications, certificates of insurance and fees as part of the renewal process.

After receiving this information from the applicants, the applications were sent to the Carver County Sheriff for a background check review for any violations. The Carver County Sheriff's Office has reviewed and approved all of the applications on the list on the reverse side.

Staff recommends approval of the liquor license applications for these establishments. Once the City approves, the applications will be sent to the Alcohol and Gambling Enforcement Division of the State and the licenses will be sent back to the City to distribute.

**RECOMMENDATION:**

**A motion approving renewal of liquor licenses for the attached list of 2017-18.**

*Norwood Young America*

NAME	LICENSE	SHERIFF	FEE	TOTAL FEE	LIC #
Gasthouse	On-Sale Intoxicating Liquor	200	1200	1800	2017-1A
Gasthouse	Off-Sale Intoxicating Liquor		200		2017-3B
Gasthouse	On-Sale Sunday		200		2017-1S
Good Time Liquors	Off-Sale Intoxicating Liquor	200	200	400	2017-1B
Holiday Stationstores	Off-Sale 3.2 Beer	200	50	250	2017-1K
Kwik Trip	Off-Sale 3.2 Beer	200	50	250	2017-2K
Last Call Too	On-Sale Intoxicating Liquor	200	1200	1800	2017-2A
Last Call Too	Off-Sale Intoxicating Liquor		200		2017-11B
Last Call Too	On-Sale Sunday		200		2017-2S
MidTown Family Restaurant	On-Sale Wine	200	100	400	2017-1W
MidTown Family Restaurant	Set Up		100		2017-1M
Nash Finch Company	Off-Sale 3.2 Beer	200	50	250	2017-3K
Norwood Baseball Club Inc	Temp On-Sale 3.2 Malt Liquor	200	25	225	2017-2M
The Pour House Pub	On-Sale Intoxicating Liquor	200	1200	2900	2017-3A
The Pour House Pub	Off Sale Intoxicating Liquor		200		2017-17B
The Pour House Pub	On-Sale Sunday		200		2017-3S
The Pour House Pub	pavilion		600		2017-3S
The Pour House Pub	2am Close		500		2017-1C
Stiftungsfest Inc	Temp On-Sale 3.2 Malt Liquor	200	25	225	2017-2T
Lazy Loon Lanes, LLC	On-Sale Intoxicating Liquor	200	1200	1800	2017-5A
Lazy Loon Lanes, LLC	Off Sale Intoxicating Liquor		200		2017-18B
Lazy Loon Lanes, LLC	On-Sale Sunday		200		2017-4S
Young America Baseball Club	Temp On-Sale 3.2 Malt Liquor	200	25	225	2017-3M

*Norwood Young America*



TO: Mayor Lagergren and Council Members  
FROM: Kelly Hayes, City Clerk / Treasurer  
DATE: May 22, 2017  
RE: Pay Grade change and Reinstate Brian Schneewind

---

On March 23, 2017, the Public Service Staff attended training to receive their Certified Pool Operator license. According to the Public Service Technician (PST) job descriptions, staff that have this license would be considered a PST 2. Brian Schneewind attended this training and recently brought in a copy of his license.

It is recommended to move Brian to a PST 2 which is a Pay Grade 10. He would remain at his current step which is a Step 4. His hourly wage would be \$19.37 - effective date for the wage would be March 23, 2017.

**RECOMMENDATION:**

**A motion to move Brian Schneewind to a Public Service Technician 2, Pay Grade 10, Step 4.**

---

The City Council had approved Brian Schneewind's resignation at the last City Council meeting on May 8, 2017. Since this time, Brian has decided to continue working for the City of Norwood Young America and has requested to be reinstated.

**RECOMMENDATION:**

**A motion to reinstate Brian Schneewind as a Public Service Technician 2.**

*Norwood Young America*

---



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 22, 2017

RE: Posting Custodian Position

---

Jodi Miller was hired as a Custodian at the April 10, 2017, City Council meeting. Since this time, Jodi's hours at her other job have increased making it difficult for her to work the 20 - 25 hours a week for the City. Jodi has requested to resign from the Custodian position, however, has agreed to continue to work until a replacement Custodian has been hired.

It is the recommendation of the Personnel Committee to post and advertise the Custodian position.

**RECOMMENDATION:**

**A motion to post and advertise for a Custodian.**

*Norwood Young America*



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 22, 2017

RE: Seasonal Public Service Worker - Hiring Recommendation

---

In the past, the City of Norwood Young America has hired 5 seasonal employees to assist with mowing lawns and other miscellaneous Parks and Streets projects. Due to the cemeteries being mowed by an independent company and the new lawn mower, the Personnel Committee recommends hiring 4 seasonal staff this year.

The City Council approved re-hiring Bob Hoen and Matt Brinkman at the May 8, 2017 City Council meeting. The Personnel Committee recommends hiring the following new applicants as Seasonal Public Service Workers:

Andrew Heuer, Public Service Worker 1, Pay Grade 2, Step 1, \$9.98 per hour  
Hayden Anderson, Public Service Worker 1, Pay Grade 2, Step 1, \$9.98 per hour

Due to school, the tentative start date for Andrew and Hayden will be Monday, June 5.

**RECOMMENDATION:**

A motion to hire Andrew Heuer, Public Service Worker 1, Pay Grade 2, Step 1, \$9.98 per hour and Hayden Anderson, Public Service Worker 1, Pay Grade 2, Step 1, \$9.98 per hour.

*Norwood Young America*

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TO: Mayor Lagergren and Council Members

FROM: Steve ZumBerge, Fire Chief

DATE: May 22, 2017

RE: Rescue Reserve hiring recommendation – Riley Stender

---

Riley Stender has requested to be on the Fire Department's Rescue Reserve Team. Riley is currently an EMT and is attending school to become a paramedic.

To qualify to be on the Rescue Reserve, you can either be a trained first responder or a trained firefighter from a different community (or within our community and not be a member of the relief association). Rescue Reserve members must stay within their certifications. Example: if they are a trained EMT, they can assist with patient care, however, they are unable to assist with firefighting activities. Rescue Reserve members are not required to attend fire department trainings.

It is the recommendation of the Personnel Committee to hire Riley Stender to the Rescue Reserve.

**RECOMMENDATION:**

**A motion to hire Riley Stender as a Rescue Reserve staff of the Norwood Young America Fire Department.**

*Norwood Young America*

---



TO: Mayor Lagergren and City Council Members  
FROM: Kelly Hayes, City Clerk / Treasurer  
DATE: May 22, 2017  
RE: Schedule Public Hearing – Amending Chapter 4 of City Code: Alcoholic Beverages

---

On March 7, 2017, Governor Mark Dayton signed a law amending the state statute for Sunday Liquor Sales. The following state statute will go into effect on July 1, 2017:

**CHAPTER 6--H.F.No. 30**

*An act relating to liquor; permitting the off-sale of intoxicating liquor on Sundays; prohibiting certain deliveries on Sunday; amending Minnesota Statutes 2016, section 340A.504, subdivision 4.*

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

**Section 1. Minnesota Statutes 2016, section 340A.504, subdivision 4, is amended to read:**

**Subd. 4. Intoxicating liquor; off-sale.**

(a) No sale of intoxicating liquor may be made by an off-sale licensee:

- (1) on Sundays, except between the hours of 11:00 a.m. and 6:00 p.m.;
- (2) before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday;
- (3) on Thanksgiving Day;
- (4) on Christmas Day, December 25; or
- (5) after 8:00 p.m. on Christmas Eve, December 24.

(b) No delivery of alcohol to an off-sale licensee may be made by a wholesaler or accepted by an off-sale licensee on a Sunday. No order solicitation or merchandising may be made by a wholesaler on a Sunday.

The City Code Chapter 4, Section 410.05 currently states:

***Subd. 2 Off-sale Hours.***

*A. Intoxicating liquor may be sold by any “off-sale” licensee during the following hours: Monday through Saturday from 8:00 a.m. to 10:00 p.m.:*

*B. Intoxicating liquor may not be sold by any “off-sale” licensee at the following times:*

*All Sundays of the year; Thanksgiving Day; after 8:00 p.m. on Christmas Eve, December 24; Christmas Day, December 25;*

**Recommendation:**

To schedule a Public Hearing to amend Chapter 4 of the City Code: Alcoholic Beverages.

*Norwood Young America*



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 22, 2017

RE: 2017 Pool Manual

---

On May 8, 2017, the Personnel Committee reviewed the 2016 Pool Manual and made a few updates to the wording and the appearance. On Tuesday, May 16, 2017, the Parks and Recreation Commission reviewed and approved the manual with no further updates.

The Personnel Committee and Parks & Recreation Commission recommend a motion to approve the 2017 West Carver Community Pool Manual.

**RECOMMENDATION:**

A motion to approve the 2017 West Carver Community Pool Manual.



## WEST CARVER COMMUNITY POOL Manual

Welcome to the City of Norwood Young America! As a professional lifeguard, you have been chosen for your maturity, emergency skills, and ability to prevent accidents and provide a safe, enjoyable experience for our patrons. Your efforts are vital to the success of our facility. You are an important part of a larger team effort.

Be alert at all times. A moment of inattention may cost a life. Your top priority at all time is lifeguarding and safety. Secondary priorities include maintenance and other tasks. Visiting with family, friends and customers should be kept to a minimum. Answer questions from customers while watching swimmers or during a break. If you do not know the answer to a question, please refer the customer to the manager on duty. You represent the City of Norwood Young America - portray a professional image at all times.

The City of Norwood Young America has chosen to adopt the *American Red Cross Lifeguard Training Program* as the certification standard for its lifeguard staff. All rescues, assists, and emergency first aid procedures performed by lifeguard staff members should remain consistent with this training. It is the responsibility of each lifeguard to remain current with his/her training and familiar with the information contained in the *American Red Cross Lifeguard Training Program* text and the protocols established in this manual. After employment, it is up to the individual to keep required certifications current. Copies of all certifications must be submitted with your employment application.

### Required certifications:

- American Red Cross Lifeguard Training (includes First Aid, CPR/AED for professional rescuer)
- American Red Cross Instructor (certification strongly recommended)

### In-service/Training:

- In-services are scheduled monthly with various training topics covered. Your attendance is required. If you miss the in-service, it is treated like a missed shift and disciplinary action will be taken.
- Concussion Training (online at [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html))

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# *The Pool*

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## **HOURS**

- The pool will be open Tuesday, June 6, 2016 – Friday, August 25, 2017.
- Open Swim during the week is from 1:00pm – 4:30pm and 6pm – 8:30pm.
- Open Swim on the weekends is 1:00pm – 8:30pm.
- The pool will be closed on Monday, July 4.
- There are four swimming lessons sessions along with private and semi-private lessons are being offered.

## **POOL CLOSING**

All pool closings are at the discretion of the manager on duty. All pool closings will be posted on the front door with the time and date the pool closed and the time and date the pool will re-open. Weather closings will be on the pool voicemail at least 30 minutes prior to the opening of swim lessons or open swim.

- At 8:00pm, if less than 3 people have been using the pool from 7:00pm – 8:00pm, the pool may close for the remainder of that day.
- Daily forecast temperature below 65° and sunny or 70° and cloudy shall close the pool for the day.
- Weather emergencies may also close the pool (see Emergency Action Plan).

## **PASSES AND SWIMMING LESSON REGISTRATION**

ALL pool passes and swimming lessons must be registered and purchased through City Hall.

## **RULES AND GUIDELINES**

Enforcement of our rules should be conducted in a calm, professional manner, attempting to gain voluntary compliance. Be tactful, kind and courteous, yet firm while lifeguarding and watching swimmers. Do not antagonize or escalate situations. Do not threaten customers. If it is too busy, difficult or dangerous to enforce a rule, refer to the manager on duty.

### ***BE SAFE***

- Paying adult must be near children under 6 at all times. THERE ARE NO EXCEPTIONS. It is unsafe for them unless they are directly supervised IN the water.
- Only US Coast Guard Approved lifejackets are allowed under direct supervision of an adult. Water wings will be allowed when an adult is in the water supervising the child.
- No horseplay allowed (dunking, pushing, bullying, sitting/standing on shoulders).
- No running on pool deck or in the locker rooms.
- Steps and ladders must always be used when getting out of the pool.

### ***BE RESPONSIBLE***

- Diving is only allowed on diving boards or the deck where the boards are anchored. Board users must jump straight off the board and not to either side. One bounce on the board only.
- Always face the water when jumping or diving in from the side. The gradual slant of the pool floor poses a spinal injury hazard for divers who dive deep and at an angle.
- Goggles, masks, fins, snorkels, and kickboards are allowed only for their intended purposes.

- Harder balls, squirt guns, and general flotation devices are not allowed for general use unless special event or for those with disabilities.
- Refrain from using the pool if you have a contagious condition such as chicken pox, pink eye, ringworm, open wound, etc.

### ***BE RESPECTFUL***

- Profanity and inappropriate behavior will not be tolerated.
- No alcohol is allowed on the premises. Patrons under the influence of drugs or alcohol will be asked to leave the pool immediately and will not receive a refund.
- Tobacco is not allowed on premises including: cigarettes, chewing snuff, cigars, vapor, etc.
- Food and/or beverages are not allowed in the pool, deck or locker room areas. Absolutely no glass on the pool deck or in the locker rooms.
- No chewing gum is allowed in the pool area.
- Appropriate swim attire required. NO cut-offs with frayed ends. ALL non-toilet-trained babies must wear a swim diaper. Regular “gel” diapers are not allowed.
- Music is acceptable, but limit volume and choices to appropriate music for a children’s pool.
- Cleansing shower required before entering pool.
- Spitting or spouting water and similar unhygienic actions are not permitted.

### **SLIDE GUIDELINES**

Strong swimming ability required. Parental or adult supervision recommended. Toddler slide can be used by children age 10 and under only. Water depth is 3.5 feet.

- ***FEET FIRST.*** Enter pool feet first. No head first sliding. Rider should be lying down with feet and arms crossed.
- ***ONE AT A TIME.*** One rider at a time. Wait until the landing area is clear before entering the slide. No forming chains, rotating, tumbling or stopping in the flume.
- ***LEAVE WHEN DONE.*** Leave landing area immediately and exit to closest ladder.

## GENERAL RESPONSIBILITIES

- **BE ON TIME AND ON DECK.** Lifeguards are expected to be on the pool deck and ready to go at the time that they are scheduled.
- **STAY AT YOUR STATION.** Be at your station before the patrons enter the water and do not leave until all guests are out of the water or until you are properly relieved.
- **BE ALERT AND PROFESSIONAL.** Be alert and professional at all times while on duty, sitting in an alert and professional manner, keeping one foot on the platform. **If you look alert it is easier to stay alert.**
- **KEEP IT PRIVATE.** Employee's personal information such as phone number and address is private data and cannot be given to the public. Personal cell phones should be kept in your vehicle or in a safe area behind the desk while you are on duty.
- **BE THE FIRST RESPONDER.** Lifeguards are expected to respond to and provide emergency assistance when necessary.
  - Follow the established Emergency Action Plan in the event of an emergency. Do not forget to signal the other guards and the manager on duty.
  - Begin the rescue operations properly when it is felt that a swimmer is in trouble or an emergency develops. **Do Not Hesitate!**
  - Follow up by providing additional medical assistance as needed and filling out an incident form. **Following a 911 call, immediately contact the Public Service Director.** The Minnesota Department of Health must be contacted within 24 hours by the Public Service Director.
- Telephones are to be used for emergencies, official use or for children to contact parents.

## ONGOING MAINTENANCE TASKS

Let the manager on duty know if there are any concerns in regards to pool area. Report any equipment that needs to be replaced or repaired promptly, to include the bathrooms. These tasks can be performed by staff after the open swim session ends or during the scheduled breaks:

- **REVIEW DAILY CHECKLIST**
- **LEAVE NO TRACE.** Keep the office area clean and tidy. Pick up trash in the lobby area and pool deck. Straighten up the storage room. Clean locker room - floors are free of trash, showers are turned off.
- **MAINTAIN THE LOST AND FOUND.** Sort through and throw away anything that has been there longer than a month or is unusable.
- **FOLLOW THE CLOSING PROTOCOL.**
  - **FURNITURE IN.** All furniture and loose toys will be secured in the shed each night and the shed door will be locked.
  - **OUTSIDE LIGHTS ON.** Outdoor pool lights will remain on at night. The pool house fan will also remain on at night. All lights inside the pool house will be turned off at night.
  - **DOORS LOCKED.** Front door, back door, office door, fence and chemical door must all be locked.
  - **CAMERAS ON.** Ensure security cameras are operational prior to leaving the building.

## SWIMMING LESSONS

- **BE ON TIME.** Instructors and aides should be at the pool, punched in and ready to work prior to the start of their first lesson. This time should be used to prepare equipment for your lesson, answer parent/student questions and make last minute adjustments to your lesson plans. Instructors should start their classes on time and have equipment ready prior to class start.
- **COMPLETE ALL PAPERWORK.** Instructor is responsible for all paperwork and lesson preparation for that class including class outlines, certificates and skill sheets. Course record forms must be completed and signed by a Certified Water Safety Instructor (WSI).
- **BE PRESENT AND ALERT.** **Never** leave your class unattended. If for any reason you need to leave and no guard is available to watch the students, ask them to exit the pool and have a seat away from the pool.
- **MAKE THE LESSON COUNT.** Be an active instructor/aide. Be in the water as much as possible. This is especially important for Levels 3 and below. Games and optional skills can be found in Red Cross Instructor's manuals, game books and other material in the office.
- **COMMUNICATE CLEARLY.** Instructors who wish to use another instructor's area should communicate with each other before bringing their class to that area. This includes the diving area.
- **LEAVE NO TRACE.** Pick up all equipment in your area after each class and put in its proper place in storage room. Help clean the rest of the deck and areas before open swim.
- **PREPARE APPROPRIATELY FOR SUBSTITUTES.** Instructors should commit themselves to teach the entire session. Substitutes need to be approved by Pool Manager. Instructors may not be gone on test day or the day before. Absent Instructors must leave a clear lesson plan written out and left on their clipboard.

## EQUIPMENT

### *Slide Pump*

- Push the "start" button in on motor starter box.
- Check to see if water is trickling from bottom of slide. If no water is present after 1 minute, reset motor by pushing in the "stop/reset" button. Restart the motor by pushing in the "start" button. If after another minute there still is no water, shut off motor and call Public Service Department.

### To Shut Down Slide Pump

- Depress "shut-off" switch on motor started box.
- Check to see if water is no longer trickling from bottom of slide. If water does not shut down, call Public Service Department.

### *Pool Lifts*

- Operated by pool personnel only
- Make sure seat is secure
- Patient may sit him/herself onto the lift chair and secure themselves with seatbelt.
- Use the keypad controller to lower into the water.

Individual is responsible for getting themselves onto the chairlift and its operation.

## Human Resources

---

### SCHEDULING

- **CHECK THE SCHEDULE.** You are responsible for your shift.
- **FIND YOUR OWN REPLACEMENT.** If you are unable to work one of your scheduled days, you are required to find a replacement.
- **LET THE MANAGER KNOW.** "Trade Forms" must be completed and approved by the Pool Manager prior to the shift.

### PAYROLL / TIMESHEETS

- **DO IT YOURSELF.** Each employee is required to complete their own timecard. Do not write on or complete another employee's timesheet.
- **BE ON TIME.** Unless there is an emergency or you received pre-approval from the manager on duty, you are required to be at your work station by your start time.
- **TAKE YOUR BREAKS.** Employees that are scheduled to work eight hours in one shift are required to take a 30 minute unpaid meal.
- **CHECK YOUR TIMESHEET.** Check your timesheet for the appropriate name, dates, and total hours worked. Be sure to have your timesheet completed and signed by the last day of the payperiod. Place all completed timesheets in the Pool Manager's file folder.
- **CHECK THE DEPOSIT.** Employees are paid by direct deposit every other Thursday. Pay period runs Saturday – Friday. Contact the Pool Manager or the City Clerk if you believe you were paid incorrectly.

### DRESS CODE

- **ALWAYS WEAR THE UNIFORM.** City-issued guard suit must be worn at all times while on duty. A swimsuit uniform is issued at the beginning of employment. Lifeguards are responsible for purchasing additional uniforms if needed.
- **ALWAYS WEAR A WHISTLE.** Whistle is required while in rotation.
- **ALWAYS WEAR A NAMETAG.** Nametags are required while on duty.
- **ALWAYS CARRY THE TUBE.** Rescue tube while in rotation. The rescue tube strap must be worn around the neck/shoulder and under the arm. Reminder: Do not drag the tube while rotating. Do not place the tube under/behind the guard stand bars. Do not sit on your rescue tube; this shortens the life of the tube, as well as appearing unprofessional.

### POOL BREAKS / GUARD ROTATION

- **TAKE A BREAK.** A 10 minute break will be taken at 2:45pm and 7:15pm (weekends at 6:30pm).
  - Whistle blast and announce to the public to please clear the pool for a short break.
  - Concessions will remain open.
  - Long whistle blast to signal patrons allowed back in pool and guards are at their posts. Do not let patrons in the pool until you are in a position to watch your zone.

- **ROTATE AS DIRECTED.** Rotations will be set up at the discretion of the manager on duty, and will rotate between the high chair, low chair, and admissions desk. **There must be a guard in the high chair position at all times.**
- **ALWAYS STAY ALERT.** When rotating or switching guards, one guard must always face the pool while the other is climbing up or down the ladder.

## **DISCIPLINARY ACTION**

Disciplinary Action will be taken by the Pool Manager for the violation of any rules or duties included in this manual and/or the job description. These violations may include, but are not limited to:

- **BE ON TIME.** Arriving late for work or leaving without authorization, or not showing up without prior approval is prohibited.
- **BE ALERT.** Sleeping or inattentiveness on guard stands is unacceptable. Use of any substance, such as alcoholic beverage, illegal drugs, prescription drugs, or other substances that will impair judgment, before or during pool hours is forbidden.

On the first offense, employee will meet with the Pool Manager and be given a verbal reprimand. On the second violation, employee will be given a written reprimand. On the third violation, employee will be terminated. Depending on the severity of the offense, immediate termination could occur.

# *Safety & Emergency Plan*

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## **WHISTLE SIGNALS**

To get the attention of a swimmer:	1 short whistle blast
To activate the emergency plan:	3 short whistle blasts
To clear the pool:	1 long whistle blast

## **INCIDENT REPORTS**

Incident Reports must be completed for incidents of any sort. It is critical they are filled out completely and accurately. The person completing form should sign their first and last name with initials. Sheets should be given to the manager on duty. **Following a 911 call, immediately contact the Public Service Director.** The Minnesota Department of Health must be contacted within 24 hours by the Public Service Director.

## **CONCUSSION TRAINING**

Individuals working with youth are required to take the CDC's online Concussion Training at [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html) prior to the first in-service day. Click on "Take the Training". The training will take approximately 30 minutes. Upon completion, you must print the certificate with your printed name and turn it in to the pool manager.

## **EMERGENCY ACTION PLAN (EAP)**

1. Stay calm.
2. Lifeguard recognizes that someone needs immediate help.
3. Lifeguard activates EAP: Before leaving a station, the guard first activates the EAP by giving three (3) short whistle blasts. This alerts other lifeguards and staff. They can provide back-up coverage, give additional help and call 911.
4. Lifeguard follows the General Rescue Procedures for the type of emergency.

## ***WATER EMERGENCIES***

- Survey the scene and safely enter the water.
- Determine the condition of the victim - distressed, active or passive.
- Perform an appropriate rescue.
- Move the victim to safety.
- Remove the victim from the water.
- ***The guards should not talk to anyone, other than the on-duty staff, regarding the rescue and victim's status. Do not answer any questions from the media.***
- Chain of command notification - The lifeguard who made the rescue notifies the manager on duty. With a serious injury or death, the manager on duty will notify the Public Service Director as soon as possible.
- The lifeguard who made the rescue fills out the report completely and accurately as soon as possible, but must complete before the end of the shift.
- The lifeguard checks the equipment and supplies used in the rescue. Any damaged or missing items should be replaced or reported to Public Service Director. If the facility was cleared during the incident, all required equipment must be back in place before reopening.
- Corrective action taken - Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area.
- Reopen the facility if it has been closed.

***DROWNING IN PROGRESS***

Definitions as defined by the American Red Cross Lifeguard Training Manual:

	Distressed Swimmer	Active Drowning Victim	Passive Drowning Victim
Breathing	Can continue breathing and may call for help.	Struggles to breathe; cannot call out for help	Not breathing
Arm and leg action	Floating, sculling or treading water.	Arms to sides moving up and pressing down; no supporting kick.	None
Body position	Horizontal or diagonal	Vertical	Horizontal or face down, up or submerged.
Locomotion	Little or no forward progress	None; has only 20-60 seconds before submerging	None

***LAND EMERGENCIES***

- Survey the scene and approach the victim.
- Determine the condition of the victim.
- Call 911, if necessary.
- Administer basic first aid.

***LIFE THREATENING EMERGENCY-*** (spinal injury or unconscious victim)

*Water:*

- Upon victim recognition, the guard notifies guards with 3 short whistle blasts that there is an emergency situation and help is needed.
- Guard entering the water first will become the primary rescuer, perform the primary survey and checks the ABC's before notifying the third guard of the extent of the situation.
- The second guard will alert the third and fourth (if there are 4) guards on duty. The second guard will release backboard ropes and bring the backboard to the edge of the pool, if necessary. They will become the secondary rescuers.
- The third guard will give one long whistle blast and clear the pool directing the swimmers to the bleachers while maintaining crowd control. If a fourth guard is on duty, they will assist other guards, as necessary with the rescue and emergency procedures.
- The third guard calls 911, letting the operator hang up the phone before the guard hangs up. They will then call the Public Service Director.
- The third or fourth guard will meet the emergency medical service personnel at the front doors and guide them to the scene.
- Guards will backboard victim if necessary and remove the victim from the water and administer appropriate care as needed.

*Land:*

- First guard seeing injury alerts other guards by giving three short whistle blasts and pointing.
- First guard leaves station to attend to injured person.
- Second closest begins scanning the zone vacated by the guard attending to the victim and prepares to assist the first guard. Another guard should come to the vacated chair to monitor the zone vacated by the rescuer.
- The first guard immediately assesses the victim's situation and takes appropriate action. For extensive bleeding, use the universal precautions prior to exposing yourself to blood.
- The third guard will follow appropriate steps for clearing pool and call 911.

## ***FIRE EMERGENCY***

- If you see a fire, call 911.
- Follow the nearest designated fire escape routes posted on signs throughout the building. Do not attempt to put out a fire.
- **DO NOT** touch electrical items (machines, lights, fuses, etc.) as you are leaving.
- Evacuate the building immediately.
- If weather permits, gather on grass area to the southeast flowerbed of the pool area.
- During inclement weather, gather under the open shelter at the Legion Park.

## ***WEATHER EMERGENCY***

### Definitions

Severe Weather or Tornado Watch - conditions are present for severe weather to occur, be alert for changing weather conditions; review tornado warning instructions listed below.

Lightning, Hail, Severe Winds - causes automatic closing of the pool.

Severe Weather or Tornado Warning - straight line winds or a funnel cloud has been spotted, or tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens may be sounded.

### Action To Take During Weather Emergency

- Clear the pool.
- All patrons should be personally escorted to the Norwood Young America South Fire Station. One remaining guard should stay at the facility to ensure all patrons are gone, the doors are closed, and a sign is posted. Minors are to be physically restrained, if necessary and possible, from leaving the party headed to the shelter. Non-minors are advised to come with the group seeking shelter, but cannot be forced to come. Minors are to be released only to parents and guardians in such situations.
- Patrons are allowed to leave the shelter when a parent/guardian has come to pick them up or the weather has cleared. If conditions are unsafe due to storm damage, the patrons stay at the shelter until assistance is reached to bring all patrons home safely.
- When reaching the shelter during a storm, a message should immediately be put onto voicemail letting concerned adults know where patrons are.

## ***MISSING CHILD EMERGENCY***

Most missing children have usually wandered off out of the parent's line of sight. However, **if a child abduction is suspected, call 911 to notify the police immediately. Do not hesitate.** If the child is found after the police have been called, call them at the non-emergency number 952/361-1231 and let them know.

- If a parent notifies a guard on duty that a child is missing, that guard should immediately activate the EAP, and inform others guard of the situation.
- The guard should obtain a brief description of the child from the parent: sex, age, height/build, hair color, what they were wearing when last seen.
- Clear the pool - Guards should scan entire pool, hot tub and patio areas for missing child. If the child is not in the pool area, guards should do a quick walk through locker rooms and post a guard at the exit on pool end of the building.
- Notify Public Service Department, who can assist in the search.

### ***BOMB THREATS***

- Save the threat if left as message (voicemail, email, letter, fax, etc).
- Immediately call 911.
- Inform the Public Service Director.
- The person who received the bomb threat should try to document information on the bomb threat response form (see Appendix F).
- The manager on duty should confirm the placement of the 911 call.
- If necessary, instruction will be given to evacuate the building. If so, leave the building as you would during a fire and do not re-enter the building until the public safety officials (police, fire, etc.) have indicated that it is safe to do so.

### **BIOHAZARD RESPONSE GUIDELINES**

Chemical tests are done by the Public Service Department only. Readings will be taken before the pool is opened to the public. **No manager or regular guard should adjust chemical controllers or add chemicals!**

Contact the following if there is a biohazard issue:

Tony Voigt 320/761-5008 Brent Aretz 952/212-0226 Steve Helget 507/581-2679

#### ***VOMIT OR FORMED STOOL***

- Immediately clear the pool (make sure everyone gets out of the water). Do not offer any “guesstimates” on a potential reopening time. Turn off slide pump at pool.
- Remove fecal matter/vomit from water with a net. Nets and poles (if needed) are available on the fence. Contaminants should be placed in a red biohazard bag and then either disposed in a toilet or thrown in the dumpster. Do not throw contaminants into a garbage/trash can.
- If vomit settles to the bottom of the pool and cannot be removed with a net, call the Public Service Director.
- If fecal matter settles to the bottom of the pool and cannot be removed with a net, it must be allowed to pass through the main drains and filtration system. Do not attempt to vacuum fecal matter.
- Public Service Department will test free chlorine and pH levels and will record these levels in the biohazard incident log book. Chlorine and pH levels must be at the levels posted in the chemical room.
- The amount of time the pool will remain closed depends on maintenance’s response time and the time it takes to remove all visible contaminants from the water, while maintaining proper pH and chlorine levels. Once all of these conditions have been met, the pool can reopen.
- Public Service Department will record incident data in biohazard log: date/time of incident; bio type; pH and free chlorine readings before incident (taken from chemical log book), right after the incident occurred and after treatment (3 readings total); time pool closed, time pool reopened; initials of staff member responding to incident, and method(s) used to remove contaminants. Biohazard incident log is located in the chemical room.
- Exercise common sense when closing and reopening pools. If an incident occurs within 60 minutes of the scheduled pool closing time, send patrons home and close for the day.

#### ***DIARRHEA***

- Clear the pool and contact the Public Service Department person on duty (consult staff schedule). After hours, call the individuals on the biohazard contact list. Do not leave a message. Continue calling until you talk to an actual person. Receive instructions from them.

## EMERGENCY ACTION GUIDE

EMERGENCY	ACTION	ALERT AND NOTIFICATION
<b>Hazardous Material Emergency</b>	<p>Do the following upon discovering or witnessing a hazardous material release or spill that poses a threat to people, property or the environment:</p> <ul style="list-style-type: none"> <li>● Identify the substance if possible without endangering personal safety and health.</li> <li>● Alert other employees in area/activate local alarm.</li> <li>● Evacuate to a safe distance and assist any injured to escape (generally best to go uphill and upwind from release).</li> <li>● Provide first aid to injured (observe universal precautions) and summon emergency assistance if required.</li> <li>● Call 911 for Fire Department.</li> <li>● Isolate area and keep others away – eliminate potential ignition sources.</li> <li>● Take prudent measures to maintain existing and/or restore lost vital operations and essential services.</li> </ul>	<p><b>Alert Other Employees</b></p> <p><b>Activate Local Alarm</b></p> <p><b>Call 911</b></p>
<b>Criminal Act/Work Place Violence</b>	<p>Do the following upon witnessing a criminal act or work place violence:</p> <ul style="list-style-type: none"> <li>● Alert other employees in area of danger and inform manager on duty of situation.</li> <li>● Take prudent actions to protect yourself and others; e.g. evacuate to a safe location or lock doors.</li> <li>● Provide first aid to injured (observe universal precautions) and summon emergency assistance if required.</li> <li>● Call 911 for Police.</li> </ul>	<p><b>Alert Other Employees</b></p> <p><b>Inform Manager on Duty</b></p> <p><b>Call 911</b></p>
<b>Life-Threatening Medical Emergency</b>	<p>Do the following in the event of a life-threatening medical emergency:</p> <ul style="list-style-type: none"> <li>● Alert other employees.</li> <li>● Do a primary survey of <b>Airway Breathing Circulation (ABCs)</b>.</li> <li>● Call 911 for EMS.</li> <li>● Provide lifesaving first aid/CPR (observe universal precautions).</li> </ul>	<p><b>Alert Other Employees</b></p> <p><b>Activate Local Alarm</b></p> <p><b>Call 911</b></p>



# INCIDENT REPORT

### PERSONAL DATA

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

If under 18, Name of Parent/Guardian and Phone \_\_\_\_\_

### INCIDENT DATA

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Description (include): where the incident occurred, was it during open swim or swim lesson, any names/phone numbers of witnesses, and any other information you feel is pertinent to the incident.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CARE PROVIDED

The injured person:     Accepted assistance from employee             Refused assistance from employee

Name of staff that provided care \_\_\_\_\_

Was Emergency Medical Services called?            YES             NO

If minor, was the parent called?            YES             NO

Was the injured person able to resume normal activity?            YES             NO

In detail, describe the care that was provided \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*



## BANDAGE REPORT

---

Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Initials \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Location of bandage (circle one)

Left Foot      Left Leg      Left Arm      Left Hand      Other \_\_\_\_\_

Right Foot      Right Leg      Right Arm      Right Hand

Any information that you feel is pertinent:



West Carver Community Pool  
**BOMB THREAT RESPONSE FORM**

Date \_\_\_\_\_

Time call received \_\_\_\_\_

Phone Number \_\_\_\_\_

Staff Name \_\_\_\_\_

**Questions to ask the caller:**

*When will the bomb explode?* \_\_\_\_\_

*Where is the bomb?* \_\_\_\_\_

*What does the bomb look like?* \_\_\_\_\_

*What will cause it to explode?* \_\_\_\_\_

*Why was the bomb put here?* \_\_\_\_\_

*Who are you?* \_\_\_\_\_

**Exact wording of the threat:**

**CALL 911**

**Description of Caller:** (circle all items associated to call):

Male                  Female  
 Young                Old                    Middle-Age                  Age guess \_\_\_\_\_

**Voice**

Deep                  Soft                  Raspy                  Accent                  Intoxicated                  Nervous

**Background Noise**

None                  Traffic                  Train                  Music                  Voices                  Static

Office                  Factory                  P.A. System                  Other (describe): \_\_\_\_\_

**Threat Language**

Well-spoken    Foul    Irrational                  Incoherent                  Message Read

Other:

Time Call Ended \_\_\_\_\_

After calling 911; contact the Public Service Director at 320/761-5008.



West Carver Community Pool  
**HEPATITIS B VACCINE FORM**

I, (print name) \_\_\_\_\_, have read the information sheet about Hepatitis B and the Hepatitis B Vaccine. I understand the benefits, risks and possible side effects associated with receiving the vaccine or refusing the vaccine. I accept these risks. I understand that the vaccine is given by injection on three separate dates, and that it is my responsibility to receive the doses according to the schedule that is established. I also understand that the vaccination series is offered to me at no cost.

- I have already received the Hepatitis B Vaccine (many receive this immunization at birth).
- I wish to receive the Hepatitis B Vaccine.
- I do not wish to receive the Hepatitis B Vaccine at this time. However, I understand that I may receive the vaccine in the future at my request.
- I grant permission for the City of Norwood Young America to provide the Carver County Public Health Nurse with my name and date of birth to verify whether or not I have received the vaccination.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*



West Carver Community Pool  
**WCCP MANUAL ACKNOWLEDGEMENT**

I (print name) \_\_\_\_\_, have received the 2017 West Carver Community Pool Manual from the City of Norwood Young America. I will adhere to the policies of this manual. If I have any questions or concerns, I will contact the Pool Manager, the Public Service Director, or the City Clerk.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*