



CITY COUNCIL AGENDA

September 25, 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 Highway 212/CSAH 34 – Reduced Conflict Intersection
 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 September 11, 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 September 11, 2017 meeting
 - 4.2 Approve payment of claims
 - 4.3 Call for public hearing for Delinquent Utilities and Special Assessments
5. Public Hearings
6. Old Business
7. New Business
 - 7.1 City Website Update Proposal
 - 7.2 SAFL Baffle Installation
 - 7.3 Schedule Special City Council Meetings
 - 7.4 Preliminary Consideration of Charges and Allegations involving an Employee
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: MDH lead/copper tap water monitoring report; Swimming Pool Year End Report; Carver County Sheriff's Office August Report.

UPCOMING MEETINGS / EVENTS

October 3	Planning Commission – 6:00 p.m.
October 9	City Council – 6:00 p.m.
October 12	Senior Advisory Committee – 9:00 a.m.
October 17	Parks and Rec. Commission – 5:30 p.m.
October 23	City Council Work Session – 6:00 p.m.; EDA and City Council to follow



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: September 25, 2017

SUBJECT: Work Session - Highway 212/CSAH 34 – Reduced Conflict Intersection

Enclosed is a MnDOT conceptual drawing of the intersection of Highway 212 and CSAH 34 which reflects the installation of Reduced Conflict Intersection (RCI). According to MnDOT, it would keep all of the Highway 212 movements the same and it would also eliminate the higher risk lefts out onto Highway 212 and the through movement. To accommodate these, a southbound CSAH 34 driver would take a safer right and then do a U-turn about 700' to the west. This RCI is somewhat similar to the one at Highway 212/Hwy 284 in Cologne. At CSAH 34, however, we don't have four lanes to the east of the intersection and there is no way to construct a U-turn. So, this design would eliminate the northbound Tacoma Ave. to westbound Hwy 212 movement. Instead, drivers would take Railroad St. over to Faxon Rd. and access Hwy 212 at the signal light.

At this time, MnDOT is just exploring options and is seeking feedback from the City Council.

Diane Langenbach, MnDOT South Area Engineer, will be present to provide information on what RCIs are, when they're utilized, and the state's history with them. Kreg Schmidt, Bolton & Menk will also be present.

STUDY COPY

07-18-2017

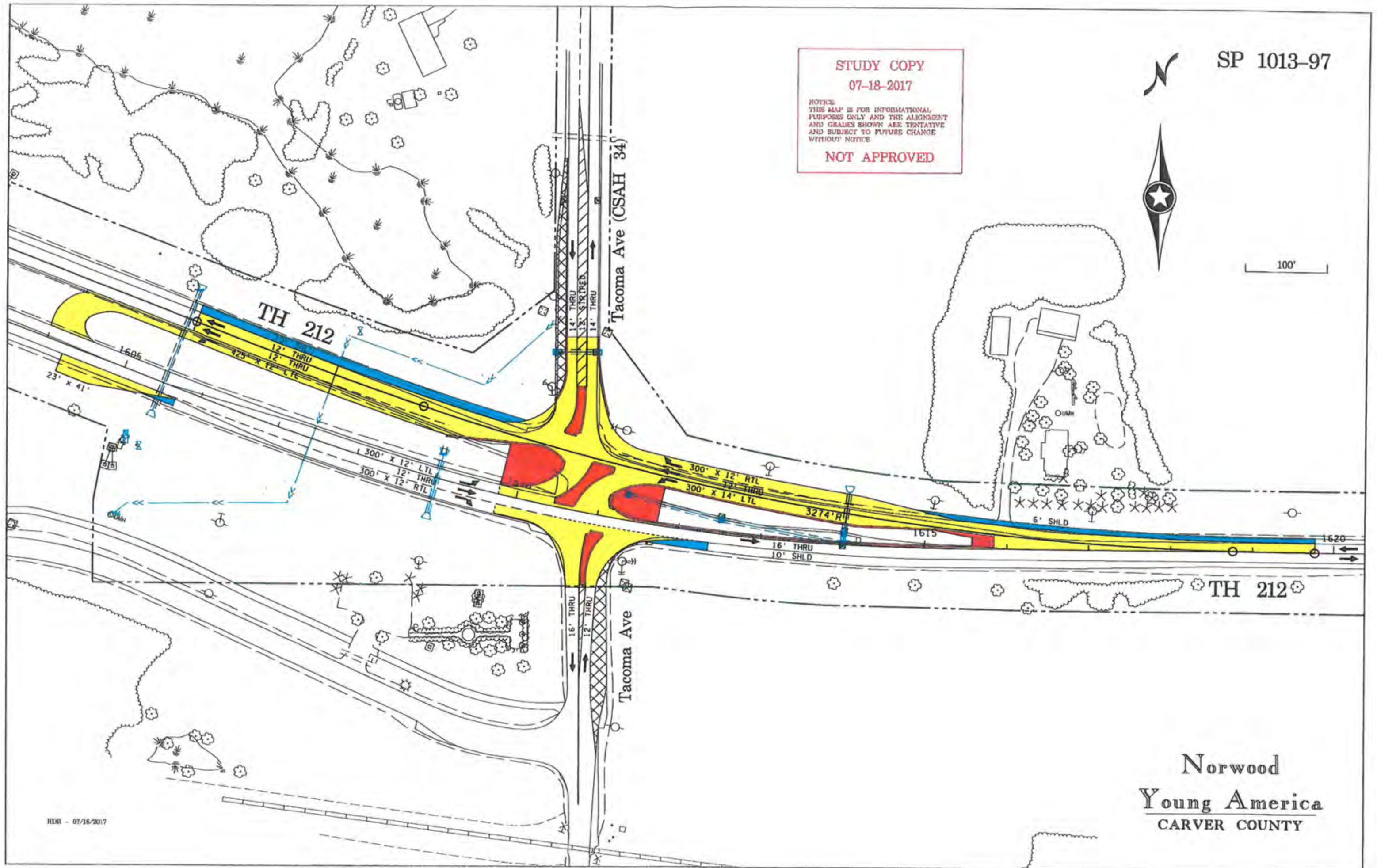
NOTICE:
THIS MAP IS FOR INFORMATIONAL
PURPOSES ONLY AND THE ALIGNMENT
AND GRADES SHOWN ARE TENTATIVE
AND SUBJECT TO FUTURE CHANGE
WITHOUT NOTICE.

NOT APPROVED

SP 1013-97



100'



Norwood
Young America
CARVER COUNTY



EDA MINUTES

September 11, 2017 – 6:00pm

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
City Staff: City Administrator Steve Helget, City Clerk/Treasurer Kelly Hayes

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order

1.1 Pledge of Allegiance

Meeting was called to order by President Lagergren at 6:00pm

2. Approve Agenda

2.1 Approve minutes of August 28, 2017

Motion: MM/CH to approve the agenda. Vote 5 – 0. Motion carried.

Motion: MM/CH to approve the minutes as written. Vote 5 – 0. Motion carried.

3. New Business

3.1 Resolution 1702 - Authorize Special Benefit Levy

Motion: DS/CS to approve Resolution 1702 approving the levy of a special benefit levy pursuant to MN Statutes Section 469.033, subdivision 6 by our Economic Development Authority. Vote 5 – 0. Motion carried.

4. Adjournment

Motion: MM/CH to adjourn at 6:04pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

President

Kelly Hayes City Clerk / Treasurer



CITY COUNCIL MINUTES

September 11, 2017 – 6:00pm

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
City Staff: City Administrator Steve Helget, City Clerk/Treasurer Kelly Hayes
Other: Tina Diedrick

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:04pm.

2. Approve Agenda

Motion: MM/DS to approve the minutes as printed. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - none

4. Consent Agenda

4.1 Approve minutes of August 21 and August 28, 2017 meetings

4.2 Approve payment of claims

Motion: MM/CH to approve the consent agenda. Vote 5 – 0. Motion carried.

5. Public Hearings - none

6. Old Business

6.1 The Preserve 5th Addition, Assignment of Rights, Obligations and Responsibilities Pursuant to Development Agreement

Motion: CS/DS to approve the Assignment of Rights, Obligations and Responsibilities Pursuant to Development Agreement between Loomis Homes, LLC and The Preserve 5th Limited Liability Company. Vote 5 – 0. Motion carried.

7. New Business

7.1 Resolution 2017-19 - Special Benefit Levy

Motion: CH/MM to approve Resolution 2017-19 approving the levy of a special benefit levy pursuant Minnesota statutes, section 469.033, subdivision 6 under Norwood Young America Economic Authority. Vote 5 – 0. Motion carried.

7.2 Resolution 2017-20 - Approving 2017 Preliminary Property Tax Levy; Resolution 2017-21 - Approving 2018 Preliminary Budget; Schedule Truth In Taxation Public Hearing

Motion: CH/MM to approve Resolution 2017-20, A Resolution Adopting A Year 2017 Preliminary Property Tax Levy for the City of Norwood Young America For Collection in 2018. Vote 5 – 0. Motion carried.

Motion: MM/CH to approve Resolution 2017-21, A Resolution Adopting the 2018 Preliminary General Fund Operating Budget for the City of Norwood Young America. Vote 5 – 0. Motion carried.

Motion: DS/CS to schedule the Truth In Taxation public hearing on the 2018 Property Tax Levy and Budget for 6:00pm on December 11, 2017. Vote 5 – 0. Motion carried.

8. Council Member & Mayor Reports

CH – Planning Commission will be discussing rezoning school property and 600 Railroad.

MM – none

DS – none

CS – Baseball tournament went well.

CL – Met with MN DOT to discuss underpass. Had a radio interview. Personnel Committee reviewing handbook and comparing to the league's model.

9. Adjournment

Motion: MM/CS to adjourn at 6:24pm. Vote 5 – 0. Motion carried.

UPCOMING MEETINGS / EVENTS

September 13 Special Joint Meeting – 6:30 p.m. with Planning Commission, EDC, & Chamber of Commerce Board

September 14 Senior Advisory Committee – 9:00 a.m.

September 19 Parks and Rec. Commission – 5:30 p.m.

September 25 City Council Work Session – 6:00 p.m.; EDA and City Council to follow

October 3 Planning Commission – 6:00 p.m.

October 9 City Council – 6:00 p.m.

Respectfully Submitted:

President

Kelly Hayes City Clerk / Treasurer

CITY OF NORWOOD YOUNG AMERICA

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

To Be Approved: September 25, 2017

Pre-Paid Claims	<u>\$16,414.65</u>
(Check Sequence #504441-504459)	

Claims Pending Payment	<u>\$64,686.62</u>
(Check Sequence #27259-27316)	

Grand Total	<u>\$81,101.27</u>
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PAYROLL SEPTEMBER 21, 2017

CHECK #	EMPLOYEE	GROSS
504441	ARETZ, BRENT R	\$2,412.00
504442	BIPES, DEBORAH	\$197.78
504443	CANO, JOEY M	\$1,476.00
504444	CARLSON, COURTNEY	\$416.39
504445	HAAG, HERMAN	\$227.80
504446	HAYES, KELLY	\$2,238.40
504447	HELGET, STEVE	\$3,485.61
504448	HOEN, ROBERT G.	\$619.65
504449	Hormann, Duane	\$295.82
504450	JAUS, RODNEY D	\$1,476.00
504451	LENZ, DEBRA A	\$1,887.20
504452	MENZEL, ALICIA	\$1,628.01
504453	NIESEN, CHRISTOPHER D.	\$1,797.65
504454	PAULSON, DENNIS	\$22.19
504455	SCHNEEDWIND, BRIAN O	\$1,549.60
504456	STENDER, DANIEL H	\$2,278.00
504457	VOIGT, ANTHONY	\$2,236.80
504458	FRATUS, DOMINIC	<u>\$244.04</u>
504459	KLEINBANK - NET	\$16,414.65
	GROSS	\$24,488.94

CITY OF NORWOOD YOUNG AMERICA

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*Check Summary Register©

SEPTEMBER 2017

Name	Check Date	Check Amt	
10100 CHECKING			
Paid Chk# 027259	ADC SERVICES INC	9/25/2017	\$88.00
Paid Chk# 027260	ALDEN POOL & MUNICIPAL SUP	9/25/2017	\$501.67 O-RING
Paid Chk# 027261	ANCOMCOMMUNICATIONS, INC.	9/25/2017	\$592.00 RADIO UNITS
Paid Chk# 027262	AUTOMATIC SYSTEMS CO	9/25/2017	\$1,220.00 FIXED WATER & WWTP COMPUTERS
Paid Chk# 027263	CARDMEMBER SERVICE	9/25/2017	\$1,960.09
Paid Chk# 027264	CARVER COUNTY RECORDER	9/25/2017	\$184.00 VARIANCE 600 RR
Paid Chk# 027265	CARVERLINK - CARVER CO BRO	9/25/2017	\$1,246.45
Paid Chk# 027266	CENTERPOINT ENERGY	9/25/2017	\$105.78 406 2ND AVE SE
Paid Chk# 027267	CITIZEN STATE BANK HSA ACC	9/25/2017	\$1,000.02 LENZ
Paid Chk# 027268	CITIZENS STATE BANK WAVERL	9/25/2017	\$333.34 NIESEN
Paid Chk# 027269	DELTA DENTAL	9/25/2017	\$944.85 DENTAL INSURANCE
Paid Chk# 027270	DPC INDUSTRIES INC	9/25/2017	\$312.00 CHLORINE
Paid Chk# 027271	DROEGE, BRAD	9/25/2017	\$1,000.00
Paid Chk# 027272	EMERGENCY RESPONSE SOLU	9/25/2017	\$71.44 HYBRID GLOVE
Paid Chk# 027273	HAMBURG/NORWOOD/GREENIS	9/25/2017	\$300.00 BASEBALL AD
Paid Chk# 027274	Void	9/25/2017	\$0.00
Paid Chk# 027275	HAYES, KELLY	9/25/2017	\$200.09 MILEAGE REIMBURSEMENT
Paid Chk# 027276	HEALTH PARTNERS	9/25/2017	\$10,324.57 HEALTH INSURANCE
Paid Chk# 027277	Void	9/25/2017	\$0.00
Paid Chk# 027278	HILLYARD /HUTCHINSON	9/25/2017	\$1,480.30 SOAP, TISSUE, TOWELS
Paid Chk# 027279	JUST, JOSEPH & TRICIA	9/25/2017	\$144.23 UTILITY BILL REFUND
Paid Chk# 027280	Void	9/25/2017	\$0.00
Paid Chk# 027281	KLEINBANK	9/25/2017	\$953.34 SCHNEEWIND
Paid Chk# 027282	Void	9/25/2017	\$0.00
Paid Chk# 027283	KOHL'S SWEEPING SERVICE	9/25/2017	\$265.00 STRIPING S STATION
Paid Chk# 027284	KWIK TRIP INC.	9/25/2017	\$52.34 FUEL
Paid Chk# 027285	LANO EQUIPMENT	9/25/2017	\$35.16
Paid Chk# 027286	Void	9/25/2017	\$0.00
Paid Chk# 027287	LIBERTY TITLE INC	9/25/2017	\$900.00 930 MEADOWS BLVD 2016044
Paid Chk# 027288	LOFFLER - 131511	9/25/2017	\$203.31 COPIER RENT
Paid Chk# 027289	Void	9/25/2017	\$0.00
Paid Chk# 027290	LOOMIS HOMES	9/25/2017	\$900.00 725 LAKEWOOD TRAIL 2016087
Paid Chk# 027291	MID COUNTRY BANK	9/25/2017	\$433.34 HAYES
Paid Chk# 027292	Void	9/25/2017	\$0.00
Paid Chk# 027293	MID-COUNTY CO-OP OIL ASSN	9/25/2017	\$785.73 DYED DIESEL
Paid Chk# 027294	Void	9/25/2017	\$0.00
Paid Chk# 027295	MINI BIFF	9/25/2017	\$1,525.60 STATE BASEBALL BIFFS
Paid Chk# 027296	MINNESOTA VALLEY TESTING L	9/25/2017	\$206.80 PHOSPHORUS
Paid Chk# 027297	NORTH AMERICAN SAFETY INC	9/25/2017	\$160.00
Paid Chk# 027298	Void	9/25/2017	\$0.00
Paid Chk# 027299	NORWOOD YOUNG AMERICA TI	9/25/2017	\$37.80 RENTAL CODE
Paid Chk# 027300	Void	9/25/2017	\$0.00
Paid Chk# 027301	PRO AUTO & TRANSMISSION RE	9/25/2017	\$163.00 REPLACE SEAT BELT
Paid Chk# 027302	SCHNEIDER EXCAVATING & GR	9/25/2017	\$2,950.00 CATCH BASIN REPAIRS
Paid Chk# 027303	Void	9/25/2017	\$0.00
Paid Chk# 027304	STATE BANK OF HAMBURG	9/25/2017	\$433.34 JAUS

CITY OF NORWOOD YOUNG AMERICA

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SEPTEMBER 2017

	Name	Check Date	Check Amt	
Paid Chk# 027305	Void	9/25/2017	\$0.00	
Paid Chk# 027306	STRACK CONSULTING LLC	9/25/2017	\$1,120.00	PLANNING CONSULTANT
Paid Chk# 027307	SUN LIFE ASSURANCE COMPAN	9/25/2017	\$351.17	
Paid Chk# 027308	UFC	9/25/2017	\$36.45	FUEL PICKUP BODY
Paid Chk# 027309	UNUM LIFE INSURANCE CO	9/25/2017	\$155.19	0421562-001 7
Paid Chk# 027310	Void	9/25/2017	\$0.00	
Paid Chk# 027311	US HEALTH WORKS MEDICAL G	9/25/2017	\$276.00	
Paid Chk# 027312	Void	9/25/2017	\$0.00	
Paid Chk# 027313	UTILITY CONSULTANTS, INC.	9/25/2017	\$746.40	CBOD, TSS TESTING
Paid Chk# 027314	Void	9/25/2017	\$0.00	
Paid Chk# 027315	WM MUELLER & SONS INC	9/25/2017	\$347.13	1/2 MINUS
Paid Chk# 027316	XCEL ENERGY	9/25/2017	\$29,640.69	
	Total Checks		\$64,686.62	

CITY OF NORWOOD YOUNG AMERICA

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SEPTEMBER 2017

Check Amt Invoice Comment

10100 CHECKING

Paid Chk# 027259 9/25/2017 ADC SERVICES INC

E 601-49400-430	Miscellaneous (GENERAL)	\$11.00	170912
E 602-49450-430	Miscellaneous (GENERAL)	\$11.00	170912
E 101-43100-430	Miscellaneous (GENERAL)	\$46.20	170912
E 101-45200-430	Miscellaneous (GENERAL)	\$19.80	170912
Total ADC SERVICES INC		\$88.00	

Paid Chk# 027260 9/25/2017 ALDEN POOL & MUNICIPAL SUPPLY

E 601-49400-221	Repair/Maintenance Equipment	\$501.67	17251	O-RING
Total ALDEN POOL & MUNICIPAL SUPPLY		\$501.67		

Paid Chk# 027261 9/25/2017 ANCOMCOMMUNICATIONS, INC.

E 101-42200-221	Repair/Maintenance Equipment	\$155.00	72491	RADIO UNITS
E 101-42200-221	Repair/Maintenance Equipment	\$437.00	72757	
Total ANCOMCOMMUNICATIONS, INC.		\$592.00		

Paid Chk# 027262 9/25/2017 AUTOMATIC SYSTEMS CO

E 602-49450-221	Repair/Maintenance Equipment	\$610.00	32061S	FIXED WATER & WWTP COMPUTERS
E 601-49400-221	Repair/Maintenance Equipment	\$610.00	32061S	FIXED WATER & WWTP COMPUTERS
Total AUTOMATIC SYSTEMS CO		\$1,220.00		

Paid Chk# 027263 9/25/2017 CARDMEMBER SERVICE

E 601-49400-207	Training Instructional	\$250.00	
E 101-41400-350	Print/Publishing/Postage	\$404.10	
E 601-49400-350	Print/Publishing/Postage	\$19.43	
E 101-43100-221	Repair/Maintenance Equipment	\$22.50	
E 101-49860-216	Chemicals and Chem Products	\$55.27	
E 101-42200-212	Motor Fuels	\$6.40	
E 602-49450-207	Training Instructional	\$125.00	
E 101-43100-212	Motor Fuels	\$51.67	
E 101-45200-223	Repair/Maintenance Bldg/Ground	\$279.81	
E 101-45200-210	Operating Supplies (GENERAL)	\$172.56	
E 101-41500-310	Other Professional Services	\$215.80	
E 101-41400-200	Office Supplies (GENERAL)	\$77.65	
E 101-45200-207	Training Instructional	\$175.00	
E 101-43100-210	Operating Supplies (GENERAL)	\$104.90	
Total CARDMEMBER SERVICE		\$1,960.09	

Paid Chk# 027264 9/25/2017 CARVER COUNTY RECORDER

E 101-41320-350	Print/Publishing/Postage	\$46.00		CUP 170 INDUSTRIAL
E 101-41320-350	Print/Publishing/Postage	\$46.00		VARIANCE LOT SPLIT 125 RR
E 101-41320-350	Print/Publishing/Postage	\$46.00		CUP 600 RR
E 101-41320-350	Print/Publishing/Postage	\$46.00		VARIANCE 600 RR
Total CARVER COUNTY RECORDER		\$184.00		

Paid Chk# 027265 9/25/2017 CARVERLINK-CARVER CO BROADBAND

E 101-41300-321	Telephone	\$120.75	
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CITY OF NORWOOD YOUNG AMERICA

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SEPTEMBER 2017

		Check Amt	Invoice	Comment
E 101-45500-321	Telephone	\$24.15		
E 101-42100-321	Telephone	\$24.15		
E 101-46500-321	Telephone	\$48.30		
E 101-41320-321	Telephone	\$120.75		
E 101-41940-321	Telephone	\$146.90		
E 101-49860-321	Telephone	\$30.70		
E 101-45200-321	Telephone	\$48.45		
E 101-43100-321	Telephone	\$48.45		
E 101-42200-321	Telephone	\$162.19		
E 602-49450-321	Telephone	\$76.90		
E 601-49400-321	Telephone	\$76.90		
E 101-41940-321	Telephone	\$172.96		
E 101-41400-321	Telephone	\$144.90		
al CARVERLINK-CARVER CO BROADBAND		\$1,246.45		
Paid Chk# 027266	9/25/2017	CENTER POINT		
E 101-41940-383	Gas Utilities	\$15.00		318 ELM ST W
E 101-41940-383	Gas Utilities	\$21.00		310 ELM ST W
E 601-49400-383	Gas Utilities	\$37.32		104 3RD AVE SE
E 101-45500-383	Gas Utilities	\$15.00		314 ELM ST W
E 602-49450-383	Gas Utilities	\$17.46		406 2ND AVE SE
Total	CENTER POINT	\$105.78		
Paid Chk# 027267	9/25/2017	CITIZEN STATE BANK HSA ACCTS		
G 101-21718	HSA ACCOUNT	\$333.34		ARETZ
G 101-21718	HSA ACCOUNT	\$333.34		MENZEL
G 101-21718	HSA ACCOUNT	\$333.34		LENZ
Total	CITIZEN STATE BANK HSA ACCTS	\$1,000.02		
Paid Chk# 027268	9/25/2017	CITIZENS STATE BANK WAVERLY		
G 101-21718	HSA ACCOUNT	\$333.34		NIESEN
Total	CITIZENS STATE BANK WAVERLY	\$333.34		
Paid Chk# 027269	9/25/2017	DELTA DENTAL		
G 101-21714	Dental Insurance	\$944.85		DENTAL INSURANCE
Total	DELTA DENTAL	\$944.85		
Paid Chk# 027270	9/25/2017	DPC INDUSTRIES INC		
E 602-49450-216	Chemicals and Chem Products	\$312.00	827001523-17	CHLORINE
Total	DPC INDUSTRIES INC	\$312.00		
Paid Chk# 027271	9/25/2017	DROEGE, BRAD		
E 101-42200-207	Training Instructional	\$1,000.00		
Total	DROEGE, BRAD	\$1,000.00		
Paid Chk# 027272	9/25/2017	EMERGENCY RESPONSE SOLUTIONS		
E 101-42200-221	Repair/Maintenance Equipment	\$71.44		HYBRID GLOVE
otal	EMERGENCY RESPONSE SOLUTIONS	\$71.44		

CITY OF NORWOOD YOUNG AMERICA

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SEPTEMBER 2017

			Check Amt	Invoice	Comment
Paid Chk#	027273	9/25/2017	HAMBURG/NORWOOD/GREENISLE BB		
E 101-41400-350	Print/Publishing/Postage		\$300.00		BASEBALL AD
Total	HAMBURG/NORWOOD/GREENISLE BB		\$300.00		
Paid Chk#	027275	9/25/2017	HAYES, KELLY		
E 101-41400-331	Travel/Meeting Expense		\$21.40		MILEAGE REIMBURSEMENT
E 101-49860-331	Travel/Meeting Expense		\$115.56		MILEAGE REIMBURSEMENT
E 101-41320-331	Travel/Meeting Expense		\$63.13		MILEAGE REIMBURSEMENT
Total	HAYES, KELLY		\$200.09		
Paid Chk#	027276	9/25/2017	HEALTH PARTNERS		
G 101-21706	Hospitalization/Medical Ins		\$10,324.57		HEALTH INSURANCE
Total	HEALTH PARTNERS		\$10,324.57		
Paid Chk#	027278	9/25/2017	HILLYARD FLOOR CARE SUPPLY		
E 101-41940-210	Operating Supplies (GENERAL)		\$1,480.30	602681345	SOAP, TISSUE, TOWELS
Total	HILLYARD FLOOR CARE SUPPLY		\$1,480.30		
Paid Chk#	027279	9/25/2017	JUST, JOSEPH & TRICIA		
E 601-49400-432	Refund		\$144.23		UTILITY BILL REFUND
Total	JUST, JOSEPH & TRICIA		\$144.23		
Paid Chk#	027281	9/25/2017	KLEINBANK		
G 101-21718	HSA ACCOUNT		\$453.34		HELGET
G 101-21718	HSA ACCOUNT		\$333.34		STENDER
G 101-21718	HSA ACCOUNT		\$166.66		SCHNEEWIND
Total	KLEINBANK		\$953.34		
Paid Chk#	027283	9/25/2017	KOHLS SWEEPING SERVICE		
E 101-42200-223	Repair/Maintenance Bldg/Ground		\$265.00	6439	STRIPING S STATION
Total	KOHLS SWEEPING SERVICE		\$265.00		
Paid Chk#	027284	9/25/2017	KWIK TRIP INC.		
E 101-43100-212	Motor Fuels		\$52.34		FUEL
Total	KWIK TRIP INC.		\$52.34		
Paid Chk#	027285	9/25/2017	LANO EQUIPMENT		
E 101-43100-221	Repair/Maintenance Equipment		\$25.90	14027	
E 601-49400-350	Print/Publishing/Postage		\$9.26	14745	CHARGES
Total	LANO EQUIPMENT		\$35.16		
Paid Chk#	027287	9/25/2017	LIBERTY TITLE INC		
G 101-22000	Deposits		\$900.00		930 MEADOWS BLVD 2016044
Total	LIBERTY TITLE INC		\$900.00		
Paid Chk#	027288	9/25/2017	LOFFLER BUSINESS SYS LLC		
E 101-41400-437	Maintenance Contract		\$203.31	2605482	COPIER RENT
Total	LOFFLER BUSINESS SYS LLC		\$203.31		

CITY OF NORWOOD YOUNG AMERICA

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SEPTEMBER 2017

			Check Amt	Invoice	Comment
Paid Chk#	027290	9/25/2017	LOOMIS HOMES		
G 101-22000	Deposits		\$900.00		725 LAKEWOOD TRAIL 2016087
	Total	LOOMIS HOMES	\$900.00		
Paid Chk#	027291	9/25/2017	MID COUNTRY BANK		
G 101-21718	HSA ACCOUNT		\$433.34		HAYES
	Total	MID COUNTRY BANK	\$433.34		
Paid Chk#	027293	9/25/2017	MID-COUNTY CO-OP OIL ASSN		
E 101-43100-212	Motor Fuels		\$785.73	40471	DYED DIESEL
	Total	MID-COUNTY CO-OP OIL ASSN	\$785.73		
Paid Chk#	027295	9/25/2017	MINI BIFF		
E 101-45200-418	Other Rentals (Biffs)		\$868.02	A-89913	STATE BASEBALL BIFFS
E 101-45200-418	Other Rentals (Biffs)		\$189.21	A-90101	SPORTS COMPLEX
E 101-45200-418	Other Rentals (Biffs)		\$63.94	A-90105	FRIENDSHIP PARK
E 101-45200-418	Other Rentals (Biffs)		\$107.61	A-90122	FRIENDSHIP PARK
E 101-45200-418	Other Rentals (Biffs)		\$81.60	A-90123	WILLKOMMEN PARK
E 101-45200-418	Other Rentals (Biffs)		\$215.22	A-90165	WILLKOMMEN PARK
	Total	MINI BIFF	\$1,525.60		
Paid Chk#	027296	9/25/2017	MINNESOTA VALLEY TESTING LAB		
E 601-49400-217	Lab Fees		\$93.00	882081	COLIFORM
E 602-49450-217	Lab Fees		\$36.20	883075	PHOSPHORUS
E 602-49450-217	Lab Fees		\$77.60	883386	NITRATE
	Total	MINNESOTA VALLEY TESTING LAB	\$206.80		
Paid Chk#	027297	9/25/2017	NORTH AMERICAN SAFETY INC		
E 101-42200-210	Operating Supplies (GENERAL)		\$160.00	28504	
	Total	NORTH AMERICAN SAFETY INC	\$160.00		
Paid Chk#	027299	9/25/2017	NYA TIMES		
E 101-41320-350	Print/Publishing/Postage		\$37.80	527259	RENTAL CODE
	Total	NYA TIMES	\$37.80		
Paid Chk#	027301	9/25/2017	PRO AUTO & TRANSMISSION REPAIR		
E 101-43100-221	Repair/Maintenance Equipment		\$163.00	0057692	REPLACE SEAT BELT
	Total	PRO AUTO & TRANSMISSION REPAIR	\$163.00		
Paid Chk#	027302	9/25/2017	SCHNEIDER EXCAVATING & GRADING		
E 603-49500-223	Repair/Maintenance Bldg/Ground		\$2,950.00	SE1426	CATCH BASIN REPAIRS
	Total	SCHNEIDER EXCAVATING & GRADING	\$2,950.00		
Paid Chk#	027304	9/25/2017	STATE BANK OF HAMBURG		
G 101-21718	HSA ACCOUNT		\$433.34		JAUS
	Total	STATE BANK OF HAMBURG	\$433.34		
Paid Chk#	027306	9/25/2017	STRACK CONSULTING LLC		
E 101-41320-305	Other Professional Fees		\$1,120.00	1066	PLANNING CONSULTANT

CITY OF NORWOOD YOUNG AMERICA

09/21/17 9:12 AM

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***Check Detail Register©**

SEPTEMBER 2017

			Check Amt	Invoice	Comment
Total STRACK CONSULTING LLC			\$1,120.00		
Paid Chk#	027307	9/25/2017	SUN LIFE ASSURANCE COMPANY		
G 101-21707	Disability Insurance		\$351.17		
Total SUN LIFE ASSURANCE COMPANY			\$351.17		
Paid Chk#	027308	9/25/2017	UNITED FARMERS CO-OP		
E 101-43100-221	Repair/Maintenance Equipment		\$7.35		FUEL PICKUP BODY
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$29.10	237125	HIGH QUALITY OATS
Total UNITED FARMERS CO-OP			\$36.45		
Paid Chk#	027309	9/25/2017	UNUM LIFE INSURANCE CO		
G 101-21715	Life Ins		\$99.64		0421563-001 4
G 101-21715	Life Ins		\$55.55		0421562-001 7
Total UNUM LIFE INSURANCE CO			\$155.19		
Paid Chk#	027311	9/25/2017	US HEALTH WORKS MEDICAL GRP		
E 601-49400-208	Medical-Physicals		\$46.50	0073874-MN	
E 602-49450-208	Medical-Physicals		\$46.50	0073874-MN	
E 101-45200-208	Medical-Physicals		\$27.90	0073874-MN	
E 101-43100-208	Medical-Physicals		\$65.10	0073874-MN	
E 101-43100-208	Medical-Physicals		\$45.00	0074017-MN	
E 101-45200-208	Medical-Physicals		\$45.00	0074017-MN	
Total US HEALTH WORKS MEDICAL GRP			\$276.00		
Paid Chk#	027313	9/25/2017	UTILITY CONSULTANTS		
E 602-49450-217	Lab Fees		\$746.40	95812	CBOD, TSS TESTING
Total UTILITY CONSULTANTS			\$746.40		
Paid Chk#	027315	9/25/2017	WM MUELLER & SONS INC		
E 101-43100-224	Street Maint Materials		\$287.85	226844	1/2 MINUS
E 101-43100-224	Street Maint Materials		\$59.28	227086	1/2 MINUS
Total WM MUELLER & SONS INC			\$347.13		
Paid Chk#	027316	9/25/2017	XCEL ENERGY		
E 601-49400-381	Electric Utilities		\$2,639.20		104 3RD
E 101-49860-381	Electric Utilities		\$1,182.77		
E 602-49450-381	Electric Utilities		\$4,153.22		
E 601-49400-381	Electric Utilities		\$543.63		
E 101-45200-381	Electric Utilities		\$2,140.40		
E 101-43100-381	Electric Utilities		\$412.43		
E 101-43100-380	Street Lighting		\$15,591.45		
E 101-42500-381	Electric Utilities		\$12.06		
E 101-41940-381	Electric Utilities		\$2,595.67		
E 101-42200-381	Electric Utilities		\$369.86		
Total XCEL ENERGY			\$29,640.69		
10100 CHECKING			\$64,686.62		

CITY OF NORWOOD YOUNG AMERICA

09/21/17 9:12 AM

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***Check Detail Register©**

SEPTEMBER 2017

Check Amt Invoice Comment

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$50,542.20
601 WATER FUND	\$4,982.14
602 SEWER FUND	\$6,212.28
603 STORM WATER UTILITY	\$2,950.00
	<hr/>
	\$64,686.62



TO: Mayor and City Council Members

FROM: Debbie Lenz, Deputy Clerk

DATE: September 25, 2017

SUBJECT: Public hearing for delinquent utilities and special assessments

The council holds a public hearing to receive objections and consider the proposed certification of delinquent utilities and special assessments (fees for lawn abatement, etc.).

Delinquent utilities and special assessments are assessed to the property owners' real estate taxes if not paid by November 30, 2017.

Proper notices will be sent to all affected property owners.

Requested Action: Motion to call for a public hearing on assessments for delinquent utilities and special assessments on certain properties on Monday, October 23, 2017 at 6:00 p.m.

Norwood Young America



DATE: September 25, 2017

MEMO TO: Mayor Lagergren and Council

FROM: Holly J. Kreft, Economic Development Coordinator

RE: Agenda Item: Website Update

Background:

The Economic Development Commission was tasked with reviewing options for updating the City's website as part of the marketing plan to implement the new City logo. At the August EDC meeting, Kelly Hayes, the City Clerk, presented information regarding five website developers – Revize, Gov Office, Vivid Image, OrangeBall Creative, and CivicPlus. Attached are the minutes from that meeting details costs and discussions. After reviewing the pros and cons with each company, the EDC recommended narrowing down the list to two companies to create a new website for the City. These were Vivid Image, from Hutchinson and former EDC web manager, and GovOffice, a website program recommended by the League of Minnesota Cities. The EDC had additional questions regarding each vendor which were answered at the September 13th meeting.

At the September 13th EDC meeting, the committee again discussed the pros and cons of each as well as the work that has been done in-house to date. The Committee thanked Ms. Hayes for her work on updating the existing website, but recommended that it would be more effective and efficient to bring in outside assistance to create a more interactive website that was user friendly for the community.

The EDC voted unanimously to recommend entering into a contract with Vivid Image for completion of the new City website.

Suggested Motion:

A MOTION to authorize the City Administrator and Mayor to enter into a contract with Vivid Image for the creation of a new City website at a cost not to exceed \$9,000.

NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT COMMISSION

Minutes from the Meeting on Wednesday, August 16, 2017 at 6:30 p.m.

Oak Grove City Center – Large Conference Room

310 Elm Street West

Norwood Young America, MN

I. Call to Order

Schmidt called the meeting to order at 6:31 p.m.

EDC members in attendance were: Julie Schmidt, Mike McPadden, Carol Lagergren, Tina Diedrick, Kaarin Foede, and Kyle Strickfaden.

Absent: Bruce Mathwig and Theresa Meis.

Staff attending were: City Administrator Steve Helget and Economic Development Coordinator Holly Kreft.

II. Consideration of the Agenda

A motion was made by McPadden, seconded by Lagergren to approve the agenda. Motion carried 6-0.

III. Approval of Minutes

A motion was made by McPadden, seconded by Foede, to approve the minutes of the July 12, 2017 EDC Meeting, as presented. Motion carried 6-0.

IV. Unfinished Business.

A. Website Recommendation – Update from City Clerk, Kelly Hayes.

City Clerk Hayes attended the EDC meeting to present an update on the website proposals. Ms. Hayes reviewed other Minnesota cities' websites. She reviewed the pros and cons of the existing website. She requested proposals from five companies for updating the existing website.

Revize was the first company she discussed. Ms. Hayes provided Granite Falls and McLeod County as two examples of communities who use this company. She noted they require minimum of a three-year contract and cost is \$15,400 paid over 4 years.

Gov Office was the second company reviewed. Examples of Montevideo and Montrose were given. Ms. Hayes noted this company requires minimum three-year contract and the cost would be \$5,340 based on the population.

Vivid Image was the third company and it was noted that they previously hosted the EDC website. The cities of Hutchinson and Arlington were given as examples. The cost ranged from \$6,500 to \$9,000 depending on what modules were added. Ms.

Hayes noted they do require a yearly fee of \$720. Ms. Hayes indicated that Vivid Image previously made updates to the EDC website, but would now have the capacity to do in-house.

OrangeBall Creative was the fourth company. They did not provide current examples. The price range was quoted at \$12-14,000 with no contract or annual fee.

CivicPlus was the fifth company. The cities of Litchfield and LeSueur were given as examples. The quoted cost was \$6,090 for first year and each additional year was \$2,090.

Ms. Hayes provided an overview of the pros and cons she had identified. Ms. Hayes recommended Vivid Image or Gov Office. Schmidt asked what the cost was annually after the contract expired with Gov Office. Ms. Hayes said it depends on what continued service the City would want. Diedrick asked about what program the City was currently using. Ms. Hayes said the City is currently using free theme available through Wordpress, but if the City wanted upgrades those would be \$69 per year.

Foede noted that the Fire Department has a completely separate website. Ms. Hayes noted that it would link to the City website. Diedrick noted that websites should be consistent. Diedrick asked about additional training on WordPress. Ms. Hayes noted she would need to reach out to a website designer to get assistance.

Lagergren said that the goal is to make it modern and user friendly for the residents and property owners. She noted that the landing page is the most important.

Diedrick recommended the Gov Office option. Lagergren asked if scrolling pictures are available. Ms. Hayes stated all of the websites would offer that feature.

McPadden asked how long things would take to do it in-house. Ms. Hayes noted that she may pay the \$69 and still not receive the updates she'd like. Lagergren asked about the hosting fee and Ms. Hayes replied that was through TechStar.

Strickfaden asked about budget. Mr. Helget noted there is about \$12,000 left in the marketing budget, which does not include the entrance signs. He noted that monument signs are probably a 2018 expense.

Diedrick noted that pictures are important and how do we include that in the cost. Schmidt noted that there are local photographers. Lagergren noted there could be a photo contest to generate local photos.

Diedrick reiterated her preference for the Gov Office option. Kyle noted a concern with the 2G max uploads. McPadden questioned what the additional cost would be to upgrade for additional data.

Mr. Helget noted the biggest issue previously with Vivid Image was not being able to updates in-house, but that has been resolved.

The consensus of the EDC was to narrow down the options to Vivid Image and Gov Office. Foede suggested the next step was to get draft contracts from each. Diedrick asked if the Council would be okay with the recommendation of narrowing down to those two and then ask questions to better define the cost. Lagergren suggested that the EDC obtain the additional information and then provide a recommendation to the Council.

Diedrick asked about the ability to sign-up for email updates or to receive the City newsletter. Schmidt noted that video and high quality photos will use up a large amount of data.

The direction of the EDC was to receive updated quotes from Vivid Image and Gov Office and require that new website be completed by end of 2017. This information will then be reviewed at the September meeting with a recommendation to the City Council on a website developer.

B. Expo Banners.

Economic Development Coordinator Kreft provided an update on the expo banners. She indicated that she had contacted the Herald Journal and they provided very competitive pricing and would be able to reuse the retractors. The total cost would be approximately \$200.

A motion was made by Foede, seconded by Diedrick to proceed with obtaining updated expo banners from the Herald Journal. Motion carried 6-0.

C. Entrance Signs.

Economic Development Coordinator Kreft provided an update on entrance signs. Kreft thanked Foede for pictures and data. Foede noted that landscaping should be minimal in her opinion due to ongoing upkeep. Lagergren noted that most of the examples don't have much color, but noted Cologne as an example of one that did. She felt that having the color was important because of the nature of the new logo.

Foede noted that Mayer's has the color yellow. Lagergren asked if the City wanted the logo or just the name. Strickfaden asked how many entrance signs there would be. Lagergren noted that there would be three total eventually with one on Hwy 5 later, but the focus on the two on Hwy 212 first. Strickfaden noted that it might require up to \$100,000 to budget in 2018 for that many signs.

The consensus of the group was a recommendation for a sign like the New Ulm example with the option of a metal face with stone columns and background.

Diedrick noted it can be solar lit. Mr. Helget noted there is currently \$35,000 included in 2018 budget. Strickfaden recommended that the City consider adding more to the

budget and doing all three in one year. The group recommended requesting quotes from sign companies based on New Ulm as an example.

D. Shovel Ready Certification.

Economic Development Coordinator Kreft provided an update on the DEED Shovel Ready designation. She noted that DEED is offering a grant of up to \$2,000 to help offset the cost of the application. She also noted that DEED staff verified that topography would need to be included in an ALTA survey, so the cost would be approximately \$15,000.

The recommendation of the EDC was not pursue submittal of the application at this time, but to stay in contact with DEED staff should the requirements change.

E. Manufacturer's Week Update.

Economic Development Coordinator Kreft provided an update on the Manufacturer's Week event. She noted she has been working with Luke Butenhoff on arranging a lunch for the tenants in the 212 Business Center. Mr. Helget noted MiBox indicated during the ribbon cutting that they would be willing to participate.

F. 2017 Goals.

Economic Development Coordinator Kreft referenced the 2017 Goals.

V. New Business.

A. City Newsletter – EDC Update and Insert.

Economic Development Coordinator Kreft provided an update on the EDC update and insert scheduled for early October. She noted that the City will be sending out a newsletter highlighting the various committees and commissions. She also noted that the insert will highlight the ribbon cuttings that have occurred so far in 2017.

VI. Project Updates.

Economic Development Coordinator Kreft provided an update on projects. EDC members asked about status of some new businesses – Serv-a-dock, Shear Effects, and Gemma Floral. Mr. Helget gave update on Diversified Plumbing and Heating who has purchase agreement on the Curfman Trucking property. He also noted that Gemma Floral needed to do some ADA improvements to the building.

VII. Upcoming Meetings.

The next regular EDC meeting will be a joint meeting with the City Council, Planning Commission, and Chamber of Commerce on September 13th at 6:30 p.m. The EDC will meet at 6:00 p.m. that evening to review website and entrance monument updates prior to the joint meeting.

IX. Adjourn.

A motion was made by McPadden, seconded by Strickfaden to adjourn the meeting at 7:43 p.m. Motion carried 6-0.

Respectfully submitted,

Holly J. Kreft
Economic Development Coordinator
Municipal Development Group LLC



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: September 25, 2017

SUBJECT: Schedule Special City Council Meetings

Proposed is to schedule two special City Council meetings for the purpose of continuing discussion and review of the preliminary 2018 Budget. Possible dates include: October 2, 4, 5, 10, 12, 16, 18, 19, 24, 25, 26, 30, and November 2.

Suggested Motion:

**Motion to schedule special City Council meetings for 6:00 p.m., _____
and _____, 2017 in the City Council Chambers.**



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: September 25, 2017

SUBJECT: Preliminary Consideration of Charges and Allegations involving an Employee

The purpose of this item is discuss charges and allegations involving Chris Niesen, Public Service Technician, specifically in regards to unsubstantiated call back time he recorded on his timesheets.



Minnesota
Department
of Health

PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

September 7, 2017

Norwood-Young America
c/o Kelly Hayes, Clerk-Treas.
Norwood-Young America City Hall
P.O. Box 59
Norwood Young America, Minnesota 55397 - 0059

Dear Council Members:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1100019

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level = $4\text{ }\mu\text{g/l}$ (rounded as 0.004 mg/l).
The action level for lead is $15.0\text{ }\mu\text{g/l}$.

90th percentile copper level = $279\text{ }\mu\text{g/l}$ (rounded as 0.279 mg/l).
The action level for copper is $1300\text{ }\mu\text{g/l}$.

Based on these results, your public water system **has not exceeded** the action level for lead and **has not exceeded** the action level for copper.

By federal rule, 40 CFR 141.85, you are required to provide the lead/copper results to persons served at the sites that were tested. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification must be made within 30 days by U.S. Mail. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting the notification requirements, we have enclosed a sample letter and a fact sheet on lead/copper in drinking water. All of the information contained in the sample letter is EPA required language and must be included in your letter and provided to the homeowner. If you would like to receive any of the enclosed documents via e-mail, please send your request to pauline.wuot@state.mn.us.

The lead/copper sampling site addresses are private data. This information was classified as "nonpublic" by the Minnesota Department of Administration in October 2004, upon the request of Minnesota Department of Health (MDH) and Minnesota community water supply systems. When notifying the persons served at the sites that were tested, provide them with the results for that address only.

Norwood-Young America

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September 7, 2017

PWSID 1100019

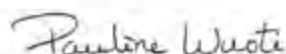
Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us along with a copy of the letter that you sent to the residents notifying them of their results. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

A sampling kit will be sent to you prior to your next scheduled sampling date. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651/201-4674, or Anna Schliep at 651/201-4667.

Sincerely,



Pauline A. Wuoti
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

PAW
Enclosures
cc: Water Superintendent



WEST CARVER COMMUNITY POOL
Tuesday, June 6 – Thursday, August 24
2017 END OF THE YEAR STATISTICS

STAFFING

9 pool employees. All had lifeguard certification. Approximate Expense: \$28,000

- Katana Golberg was the Pool Manager. This was her 2nd year as Manager.
- On-Call Managers: Amber Orr, Ben Lagergren, Atticus Bixby, Cambria Jacobs
- WSI: Katana Golberg, Amber Orr, Ben Lagergren, Cambria Jacobs, Grace Wickenhauser

Staffing Recommendations for next year

- Need a minimum of 10 regular scheduled guards and 2 on-call guards
- Post Lifeguarding Classes at Central High so students are aware

POOL PASSES

Revenue = \$10,800

Family - \$125	Single - \$75	Take 10 - \$35	Childcare - \$200	Childcare/Family - \$250
65 passes	16 passes	41 passes	Zero passes	zero passes

Pass Recommendations for next year

- Additional staff from 1pm – 2pm for the first week because many people wanted to purchase passes.
- Be able to make the passes at the pool so customer can get the pass on the spot instead of waiting until the next business day.
- Suggestion of pool pass discount if purchasing later in the year, Example: someone purchased a family pass the last week in July so they paid full price but only had it for less than a month.

ATTENDANCE

General Admission = \$7300

Day average (June and July) = 80

Evening average (June and July) = 40

August was very slow due to colder weather.

CONCESSIONS

Revenue = \$5200

Expense = \$3000

Concession Recommendations for next year

- Options for food “with substance” – possibly pizza or hot dogs
- Different chip holder
- Different shelving
- Another refrigerator or freezer

MISCELLANEOUS

Revenue

- 1 Birthday Party - \$125

Expense

- Chemicals = \$5600
- Repairs / Supplies = \$2600
- Licenses/Training = \$1100
- Community Ed ad for lessons = \$200

Miscellaneous recommendations for next year

- New tables
- New speakers
- Sign for Kiddie Pool "Must be under the age of 8"
- 1st drain in men's room doesn't work
- Fix ceiling
- Fix kiddie pool – falling apart
- Ability to close pool if it is raining (if radar shows that it will rain for over an hour). Currently the policy is to close if there is severe weather.
- Warm water for showers (women's shower was without warm water for over a month).

LESSONS

Total Revenue = \$14500

Total Students = 297

General Lessons - 4 Sessions

Session 1 June 12 – 22

10:40 – 11:25 = 15 students

11:30 – 12:15 = 10 students

5:00 – 5:45 = 22 students

Session 2 July 10 – 20

10:40 – 11:25 = 19 students

11:30 – 12:15 = 16 students

5:00 – 5:45 = 34 students

Session 3 July 24 – Aug 3

10:40 – 11:25 = 25 students

11:30 – 12:15 = 11 students

5:00 – 5:45 = canceled lack of participants

Session 4 August 7 – 17

11:30 – 12:15 = 26 students

5:00 – 5:45 = 5 students

Kids Company August 7 – 17

9:00 – 9:40 = 31 students

9:45 – 10:25 = 31 students

10:30 – 11:10 = 26 students

Family/Semi Private/Private

- 26 students
- Max of 3 students per class
- Dates / times based on when general lessons were not happening

Lesson recommendations (from instructors) for next year

- Max of 6 students in Level 1
- Max of 8 students in Levels 2 and 3
- Max of 10 students in Levels 4, 5, 6
- Combine Levels 2 and 3
- Combine Levels 5 and 6
- 10:45 should be the earliest class
- Last session should start the first week in August because many guards go back to school in the middle of August.
- Online registration

Kids Company

- Split up throughout the season
- Minimum of 2 "helpers"
- Students need to be on time
 - Classes always started late because students would not get there on time. One day the bus was 20 minutes late for the first class.
- No switching classes midstream
 - If a student missed the bus, they would be sent to the next class. This doesn't work because most of the classes were full. There were a couple of days where level 1 had 12 students.

**Revenue and Expense amounts are approximate and rounded to the nearest \$100.*



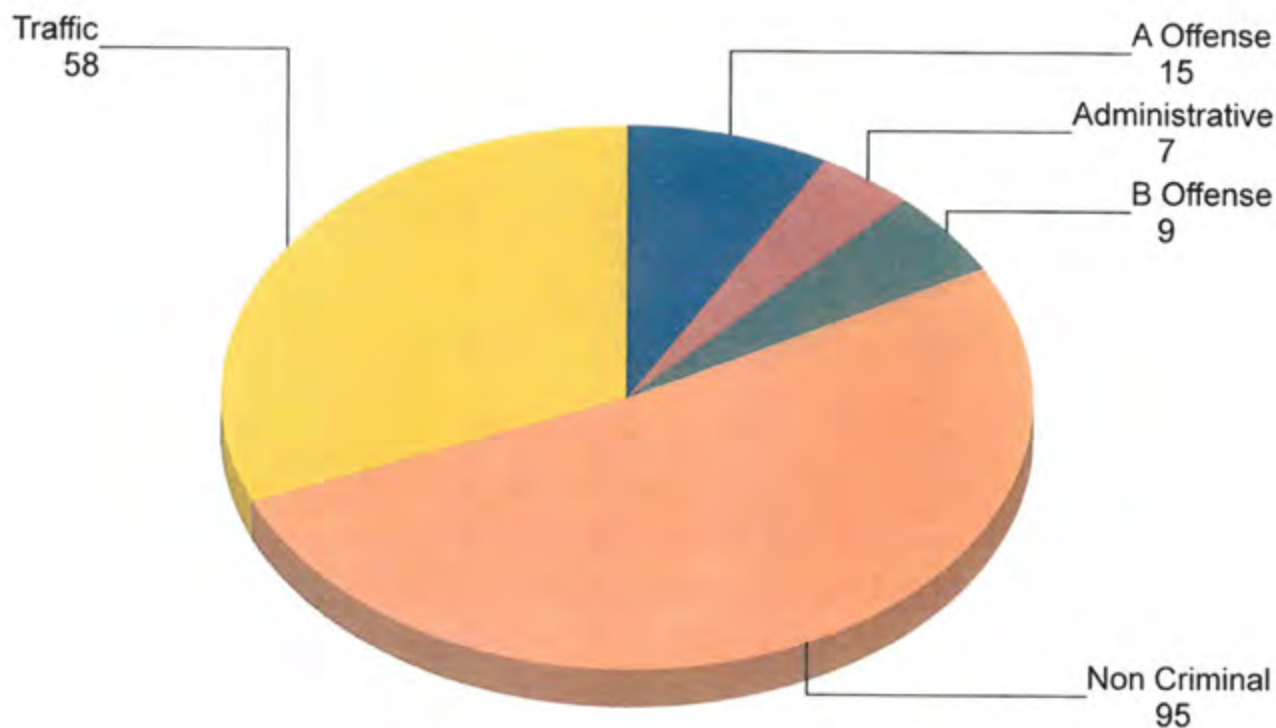
City of Norwood Young America

August - 2017



Carver County Sheriff's Office
Monthly Calls for Service
From: 08/01/2017 To: 08/31/2017

Norwood Young America City



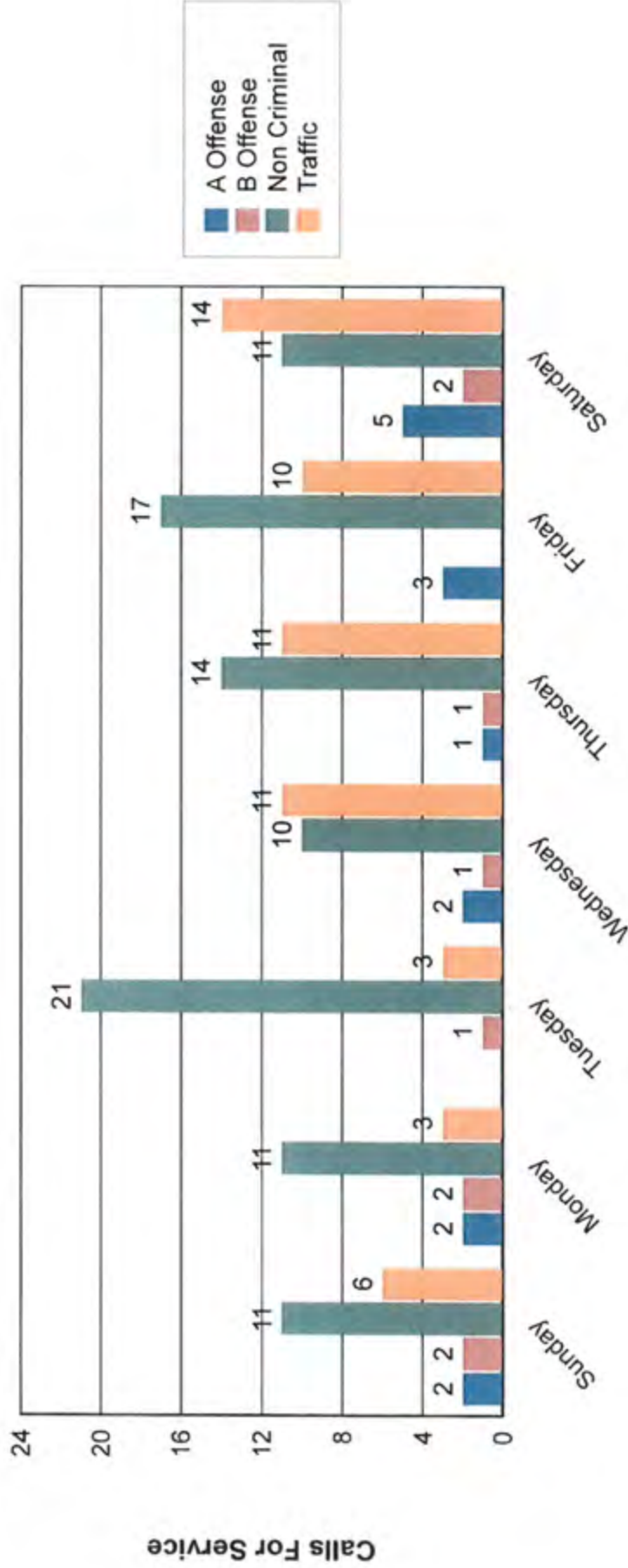
Total A Offense:	15
Total B Offense:	9
Total Non Criminal:	95
Total Traffic:	58
Total Administrative:	7

Total Norwood Young America City: 184



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 08/01/2017 To: 08/31/2017

Norwood Young America City

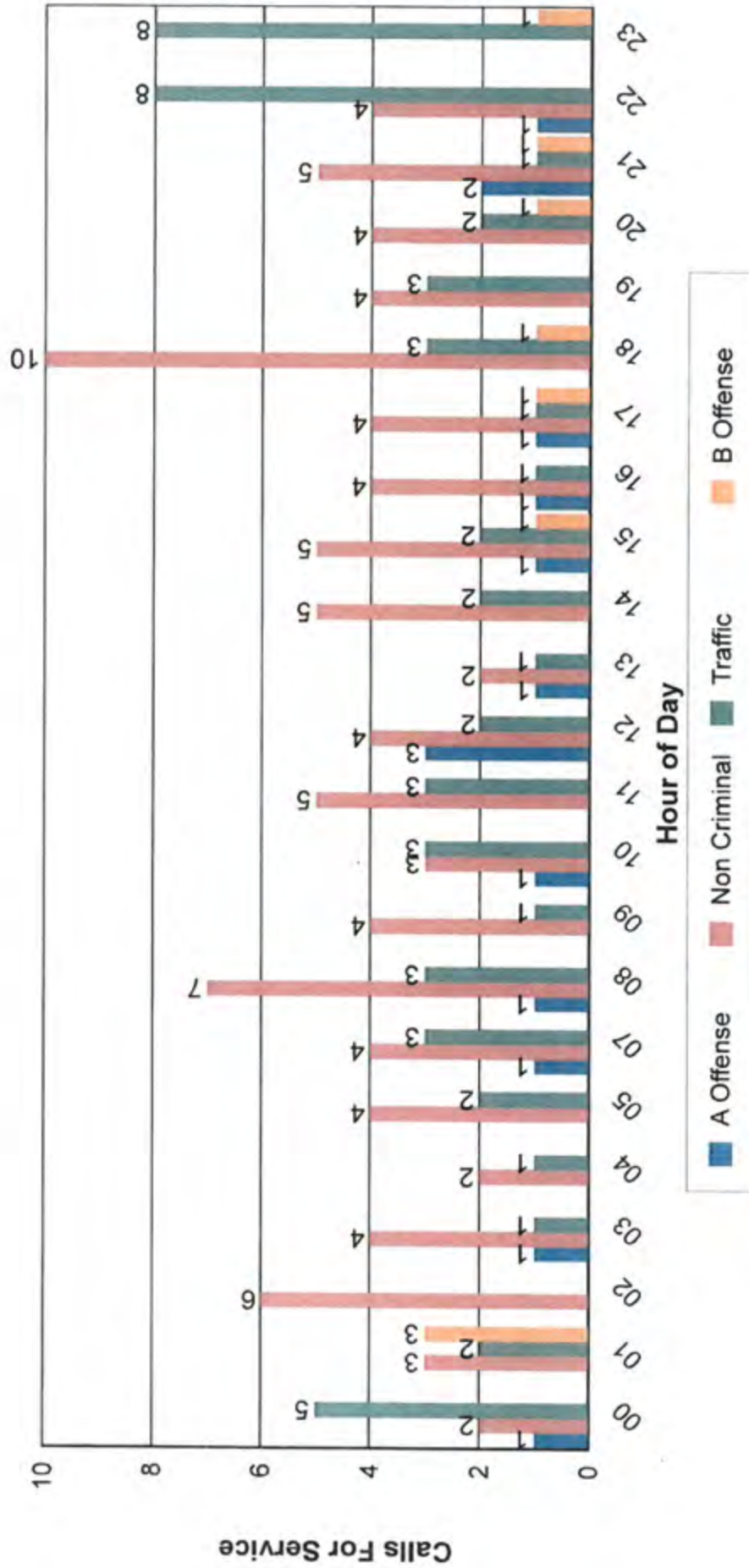


Total Norwood Young America City: 177



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 08/01/2017 To: 08/31/2017

Norwood Young America City



Total Norwood Young America City: 177



Carver County Sheriff's Office
Monthly Calls for Service
From: 08/01/2017 To: 08/31/2017

Norwood Young America City

Patrol

A Offense

Assault	3
Burglary	1
Drug Violation	2
Property Damage	4
Sex Crime	2
Fraud	2
Vehicle Theft	1

Total A Offense: 15

B Offense

Disorderly Conduct	2
Traffic - alcohol Rel	4
Misc - criminal	3

Total B Offense: 9

Non Criminal

Misc Non-criminal	25
Alarm	3
Domestic	3
Abuse/Neglect (Info Only)	3
Animal	3
Medical	22
Assist Other Agency	1
Fire Call	3
Mental Health	2
Civil Process	3
Warrant Service	2
Suspicious Activity	13
Open Door	4
Disturbance (Info Only)	7
Child Custody Dispute	1

Total Non Criminal: 95

Traffic

Traffic - Misc	10
Traffic Stop	38
Pd Accident	3
Pd Accident Mv/deer	1
Driving Complaint	6

Total Traffic: 58

Total Patrol: 177

Administrative

Administrative

GunPermit-Acquire	4
GunPermit-CarryNew	3



**Carver County Sheriff's Office
Monthly Calls for Service
From: 08/01/2017 To: 08/31/2017**

Total Administrative: 7

Total Administrative: 7

Total Norwood Young America City: 184



Carver County Sherff's Office

Arrest Summary

From: 08/01/2017 To: 08/31/2017

Norwood Young America City

11D - Fondling	2
13B - Simple Assault	2
13C - Intimidation	3
250 - Counterfeiting/Forgery	1
26B - Credit Card/Automatic Teller Machine Fra	1
90C - Disorderly Conduct	1
90D - Driving Under the Influence	12
90G - Liquor Law Violations	1
90Z - All Other Offenses	4

Total Number of Charges Involving All Arrests:	27
Total Number Individuals Arrested:	13
Total Incident With Arrests:	13



Carver County Sherff's Office
Traffic Citation Summary
From: 08/01/2017 To: 08/31/2017

Norwood Young America City

Expired Tabs:	1
Seatbelt Violation:	1
Total Norwood Young America City:	2



Carver County Sheriff's Office
Verbal Warnings
From: 08/01/2017 to 08/31/2017

Norwood Young America City

Traffic Stop:	35
Grand Total Verbal Warnings:	35

Activity	
Code	Descriptor
	GROUP A

AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy , possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sell possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale purchase, transport use firearm

GROUP B

BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visible means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trespassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFP/Danco violation, Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
*		Use only when Enforcement used (citation or arrest)

Activity Codes
Non-criminal, Traffic and Administrative

NON CRIMINAL

Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Transport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED

Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

ADMINISTRATIVE

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit - Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order