



## CITY COUNCIL AGENDA

January 11, 2021 – 6:00 p.m.

City Council Meeting

Zoom Meeting

<https://us02web.zoom.us/j/2334975750>

Meeting ID: 233 497 5750

### CITY COUNCIL

1. Call Meeting of City Council to Order
  - 1.1 Pledge of Allegiance
2. Oath of Office
3. Approve Agenda
4. 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.)

### Consent Agenda

(NOTE TO THE PUBLIC: All items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one or more of the items is made prior to the motion being made. Anyone present at the meeting may request an item to be removed from the Consent Agenda for discussion. Please inform the City Council when they approve the meeting agenda of your request to have an item removed for discussion.)

- 4.1 Approve minutes of December 28, 2020 meeting
- 4.2 Approve payment of Claims
- 4.3 Approve hiring Bus Driver
- 4.4 Schedule Public Hearing to amend Fee Schedule for 2021
5. Public Hearings
6. Old Business
  - 6.1 COVID-19 Updates
7. New Business
  - 7.1 Approve Resolution 2021-01, Organization of the City of Norwood Young America
  - 7.2 Approve Annual Fire Department Report and Review 2020
  - 7.3 Approve awarding quote to refinish Pavilion Floors
  - 7.4 Review City Commission's Annual Reports and approve 2021 Goals
8. Council Member & Mayor and Staff Reports
9. Closed Meeting
10. 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: December 2020 Building Permit Report.

### UPCOMING MEETINGS / EVENTS

- |            |   |
|------------|---|
| January 12 | Annual Fire Service Townships Meeting – 6:00 p.m. |
| January 13 | Economic Development Commission – 6:00 p.m.       |
| January 14 | Finance Committee – 3:00 p.m.                     |
| January 18 | Martin Luther King Jr. Day – City Offices Closed  |
| January 19 | Parks and Recreation Commission – 4:45 p.m.       |
| January 20 | Safety Committee – 2:00 p.m.                      |
| January 21 | Senior Advisory Committee – 9:00 a.m.             |
| January 25 | EDA, City Council, and Work Session – 6:00 p.m.   |
| February 2 | Planning Commission – 6:00 p.m.                   |
| February 8 | Personnel Committee – 5:00 p.m.                   |
| February 8 | City Council – 6:00 p.m.                          |



Attendees: Carol Lagergren, Charlie Storms, Craig Heher, Mike McPadden, and Dick Stolz  
Staff Present: Steve Helget (City Administrator), Tony Voigt (Public Service Director), Steve Zumberge (Fire Chief), and Angela Brumbaugh (Clerk-Treasurer), Jake Saulsbury (Bolton & Menk)

Others: Alan Krueger, Randy Martens, Jason Martens

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

*Mayor Lagergren called the virtual meeting to order at 6:02pm. Roll call of attendance: All Council were in attendance.*

*1.1 Pledge of Allegiance was said by all.*

**2. Approve Agenda**

*Motion: CH/MM to approve the agenda as listed. Roll call vote. Motion passed 5-0.*

**3. Introductions, Presentations, Proclamations, Awards, and Public Comment**

Jason Martens questioned about our plowing. He stated Tacoma Avenue going to Waconia, if you go to Hwy 212 southbound you are out in the traffic due to the snow. Voigt stated his department will take a look at it.

**4. Consent Agenda**

- 4.1 Approve minutes of December 9 and 14, 2020 meetings
- 4.2 Approve payment of Claims
- 4.3 Approve 2021 fire Department Officer Appointments
- 4.4 Accept Part-Time Bus Driver Resignation

*Motion: MM/CH to approve consent agenda. Roll call vote. Motion passed 5-0.*

**5. Public Hearing**

**5.1 2<sup>nd</sup> Avenue Lift Station and Street Improvement Project Preliminary Special Assessment Hearing**

- Public hearing opened at 6:06 p.m.
- This is the first public hearing with all preliminary numbers. If the project proceeds there will be another public hearing with all of the costs.
- Feasibility Study was done in November. After seeing that the City Council called for this public hearing.
- Next step would be authorizing the final design and improvements. This step would require a 4/5 vote.
- Property appraisals would be recommended.
- This project would be eligible for an LRIP (Local Road Improvement) Grant
- Other steps would be advertise, bid, award, etc.
- The scope of the project would be to the North from the 5 way to the North of Second Ave SE up to Devonshire Drive.
- Roughly 37' wide. There was also a truck route section.
- There is also a cost reference without truck route.
- The truck route section is 6 ½" of black top and 14" of aggregate base and fabric. The cost without would 4 ½" of black top and 9" of aggregate base.
- Storm Sewer scope would be to replace the existing drainage system.

- Assuming no storm sewer replacement therefore no cost.
- Total estimated project cost is \$725,580 for the Street portion
- Storm sewer portion estimated cost is \$83,005
- Reducing the street to 36' would save \$10,100
- Taking out the truck route and make the street a regular residential would reduce the project by approximately \$73,300.
- Sanitary Sewer project cost is \$822,714
- Water system estimated cost is \$171,114
- Sanitary sewer portion would be replacing manholes, line sewer mains, replace and upsize lift station and force main
- The water system would be replacing 6" cast iron main with 8" PVC main and replace all hydrants, gate valves, and services
- During the feasibility study there was some contaminated soil so it would have to be looked at closer during the final design
- Saulsbury stated they believe that would be small but would need to be addressed
- This project would be financed through a sale of a bond.
- This project would be about 11% assessable and would not fall in the 429 guidelines of 20% assessable.
- Some other bonds would be Sanitary Sewer Revenue bonds-MN Statute Chapter 115 or Water Revenue Bonds-MN Statute Chapter 444.
- The proposed funding sources would be:
  - Special assessments
  - Sewer Fund
  - Water Fund
  - Stormwater Fund
  - Property Tax Revenue
  - Grant Funds (if available)
- The project assessment policy has been used: 50% of project costs assess for standard residential street improvements on a front foot or unit bases, 50% of watermain assessed on a unit basis, storm sewer work, sanitary manhole and lift station work, and extra depth/width of street not assessed.
- There are 13 properties located in the project area
- The per front foot for the street is \$134.89
- Watermain costs is \$6,581 per unit
- The total projected cost is \$1,802,414 but could be lowered to \$1,729,114 with the changes to the street width and section reductions.
- The assessed amount is \$189,601
- The estimated bond rate is 2.5% with assessment rate of 3.5% at a 15 year term.
- The following steps are next:
  - Order improvements
  - Complete Appraisal Process, optional
  - Apply for MnDOT LRIP grant, optional
    - We would need to get Carver County to sponsor if applying as we are not a State Aid City
    - Would need to pay wage rates
    - Do some added reporting, documentations, tracking
    - MN DOT design would have to be done with more detail
    - It would add additional time to the project as it would need to be approved
    - The total grant amount would be somewhere between \$500,000-\$600,000
    - The grant application is typically completed by Bolton and Menk for approximately \$5,000-\$6,000 but would be

approximately \$4,000 for this project as some of the things have been done on this project.

- Would have to check that it is a regional area corridor so not sure this project would rate very high since it is more of a residential area.
- The last LRIP done was \$35 million State allocated in 2018. This one is \$75 million.
- Bolton and Menk success rate is about 58% for grants awarded
- The project would not be done in 2021 due to the timeliness of the application and would possibly done in 2022 instead.
- The front foot method is the same method that has been used on finished paved street projects other than Oak Lane and is the method recommended by Saulsbury.
- The Preliminary assessment roll goes from \$3,000 to \$47,000 with the \$47,000 being too high to stand up to the test of benefit. If it is taken off, the high assessment would be in the \$28,000 range.
- The intent of the property appraisal is because by State Law, Cities can only assess up to what the added benefit of the property would be.
- At the next public hearing the City would give the information to the property owners of the procedure to appeal the assessment.
- If the unit method is used the range is \$10,000-\$26,000 with the water assessments being the same on both.
- There are only five properties that have their water off Second Avenue.
- Randy Martens asked what is driving the need for the improvement?
  - Saulsbury stated the Lift Station is the main concern.
  - Lagergren commented that this street was addressed as one of the streets in town that is in high need of reconstruction.
- Randy Martens asked if the lift station only services the 13 properties?
  - Saulsbury stated it is servicing a large part of the North part of town but that is independent of the assessment as that is entirely City cost.
- Randy Martens asked what the term is on the assessment if they aren't paid in full?
  - Saulsbury stated most of the assessments are 15 or 20 year terms and match the bond.
  - You have the option to pay it in full or pay interest over the term.
  - Martens stated to keep it in perspective it would double his property tax which is a significant cost.
  - Lagergren stated that is why the Council will most likely recommend the appraisal process to determine if indeed there is that level of added value to the property.

*Motion: CS/CH to approve closing the public hearing. Roll call vote. Motion passed 5-0.*

*\*\*Public Hearing is closed at 6.39 p.m.\*\**

## 6. Old Business

### 6.1 None

## 7. New Business

### 7.1 Discuss 2<sup>nd</sup> Avenue Lift Station and Street Improvement Project

- Stolz asked if it was ever considered to move the lift station to the 5 way stop to get rid of the forced main. JS stated they did look at it and they did not feel it was beneficial compared to the cost.
- Lagergren asked If we shrink the size to 36' will it be a problem if we do it in stages? Saulsbury does not feel it would be an issue and wouldn't anticipate any problems but it would go along with what we decide to do to the North.

- Stolz does not feel we save enough to narrow it.
- Stolz feels Central and North Street carry more traffic and the road should stay wider.
- Storms stated even with changing it off from a truck route it would still be considered a thorough way for the garbage trucks
- Heher is there any length difference between a rural street and truck route. Saulsbury stated there really isn't.
- Saulsbury stated if it isn't made a truck route, it would need to be enforced otherwise it doesn't work.
- Saulsbury stated if the grant proceeds and is successful these costs would be eligible.
- Lagergren commented but if we go for the grant we will not be doing the project in 2021 because we wouldn't know until May for the grant and it's hard to get the bidding process in.
- Saulsbury stated that if the grant isn't successful we could possibly get the project done in 2021 but if we get the grant it would need to be pushed out.
- Heher asked how long Saulsbury felt the project would take. Saulsbury stated the lift station is probably about a month not factoring bad weather days. With everything considered it would be approximately 3 months.
- Would want bids by July to give time to do the work.
- Storms asked how much the grant could cover? Saulsbury stated it could cover \$1.25 million of only street and storm sewer items. It would be around \$500,000-\$600,000 based on our numbers.
- Lagergren stated the pros are we would get approximately 25% of the project paid for.
- Lagergren stated the cons are it would be difficult to get the project done in 2021, there are additional costs which we do not know what they are but we would still incur some of the costs even if we don't get it. We would need to sell it as a significant route. Saulsbury stated the fact that it is a residential area would be a negative.
- McPadden stated if we go with the bigger street the homeowners would not have to pay more for it. Saulsbury stated that is correct. Feels we would have to do the assessment appraisals.
- The consensus was that it doesn't pay to save \$10,000 and have a more narrow street.
- Storms feels we need to look at the life of the street.
- Lagergren stated the intent is to take it to the Finance Committee, we do need a new member on that committee.
- Lagergren questioned if we go for the grant is there a way to get better estimates? Saulsbury stated Bolton and Menk standard rate goes from 4% to 6% which is an added 2% for the total project costs which is estimated at \$25,000, \$4,000 to apply, wage reporting. If we get the grant, the contractors have to pay wage rates (Davis Bacon) so the bid prices may increase to meet that.
- Saulsbury stated the last time he tracked it, the added cost was \$15,000 for wage rates. This would be the \$15,000 + \$25,000 for the fees + \$4,000 to apply so the additional cost will be at least \$44,000.
- Engineering and Administration does change but Saulsbury doesn't feel that wage rates change much of anything.
- When the Council decides to order improvements, we would need a formal resolution if looking at the grant, the wideness of the road, etc.

*Motion: No motion needed at this time.*

## **7.2 Approve Township's Fire Service Contracts Renewal for 2022-2023**

- We raised service fees by \$5 each year starting in 2009 and stayed the same from 2016.
- We haven't raised the service fees but Townships have paid a portion of the equipment.
- If we stay with the Capital plan the Townships would pay for 2024 and 2027 for upcoming equipment.
- Zumberge stated the Townships have been very accommodating to us and I feel some of it is that we haven't raised our unit price.
- STORMS feels since we get money for the equipment replacement that helps a lot.
- McPadden stated he feels it's better for everyone this way and feels we could forego the service fee and continue it at \$150 per unit.
- Lagergren stated the transparency that Chief ZumBerge has had with the Townships has been huge.

*Motion: DS/CH to renew the Township Fire Service Contracts for a two-year term, and to set the Fire Service Fee at \$150 per unit for the 2022-23 contract cycle. Roll Call vote.*

*Motion passed 4-0.*

### **7.3 Approve Resolution 2020-41, 2020 Budget Amendment**

- SH stated each year about this time we review our entire budget.
- Under State Statute we are supposed to amend the General Fund budget if we have any significant changes although the Statute doesn't state what that is so we have always used \$5,000.
- Overall the year was good due to the CARES act funding although it was a challenging year.
- We have a positive balance after changes of \$258,000 of the General Fund.
- We have paid \$371,000 to the State so far.
- The remaining invoices will come through the County. The County is waiting for the State to invoice them. It appears it will not happen until next year.
- We have over \$800,000 amendments but most of it is debt related and has been accounted for.
- The Enterprise Funds has a larger revenue increase as we have had more new homes this past year.
- Water-Sewer has brought in approximately \$117,000 more

*Motion: CS/MM to Approve Resolution 2020-41, a resolution amending the 2020 General Fund, Enterprise funds, and Other Fund Budgets. . Roll call vote. Motion passed 5-0.*

### **7.4 Approve 2021 Employee Salary Chart**

- Originally came from the Personnel committee.
- No additional money was added to the chart as all but one staff member would get a 2.5% increase with the step.
- At the time of Personnel Committee looking at this we did not think there would be a fund balance increase.
- Lagergren would like the Council to consider adding a 1% cost of living to the salary chart.
- Storms felt it would be a good thing to keep Employees happy.
- Lagergren stated this would give a 3.5% increase to most employees.
- Stolz stated he feels a 1% cost of living increase is not unreasonable. Step increases are set that way as supposedly people have gained more knowledge.

*Motion: CS/CH to approve the 2021 Salary Chart with the 1% COLA increase. Roll call vote. Motion passed 5-0.*

## **8. Council Member & Mayor and Staff Reports**

Heher (Planning Commission): Nothing new from Planning

Stolz (Senior Advisory): No reports other than my last meeting. It was good working with this group.

Storms (Parks and Rec): Nothing new

McPadden (EDC): Nothing to report.

Lagergren (Mayor): Sat in on the County meeting. Vaccines are here and going out to the hospitals. Plans in place to get out to our Senior living. The numbers are starting to slow down in our community.

Helget (City Administrator): Nothing at this time.

#### **9. Adjournment**

*Motion: MM/CH to adjourn at 7:30 PM. Roll call vote. Motion passed 5-0.*

Respectfully Submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk-Treasurer



**more than a place. it's home.**

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

To Be Approved: January 11, 2021

**Payroll EFT**

Check # 506398 - 506412 \$ 18,197.27

**Voided Checks**

Check # -

**Prepays**

Check # -

**Claims Pending Payment**

Check # 31444 - 31493 \$ 1,945,607.62

**Cardmember e-check**

Grand Total \$ 1,963,804.89

CITY OF NORWOOD YOUNG AMERICA

**\*Check Detail Register©**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>31444</b>	01/11/21	<b>BOLTON &amp; MENK, INC</b>			
E 496-43100-303		Engineering Fees	\$2,744.00	0262487	
E 497-43100-528		Underpass Expenses	\$62.00	0262488	
E 495-43100-303		Engineering Fees	\$8,494.50	0262489	
		<b>Total</b>	<b>\$11,300.50</b>		
<b>31445</b>	01/11/21	<b>CARQUEST AUTO PARTS</b>			
E 101-43100-221		Repair/Maintenance Equip	\$2.87	5927-221012	AIR BRAKE TUBING
E 602-49450-221		Repair/Maintenance Equip	\$32.04	5927-221153	HYD HOSE, HOSE END
E 101-43100-221		Repair/Maintenance Equip	\$172.24	5927-221327	COUPLING
E 101-43100-221		Repair/Maintenance Equip	\$90.32	5927-221419	LUBE, FUEL, RAGS IN A BOX
E 101-43100-221		Repair/Maintenance Equip	\$42.00	5927-221502	FLEXZILLA
E 101-43100-221		Repair/Maintenance Equip	\$34.00	5927-221652	OIL, GREASE, FILTER
E 602-49450-221		Repair/Maintenance Equip	\$42.96	5927-221732	RADIATOR, FLEET CHARGE
E 602-49450-221		Repair/Maintenance Equip	\$15.98	5927-221733	CLAMPS
E 101-43100-210		Operating Supplies	\$49.50	5927-222147	TOW STRAP
E 101-43100-221		Repair/Maintenance Equip	\$377.97	5927-222484	BATTERY T7
E 101-43100-221		Repair/Maintenance Equip	\$26.44	5927-222536	BLADES
E 101-43100-210		Operating Supplies	\$79.96	5927-222652	CAR WASH, WIPES, TOWELS
		<b>Total</b>	<b>\$966.28</b>		
<b>31446</b>	01/11/21	<b>CARVER COUNTY RECORDER</b>			
E 225-46500-453		Deferred Loan/Grant	\$78.00		Russell Smith
		<b>Total</b>	<b>\$78.00</b>		
<b>31447</b>	01/11/21	<b>CENTERPOINT ENERGY</b>			
E 101-41940-383		Gas Utilities	\$433.78		
E 101-42200-383		Gas Utilities	\$158.90		
E 101-43100-383		Gas Utilities	\$1,106.43		
E 101-45200-383		Gas Utilities	\$322.69		
E 601-49400-383		Gas Utilities	\$273.87		
E 602-49450-383		Gas Utilities	\$1,096.83		
E 101-49860-383		Gas Utilities	\$25.64		
		<b>Total</b>	<b>\$3,418.14</b>		
<b>31448</b>	01/11/21	<b>CONCENTRA</b>			
E 602-49450-208		Medical-Physicals	\$80.25		
E 601-49400-208		Medical-Physicals	\$80.25	12/7/20	
		<b>Total</b>	<b>\$160.50</b>		
<b>31449</b>	01/11/21	<b>CORE AND MAIN</b>			
E 601-49400-229		Water Meters	\$2,100.00	N514565	
E 602-49450-223		Repair/Maintenance Bldg/	\$31.62	N514565	
		<b>Total</b>	<b>\$2,131.62</b>		
<b>31450</b>	01/11/21	<b>EMERGENCY AUTOMOTIVE TECH., IN</b>			
E 101-43100-221		Repair/Maintenance Equip	\$395.45	MP122820-5	dome mount amber beacon
		<b>Total</b>	<b>\$395.45</b>		

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**\*Check Detail Register©**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>31451</b>	01/11/21	<b>GLENCOE FLEET SUPPLY</b>			
E 101-45200-221		Repair/Maintenance Equip	\$74.85	51862	
E 101-45200-221		Repair/Maintenance Equip	\$68.37	51986	
E 101-43100-221		Repair/Maintenance Equip	\$79.99	51986	
E 101-43100-221		Repair/Maintenance Equip	\$16.00	51987	
		Total	\$239.21		
<b>31452</b>	01/11/21	<b>GOPHER STATE ONE-CALL</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$40.50	0120642	DEC LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$40.50	0120642	DEC LOCATES
		Total	\$81.00		
<b>31453</b>	01/11/21	<b>HEALTH PARTNERS</b>			
G 101-21706		Hospitalization/Medical Ins	\$11,040.54	102069082	
		Total	\$11,040.54		
<b>31454</b>	01/11/21	<b>HENNING EXCAVATING</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$10,283.00	7967	VALVE BY SINCLAIR
E 601-49400-223		Repair/Maintenance Bldg/	\$7,205.00	7968	HAZEL & PARK PLACE
E 601-49400-223		Repair/Maintenance Bldg/	\$5,453.00	7969	VALVES ON FAXON
E 601-49400-223		Repair/Maintenance Bldg/	\$6,885.00	7970	HYDRANT BY HYDRO
		Total	\$29,826.00		
<b>31455</b>	01/11/21	<b>HOLIDAY COMPANIES</b>			
E 602-49450-212		Motor Fuels	\$70.71		
E 101-43100-212		Motor Fuels	\$81.77	070124007	
E 601-49400-212		Motor Fuels	\$70.72	12/18/20	
E 601-49400-212		Motor Fuels	\$39.75	120912012	
E 602-49450-212		Motor Fuels	\$39.75	120912012	
		Total	\$302.70		
<b>31456</b>	01/11/21	<b>HOME SOLUTIONS</b>			
E 101-45200-221		Repair/Maintenance Equip	\$70.99		
E 101-45200-223		Repair/Maintenance Bldg/	\$47.56		
E 101-43100-221		Repair/Maintenance Equip	\$50.91		
E 101-43100-210		Operating Supplies	\$71.71		
E 602-49450-210		Operating Supplies	\$23.90		
E 602-49450-223		Repair/Maintenance Bldg/	\$26.32		
E 601-49400-210		Operating Supplies	\$6.01		
E 101-43100-226		Signs	\$59.19		
E 601-49400-223		Repair/Maintenance Bldg/	\$67.48		
E 602-49450-210		Operating Supplies	\$8.97		
E 101-41940-223		Repair/Maintenance Bldg/	\$446.68	12/24/20	
		Total	\$879.72		
<b>31457</b>	01/11/21	<b>JOE FORNER CROP CONSULTING</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$1,399.80	273	KLOTH FIELD
		Total	\$1,399.80		
<b>31458</b>	01/11/21	<b>KWIK TRIP INC.</b>			

CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-212		Motor Fuels	\$0.00		
E 601-49400-212		Motor Fuels	\$0.00		
E 602-49450-212		Motor Fuels	\$0.00		
E 101-43100-212		Motor Fuels	\$58.99	6028818	
E 101-43100-212		Motor Fuels	\$56.13	6035249	
E 101-43100-212		Motor Fuels	\$70.38	6058408	
E 101-43100-212		Motor Fuels	\$14.47	6067050	
E 101-43100-212		Motor Fuels	\$67.33	6070791	
		<b>Total</b>	<b>\$267.30</b>		
<b>31459</b>	<b>01/11/21</b>	<b>LANO EQUIPMENT INC</b>			
E 275-43100-543		Streets-Equipment	\$24,000.00	798507	2020 Kubota
		<b>Total</b>	<b>\$24,000.00</b>		
<b>31460</b>	<b>01/11/21</b>	<b>LOFFLER COMPANIES, INC.</b>			
E 101-41400-437		Maintenance Contract	\$89.50		COPIER
		<b>Total</b>	<b>\$89.50</b>		
<b>31461</b>	<b>01/11/21</b>	<b>MAC QUEEN EQUIPMENT</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$11,653.12	W07502	Vactor blower repair
		<b>Total</b>	<b>\$11,653.12</b>		
<b>31462</b>	<b>01/11/21</b>	<b>METRO WEST INSPECTION SERVICES</b>			
E 101-42400-312		Building Inspection Fee	\$7,799.41		
E 101-42400-328		Rental Dwelling Inspection	\$27.00		
		<b>Total</b>	<b>\$7,826.41</b>		
<b>31463</b>	<b>01/11/21</b>	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-45200-212		Motor Fuels	\$118.66		
E 601-49400-212		Motor Fuels	\$118.66		
E 602-49450-212		Motor Fuels	\$118.66		
E 101-45200-212		Motor Fuels	\$103.56		
E 601-49400-212		Motor Fuels	\$103.56		
E 602-49450-212		Motor Fuels	\$103.56		
E 101-43100-212		Motor Fuels	\$207.10	60381	
E 101-43100-212		Motor Fuels	\$237.32	60401	
E 101-45200-223		Repair/Maintenance Bldg/	\$133.92	61180	
		<b>Total</b>	<b>\$1,245.00</b>		
<b>31464</b>	<b>01/11/21</b>	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>			
G 101-21721		State Bldg Surcharge Fee	\$235.10		4TH QTR 2020
		<b>Total</b>	<b>\$235.10</b>		
<b>31465</b>	<b>01/11/21</b>	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 601-49400-381		Electric Utilities	\$807.42		WATER TOWER
E 602-49450-381		Electric Utilities	\$45.60		LIFT STATION
E 101-43100-380		Street Lighting	\$101.21		STREET LIGHTS
		<b>Total</b>	<b>\$954.23</b>		
<b>31466</b>	<b>01/11/21</b>	<b>MOLNAU TRUCKING LLC</b>			
E 101-43100-437		Maintenance Contract	\$555.00	2909	snow removal

CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>Total</b>			<b>\$555.00</b>		
<b>31467</b>	01/11/21	<b>STAR Group, LLC</b>			
E 101-43100-210		Operating Supplies	\$13.88	298059	UNIV JOINT
<b>Total</b>			<b>\$13.88</b>		
<b>31468</b>	01/11/21	<b>NORWOOD YOUNG AMERICA TIMES</b>			
E 495-43100-350		Print/Publishing/Postage	\$68.04	811789	
E 101-41320-350		Print/Publishing/Postage	\$56.70	811790	
E 101-41320-350		Print/Publishing/Postage	\$52.92	811791	
E 101-41320-350		Print/Publishing/Postage	\$45.36	811792	
<b>Total</b>			<b>\$223.02</b>		
<b>31469</b>	01/11/21	<b>RECTECH OUTDOOR SOLUTIONS,LLC</b>			
E 101-45200-221		Repair/Maintenance Equip	\$26.42	2569	chainsaw repair
E 101-43100-221		Repair/Maintenance Equip	\$31.83	2601	HINGE THREADED
<b>Total</b>			<b>\$58.25</b>		
<b>31470</b>	01/11/21	<b>Redinger, Tamara</b>			
E 101-45200-432		Refund	\$400.00		PAVILION REIMBURSEMENT
<b>Total</b>			<b>\$400.00</b>		
<b>31471</b>	01/11/21	<b>RUPP, ANDERSON, SQUIRES, PA</b>			
E 101-41320-304		Legal Fees	\$136.00		
E 101-41500-304		Legal Fees	\$3,311.94		
<b>Total</b>			<b>\$3,447.94</b>		
<b>31472</b>	01/11/21	<b>R.E. SMITH OIL &amp; TIRE CO., INC</b>			
E 601-49400-212		Motor Fuels	\$104.26		
E 602-49450-212		Motor Fuels	\$104.28		
E 101-49800-212		Motor Fuels	\$47.38		
E 101-45200-212		Motor Fuels	\$20.08		
E 101-43100-212		Motor Fuels	\$40.16		
E 602-49450-221		Repair/Maintenance Equip	\$30.00		
E 101-43100-221		Repair/Maintenance Equip	\$60.00		
<b>Total</b>			<b>\$406.16</b>		
<b>31473</b>	01/11/21	<b>STRACK CONSULTING LLC</b>			
E 101-41320-305		Other Professional Fees	\$1,060.00	1166	
<b>Total</b>			<b>\$1,060.00</b>		
<b>31474</b>	01/11/21	<b>SWANSON, ELOISE</b>			
E 101-41400-331		Travel/Meeting Expense	\$50.83		Aug, Sept,Oct, Nov, Dec
<b>Total</b>			<b>\$50.83</b>		
<b>31475</b>	01/11/21	<b>ULTIMATE SAFETY CONCEPTS, INC.</b>			
E 101-42200-542		FD Equipment	\$630.00	192417	COATS
<b>Total</b>			<b>\$630.00</b>		
<b>31476</b>	01/11/21	<b>VERIZON WIRELESS</b>			
E 101-43100-321		Telephone	\$131.39		

CITY OF NORWOOD YOUNG AMERICA

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-321		Telephone	\$72.99		
E 602-49450-321		Telephone	\$166.42		
E 101-45200-321		Telephone	\$56.31	9869504193	
		Total	\$427.11		
		<b>10100 CHECKING</b>	<b>\$115,762.31</b>		

**Fund Summary**

<b>10100 CHECKING</b>	
101 GENERAL FUND	\$31,473.03
225 Economic Recovery	\$78.00
275 CAPITAL	\$24,000.00
495 2nd AVE LIFT STATION-STR RECON	\$8,562.54
496 OAK LANE IMPR PROJECT	\$2,744.00
497 Underpass Project - 2020	\$62.00
601 WATER FUND	\$33,711.47
602 SEWER FUND	\$15,131.27
	<b>\$115,762.31</b>

CITY OF NORWOOD YOUNG AMERICA

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JANUARY 2021

		Check Amt	Invoice	Comment
<b>10100 CHECKING</b>				
<b>Paid Chk# 031477 1/11/2021 BOND TRUST SERVICES CORP.</b>				
E 601-49400-601	Debt Srv Bond Principal	\$180,000.00	60927	
E 601-49400-611	Bond Interest	\$6,838.44	60927	
E 602-49450-601	Debt Srv Bond Principal	\$180,000.00	60927	
E 602-49450-611	Bond Interest	\$6,838.44	60927	
E 517-49330-611	Bond Interest	\$19,675.00	60928	
E 517-49330-601	Debt Srv Bond Principal	\$100,000.00	60928	
E 520-49330-601	Debt Srv Bond Principal	\$160,000.00	60929	
E 520-49330-611	Bond Interest	\$8,850.00	60929	
E 602-49450-601	Debt Srv Bond Principal	\$15,000.00	60929	
E 602-49450-611	Bond Interest	\$2,100.00	60929	
E 521-49330-601	Debt Srv Bond Principal	\$110,000.00	60930	
E 521-49330-611	Bond Interest	\$19,862.50	60930	
E 601-49400-601	Debt Srv Bond Principal	\$165,000.00	60930	
E 601-49400-611	Bond Interest	\$16,737.50	60930	
E 522-49330-601	Debt Srv Bond Principal	\$695,000.00	60931	
E 522-49330-611	Bond Interest	\$113,163.33	60931	
<b>Total BOND TRUST SERVICES CORP.</b>		<b>\$1,799,065.21</b>		
<b>Paid Chk# 031478 1/11/2021 DVS RENEWAL</b>				
E 602-49450-406	LICENSES	\$17.25		2012 MGS TRL
E 101-49800-406	LICENSES	\$79.25		2017 BUS
<b>Total DVS RENEWAL</b>		<b>\$96.50</b>		
<b>Paid Chk# 031479 1/11/2021 INTERSTATE BATTERY SYS OF MPLS</b>				
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$75.60	60077209	HAND TOWEL BATTERIES
<b>Total INTERSTATE BATTERY SYS OF MPLS</b>		<b>\$75.60</b>		
<b>Paid Chk# 031480 1/11/2021 KWIK TRIP INC.</b>				
E 101-43100-212	Motor Fuels	\$77.15	6097448	FUEL
<b>Total KWIK TRIP INC.</b>		<b>\$77.15</b>		
<b>Paid Chk# 031481 1/11/2021 LANO EQUIPMENT</b>				
E 101-45200-221	Repair/Maintenance Equipment	\$9.89	56934	BULK HEAD
<b>Total LANO EQUIPMENT</b>		<b>\$9.89</b>		
<b>Paid Chk# 031482 1/11/2021 METRO VENT</b>				
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$169.00	1764	CITY HALL FURNACE
<b>Total METRO VENT</b>		<b>\$169.00</b>		
<b>Paid Chk# 031483 1/11/2021 MINNESOTA RURAL WATER ASSOC</b>				
E 601-49400-310	Other Professional Services	\$162.50		MEMBERSHIP
E 602-49450-310	Other Professional Services	\$162.50		MEMBERSHIP
<b>Total MINNESOTA RURAL WATER ASSOC</b>		<b>\$325.00</b>		
<b>Paid Chk# 031484 1/11/2021 MOLNAU TRUCKING LLC</b>				
E 101-43100-437	Maintenance Contract	\$300.00	2912	SNOW HAULING

CITY OF NORWOOD YOUNG AMERICA

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JANUARY 2021

			Check Amt	Invoice	Comment
<b>Total</b>		<b>MOLNAU TRUCKING LLC</b>	<b>\$300.00</b>		
Paid Chk#	031485	1/11/2021			<b>NYA CHAMBER OF COMMERCE</b>
E	101-41400-433	Dues and Subscriptions	\$220.00		CONTRIBUTION
<b>Total</b>		<b>NYA CHAMBER OF COMMERCE</b>	<b>\$220.00</b>		
Paid Chk#	031486	1/11/2021			<b>USA BLUE BOOK</b>
E	601-49400-210	Operating Supplies	\$295.71	462657	FLUORIDE
E	602-49450-210	Operating Supplies	\$45.69	462657	FLUORIDE
<b>Total</b>		<b>USA BLUE BOOK</b>	<b>\$341.40</b>		
		<b>10100 CHECKING</b>	<b>\$1,800,679.75</b>		

**Fund Summary**

**10100 CHECKING**

101 GENERAL FUND	\$930.89
517 Oak Grove Debt Service	\$119,675.00
520 2013 INFRASTRUCTURE	\$168,850.00
521 2016A GO	\$129,862.50
522 2020 GO Bond	\$808,163.33
601 WATER FUND	\$369,034.15
602 SEWER FUND	\$204,163.88
	<b>\$1,800,679.75</b>

CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>31486</b>	01/11/21	<b>USA BLUE BOOK</b>			
E 601-49400-210		Operating Supplies	\$295.71	462657	FLUORIDE
E 602-49450-210		Operating Supplies	\$45.69	462657	FLUORIDE
		Total	\$341.40		
<b>31487</b>	01/11/21	<b>ANCOMCOMMUNICATIONS, INC.</b>			
E 275-41000-500		Capital Outlay	\$9,995.00	99251	NEW RADIOS
		Total	\$9,995.00		
<b>31488</b>	01/11/21	<b>CARQUEST AUTO PARTS</b>			
E 101-42200-210		Operating Supplies	\$93.77		
		Total	\$93.77		
<b>31489</b>	01/11/21	<b>CUSTOMIZED FIRE/RESCUE TRAIN</b>			
E 101-42200-207		Training Instructional	\$1,370.00	1745	NFPA1001 COURSE
		Total	\$1,370.00		
<b>31490</b>	01/11/21	<b>FEDERAL SIGNAL CORPORATION</b>			
E 275-42500-500		Capital Outlay	\$15,550.00	7640236	SIREN
E 275-42500-500		Capital Outlay	\$745.00	7645619	SHIPPING FOR SIREN
		Total	\$16,295.00		
<b>31491</b>	01/11/21	<b>R.E. SMITH OIL &amp; TIRE CO., INC</b>			
E 101-42200-212		Motor Fuels	\$70.26		FD FUEL
		Total	\$70.26		
<b>31492</b>	01/11/21	<b>VERIZON WIRELESS</b>			
E 101-42200-321		Telephone	\$175.05		FIRE DEPT
		Total	\$175.05		
<b>31493</b>	01/11/21	<b>XCEL ENERGY</b>			
E 101-43100-223		Repair/Maintenance Bldg/	\$1,166.48		DAMAGE CLAIM
		Total	\$1,166.48		
		<b>10100 CHECKING</b>	<b>\$29,506.96</b>		

**Fund Summary**

<b>10100 CHECKING</b>	
101 GENERAL FUND	\$2,875.56
275 CAPITAL	\$26,290.00
601 WATER FUND	\$295.71
602 SEWER FUND	\$45.69
	<b>\$29,506.96</b>



**TO:** Honorable Mayor Lagergren and City Council Members  
**FROM:** Angela Brumbaugh, City Clerk / Treasurer  
**DATE:** January 11, 2021  
**RE:** Appointing Scott Rannow as Part-time Bus Driver

---

At this time, we do not have anyone available for driving the bus as we have had one resignation and another part-time driver is unavailable indefinitely. Scott Rannow was contacted and he said he is willing to work with the City and fill in when it works into his schedule.

These positions do not accrue any benefits. As Scott has agreed to be an Emergency Snow Plow Driver and also works for us in the summer as a Seasonal Public Service Worker we will need to keep an eye on if he goes over the PERA threshold or not. At this time he will not be enrolled in PERA due to we are not anticipating he will meet the minimum qualifications.

**Recommendation:**

Approve the hiring status of Part-time Bus Driver for Scott Rannow at Pay Grade 5 (Part-time) Step 8 which is \$16.47 per hour based on the 2021 Salary Chart.

**Norwood Young America**

---



TO: Mayor Lagergren and City Council Members  
FROM: Angela Brumbaugh, Clerk-Treasurer  
DATE: January 11, 2021  
RE: Public Hearing for 2021 Fee Schedule

---

Past practice for the fee schedule is to review and make any changes for the upcoming year. The fee schedule is part of the City Code and a public hearing is required.

**RECOMMENDATION:** To schedule a public hearing on February 8, 2021 to review and update the fee schedule.

**Norwood Young America**

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310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)



To: Members of the City Council  
From: Carol Lagergren, Mayor  
Re: COVID-19 Updates  
Date: January 11, 2021

Last week, new guidelines (Executive Order 21-01) were put in place through the Stay Safe MN Plan. Attached please find a chart documenting those changes. The following guidelines remain in place for all businesses and activities:

- Following social distancing
- Masking when appropriate
- Encouraging and enforcing norms of health etiquette
- Promoting health checks and screening of participants and staff/volunteers
- Enforcing stay-at-home when sick
- Ensuring policies are considerate of staff, volunteers, and participants at highest risk of complications
- Following routine disinfection of high touch items

**Restaurants and bars: Indoor and outdoor dining at 50% capacity**

Additional guidelines include: six feet between tables; six people per table; no more than 150 total people at a restaurant; reservations required; establishments must close between 10 PM and 4 AM.

**Personal Care services (barber, hair salons, nail salons, tattoo parlors): 50% capacity**

Additional guidelines include: six feet between customers; and appointment only.

**Gyms, fitness and yoga centers: 25% capacity**

Additional guidelines include: Machines and people should maintain 9 feet of distance. Classes increase to 25 people, assuming distancing can be observed. Everyone must be masked.



**Youth Sports: Practice open with MDH guidelines (games resume January 14)**

Guidelines include: For indoor games, spectators are limited according to [indoor venue guidance](#) (25% capacity, up to 150). For outdoor games, limits follow outdoor entertainment guidance (25% capacity, up to 250). Inter-region tournaments and out of state play are discouraged.

**Rental Properties:**

**Indoor events and entertainment: 25% capacity**

Guidelines include: maximum of 150 people; no food or beverages after 10 PM; masks required.

**Reception spaces for Celebrations or private parties:**

If food and drink are served - limited to two households or 10 people indoors

If food and drink are served - limited to three households or 15 people outdoors

If no food or drink - 25% capacity up to 150 people; masks required.

**Discussion items:**

- **Boy Scout Pancake Breakfast at the Pavillion in February**
- **Upcoming Council and Commission meetings**



**TO:** Mayor Lagergren and City Council Members  
**FROM:** Angela Brumbaugh, Clerk-Treasurer  
**DATE:** January 11, 2021  
**RE:** Resolution 2021-01 Organization of the City

---

In accordance with state statute, Cities at their first meeting of the year are required to perform certain functions. Specific items include:

- Designating the City's official newspaper for publishing ordinances and other matters as required by law.
- Selecting official depositories of City funds
- Elect an acting mayor from among the council members to perform the duties of the mayor in her absence.
- Appoint council members to the City commissions and boards.

Attached is Resolution 2021-01 with the information listed. The Council names have been highlighted so you will know who was in that position in 2020.

**RECOMMENDATION:** Motion to approve Resolution 2021-01 a resolution relating to the organization of the City of Norwood Young America.

**Norwood Young America**

# RESOLUTION 2021-01

## RESOLUTION RELATING TO THE ORGANIZATION OF THE CITY OF NORWOOD YOUNG AMERICA

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

### Section 1. **Official Depository.**

#### Subsection 1. Financial Institutions.

Pursuant to Minnesota Statutes, Chapter 118, the City Council designates the following financial institutions as official depositories for

##### *Municipal Funds:*

- a) Citizens State Bank of Norwood Young America
- b) Old National Bank
- c) Bankers' Bancorporation
- d) U. S. Bank National Association

##### *Investment Brokers:*

- a) RBC Wealth Management
- b) Northland Securities
- c) Ehlers & Associates
- c) 4M Fund sponsored by LMC
- d) Edward Jones
- e) U. S. Bank National Association

#### Subsection 2. Financial Signatures.

Officers of the City with signatory authority on the City's financial accounts and holdings include: City Clerk/Treasurer Angela Brumbaugh, City Administrator Steve Helget, Mayor Carol Lagergren and Council Member **Mike McPadden**.

### Section 2. **Official Newspaper.**

Pursuant to Minnesota Statutes, Section 412.831, the City Council designates the following newspaper as the official newspaper of the City: *News & Times*. The Mayor and Clerk are authorized and directed to enter into agreements with the official newspaper for the publication of items required by law to be published.

### Section 3. **Acting Mayor.**

Pursuant to Minnesota Statutes, Section 412.121, Council member **Mike McPadden** is appointed Acting Mayor and is to perform the duties of the Mayor during the Mayor's disability or absence from the city, or if there is a vacancy, until a successor has been appointed.

### Section 4. **Acting City Administrator.**

The City Clerk/Treasurer is appointed Acting City Administrator during the Administrator's absence from the city.

### Section 5. **Employees Identified/Appointed.**

#### Subdivision 1. Full-Time City Employees in Supervisory Roles

- City Administrator - Steven Helget
- City Clerk/Treasurer - Angela Brumbaugh
- Public Service Director - Tony Voigt

#### Subdivision 2. Volunteer Fire Fighters.

All Firefighters will receive \$11 an hour for responding to fire/emergency calls and mandatory trainings. Payment will be paid out to each firefighter quarterly.

**Subdivision 3. Fire Department Officers.**

In addition to the \$11 per hour for responding to fire/emergency calls and mandatory trainings, Fire Department Officers will receive the following wage based on the entire year of service in said position:

Fire Chief	Steve ZumBerge	\$3100	Captain 1	Scott Blom	\$1600
Chief 2	Kevin Reather	\$2100	Captain 2	Todd Karels	\$1600
Chief 3	Chris Glander	\$2100	Captain 3	Jesse Hackbarth	\$1600
Chief 4	Brad Droege	\$2100	Captain 4	Melissa Pasquarette	\$1600
Secretary	Patrick Stacken	\$1850	Treasurer	Jesse Molnau	\$1475

**Subdivision 4. Norwood Young America Firefighter's Relief Association Officers.**

President	Paul Lano
Vice-President	Kevin Raether
Secretary	Chris Glander
Treasurer	Jesse Molnau
Trustees	Jason Franck, Dave Orr

**Section 6. City Council Compensation.**

**Subdivision 1. Mayor Salary.**

The monthly salary of the Mayor is \$350.

**Subdivision 2. Council Member Salary.**

The monthly salary of each Council member is \$250.

**Subdivision 3. Council Pay Dates.**

The salaries of the Mayor and Council members are payable in June and December.

**Subdivision 4. Council Reimbursement.**

The Mayor and each member of the Council may be reimbursed for actual and necessary expenses incurred in attending (1) meetings at which they represent the City in an official capacity; and (2) training sessions and other meetings at which attendance has been approved in advance by the Council.

**Section 7. Regular Council Meetings.**

The regular meetings of the City Council of Norwood Young America are held on the second and fourth Monday of every month in the City Hall Council Chambers commencing at 6:00 p.m. On the fourth Monday the regular meeting may be followed with a work session.

**Section 8. Regular Economic Development Authority Meetings.**

The regular meeting of the Norwood Young America Economic Development Authority is held on the fourth Monday of each month at 6:00pm in the City Council Chambers at City Hall.

**Section 9. City Attorney.**

The firm of Rupp, Anderson, Squires, & Waldspurger, P.A. is designated as the City Attorney and provides civil legal services with Jay Squires as lead attorney.

**Section 10. Bond and Economic Development Counsel.**

The firm of Kennedy & Graven Chartered is recognized as the City's Bond and Economic Development Counsel.

**Section 11. Financial Consultant.**

The firm Ehlers & Associates, Inc. is recognized as the City's Financial Consultant.

**Section 12. Engineer.**

The firm Bolton & Menk, Inc. is recognized as the City's general City Engineer.

**Section 13. Auditor.**

The firm Abdo, Eick & Meyers LLP is the City's contracted auditor.

**Section 14. Insurance Agent.**

Citizens Insurance Services is the insurance agent with Jeff Hebeisen as principal agent.

**Section 15. Building Official.**

The firm of Metro West Inspection Services is the City's contracted provider of building official/inspector services.

**Section 16. Health Officer.**

Lakeview Clinic is the health officer.

**Section 17. Emergency Management Director.**

The Fire Chief is the Emergency Management Director.

**Section 18. Assessor.**

Carver County is recognized as performing the functions as City Assessor.

**Section 19. Police.**

Carver County Sheriff's Department is the City's contracted provider of law enforcement services.

**Section 20. Fee Schedule.**

The fee schedule is located in Chapter 20 of the City Code.

**Section 21. Township Fire Service Contracts.**

The charge to participating townships for fire protection in the year 2021 shall be \$150.00 per unit for the townships of Young America, Hancock, Camden, Waconia, and Benton.

**Section 22. Association of Carver County Elected Leaders (ACCEL).**

Dick Stelz is appointed to the ACCEL.

**Section 23. Local Government Workgroup.**

Carol Lagergren is appointed to the Local Government Workgroup.

**Section 24. Highway 212 Southwest Corridor Transportation Coalition.**

Carol Lagergren, Dick Stelz alternative, is appointed to the Southwest Corridor Transportation Coalition.

**Section 25. Highway 5 Corridor Study Group.**

Carol Lagergren, Dick Stelz alternative, is appointed to the Highway 5 Corridor Study Group.

**Section 26. Stiftungsfest Board.**

Mike McPadden is appointed to the Stiftungsfest Board.

**Section 27. Personnel Committee.**

Carol Lagergren and Craig Heher, City Council representatives, are appointed to the Personnel Committee.

**Section 28. Railroad Coalition.**

Mike McPadden is appointed to the Railroad Coalition.

**Section 29. Safety Committee.**

Charlie Storms, City Council rep, is appointed to the Safety Committee.

**Section 30. Rental Housing License Appeals Board.**

Craig Heher, City Council representative, Bill Grundahl, Planning Commission Representative and Steve ZumBerge, Fire Chief, are appointed to the Rental Housing License Appeals Board.

**Section 31. Committees and Commissions.**

Citizens-at-large that are appointed to the following Commissions and Committees will receive a yearly \$200 stipend for attending at least 75% of the meetings. Representatives and/or employees for City, County, Housing, Contractors and School Districts are not eligible for the yearly stipend.

**Subdivision 1. Planning Commission.**

Commission Members: Bill Grundahl, Mike Eggers, Paul Hallquist, Jerry Barr, Robert Smith

- Craig Heher - City Council representative.

**Subdivision 2. Economic Development Commission.**

Commission Members: Jason Winter, Tonya Noeldner, Andrea Gerth, Connor Smith, Greg Kummer

- Carol Lagergren and Mike McPadden - City Council Representatives
- NYA Chamber of Commerce Representative
- Mike Eggers - Planning Representative

**Subdivision 3. Parks & Recreation Commission.**

Commission Members: Sharilyn Feltmann, Karla Hormann, Jim Zellmann

- Charlie Storms - City Council Representative
- Bill Grundahl - Planning Commission Representative
- Julie Kuenzel - School District 108 Representative

**Subdivision 4. Senior Advisory Commission.**

Commission Members: Laurie Hilgers, Bonita Heilman, JR Hoernemann, LaVonne Kroells, Carolyn Durbin, Brenda Schmitz, Lois Schultz, Tom Simmons, Kay Hampshire, Cathleen Williams, Dick Stelz - City Council Representative

Adopted by the City Council this 11th day of January 2021.

ATTEST:

\_\_\_\_\_  
Carol Lagergren, Mayor

\_\_\_\_\_  
Angela Brumbaugh, City Clerk/Treasurer



TO: Mayor Lagergren and Council Members  
FROM: Steve Zumberge, Fire Chief  
DATE: January 11, 2021,  
RE: Accept Annual Fire Report and Review 2020,

---

The Norwood Young America 2020, Fire Report will be presented for review and acceptance.

The upcoming Annual Township meeting will be previewed.

The state of the Fire Department will also be discussed.

*Proposed Motion:*

**Motion to Accept the Norwood Young America Fire Department 2020, Fire Report.**

*Norwood Young America*



To: City of Norwood Young America

From: Patrick Stacken - NYAFD Secretary

#### End of Year Report

This year, 2020, the fire department responded to 323 calls. All members made the required call percentage, required drills, required meetings, and required fire prevention. Two members are except from these requirements as they are probationary fire fighters (first year of service).

Included you will find:

1. Spreadsheet of calls percentages, meetings, and drills
2. Incident Type Report
3. Incident Type by District Report
4. Incident Type by Day of the Week Report
5. Incident Type by Time of Day Report
6. Officers Meeting Minutes
7. General Meeting Minutes

If you have any questions or concerns, please feel free to contact me at [nyafiredepartment@gmail.com](mailto:nyafiredepartment@gmail.com)

Thank you for your continued support,

Patrick D. Stacken - NYAFD Secretary

**Norwood Young America**

## Incident Type Report

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss	Fire Acres Burned (FD6.6)
<b>Incident Type Category: 1 - Fire</b>						
111 - Building fire	11	3.4%	175,250	42,250	217,500	
131 - Passenger vehicle fire	2	0.6%	2,000		2,000	
143 - Grass fire	3	0.9%				
151 - Outside rubbish, trash or waste fire	2	0.6%				
161 - Outside storage fire	1	0.3%				
162 - Outside equipment fire	1	0.3%				
	<b>Total: 20</b>	<b>Total: 6.2%</b>	<b>Total: 177,250</b>	<b>Total: 42,250</b>	<b>Total: 219,500</b>	
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>						
3009 - Person Down	47	14.6%				
311 - Medical assist, assist EMS crew	8	2.5%				
320 - Emergency medical service, other	28	8.7%				
321 - EMS call, excluding vehicle accident with injury	159	49.2%				
322 - Motor vehicle accident with injuries	9	2.8%				
324 - Motor vehicle accident with no injuries.	8	2.5%				
355 - Confined space rescue	1	0.3%				
	<b>Total: 260</b>	<b>Total: 80.5%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>	
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>						
412 - Gas leak (natural gas or LPG)	12	3.7%				
424 - Carbon monoxide incident	2	0.6%				
444 - Power line down	3	0.9%				
445 - Arcing, shorted electrical equipment	1	0.3%				
	<b>Total: 18</b>	<b>Total: 5.8%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>	
<b>Incident Type Category: 5 - Service Call</b>						
5009 - Service Call, Keybox Request	1	0.3%				
510 - Person in distress, other	3	0.9%				
650 - Public service assistance, other	1	0.3%				
	<b>Total: 5</b>	<b>Total: 1.5%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>	
<b>Incident Type Category: 6 - Good Intent Call</b>						
600 - Good intent call, other	1	0.3%				
611 - Dispatched and cancelled en route	1	0.3%				
6111 - EMS Dispatched and cancelled en route	1	0.3%				
651 - Smoke scare, odor of smoke	3	0.9%				
	<b>Total: 6</b>	<b>Total: 1.9%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>	
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	1	0.3%				
733 - Smoke detector activation due to malfunction	1	0.3%				
740 - Unintentional transmission of alarm, other	2	0.6%				
743 - Smoke detector activation, no fire - unintentional	1	0.3%				
744 - Detector activation, no fire - unintentional	1	0.3%				
745 - Alarm system activation, no fire - unintentional	6	1.9%				
746 - Carbon monoxide detector activation, no CO	2	0.6%				
	<b>Total: 14</b>	<b>Total: 4.3%</b>	<b>Total: 0</b>	<b>Total: 0</b>	<b>Total: 0</b>	
	<b>Total: 323</b>	<b>Total: 100.0%</b>	<b>Total: 177,250</b>	<b>Total: 42,250</b>	<b>Total: 219,500</b>	

Report Filters

## Incident Type by District

Incident Type	Aid Given Or Received	No of Calls
<b>District: (None)</b>		
Emergency medical service, other	None	1
EMS call, excluding vehicle accident with injury	None	1
Person in distress, other	None	1
		<b>Total: 3</b>
<b>District: Benton</b>		
Building fire	Mutual aid given	3
	Mutual aid received	2
Grass fire	None	1
Emergency medical service, other	None	3
EMS call, excluding vehicle accident with injury	None	8
Medical assist, assist EMS crew	None	1
Motor vehicle accident with injuries	None	1
Motor vehicle accident with no injuries.	None	2
Person Down	None	1
Power line down	None	1
Dispatched and cancelled en route	Mutual aid given	1
		<b>Total: 24</b>
<b>District: Camden</b>		
Building fire	Automatic aid received	1
Grass fire	None	1
Outside storage fire	None	1
Confined space rescue	None	1
EMS call, excluding vehicle accident with injury	None	6
Motor vehicle accident with injuries	None	1
Motor vehicle accident with no injuries.	None	1
		<b>Total: 12</b>
<b>District: Cologne</b>		
Building fire	Mutual aid given	1
		<b>Total: 1</b>
<b>District: Dahlgreen</b>		
Building fire	Mutual aid given	1
		<b>Total: 1</b>
<b>District: Hancock</b>		
EMS call, excluding vehicle accident with injury	None	1
		<b>Total: 1</b>
<b>District: Norwood Young America</b>		
Building fire	Mutual aid received	2
Outside equipment fire	None	1
Outside rubbish, trash or waste fire	None	1
Passenger vehicle fire	None	2
Emergency medical service, other	None	23
EMS call, excluding vehicle accident with injury	None	134
Medical assist, assist EMS crew	None	7
Motor vehicle accident with injuries	None	3
Person Down	None	45
Arcing, shorted electrical equipment	None	1
Carbon monoxide incident	None	2
Gas leak (natural gas or LPG)	None	9
Power line down	None	1
Person in distress, other	None	2
Public service assistance, other	None	1
Service Call, Keybox Request	None	1
Good intent call, other	None	1

Incident Type	Aid Given Or Received	No of Calls
Smoke scare, odor of smoke	None	3
Alarm system activation, no fire - unintentional	None	6
Carbon monoxide detector activation, no CO	None	2
Detector activation, no fire - unintentional	None	1
False alarm or false call, other	None	1
Smoke detector activation due to malfunction	None	1
Smoke detector activation, no fire - unintentional	None	1
Unintentional transmission of alarm, other	None	2
		<b>Total: 253</b>
<b>District: Waconia</b>		
Outside rubbish, trash or waste fire	None	1
EMS call, excluding vehicle accident with injury	None	4
Motor vehicle accident with injuries	None	1
Gas leak (natural gas or LPG)	None	3
		<b>Total: 9</b>
<b>District: Young America</b>		
Building fire	Mutual aid received	1
Grass fire	Mutual aid received	1
Emergency medical service, other	None	1
EMS call, excluding vehicle accident with injury	None	5
Motor vehicle accident with injuries	None	3
Motor vehicle accident with no injuries.	Mutual aid received	1
	None	4
Person Down	None	1
Power line down	None	1
EMS Dispatched and cancelled en route	None	1
		<b>Total: 19</b>
		<b>Total: 323</b>

**Report Filters**

Incident Dates: is between '01/01/2020' and '12/31/2020'  
 Fire Department: is equal to 'NORWOOD-YOUNG AMERICA'

**Description**

Incident Type for the period entered and then by Agency Selected. Shows Main Incident Category and Incident Type Grouped by District with a count for both

### Calls Breakdown by Day of Week

Day of Week	Number of Incidents
01 - Sunday	47
02 - Monday	41
03 - Tuesday	48
04 - Wednesday	46
05 - Thursday	44
06 - Friday	50
07 - Saturday	47
<b>Total: 323</b>	

Calls by Time of Day

Basic Incident One-Hour Range Of Day 24	Number of Incidents
00:00:00 - 00:59:59	6
01:00:00 - 01:59:59	8
02:00:00 - 02:59:59	13
03:00:00 - 03:59:59	4
04:00:00 - 04:59:59	3
05:00:00 - 05:59:59	9
06:00:00 - 06:59:59	5
07:00:00 - 07:59:59	15
08:00:00 - 08:59:59	20
09:00:00 - 09:59:59	23
10:00:00 - 10:59:59	19
11:00:00 - 11:59:59	14
12:00:00 - 12:59:59	15
13:00:00 - 13:59:59	10
14:00:00 - 14:59:59	15
15:00:00 - 15:59:59	22
16:00:00 - 16:59:59	19
17:00:00 - 17:59:59	24
18:00:00 - 18:59:59	12
19:00:00 - 19:59:59	15
20:00:00 - 20:59:59	16
21:00:00 - 21:59:59	18
22:00:00 - 22:59:59	9
23:00:00 - 23:59:59	10
<b>Total: 323</b>	

Report Filters

Basic Incident Date - Derived (Fd1.3): Is between '1/1/2020' and '12/31/2020'

## Officers Meeting January 2020

**Attendance:** Steve Zumberge, Chris Glander, Brad Droege, Scott Blom, Andy Wigfield, Dave Orr, Mark Thomas, Kevin Raether, Jesse Molnau, Patrick Stacken

### **Officer Action Items:**

- Possible recall on stove top fire suppressors
- Start new member orientation/paper work
- Interview with Anna Boote
- Grain bin training equipment. Want to start outfitting the new trailer.  
Getting graphics placed.
- Ladder truck. Gathering information from multiple manufacturers.  
Going to start getting quotes.
- EMR cards. Most all are turned in.
- Possibly open an account with Citizens State Bank for the \$20,000 we are setting aside for the replacement of Ladder 11. Table till next meeting.
- Budget was approved.

### **Duty Crew:**

- Start duty crews again after EMR refresher

### **Events:**

- Duck dinner next year will not have duck.
- Toy drive - Everything went well.
- Served lunch at school before Christmas. We need to pay our part  
for the ice cream.
- Township meeting here January 15th at 18:00
- Chiefs meeting here April 16th
- Banquet February 29th. Social at 17:00 and dinner at 18:00

### **New Action Items/Proposals:**

- Track machine needs graphics. Also needs mirrors replaced.
- Hamburg will host RTK, NYA will take care of the meal.
- Considering doing paychecks quarterly or monthly.
- Considering doing an MCI in march.
- Need to create new contact list. Line up for Scott Radke to come out and teach us how we can utilize ImageTrend better.
- Presented the Explorers program at school. Adding 3 new explorers.
- Gas monitors are calibrated and ready to go.
- Engine 21 needs a heavy truck alignment. Andy will line something up.
- Scholarships - Andy discussed with other departments. Need to figure out what we want to do.
- Andy will get information on doing a challenge coin for the departments 25th anniversary.

2/24/2020

## Officers Meeting February 2020

**Attendance:** Steve Zumberge, Mark Thomas, Chris Glander, Scott Blom, Dave Orr, Patrick Stacken, Andy Wigfield, Jesse Molnau, Brad Droege

### Old Business:

- Duty Crews
- Detail
- Firefighter Orientation
- Grain bin training equipment – Started shelving for trailer – ordering racks to hang suits
- Ladder truck committee – Working on trade appraisal for Ladder 11 – Steve communicating with city on funds – Found a used Pierce 2 years old
- Helmets & boots – Andy looking at multiple vendors for prices on new turnout gear
- Township meeting
- Joint Ops meeting here March 19
- Chiefs meeting here April 16
- Banquet February 29 – Plato and Hamburg covering calls
- Scholarships – Need to decide and finalize qualifications

### New Business:

- FAO class here March 4
- Outdoor warning siren testing begins March 4
- 212 detours – Pay attention as construction and closures change
- Drills – April 6 Medical drill – April 13 Grass rig & Tanker
- CRP land to burn
- Calls
- Schedule – See white board
- Considering changing bank accounts to Citizens

3/22/2020

### Officers Meeting March 2020

**Attendance:** Steve Zumberge, Mark Thomas, Brad Droege, Patrick Stacken, Chris Glander, Scott Blom, Jesse Molnau, Kevin Raether, Andy Wigfield

Moving forward doing Zoom meetings 2-3 times per week.

Splitting department into 3 groups for Zoom meetings.

Thank everybody for adjusting to changes.

Truck needs to be wiped down after every call. Station chiefs to look at supplies.

Upgrade PPE to have face shields and gowns available in response trucks. Still respond in turnouts.

Utilize station crews over nights all week, including weekend.

Brad ordered 125 disposable gowns and 12 cans hand spray.

Driver in charge of making sure people toss gloves and other PPE removed before getting into truck after call and placed in a garbage bag.

Pump testing completed. Ladder failed.

Explorers program on hold.

Secretary will set up meetings moving forward through Zoom.

IRS form for 501c is almost complete. Need to find one more number.

Pager programming is up and running again.

Brad got 4 mics and 4 belt clips for radios. Waiting for more coming from Motorola.

Stop keeping percentages until Covid-19 thing is over.

Next meeting Wednesday March 25 and Saturday March 28. 6 pm

**Officer Meeting 6/29/2020**

**Attendance:** Steve, Mark, Chris, Kevin, Brad, Scott, Andy, Dave, Patrick

- Detail is going well. Keep it up.
- New fire fighter orientation is going well.
- Chiefs Association meeting at NYAFD in July.
- Chiefs conference and Tour de Tonka has been cancelled this year.
- Decided not to order new jackets for covid/medical response.
- Still need to wear masks, bunker pants, jacket/gown on calls.
- No drill 7/6/2020
- July drills: Gumby suits and boat at Baylor Park with the side by side and ladder truck to get familiar with it.

**Accountability training.**

- Narcan and Epi pens are now in the trucks.
- Looking at purchasing a new "no touch" thermometer. \$54.00 each.

## July 2020 Officers Meeting 7/27/2020

Steve, Chris, Mark, Brad, Scott, Andy, Dave, Patrick

### Old Business:

- Duty Crews
- Detail
- Ladder Truck
- Extrication Equipment
- Fund Raisers

### New Business:

- September 12 house burn with Plato
- New Firefighters
- 212 Detours
- Calls
- Schedule

New firefighters. Interviews starting this week. Interviewing 4. (Roger, Blake, Lance, and Andrew)

September 12: House burn (trailer house) with Plato. They are requesting Ladder 11.

September 14: Hose testing

October 9<sup>th</sup>: Chain Gang for football game (maybe)

### Drills:

- August 3<sup>rd</sup> : Touring Business. Bring turnout gear with.
- August 10<sup>th</sup>: (may not happen) Harbor, Haven, Peace Villa, & Oak Grove. Alternate would be pump ops.
- September 14<sup>th</sup>: General Meeting
- October 5<sup>th</sup>/12<sup>th</sup>: MCI (maybe)
- November 2<sup>nd</sup>: Search and Rescue and air packs
- November 9<sup>th</sup>: Excel Energy

Utility 21 tower does not work.

We need to look in to replacing radios in the near future.

Should try to get more duty crew shifts. There is plenty to do.

Detail: Staying with the groups for now. Maybe rotate stations. **DETAIL NEEDS TO BE DONE BY EVERYBODY.**

Ladder truck will currently be 2<sup>nd</sup> out as we still need to add some items. Waiting for scene lights, cribbing, tool mounts, tool kit, gas monitor, and other essential items.

Looking at purchasing extrication tools for the ladder. Will also be purchasing 10' and 20' chains for Ladder 11.

## Officers Meeting August 31, 2020

**Members in attendance:** Steve Zumberge, Mark Thomas, Brad Droege, Scot Blom, Dave Orr, Jesse Molnau, Patrick Stacken, Andy Wigfield, Chris Glander

### **Old Business**

- **Duty Crew** – going well, working on addresses, maybe do some business preplans
- **Detail** – going well, members seem to be getting it done
- **Ladder Truck Committee** – waiting on gas monitor and extrication equipment
- **Fundraisers** – start planning in November then do in January
- **No DNR Grant** – better luck next time.

### **New Business:**

- **2021 Budget** – September 2 – looking for a raise for members
- **National Night Out** - October 6, 2020 5:30-7:00 @ pool park - possibly
- **September 12 house burn** - with Plato – Ladder 11
- **Officers Training** - Blue Card to assimilate with Eastern Carver County
- **New Firefighters** – Two interviewed – Two more to interview
- **212 detours** – Pay attention, always changing
- **Drills/Meetings** –
  - September 3 – 4:15 Cross country meet – Contact Chris G.
  - September 7 – no drill
  - September 14 –General Meeting/Hose Testing
  - October 5, 12, and November 2 (not currently planned)
    - Ideas: Air Packs, Driving/Pumping Trucks, Address Drill, Ice Rescue
- **Calls** – Keep wearing masks and PPE, make sure you are sanitizing trucks after calls
- **Tags** – Looking into new name tags for all members
- **Utility 21** – Still waiting on parts for light tower
- **Station 2** – will be working on painting
- **Sever Weather** – During Severe weather check station for people who took shelter from parks and let them in the station.

September 27, 2020

Officers Meeting September 27, 2020

**Members in attendance:** Patrick Stacken, Dave Orr, Scott Blom, Kevin Raether, Andy Wigfield, Chris Glander, Steve Zumberge, Brad Droeger,

**Old Business**

- **Duty Crews** – Work on businesses and homes for address numbers that are easy to see.
- **Detail** – Going well – Andy's group Wednesday October 7 – Kevin's Group the 3<sup>rd</sup> Wednesday
- **Ladder Truck Committee** – Just waiting for extrication equipment and tires
- **Other Trucks** - Utility lights still not auto parking, but they are working – Ventilation fan in ladder is shot
- **Fundraisers**
- **National Night Out** – Unsure yet what we will be doing – maybe just put the ladder up for viewing
- **Blue Card** – 7 officers will be doing this for now
- **Fire Prevention** – unknown yet what we can do – Melissa has goodie bags for the kids
- **Halloween Open House** - cancelled
- **Compeer Grant** - \$3000 for medical response jackets

**New Business:**

- **Burn Brush Piles** – Terry Frost – Maybe have explorers do this – Kevin will look into it
- **Pagers** – 2022 M5 and M6 pagers will not simulcast – The system will be upgraded but the old system will be used for backup
- **Radlos** – Looking at getting 7-10 radlos
- **Fire House Subs Grants** – Opens October 1<sup>st</sup>
- **New Firefighters** - Moving forward with 2 of the interviews
- **212 Detours** – Pay attention
- **Drills** –
  - **October 5** - Pumping – Drop tank with the ladder
  - **October 12** - Relay Pumping – Maybe with Plato
- **November** – Gumby suits – Xcel energy
- **November 3<sup>rd</sup> – December 10** – Meeting room will be used Tuesdays and Thursdays for Kevin Sullivan's EMR classes
- **Officer Selection this year** – Chief 1, Chief 2, Captain 1, Captain 4, Secretary
  - **Oct. 19<sup>th</sup> – Nov. 2<sup>nd</sup>** – Applications available at both stations and city hall
  - **Nov. 6<sup>th</sup>** - Applications due at city hall
  - **Nov 10<sup>th</sup> – Nov. 27<sup>th</sup>** – Interviews
  - **Dec. 14<sup>th</sup>** – results announced at duck dinner
- **Harbor, Haven** – Still need to fill out paper on table and take temps – Go to entrance dispatch tells you
- **Explorers** – gained 2 members – may train with Waconia

## Officers Meeting Oct. 26<sup>th</sup>, 2020

Brad Droege, Dave Orr, Andy Wigfield, Kevin Raether, Scot Blom, Patrick Stacken, Jesse Molnau, Mark Thomas

### Old Business

- **Food Handout** – Oct. 27<sup>th</sup> 2 p.m. – Need 5 people to help.
- **Duty Crews** – sign up on the board if you would like to do one.
- **Detail** – Keep doing like we are doing.
- **Ladder Truck Committee** – hoping to wrap things up soon. We have quotes for tires.
- **Fundraiser** – Start sometime in November.
- **National Night Out** – Went well.
- **Blue Card** – Those who are signed up have it done by February 1<sup>st</sup>.
- **Fire Prevention** – Bags were handed out at the schools. Video was also handed to the school. Chris did a talk at St. Johns.
- **Open House** – cancelled
- **Compeer Grant** – We are getting jackets for wildfire/medical; we are just not sure what ones yet.
- **Burn brush piles** – Terry Frost – Went well. Explorers had fun.
- **Pagers** – Changing in the next couple years.
- **Radios** – Working on asking the city for some new radios.

### New Business

- **Duck Dinner** – Cancelled
- **Letter to retired firefighters** – start newsletters up again.
- **Toy Drive** – Looking into it.
- **Fire House Sub Grants** – Oct. 1 – Nov. 11 – Working on it.
- **New Firefighters** – Agility test for 2 new firefighters tonight.
- **212 Detours** – Watch for detour and any changes.
- **Drills** – Pumping. Nov. 9<sup>th</sup> is undecided. December will be meeting and undecided drill instead of Duck Dinner.
- **Calls** – Everybody is doing well. Keep up the great work.
- **Schedule** – Make sure you put your name on your stations calendar if you will be out of town for some time.

### Officer Meeting 11/22/2020

**Attendance:** Patrick S., Scot B., Steve Z., Brad D., Jesse M., Kevin R., Chris G., Mark T., Dave O., Andy W.

#### **Old Business:**

- Medical Response – Using coveralls mostly for Peace Villa, Harbor, Haven and bring turnout gear with, especially as it gets colder. Use turnout gear for other medicals. N95 masks are a **MUST**. Pay attention to Active911 for covid information.
- Calendar Hand Out – Sent to printer Thursday. Small chance they will be ready this week. Will know by Wednesday. Delivery possibly next week.
- Medical Exams Dec. 1 – Schedule coming out soon.
- Medical Response Coats Dec. 7 – Measurements. Need to set times.
- New Helmet Handout – Andy working on a plan
- New Radios In Service – 10 new radios are in. Working on programming.
- Medical Refresher/RTK – Wait and see what happens.
- Selection – Waiting till after Thanksgiving. Possibly doing through Zoom.
- Toy Drive – Putting boxes out. Still working out the details.
- Zoom Meetings - Watch for email invites in the near future.

#### **New Business**

- Keep doing a good job. Make sure your sanitizing trucks after calls and wearing PPE.
- Detail – Keep groups going. Wear masks and social distance.
- Grass rigs and track machine will be drained shortly.
- Ladder 11 – just received new tires. Most of the electrical has been done. Look at getting a fan and tools we need for that truck.
- A three bank of lockers has been installed at north station next to office.
- Newsletter coming out soon.

## NYAFD The Last Decade

<b>Year</b>	<b>Calls</b>	<b>% +/-</b>	<b>Non-response</b>
2010	211	NA	
2011	182	-13%	
2012	229	+26%	
2013	204	- 10%	
2014	222	+ 8%	
2015	246	+11%	
2016	250	+ 2%	
2017	278	+ 11%	
2018	318	+ 11 %	
2019	342	+ 8%	
2020	323	- 5%	51



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: January 11, 2021  
RE: Refinish Pavilion Floors

---

The wood floors in the Pavilion were installed and finished during the building addition and remodel in 2005. The floors have aged well but have not received any additional maintenance since 2005.

The Parks & Recreation Commission agreed at their regular October meeting to solicit quotes from contractors to refinish the floors which includes sanding and recoating. I met with three contractors and requested quotes to sand the floor and apply 3 coats of finish. Enclosed are the quotes received. They are as follows:

Citywide Wood Floors, Inc.	\$9,197.10
Compass Hardwood Flooring, Inc.	\$11,151.00
Dave's Floor Sanding and Installing, Inc.	\$18,118.00

The Parks Commission at their November 17<sup>th</sup> meeting reviewed and discussed the quotes received and unanimously approved a motion to recommend to the City Council to accept Citywide Wood Floors' quote to refinish the Pavilion wood floors.

In respect to the budget for this item, we have budgeted under Government Buildings \$55,000 for maintenance and repair of buildings and grounds. Proposed is to finance this project under this line item.

**Proposed Motion:**

**Motion to award Citywide Wood Floors quote to refinish the Pavilion wood floors for \$9,197.10.**

*Norwood Young America*

Proposal



PO Box 230  
Cologne, MN 55322  
(952) 467-9006 Office (952) 467- 9007 Fax  
[citywidewoodfloors@gmail.com](mailto:citywidewoodfloors@gmail.com) [www.citywidewoodfloors.com](http://www.citywidewoodfloors.com)

Date: 9/30/2020  
Job Number: 15337 REVISED

CITY OF NORWOOD

Job Name: PAVILION

Location: 221 MAIN ST. E

NYA

We Propose the following for the above building: BID PRICES GOOD FOR 30 DAYS FROM ABOVE DATE

RESAND ALL WOOD FLOORS AND REDUCERS UP TO CERAMIC AND COAT WITH 3 COATS FINISH  
FOR \$9,197.10

BUFF AND COAT ALL WOOD FLOORS WITH 2 COATS POLY FOR \$5,032.50

**NOTE:** FURNITURE MOVING, PATCHING OR LEVLING OF FLOOR, CUTTING DOWN DOORS/DOOR CASINGS, INSTALLATION OF BASEBOARDS, CUSTOM STAIN MIXING, OR OTHER LABOR REQUESTED WILL BE FURNISHED AT AN HOURLY RATE OF \$ \_\_\_\_\_ UNLESS OTHERWISE SPECIFIED.  
WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIOIS FOR THE SUM OF  
SEE ABOVE dollars (\$ \_\_\_\_\_)

These prices are subject to revision after thirty days, and proposal is made subject to normal availability of materials. See back of this proposal for further conditions.

TERMS: 75% DOWN-BALANCE UPON COMPLETION  
A Finance Charge of 1.5% per month, which is an Annual Percentage Rate of 18%, is charged on all past due accounts.  
ACCEPT VISA AND MASTER CARD IF PAYING BY CARD THERE WILL BE AN EXTRA 2% CHARGE

**LIEN RIGHTS**

- (A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
- (B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Accepted: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Respectfully submitted,  
**CITYWIDE WOOD FLOORS INC.**

\*\*PLEASE SIGN IF WE ARE AWARDED THE JOB AND SEND OR FAX BACK WE WILL NOT START THE JOB TIL THIS IS SIGNED AND THE TERMS ABOVE HAVE BEEN MEET.

Signed \_\_\_\_\_ Date \_\_\_\_\_

641 Marketplace Dr., Suite 5  
Waconia, MN 55387

**Compass**  
hardwood flooring inc.  
renew. transform. restore.

(952) 442.2443  
CompassFlooring@outlook.com

CompassHardwood.com

**PROPOSAL OF WORK**

Name: MIA Tamilar

Street Address: City of NYA 310 Elm St W PO Box 59

City/State/Zip: NYA, MN

Phone Number: 952 467 1830 Email: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Buff and Coat  Refinish

Kitchen Living Room Bathroom Dining Room Bedroom Office Foyer Hallway

Total Sq Feet: 3717 Type of Finish: Oil Water No. of Coats: 3

Finish: Satin Semi Matte Stain Color: \_\_\_\_\_

Flush mount vent installation No. of Vents: \_\_\_\_\_ Type of Hardwood: 1 1/2 maple

Install  Demo/Disposal  Carpet/Pad  Hardwood  Tile  Laminate  Vinyl

Remove/Install Trim  Install New Trim  Appliance Removal (Reinstall not included)

**Notes:**

Refinish wood floors + transitions Apply 3 coats finish \$11,151.00  
Buff + Coat wood floors; Apply 2 coats finish \$4,832.00

Authorized Signature: Mia Kaha

Date: 9/30/20 Proposal good for \_\_\_\_\_ days

**BID TOTAL**

All work will be completed in a workmanlike manner according to standard practices. All agreements contingent upon delays beyond our control. Any alteration or deviation from above specifications involving extra costs or labor will become an extra charge over and above the proposal. Owner will carry all necessary insurance. Natural wood products vary in color and grain pattern from piece to piece. Hardwood floors will expand and contract slightly with seasonal moisture changes. Material used will conform to industry standards of six to nine percent moisture content.

The above prices, specifications and conditions are satisfactory and are hereby accepted. I have read and understand the additional information provided to me at the time of the proposal. You are authorized to do the work as specified. Payments will be made as follows:

**50% UPON DELIVERY, BALANCE DUE IN FULL UPON COMPLETION.**

A service charge of 1.50% per month (18% per annual) will accrue on all unpaid balances over 30 days  
All costs of collection are chargeable to the customer



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PROPOSAL SUBMITTED TO	DATE
ADDRESS	PHONE
CITY / STATE / ZIP	EMAIL
BILLING ADDRESS	JOB PHONE

DAVE'S FLOOR SANDING USES THE HIGHEST QUALITY COMMERCIAL GRADE FINISHES

### ASSESSMENT

Wood Type: Maple Width: 1 1/2" Grade: 5.0 S/F: 500  
 Waste:  Northern  Southern

### PROJECT DETAILS

Sand & Finish:  3 Coats Natural Polyurethane  Stain w/2 Coats of Polyurethane  
 Buff w/1 Coat of Polyurethane  Oil Base  Waterbase  Other \_\_\_\_\_  Extra Coat  
 Areas of Service:  Kitchen  Dinette  Hall  Foyer/Entry  Living Room  Dining Room  
 Family Room  Sun Room  Office/Den  Bath  Bdrms # \_\_\_\_\_  Closets # \_\_\_\_\_  Other \_\_\_\_\_  
 Existing Finish:  N/A  Aluminum Oxide  Oil  Water  Stained  Glue  Tar  Other \_\_\_\_\_  
 Grind Scale:  G1  G2  G3 Handwork: \_\_\_\_\_ Spindles # \_\_\_\_\_ Nosings \_\_\_\_\_ sq/ft

Install, Sand & Finish:  Water  Oil  Stain  Install Prefinished Flooring, Brand \_\_\_\_\_  
 Wood Type: \_\_\_\_\_ Width: \_\_\_\_\_ Grade: \_\_\_\_\_ S/F: \_\_\_\_\_  Northern  Southern  
 Areas of Service:  Kitchen  Dinette  Hall  Foyer/Entry  Living Room  Dining Room  
 Family Room  Sun Room  Office/Den  Bath  Bdrms # \_\_\_\_\_  Closets # \_\_\_\_\_  Other \_\_\_\_\_  
 Nosings \_\_\_\_\_ Vents \_\_\_\_\_ Reducers \_\_\_\_\_  
 New Trim:  Shoe: \_\_\_\_\_ ft  Base: \_\_\_\_\_ ft  Remove & Reinstall Trim \_\_\_\_\_ sq/ft

**Removal/Tear Out**  
 Carpet, pad, tackstrip, nails, staples, dispose:  
 Pressboard:  
 Plywood:

### NOTES

Existing painted trim and woodwork will need to be touched up/repainted by Customer.

50% Down At Time of Schedule and Balance Due Upon Completion TOTAL 18,118

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Quarter Round and Trim work not included on this proposal, unless specified in writing. Customer to remove all staples, tackboards, and nailheads when removing your own carpeting or vinyl flooring. Floor should be free of all carpet backing, vinyl, and glue to avoid additional charges. Customer responsible for removing all furniture & appliances and covering any other furniture or items in the immediate area. No guarantee on wood grain match and B&F. All jobs to be completed in a minimum of 3-5 days. If holding the final coat, 90% of invoice must be paid before 2nd coat is applied. A service charge of 1.5% per month (18% APR) will be added to all overdue accounts. Officers and Owners of Corporations and Partnerships are personally responsible for payment. Customer will be responsible for all attorney fees.

**THIS IS YOUR PRE LIEN NOTICE**  
 Contractor's Notice to Owner: (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: January 11, 2021  
SUBJECT: Review City Commission's Annual Reports and 2021 Goals

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Enclosed are the 2020 Commission's Annual Reports for the

- Senior Advisory Commission
- Economic Development Commission
- Planning Commission
- Parks & Recreation Commission

The City Council member(s) appointed to serve on the Commission will give the respective report.

Also enclosed are the proposed 2021 Goals for each Commission. Proposed is to the review the goals and consider adopting them.

**Suggested Motion:**

**Motion to adopt the 2021 Commission's Goals.**

*Norwood Young America*



## Senior Advisory Commission – 2020 Annual Report

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The NYA Senior Advisory Commission had eight meetings in 2020, with three of them being virtual meetings. Four meetings (March – June) were cancelled due to COVID precautions. Senior Advisory organized four categories of goals for local senior support: Housing, Transportation, Education and Promoting Physical & Social Activity. Due to the pandemic, most of the in-person events were either cancelled or not organized, however, there were still accomplishments made.

- **Housing**
  - The Senior Advisory Commission was supportive for the approval of the Accessory Dwelling Unit decision for an additional viable senior housing option in NYA.
- **Transportation**
  - From January – March, the city bus was utilized almost 30 hours per week with MRCI trips, Summerwood of Chanhassen, Harbor/Haven/Peace Villa, St. John's Lutheran Church, and local resident trips.
  - City Hall offered local grocery pickups to all residents from April – October. City staff picked up groceries five times for local residents.
  - Michaels Free Food Distribution in April 2020 was able to accommodate and city staff delivered over 150 boxes of food for local senior housing units and deliveries to local residents.
  - Second Harvest Food Distribution in October 2020 – city staff delivered 26 boxes of food to Oak Grove Residence.
  - The bus started doing free local grocery store and appointment trips in November 2020.
  - The bus was available for NYA city residents for a free trip to city hall on election day to vote. Three people took advantage of this offer.
- **Education**
  - Over 50 copies of the AARP Home Safety Guide catalog were handed out to local seniors by commission members and at city hall.
  - Senior Advisory Commission was highlighted in the monthly NYA City Newsletter a number of times in 2020. Explanations of what the commission is about and details of when the commission meets were included. Also mentioned was the need for additional commissioners.
  - The NYA City Newsletter and NYATV have been major communication tools in sharing information to NYA seniors about COVID updates, food resources and transportation options.
  - Research was done on the Aging with Gusto series. Information can be used for a future event.
- **Promoting Physical & Social Activity**
  - Senior Advisory Commission participated in National Night Out in October 2020. This was not necessarily a target market for local seniors, however, a positive presence in a local event.

The Senior Advisory Commission discussed plans and decided to carry over the same goals from 2020 to 2021.

## Senior Advisory Commission 2021 Goals & Objectives

<b>Housing</b>		
Goal	Action Steps	5 Year Plan
Maintain all senior housing establishments as fully occupied	Continue exceptional care at current senior housing establishments	Research potential for additional senior housing facility
Keep aging population in their homes longer with home improvement options for accessibility and safety	Support CCPH with efforts for home assessments by AARP and create list of local handymen to help with improvements	
Support City Planning Commission in their efforts of researching and recommending ADU's (Accessory Dwelling Unit) as a viable senior housing option **Goal completed	Communicate with City and Community about requirements for ADU in order to share information with aging families	Explore new affordable senior housing options, such as: senior cottages, senior co-ops, garage lofts, tiny homes
<b>Transportation</b>		
Goal	Action Steps	5 Year Plan
Utilize the bus more for senior trips including partnership trips with Comm Education	Market bus with NYA Senior Center participants, city newsletter, church bulletins, cable access channel	Research the need for a 2 <sup>nd</sup> campus bus
Offer more medical appointment trips	Advertise 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday NYA trips as also medical appointment trips	
Maintain partnership with SmartLink for bus scheduling	Continue communications with SmartLink and city as bus needs change	Advocate to improve SmarkLink individual service using 5310 bus
Increase volunteer bus drivers or community car trip volunteers	Reach out to local churches to ask for volunteers	Educate seniors on Uber and LIFT service
<b>Education</b>		
Goal	Action Steps	5 Year Plan
Hold three "Lunch & Learns" by Office of Aging and/or Tri-Ad at 3 different locations in NYA	1.Peace Villa - Scams & Decal program 2.Peace Villa - TBD 3.NYA Senior Center - Personal Safety	Research means for educating seniors on technology options
Promote more intergenerational activities.	Continue conversations with church youth, Boy/Girl Scouts, FFA, Lions clubs, etc. for events/fundraisers	Increase intergenerational events
Educate seniors and homebound individuals about alternative food resources	Support and invite community to "Let's Talk Food" event hosted by CCPH & City via social media, city newsletter, newspaper, cable access & churches	
Continue opportunities to work with CCPH about health/safety issues	Promote "Aging with Gusto" three-part series at NYA Senior Center in fall	
Increase awareness of home safety options to the local aging population	Make available the AARP Home Safety Guide at senior centers and churches	

## Promoting Physical & Social Activity

Goal	Action Steps	5 Year Plan
Increase participation for the senior community to the following events: <ul style="list-style-type: none"> <li>• Senior Dances</li> <li>• NYA Senior Center</li> <li>• Lunch &amp; Learns</li> <li>• Music in the Park</li> <li>• National Night Out</li> <li>• Taste of NYA</li> <li>• Stiftungsfest</li> <li>• Community Ed classes/trips</li> </ul>	Offer and promote participation of events using the bus service, advertise events to senior community on local access channel, city newsletter, fliers, senior center, Community Ed brochures and social media	Give input to the city/community organizers in support of a community center
Hold "Matter of Balance" Falls Prevention sessions	Find local volunteers to pass the exercise courses to lead the Matter of Balance sessions	



## Norwood Young America Economic Development Commission 2020 Annual Report

The Norwood Young America EDC established six primary categories of goals for 2020, with a number of implementation steps identified to accomplish the goals. The six goals include (1) Develop opportunities for new and current businesses, (2) Outreach to current businesses, (3) Work with the Downtown Redevelopment Plan (4) Market Norwood Young America, (5) Enhance partnerships with local schools and Carver County, and (6) Enhance relationships with local organized groups.

Following is a summary of activities completed in 2020 to accomplish the six goals:

### (1) Develop opportunities for new businesses and expansions for current businesses

- **Tacoma West Industrial Park Marketing** - The City worked with Carver Co GIS analyst to create an interactive map with available sites in the industrial park and local commercial properties. This map is currently available to use on the City website. City staff is continuing to update marketing materials.
- **Communication with Business Owners and Realtors/Market Vacant Commercial Properties** - City staff continues to have conversations with potential businesses and current property owners on a regular basis. These conversations include discussions on funding opportunities, zoning awareness, and lease/sale details. The EDC conducted a Business Survey Study in early 2020. The results from the business survey were favorable to what the EDC has set for their 2020 Goals including providing financial assistance with the Small Cities Development Program Grant and the new Market Enhancement Grant Program.
- **Commercial Market & Retail Food Study** - The EDC recommended, and City Council approved the hiring of Keith Wicks of Wicks & Associates to conduct an updated Commercial Market Study. Given the absence of a local grocer, the study was also to include a Retail Food Study. Results from the study will be used to quantify the feasibility of a grocery store in NYA, plus address improvements/suggestions the City can utilize to attract more businesses. Total cost of the study was \$9,000. This study was approved for a 1-1 grant in the amount of \$4,500 from the Carver County Community Growth Improvement Pre-Development Grant.
- **Business Subsidy Review** - The EDC reviewed the Business Subsidy Resolution 2004-05 and have made recommendations to the City Council to update the wage goals and reformat the Resolution to include Business Subsidy Guidelines. The updated Resolution also is compliant with MN State Statutes.

### (2) Increase outreach and enhance relations with current businesses

- **Hwy 212 Mill & Overlay Project** - City Staff worked with OrangeBall Creative to develop a marketing/branding campaign of #NYAisOpen to utilize in sharing information to local businesses and residents for the entire duration of the Hwy 212 construction project. Timely and accurate project notices were sent out to businesses via email, social media posts and communication through NYA Area Chamber of Commerce. All information provided was also capable of being used on NYATV, city announcements and monthly newsletters.
- **Carver Co CDA with Small Cities Development Program Grant** - As of December 2020, \$495,000 of the \$556,000 in Small Cities funding has been dedicated to property owners in the C-3 Downtown Districts. Staff continues to work with the Carver Co CDA representative to assist in progress.
- **NYA Market Enrichment Grant Program** - The EDC presented this program to the City Council for approval in Spring 2020. Money from the EDC Revolving Loan Fund (\$70,000) was used to create a five-year deferred loan program for businesses in the C-3, C-2 and B-1 Business Districts. Property owners were able to benefit on ADA compliant, structural and/or aesthetically pleasing improvements of up to \$10,000 with a 20% contribution. Seven out of the seven grants budgeted for in 2020 have been dedicated.
- **COVID-19 Related Communications** - Since the start of the pandemic, staff has worked closely with Carver County CDA, NYA Area Chamber and Carver County Public Health to share financial assistance resources to local businesses and local outreach opportunities to local residents.
  - **Small Business Emergency Assistance Program** - This program was developed by the Carver Co CDA to use CARE Act Funds (County and City) due to COVID-19 to financially assist businesses who were directly affected by the pandemic. Twenty-two (22) local businesses received financial assistance - 9 businesses funded by Carver Co CDA, 13 funded by City of NYA totaling \$193,900.
  - **Michael's Food Distribution** - This was a free food distribution for the NYA are in April 2020. Over 2,000 boxes of food were handed out within a three-hour time-period.

- **Second Harvest Food Distribution** – This was a free food distribution sponsored by Second Harvest, Esperanza CAP Agency, SW Carver Co Food Shelf and Carver County Public Health. Two events were held in NYA. The first event served 500 families. The second event is aimed to serve 1,000.
- **Manufacturer's Week** – The EDC and NYA Area Chamber celebrated Manufacturer's Week 2020 by providing 173 Subway boxed lunches and a framed Certificated of Recognition to Norwood Young America's thirteen (13) manufacturers on Tuesday, October 6, 2020 for the acknowledgement of the State of Minnesota Manufacturer's Week.
- **Ribbon Cutting Welcomes with the NYA Area Chamber of Commerce** – EDC representatives participated in three Ribbon Cutting welcomes in 2020 – (1) ReMax Experience (new owners of Fahey & Associates), (2) Children of Tomorrow NYA (expansion), and (3) Balanced Life (new business).

### (3) Continue to assess, accomplish and add goals to the adopted Downtown Redevelopment Implementation Plan

- **Historic Downtown Norwood Mural** – The mural project was a beautification project brought from the Downtown Redevelopment Plan. Artist Lana Beck was hired to complete a piece of artwork that depicted the history of Norwood from the past to the present "All Tracks Lead Home." The cost of the mural was \$4,857.76. Norwood Electric will be installing canopy lighting for \$1,535.00 in December 2020 for a final total project cost of \$6,392.76. Plans for 2021 include a mural in Historic Downtown Young America.
- **Elm Street Municipal Parking Lot Landscaping Project** – This landscaping project was a compliment to the Mural project done to improve upon an underutilized parking lot. Fritz Landscaping was hired to do the landscaping for a total of \$7,382.00 and Bruch Concrete completed the cement work for \$3,750. The final total project cost was \$11,132.00.
- **Holiday Decorations** – In a collaborative effort with the NYA Area Chamber of Commerce, EDC was able to contribute to additional holiday décor for the Willkommen Memorial Park and Veteran's Memorial Park in the amount of \$1,200.

### (4) Market Norwood Young America to current and new residents and businesses

**Social Media Presence** – The City has social media presence on Facebook (@cityofn्या), Instagram (@cityofnyamn) and the City website ([www.cityofn्या.com](http://www.cityofn्या.com)). With Hwy 212, COVID and city updates, staff aims to post 5-7 times or more per week.

- **Facebook** page followers increased from 506 followers in January 2020 to 868 in December 2020. On average about 400 people view every post. The post with the most views was the Freedom Rock post with pictures – views totaled over 20,000.
- **Instagram** – The City Instagram page has 155 followers.
- **City Website [www.cityofn्या.com](http://www.cityofn्या.com)** – The following comparisons show the increase in website presence from Jan – Dec 2019 and Jan – Dec 2020:

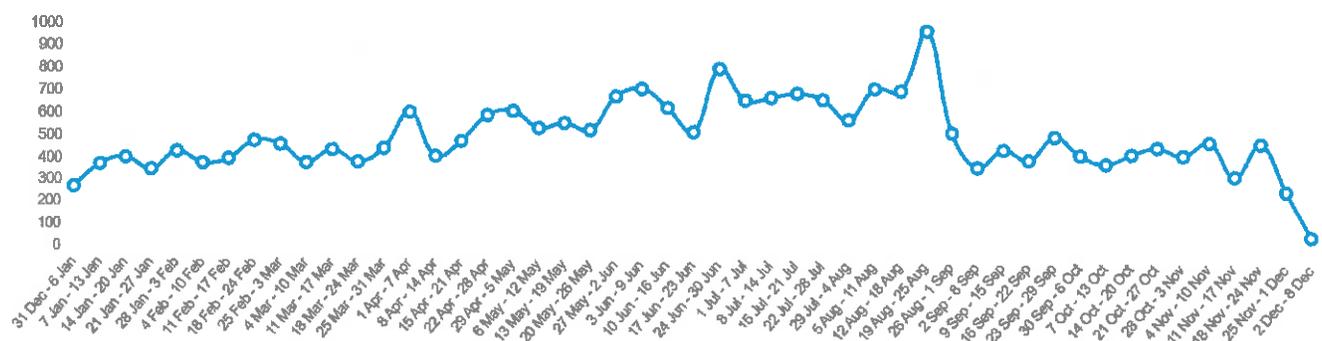
## Google Analytics

REFRESH DATA

Jan 1, 2019 - Dec 2, 2019

Compare to last period

### Visitors



SESSIONS

25095

↑ 10%

USERS

16970

↑ 10%

PAGEVIEWS

55957

↑ 5%

PAGE/SESSIONS

2.23

↓ 5%

AVG. SESSIONS

00:01:31

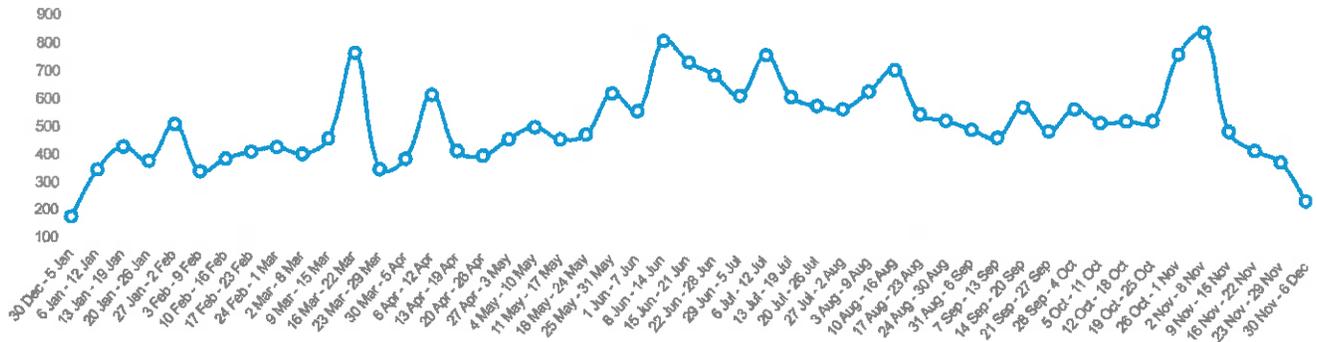
↓ 5%

BOUNCE RATES

55.41%

↑ 1%

## Visitors



### SESSIONS

26403

↑ 5%

### USERS

18416

↑ 9%

### PAGEVIEWS

53943

↓ 3%

### PAGE/SESSIONS

2.04

↓ 9%

### AVG. SESSIONS

00:01:27

↓ 7%

### BOUNCE RATES

59.15%

↑ 7%

- **Collaboration with Carver County CDA in its county wide tourism planning efforts** – Staff continues to work with Carver Co CDA, other Carver Co municipalities and chambers to bring tourism to Carver County as a whole. Carver Co CDA will be funding a website and designer for these efforts. Carver Co Board has also recently approved funding for a Shop Local Campaign which will complement the tourism efforts.
  - **Local Access Channel Presence** – As of April 2020, the NYATV cable access has local channels with MediaCom and Jaguar Communications. New equipment was installed at this time. Staff was trained to utilize enhanced capabilities which include upgraded bulletin boards for announcements, scheduling improvements and live events. Five local churches have the ability to show their services multiple times during the day. Bulletin board announcements have included topics as COVID reminders, health resources, meeting times, church services, school showings, construction updates, City maintenance (i.e. hydrant flushing), community events and opportunities.
    - **Monthly City Newsletter** – Starting in February 2020, the City Newsletter has gone from a quarterly to monthly publication to share more City updates, announcements and community happenings. The mailing is done via Every Door Direct which allows every citizen with a 55368 and 55397 zip code to receive the publication.
- (5) Enhance partnerships with Carver County and local schools
- (6) Continue and investigate the enhancement of relationships and partnerships with local organized groups
- **Partnerships & Relationships** – These two goals went hand in hand in 2020. Because of the pandemic, communications between the County, City, schools, churches and all organized groups were forced to increase to share vital information on resources, events, and health related announcements. If anything positive came from the pandemic it was the relationships created among all parties for the safety of our community.



## Norwood Young America Economic Development Commission 2021 Goals

1. Develop opportunities for new businesses and expansions for current businesses
  - a. Utilize updated Commercial Market Study and Retail Food Study for pursuing a local grocer
  - b. Increase marketing for the Tacoma West Industrial Park
    - i. Social media
    - ii. Updated marketing materials
    - iii. Increase visual awareness of the Industrial Park and the businesses on Industrial Blvd by investing in location signage
  - c. Increase marketing for vacant commercial properties
    - i. Use GIS mapping capabilities to create an interactive map with available sites
    - ii. Communication with owners on the details of the property
    - iii. Social media
  - d. Improve communication with all building owners and realtors by:
    - i. Making sure they are on the city newsletter list
    - ii. Brainstorming with them about building use
    - iii. Asking for their perceived impediments to occupancy
    - iv. Asking for their preferences for the types of business that could be conducted in the empty storefronts, and appoint a committee or recruit volunteers to seek out such businesses
  - e. Improve EDC Commissioner's knowledge of the scope of business opportunities by including, in the monthly meeting packets, a list of available building sites, properties for sale, and redevelopment sites, and also monthly Secretary of State notices of newly formed businesses in NYA. Share any such public information with the Chamber Executive Director and Chamber Board to assist the Chamber's outreach efforts.
  - f. Identify small-scale, or occasional, or incubator, business ideas used in other cities; seek existing business owners' and property owners' opinions on the topic; conduct further research to determine feasibility and potential funding; and report.
2. Increase outreach and enhance relations with current businesses
  - a. Provide financial access to businesses grant opportunities
    - i. Work with Carver County CDA Economic Development Manager
    - ii. Work with Carver County CDA SCDPG Advisor
    - iii. Communicate with Open to Business and local banks
    - iv. Share information about Minnesota DEED and the United States Small Business Administration, and their respective website resources
  - b. Celebrate Small Business Week, Manufacturer's Week and any other SBA endorsed recognitions
  - c. Continue to communicate with property owners and businesses that express concerns about problem properties, alleged zoning violations, inadequate inspections of rental properties, and illegal activities.
  - d. Continue monthly ribbon cutting welcomes with the NYA Area chamber of Commerce
  - e. Continue to encourage City's participation, involvement in, presence at, or support of, community events
  - f. Celebrate anniversaries of local businesses
    - i. Research longevity of businesses
3. Continue to assess, accomplish, and add goals to the adopted Downtown Redevelopment Implementation Plan
4. Market Norwood Young America to current and new residents and businesses
  - a. Continue online presence through Facebook, website, Instagram
  - b. Continue collaboration with Carver County CDA in its county wide tourism planning efforts
  - c. Increase Live technology options on Local Access Channel
  - d. Create a mural in the Historic Downtown Young America
  - e. Create a community video

- f. Create professional photos of the NYA area community
  - g. Research and work with the Willkommen Heritage Center to create a Historical Walking Tour
  - h. Promote quality of life attributes (i.e. Willkommen Heritage Center, NYA Library, Parks, townball, festivals, murals, community gardens, Music in the Park, etc.)
  - i. Maximize affordable opportunities for promotions in print, advertising media and radio
  - j. Continue monthly City newsletters
  - k. Continue to explore, with the CDA, the concept of a Carver County Real Estate Exposition
5. Enhance partnerships with Carver County and local schools
- a. Work with the local schools to create artwork opportunities within the new underpass
  - b. Determine whether the Commission: (i) should have a role in or presence at Central High School's annual College and Career Fair; (ii) or should have a role in or presence at Central High School's Annual Awards Banquet.
  - c. Investigate a collaborative opportunity with the high school and local businesses, to create a training, apprenticeship, and/or hiring pipeline program
6. Continue and investigate the enhancement of relationships and partnerships with:
- a. NYA Area Chamber of Commerce
  - b. American Legion & Auxiliary
  - c. VFW & Auxiliary
  - d. Norwood Young America Beyond the Yellow Ribbon Campaign
  - e. NYA Community Improvement Program
  - f. NYA Lions
  - g. NYA West Carver Lions
  - h. Faith organizations
  - i. District 108 Community Education
  - j. Carver County Sheriff's Department
    - i. "Coffee with a Cop"
  - k. Arts Consortium of Carver County
  - l. Willkommen/Carver County Historical Society

# NYA PLANNING COMMISSION 2020 REPORT TO CITY COUNCIL

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## OVERVIEW

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The Norwood Young America Planning Commission is the designated planning agency for the City. The Commission advises the City Council on matters pertaining to planning, land use, and property subdivision. The Commission operates in planning, legislative, and regulatory capacities.

In its planning capacity, the Commission is responsible for making recommendations to the Council regarding the overall development and redevelopment of the City.

In its legislative capacity the Commission develops and recommends adjustments to the City Code relating to land use and the subdivision of property.

In its regulatory capacity the Commission applies existing code to proposed applications for land use and subdivision and makes recommendations to the Council thereon.

The Commission met thirteen times in 2019. The Commission held regular meetings: January 7<sup>th</sup>, February 4<sup>th</sup>, March 4<sup>th</sup>, April 14<sup>nd</sup>, May 6<sup>th</sup>, June 2<sup>th</sup>, July 7<sup>nd</sup>, August 4<sup>th</sup>, September 1<sup>st</sup>, October 6<sup>th</sup>, November 4<sup>th</sup>, and December 1<sup>st</sup> (scheduled). The Commission held a special work session meeting with the Council on August 24<sup>th</sup>. Several meetings were held virtually due to the COVID health emergency.

The Commission has seven representatives. Current membership is as follows: Jerry Barr, Mike Eggers, John Fahey (Vice Chair), Bill Grundahl, Craig Heher (Chair), Paul Hallquist, and Bob Smith.

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## SUMMARY OF MEETING ACTIVITIES

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### January 7<sup>th</sup>:

- The Commission elected officers: Heher (Chair), Fahey (Vice Chair), and staff (Secretary).
- The Commission appointed Grundahl PC liaison to the Park and Recreation Commission and Eggers as PC liaison to the EDC.
- The Commission held a public hearing on a conditional use permit request for truck repair at 600 Railroad Street West. The Commission later recommended conditional approval of the CUP to the Council.
- The Commission held significant discussion of potential standards for accessory dwelling units.
- The Commission rescheduled the March meeting.

### February 4<sup>th</sup>:

- As directed by the City Council, the Commission held initial discussion on commercial and industrial zoning district conditional uses and the conditional use permit process. Purpose of review was to discuss appropriateness of uses, regulatory burden of uses, and any potential changes. The Commission requested additional information be compiled for presentation at the next meeting.
- The Commission discussed potential rezoning of a portion of Railroad Street as directed by Council.
- The Commission discussed leveling off of the number of persons attending joint Council, Commission, and EDC meetings.
- The Commission reviewed a draft ordinance providing for accessory dwelling units and called for a public hearing.

### March 4<sup>th</sup>:

- The Commission held a public hearing on an amendment to an existing conditional use permit for outdoor storage at 600 Railroad Street West. The Commission recommended the Council approve the CUP adjustments.
- The Commission held a public hearing on a proposed code amendment providing for accessory dwelling units. The Commission spent several months developing the language. The Commission recommended the Council accept the language and place it into effect.
- The Commission received information including a table of all uses (permitted, conditional, accessory, and interim) included in the Code. The Commission also received a matrix of all required lot performance standards by district. The Commission then

reviewed the information and discussed whether or not changes were needed with regard to conditional use permits. The Commission discussed the appropriateness of conditional uses and required conditions. The Commission found existing standards were appropriate but routine review. The Commission recommends the City Council retain existing approach and language pertaining to CUP.

- The Commission discussed rezoning of properties adjacent to Railroad Street and requested additional information be provided for the next meeting.

#### April 14<sup>th</sup> (virtual):

- The Commission held a public hearing on language providing for use of retractable swimming pool covers in lieu of fencing swimming pools. The Commission recommended the City Council approve the code amendment.
- The Commission discussed impervious surfaces in the shoreland overlay district. Shoreland standards greatly influence development within the City. The Commission discussed the concept of seeking an amendment to standards through DNR. The Commission envisions an 'old town district' that would primarily apply to lots in the original townsite near Young America Lake.
- The Commission continued to discuss rezoning of properties adjacent to Railroad Street. More discussion is envisioned for the May meeting.

#### May 5<sup>th</sup> (Virtual):

- The Commission discussed feedback from the DNR and City Attorney pertaining to adjustments to impervious surface and building height requirements in the "Old Town District". The Commission also discussed DNR feedback pertaining to impervious surface requirements in the Preserve and adjacent to Brand Lake. The DNR has indicated with the exception of Preserve 5<sup>th</sup> the shoreland impervious surface may revert to those existing and/or assigned at review due to amount of greenspace preserved with the developments.
- The Commission discussed rezoning of some of Railroad Street West. The Commission recommends the first tier of lots north of Railroad Street West between Progress and Franklin be all be zoned RC-1. This means the first tier of lots north of Railroad Street West between Reform St and Progress Street will need to be rezoned.
- The Commission began its 2020 audit of existing conditional and interim use permits.

#### June 2<sup>nd</sup> (Virtual):

- The Commission held a public hearing on a variance to a required use percentage of first floor area that may be used for residential purposes in the C-3 District. The Commission recommended approval of the variance.
- The Commission reported back on compliance checks for conditional and interim use permits previously issued.

- The Commission began discussing the definitions section of the zoning code (Chapter 12) and potential changes to certain terms.

#### July 7<sup>th</sup>:

- The Commission finalized review of conditional and interim use permits and, although not required, called for a public hearing on the audit findings.
- The Commission held further discussion on zoning definitions and requested more information be prepared for the next meeting.
- The Commission reviewed a request for annexation of approximately 60 acres of property guided to mixed use in the future. The Commission recommended the Council accept the annexation petition.
- The Planning Commission held initial discussion on the concept of defining expansions of nonconforming uses. The Commission will investigate further but would like comment on the concept of providing flexibility to nonconforming uses and structures from the Council prior to moving any further.
- The Commission discussed potential revision to language allowing first floor residential uses in the Downtowns.

#### August 4<sup>th</sup>:

- The Commission held a public hearing on 2020 conditional/interim use permit audit findings. The Commission approved submitting its findings to the City Council.
- The Commission considered the 2040 Comprehensive Plan update. After review the Commission recommended the City Council approve the plan.
- The Commission held further discussion on how to clarify existing language in the zoning code that provides for residential use of the first floor of commercial structures in the Downtowns.
- The Commission further discussed the definition of certain terms in the zoning code.

#### August 24<sup>th</sup>:

- The Commission and the Council held discussion during work session pertaining to the concept of providing for some expansion of non-conforming uses or structures. The Council is interested in providing some flexibility but is concerned about outdoor storage and creating guidelines that are standards.

#### September 1<sup>st</sup>:

- The Commission finalized review of language providing for residential uses on the first floor of commercial structures in the Downtown. The Commission called for a public hearing on the language change.

- The Commission continued to review potential to expand non-conforming uses and received Council input.
- The Commission discussed a preferred approach to numerous zoning code amendments that are pending. The Commission favored section by section approach rather than complete code amendment. The decision is based on keeping the City Council informed of changes proposed.
- The Commission discussed potential adjustments needed to ensure the planned land uses and descriptive language in the Comprehensive Plan were consistent with those in the zoning code.
- The Commission rescheduled October and November meeting dates.

October 6<sup>th</sup> (Virtual):

- The Commission held a public hearing on language amending the zoning code providing for residential uses on the first floor of commercial structures in the C-3 District providing they didn't occupy more than 50% of the building, the commercial component was retained in the building front, and access to residences didn't go through commercial space. The Commission recommended the Council approve the code amendment.
- The Commission held a public hearing on an ordinance amending zoning definitions. The Commission recommended the Council approved the amendment and place it into effect.
- The Commission continued its discussion of non-conformance expansion.
- The Commission reviewed its work list.

November 4<sup>th</sup> (Virtual):

- The Commission reviewed a site plan for property at 520 Reform St which is proposed for a small expansion. The Commission recommended the Council approve the site plan for building expansion (Kwik Trip).
- The Commission had additional discussion on non-conformance expansion.
- The Commission reviewed its work list.

December 1<sup>st</sup> (Virtual):

- The Commission will hold a public hearing on a request for a conditional use permit to authorize limited manufacturing use at 232 Main St E.
- The Commission will re-engage on shoreland amendment.
- The Commission will receive and take action on its annual report to the Council.

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## GOALS ESTABLISHED IN 2019 FOR 2020

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1. Consider numerous inquiries received regarding auto repair shops in commercial and industrial districts. At this time automobile ‘service stations’ are allowed under CUP in the C-2 General Commercial District. Automobile “repair, major” is allowed as a permitted use in the B-I Business Industrial District, and auto repair as an accessory use is allowed in the C-3 Downtown District. At this time auto repair (either major or minor) is allowed as a principal use in the C-3, RC-1, or I-1 District. *Completed.*
2. Consideration of accessory dwelling units as allowed uses in certain residential districts as a means of addressing community of a lifetime and active aging issues. In 2016 we opted out of a recently enacted state law requiring “drop homes” be permitted as temporary health care dwellings. *Completed.*
3. Participate in the 2040 Comprehensive Plan update process. *Completed.*
4. Review of/familiarization with the zoning map. *On-going, as needed.*
5. Conduct CUP audits. *Completed.*
6. Review definitions included in the zoning code. *Completed.*
7. Consider rezoning of certain properties adjacent to Railroad Street. *Ongoing.*

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## GOALS FOR 2021

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1. Update the zoning map to be consistent with 2040 planned land use.
2. Complete code amendment for non-conformance expansion.
3. Complete code amendment pertaining to the shoreland overlay district to allow flexibility in certain area.
4. Examine density allowances in residential zoning classifications and consistency with the 2040 Comprehensive Plan update.
5. Examine potential opportunities for training/enrichment of Planning Commission Members.
6. Continue review of zoning code sections.



To: Honorable Mayor Lagergren  
City Council Members  
Administrator Helget

From: Cynthia Smith Strack, Planning Consultant

Date: December 28, 2020

Re: Planning Commission 2020 Annual Report/2021 Goals

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Each year the Planning Commission submits a report to the City Council detailing the year's activities and sharing goals for the next year. Please find the 2020 annual report attached.

The Commission accepted the report and authorized submittal to the City Council at their December 1<sup>st</sup> meeting.

2021 proposed goals are as follows:

1. Update the zoning map to be consistent with 2040 planned land use.
2. Complete code amendment for non-conformance expansion.
3. Complete code amendment pertaining to the shoreland overlay district to allow flexibility in certain area.
4. Rezone the first tier of lots north of Railroad Street West from Reform to Progress Street.
5. Examine density allowances in residential zoning classifications and consistency with the 2040 Comprehensive Plan update.
6. Examine potential opportunities for training/enrichment of Planning Commission Members.



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: January 11, 2020  
RE: 2020 Parks Accomplishments

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The following is a list of projects and accomplishments the Parks & Recreation Commission worked on and completed in 2020.

- **Willkommen Memorial Park:** One of the major improvements to the Pavilion was the installation of new exterior doors on all four sides of the building. The entrance door on the north side of the building abutting the handicap ramp was changed from a double 36" to a single 42" single opening door with an electronic handicap opener. The doors were also changed from steel light duty commercial doors to aluminum framed commercial doors. The project turned out very well. Staff started to paint the building exterior this past fall but were not able complete due to snow and cooler temperatures in October. The project will be continued this spring. Due to 2020 budgetary constraints improvements to the Old Town Buildings was postpone to 2021. Consultant quotes were solicited to assist with identifying the project scope. This project will be one of the main focuses of the Parks Commission in 2021.
- **Legion Park:** Several improvements were made to the swimming pool in preparation for opening during the pandemic. The upgrades included painting and deep cleaning the pool house, fixing the perimeter fence and adding proper COVID-19 signage. Tables and chairs and more décor were added to the pool deck area to make the pool more appealing. Overall attendance was good given the limited occupancy level during the pandemic.
- **Friendship Park:** Improvements were made to the bathroom/concession building at Friendship Park. New exterior doors were installed, and exterior trim boards were replaced. The new doors received electric timed locks to secure the doors when the park is closed. New windows were installed with corresponding trim, and a ceiling was installed on the concession side of the building. Last spring staff built a retaining wall along the north side of the West ballfield. This is to control Ag Lime runoff from the field into the ditch. This project worked well, and much less ag lime washouts was experienced.
- **South Park:** The new warming house was opened in 2020. Staff installed vandalism covers for the windows, a kickplate for the door and installed a door closer. Improvements were made to the hockey rink. Staff rebuilt the walk-in gate near the warming house and the main entrance gate by South Street. All rotten or damaged rink boards were replaced and the corners on the south side of the rink were rebuilt. A new fence was added on top of the rink boards on the north side of the rink to control hockey pucks from going towards the street.

*Norwood Young America*

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Staff painted all the rink boards white. The new paint should help preserve the boards and reduce soak along the boards to prevent the ice from thawing in the afternoon sun.

- **Prairie Dawn Park:** The Arbor Day celebration was held at the park which included Park Commission members and community volunteers planting eight (8) new trees. The Parks Commission plans to celebrate Arbor Day in 2021 with the planning of additional trees.
- **Sidewalk maintenance:** Staff leveled sidewalk pavers on the pedestrian approach ramps in the downtown areas, in front of the Heritage Center building as well as around the Pavilion. A comprehensive sidewalk inspection was completed. This involved having a staff member walk every sidewalk in the city and rate its condition. The sidewalk data will be used to create a GIS map layer of our sidewalk system. The intent of the map layer is to readily have a map identifying areas needing improvements and to document areas that have been restored or replaced.
- **Parks and Trails City Wide:** Staff spent considerable time beautifying the parks by painting park entrance signs, benches and picnic tables, the old well house in Legion Park, and various other locations to make them look great.
- **Dog Waste Stations:** Four (4) dog waste stations were purchased and placed in approved locations around the community. The waste receptacles are getting used regularly and we have experienced less animal waste along the parks and trails.

# Parks & Recreation Commission

## 2021 Goals & Objectives

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<b>Goals</b>	<b>Action</b>	<b>Estimated Cost</b>
Willkommen Memorial Park Old Town Buildings	<ul style="list-style-type: none"> <li>-Hire a consulting company to create a scope of work.</li> <li>-Create a construction plan and repair what the budget allows in 2021</li> </ul>	\$100,000
Community pool, Replace Plaster	<ul style="list-style-type: none"> <li>-Solicit to contractors and replace the plaster on the lap pool at Legion Park</li> </ul>	\$85,000
Trail and Sidewalk Maintenance	<ul style="list-style-type: none"> <li>-Identify priorities and Implement a sidewalk repair plan with the research from 2020</li> </ul>	\$30,000
South Park Hockey Rink	<ul style="list-style-type: none"> <li>Repair boards and update lighting</li> </ul>	\$8,000
Install Ceiling Tin at Willkommen Park Shelter and upgrade lighting	<ul style="list-style-type: none"> <li>-Contact the Cardinals baseball team and ask to volunteer time to install ceiling and lighting</li> </ul>	\$1,000
Add trail lighting and benches along Hwy 212 and Kehrer Park	<ul style="list-style-type: none"> <li>-Identify location and solicit for quotes to install lighting along trails in spring before the Hwy 212 project is seeded</li> <li>-Identify locations for donated benches</li> </ul>	\$100,000
Refinish wood floor in Pavilion	<ul style="list-style-type: none"> <li>-Present quotes to City Council and approve a contractor to complete the work.</li> </ul>	\$10,000
Paint the Pavilion exterior	<ul style="list-style-type: none"> <li>-Work with volunteer groups or have staff paint the Pavilion exterior</li> </ul>	\$1,500
Clean Ditch at Friendship Park	<ul style="list-style-type: none"> <li>-Solicit for quotes and hire a contractor to clean out the ditch</li> </ul>	\$7,550
Replace Playground Equipment at Legion Park	<ul style="list-style-type: none"> <li>-Research what playground equipment we want to replace existing equipment at the park</li> </ul>	\$65,000 in 2022

Building Permit Report - December 2020

PERMIT #	NAME	ADDRESS	PURPOSE	DATE	PERMIT FEE	PLAN CHECK FEE	SURCHARGE	VALUE
2020001	Tim Schroeder	514 W Elm Street	Residing	1/13/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020002	Donna Kleman	328 Oak Drive	Furnace	1/16/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020003	Kwik Trip	520 Reform St N	Ansul System	2/4/2020	\$59.45	\$38.64	\$1.00	\$1,500.00
2020004	Harlan Mackenthun	404 5th St Ct SW	Alterations	1/22/2020	\$322.65	\$209.72	\$9.00	\$18,000.00
2020005	Harlan Mackenthun	404 5th St Ct SW	Plumbing	1/27/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020006	Tim Fahey	261 Emma Street	Furnace	1/27/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020007	Andy Wigfield	524 Elm St W	Demo	1/28/2020	\$100.00	\$0.00	\$1.00	\$0.00
2020008	Kwik Trip	520 Reform St N	Mechanical	2/5/2020	\$353.45	\$229.74	\$10.00	\$20,000.00
2020009	Kwik Trip	520 Reform St N	Refrigeration	2/18/2020	\$199.45	\$129.64	\$5.00	\$10,000.00
2020010	Central School	655 SW 7th	Solar	2/21/2020	\$541.55	\$352.01	\$17.50	\$35,000.00
2020011	Central School	531 Morse Street N	Solar	2/21/2020	\$541.55	\$352.01	\$17.50	\$35,000.00
2020012	Loomis Homes	990 Lakewood Trail	new home	2/26/2020	\$10,843.30	\$1,319.19	\$128.00	\$251,030.00
2020013	Loomis Homes	1095 Barnes Lake Dr	new home	2/27/2020	\$10,814.82	\$1,307.18	\$126.50	\$248,288.00
2020014	Dennis Mohs	1045 Lakewood Cr	finish bsmt	2/27/2020	\$606.00	\$315.90	\$17.00	\$30,000.00
2020015	Loomis Homes	1075 Barnes Lake Dr	new home	2/28/2020	\$11,076.22	\$1,467.34	\$146.50	\$288,125.00
2020016	Loomis Homes	1000 Whitetail Path	new home	3/4/2020	\$10,700.10	\$1,239.11	\$118.00	\$231,992.00
2020017	Citizen's Bank	409 N Faxon Rd	overhang	3/5/2020	\$168.65	\$109.62	\$4.00	\$7,500.00
2020018	Loomis Homes	1115 Barnes Lakd Dr	new home	3/4/2020	\$11,303.70	\$1,579.45	\$161.50	\$317,000.00
2020019	Loomis Homes	940 Lakewood Tr	water soft	3/17/2020	\$60.00	\$0.00	\$1.00	\$500.00
2020020	Larry Panning	324 4th St SW	alterations	3/17/2020	\$197.85	\$89.60	\$4.00	\$5,152.00
2020021	Josh Kroells	430 Emma Street	pool	5/15/2020	\$657.10	\$388.12	\$21.00	\$40,000.00
2020022	Larry Krause	634 Preserve Blvd	ductwork	3/24/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020023	Homeland Builders	440 Park Circle	new home	3/26/2020	\$13,866.60	\$1,671.54	\$173.00	\$340,000.00
2020024	Loomis Homes	965 Lakewood Tr	water softener	3/27/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020025	Loomis Homes	955 Lakewood Trail	Finish basement	4/3/2020	\$490.45	\$279.79	\$13.50	\$25,000.00
2020026	Loomis Homes	1025 Lakewood Trail	new home	4/10/2020	\$11,460.82	\$1,707.58	\$176.50	\$348,602.00
2020027	John Fahey	211 Park Place West	reroof	4/8/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020028	Scott & Linda Rannow	835 Barnes Lake Rd	finish basement	4/27/2020	\$399.65	\$259.77	\$13.50	\$22,500.00
2020029	Philip Henning	1065 Lakewood Court	Finish basement	VOID	\$328.05	\$169.68	\$1.00	\$9,000.00
2020030	Loomis Homes	955 Lakewood Trail	Deck	4/20/2020	\$214.85	\$139.65	\$5.50	\$11,000.00
2020031	John Kroells	240 Upper Brand Lk Dr	Furnace	4/10/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020032	Loomis Homes	1030 Lakewood Court	new home	4/20/2020	\$10,824.82	\$1,307.18	\$126.50	\$249,000.00
2020033	Jack Lano	323 Casper Circle	sotorage shed	4/10/2020	\$452.67	\$294.24	\$13.50	\$27,000.00
2020034	Kevin & Ruth Williams	316 4th Street SW	refroof	4/14/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020035	Jencar Holdings	620 Marsh Path	New home	4/22/2020	\$14,709.54	\$1,275.14	\$123.50	\$241,000.00
2020036	Jencar Holdings	590 Marsh Path	new home	4/22/2020	\$14,826.58	\$1,351.22	\$133.00	\$260,000.00
2020037	Jencar Holdings	605 Marsh Path	new home	4/22/2020	\$14,826.58	\$1,351.22	\$133.00	\$260,000.00
2020038	Jencar Holdings	575 Marsh Path	new home	4/22/2020	\$14,843.88	\$1,362.47	\$127.00	\$248,326.00
2020039	Kevin Eiden	211 Reform St S	Alteration-bath room	4/16/2020	\$430.45	\$279.79	\$12.50	\$25,000.00
2020040	Jencar Holdings	575 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00
2020041	Jencar Holdings	605 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00
2020042	Jencar Holdings	590 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00

VOID

**Building Permit Report - December 2020**

2020043	Jencar Holdings	620 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00
2020044	Farniok	308 4th Street SW	Egress Window	4/20/2020	\$76.25	\$49.56	\$1.00	\$2,000.00
2020045	Xtreme Properties	311 Railroad St W	Reroof and Reside	4/27/2020	\$541.55	\$352.01	\$17.50	\$35,000.00
2020046	Deb Priebe	569 Shireview Lane	Deck	4/27/2020	\$122.45	\$79.59	\$2.50	\$5,000.00
2020047	Mary Skolberg	715 Lakewood Trail	Replace Patio door	5/1/2020	\$60.00	\$0.00	\$1.00	\$4,836.00
2020048	Seth Huber	209 1st Avenue SE	Reroof	4/28/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020049	Dean Lind	517 Casper Circle	Reroof	4/28/2020	\$60.00	\$0.00	\$1.00	\$8,000.00
2020050	Johnathon Rueben	19 Central Avenue N	Reroof	4/28/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020051	Dewey Hormann	210 NE 1st St	Reside	4/29/2020	\$60.00	\$0.00	\$1.00	\$3,500.00
2020052	Steve Danielson	514 N Morse St	Reroof	5/1/2020	\$60.00	\$0.00	\$1.00	\$7,072.12
2020053	Tim Rohwer	935 Lakewood Trail	basement finish	5/1/2020	\$428.45	\$229.74	\$11.00	\$20,000.00
2020054	Beahna Rief	930 Lakewood Trail	deck	5/5/2020	\$338.05	\$219.73	\$9.50	\$12.00
2020055	Anna Boote	215 W. Wilson Street	replace furnace & AC	5/4/2020	\$120.00	\$0.00	\$2.00	\$0.00
2020056	Troy Krueger	622 Elm Street W	Replace windows	5/8/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020057	Ken Norman	223 Hazel Street	Reroof	5/6/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020058	Loomis Homes	990 Lakewood Trail	softener	5/6/2020	\$60.00	\$0.00	\$1.00	\$500.00
2020059	Eric Knuth	106 Main Street E	Replace 5 windows	5/8/2020	\$60.00	\$0.00	\$1.00	\$10,189.00
2020060	Steve Danielson	514 Morse Street	Alterations	5/12/2020	\$168.65	\$109.62	\$4.00	\$7,200.00
2020061	Pro Auto -Kevin Eiden	324 Railroad Street	plumbing	5/14/2020	\$168.65	\$109.62	\$4.00	\$7,400.00
2020062	Pro Auto -Kevin Eiden	324 Railroad Street	AC unit	5/14/2020	\$199.45	\$0.00	\$5.00	\$9,800.00
2020063	KJS Properties	219 Elm St W	reroof	5/13/2020	\$91.65	\$59.57	\$1.50	\$2,785.00
2020064	Mary Spille	440 Meadow Lake	deck remodel	6/8/2020	\$91.65	\$59.57	\$1.50	\$2,500.00
2020065	Thomas Lauerman	120 Elm Street E	Reroof garage	5/15/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020066	Nick Ostlie	115 hill St West	Reroof	5/18/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020067	Kim & Eric Neubarth	471 Emma Street	Reroof	5/18/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020068	Joseph Kube	811 Elm St West	Reside	5/19/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020069	Danielle Bentz	413 Meadow Lane	Softener	5/20/2020	\$15.00	\$0.00	\$1.00	\$0.00
2020070	Melvin Byer	321 Hill St West	Reroof	5/29/2020	\$60.00	\$0.00	\$1.00	\$12,500.00
2020071	Leon Becker	214 Brush Street	Reroof	5/29/2020	\$60.00	\$0.00	\$1.00	\$5,000.00
2020072	Leon Becker	222 Reform Street	Reroof	5/29/2020	\$60.00	\$0.00	\$1.00	\$9,000.00
2020073	Eric Lehn	401 Trilane Drive	Replace windows	5/29/2020	\$60.00	\$0.00	\$1.00	\$38,623.00
2020074	4 Plex Townhomes	636, 648,660,662 Meadow Lane - reroof	Finish Basement	6/1/2020	\$240.00	\$0.00	\$4.00	\$27,000.00
2020075	Nickolas Fejfar	415 5th Street	Reroof and Reside	7/31/2020	\$199.45	\$129.64	\$5.00	\$10,000.00
2020076	NAPA	508 N Faxon Road	Reroof	6/3/2020	\$288.98	\$0.00	\$7.50	\$15,000.00
2020077	Mark Bartels	306 Oak Drive	Reroof	6/3/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020078	Lomis Homes	1025 Lakewood Trail	fireplace	6/5/2020	\$60.00	\$0.00	\$1.00	\$1,500.00
2020079	Jim Crawford	1005 Whitetail Path	finish basement	6/18/2020	\$365.65	\$159.67	\$8.50	\$13,000.00
2020080	Pete Buckentine	309 Faxon Road	Reroof	6/10/2020	\$777.50	\$505.38	\$29.50	\$59,000.00
2020081	Mark & Carol Lagergren	513 Devonshire Drive	Replace windows	6/8/2020	\$60.00	\$0.00	\$1.00	\$12,000.00
2020082	Loomis Homes	985 Lakewood Trail	New Home	6/12/2020	\$11,448.06	\$1,663.53	\$172.00	\$338,000.00
2020083	Carl LaRose	124 Park Place W	new furnace	6/15/2020	\$60.00	\$0.00	\$1.00	\$2,800.00
2020084	Warren Koistinen	414 Central Avenue S	new home	6/22/2020	\$12,803.16	\$1,435.30	\$142.50	\$280,000.00
2020085	Gur Jarvi	636 Meadow Lane	deck	6/26/2020	\$59.45	\$38.64	\$1.00	\$1,500.00

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2020086	Juliee Arndt/Naomi Lynch	206 Trilane Drive	Deck	6/26/2020	\$122.45	\$79.59	\$2.50	\$4,537.00
2020087	Loomis Homes	1060 Lakewood Court	new home	7/1/2020	\$10,929.54	\$1,375.24	\$135.00	\$265,680.00
2020088	Loomis Homes	820 Barnes Lake Drive	new home	7/1/2020	\$18,601.46	\$1,523.39	\$153.50	\$302,470.00
2020089	Erik Laage	423 Elm St West	mechanical	6/29/2020	\$60.00	\$0.00	\$1.00	\$1,400.00
2020090	Subway	404Faxon Road	alterations	7/7/2020	\$25.85	\$16.80	\$5.00	\$500.00
2020091	M Pasquarette	219 Reform Street	reside	7/6/2020	\$60.00	\$0.00	\$1.00	\$60,000.00
2020092	Roman Rusanov	210 Hill Street W	reside	7/9/2020	\$60.00	\$0.00	\$1.00	\$15,300.00
2020093	Jencar Holdings	620 Marsh Path	Fire sprinkler	7/13/2020	\$0.00	\$79.59	\$0.00	\$4,900.00
2020094	Jencar Holdings	605 Marsh Path	Fire sprinkler	7/13/2020	\$0.00	\$79.59	\$0.00	\$4,900.00
2020095	Jencar Holdings	590 Marsh Path	Fire sprinkler	7/13/2020	\$0.00	\$79.59	\$0.00	\$4,900.00
2020096	Jencar Holdings	575 Marsh Path	Fire sprinkler	7/13/2020	\$0.00	\$79.59	\$0.00	\$4,900.00
2020097	Greg Morris	1115 Barnes Lake Dr	Deck	8/12/2020	\$230.25	\$149.66	\$6.00	\$11,840.00
2020098	Kevin Eiden	211 Reform Street N	Monument Sign	7/9/2020	\$585.99	\$380.89	\$19.50	\$38,760.00
2020099	Heidi Innvaer	574 Shoreview Lane	Deck	7/16/2020	\$184.05	\$119.63	\$4.50	\$9,000.00
2020100	David Bleichner	510 Elm St West	replace decorative brick	7/13/2020	\$91.65	\$59.57	\$1.50	\$3,000.00
2020101	Loomis Homes	1070 Lakewood Court	new home	7/10/2020	\$11,471.98	\$1,711.58	\$177.00	\$350,000.00
2020102	Dan Kurth	1140 Preserve Boulevard	New home	7/13/2020	\$19,511.98	\$2,111.98	\$227.00	\$449,262.00
2020103	Andy Wigfield	524 Elm St W	reroof/reside garage	7/13/2020	\$120.00	\$0.00	\$2.00	\$0.00
2020104	Mike Daugaard	115 Muirfield Cir	reroof/reside	7/13/2020	\$120.00	\$0.00	\$2.00	\$0.00
2020105	Kristin Johnson	123 Muirfield Cir	reroof	7/21/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020106	Amma Boote	215 Wilson St W	plumbing	7/14/2020	\$15.00	\$0.00	\$1.00	\$0.00
2020107	Kristin Johnson	123 Muirfield Cir	insulation replacement	7/21/2020	\$35.93	\$23.35	\$0.50	\$800.00
2020108	Ruth Harms	514 Meadow Lane	Replace deck/railing	7/27/2020	\$122.45	\$79.59	\$2.50	\$4,500.00
2020109	Car Quest	309 Faxon Road N	Roof top units	7/23/2020	\$369.48	\$240.16	\$10.00	\$21,000.00
2020110	Samantha Hammond	124 Park Place	Bath remodel	7/28/2020	\$213.25	\$99.61	\$4.50	\$6,500.00
2020111	Mike Mooney	15 Central Avenue N	reroof	7/21/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020112	Julian Ellison	414 Elm Street W	Pimb and Mech	7/28/2020	\$135.00	\$0.00	\$2.00	\$0.00
2020113	Raf Lozada	905 Meadows Blvd	Deck	7/27/2020	\$245.65	\$159.67	\$6.50	\$12,800.00
2020114	Gary Lueck	410 Elm Street W	Deck/reside	7/27/2020	\$107.05	\$69.58	\$3.00	\$3,520.00
2020115	Joel Klaustermeier	517 Devonshire Dr	2 doors	7/29/1930	\$60.00	\$0.00	\$1.00	\$6,380.00
2020116	Jon Malenke	127 South St W	reroof	7/31/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020117	Mike Kimpling	423 Morse St N	shed	7/31/2020	\$0.00	\$0.00	\$4.00	\$7,298.28
2020118	CPS holding	115 Main St East	reroof	8/17/2020	\$1,085.50	\$705.58	\$49.50	\$98,939.00
2020119	Kevin Oelfke	510 Devonshire Drive	reroof	8/3/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020120	Lucan Madromootool	136 E Elm Street	Demo shed	8/3/2020	\$100.00	\$0.00	\$1.00	\$1,000.00
2020121	Melissa Morphew	105 1st Aven SW	remodel	8/6/2020	\$413.45	\$229.74	\$11.00	\$20,000.00
2020122	Children of Tomorrow	318 Hwy 212 West	Alterations	8/4/2020	\$486.00	\$315.90	\$15.00	\$30,000.00
2020123	Loomis Homes	970 Lakdwood Trail	new home	8/20/2020	\$10,463.70	\$1,078.95	\$98.00	\$155,000.00
2020124	Nick Rogosinski	513 Elm St West	reside	8/4/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020125	Bob Ludwig	220 Union Street	Reroof/window replace	8/4/2020	\$168.00	\$0.00	\$4.00	\$8,000.00
2020126	Wayne Lehrke	403 Adams Drive W	reroof	8/5/2020	\$60.00	\$0.00	\$1.00	\$19,000.00
2020127	Marilyn Foss	101 Trilane Drive	replace window	8/6/2020	\$60.00	\$0.00	\$1.00	\$1,789.00
2020128	Tom Hanson	301 1st Avenue SE	reroof	8/7/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020129	Bob Smith	470 Emma Street	water heater	8/7/2020	\$15.00	\$0.00	\$1.00	\$0.00

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2020130	Kathy LaBoone	408 Central Avenue S	rewindow	8/7/2020	\$60.00	\$0.00	\$1.00	\$11,940.00
2020131	Julian Ellison	414 Elm St West	plumbing	8/10/2020	\$60.00	\$0.00	\$1.00	\$2,500.00
2020132	Julian Ellison	414 Elm St West	finish basement	8/10/2020	\$137.85	\$89.60	\$3.00	\$6,000.00
2020133	Rochelle Eichner	216 Central Ave S	boiler	8/7/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020134	Dom Sudneimer	110 Elm St E	windows	8/7/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020135	Kevin Starr	311 Shadylane	windows	8/10/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020136	Adam Steffel	213 Wilson St W	reroof	8/10/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020137		210 W Elm	drain tile	8/11/2020	\$261.05	\$169.68	\$7.00	\$13,860.00
2020138	Mariah Lueck	108 5th Avenue NE	deck	8/17/2020	\$184.05	\$119.63	\$4.50	\$9,000.00
2020139	Jim Louwagie	586 Shoreview Lane	plumbing	8/12/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020140	Howard Lenzen	413 Central Ave SW	addition	8/11/2020	\$199.45	\$129.64	\$5.00	\$10,000.00
2020141	Lindsat Beletti	109 1st Avenue SW	windows	8/14/2020	\$60.00	\$0.00	\$1.00	\$14,130.00
2020142	Loomis Homes	1010 Whitetail Path	new home	8/20/2020	\$10,591.90	\$1,159.03	\$108.00	\$211,535.00
2020143	Jim Louwagie	586 Shoreview Lane	Bathroom finish	8/26/2020	\$69.87	\$0.00	\$1.00	\$1,000.00
2020144	Loomis Homes	1100 Preserve Boulevard	new home	8/31/2020	\$11,311.02	\$1,587.46	\$162.50	\$319,000.00
2020145	Castle Gate	356 Meadow Lane	New townhouse	9/9/2020	\$15,533.90	\$1,359.23	\$133.00	\$262,000.00
2020146	Castle Gate	350 Meadow Lane	New townhouse	9/9/2020	\$15,661.66	\$1,403.27	\$139.50	\$273,000.00
2020147	Kevin Harms	110 Railroad St W	roof solar panels	8/31/2020	\$486.00	\$315.90	\$15.00	\$29,947.00
2020148	Howard Lenzen	413 Central Ave SW	Garage Addition	8/31/2020	\$261.05	\$169.68	\$7.00	\$14,000.00
2020150	Bierstadt, Gary	226 Hazel Street	Rewindow	9/1/2020	\$60.00	\$0.00	\$1.00	\$9,477.00
2020151	Dominic Sudheimer	110 East Elm Street	Heating	9/2/2020	\$476.45	\$179.69	\$7.50	\$15,000.00
2020152	Dominic Sudheimer	110 East Elm Street	Plumbing	9/16/2020	\$120.00	\$0.00	\$2.00	\$3,500.00
2020153	Loomis Homes	1025 Whitetail Path	New Home	9/21/2020	\$10,899.90	\$1,359.23	\$133.00	\$261,625.00
2020154	Bob Mueller	464 Meadow Lane	A/C	9/8/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020155	Loomis Homes	1015 Whitetail Path	New home	9/21/2020	\$10,824.82	\$1,307.18	\$126.50	\$248,288.00
2020156	Loomis Homes	950 Lakewood Trail	new home	9/21/2020	\$10,727.86	\$1,283.15	\$123.50	\$242,042.00
2020157	Terri Steinhagen	317 2nd St SW	windows/door	9/10/2020	\$120.00	\$0.00	\$1.00	\$0.00
2020158	Loomis Homes	1040 Lakewood Court	New Home	9/21/2020	\$11,436.18	\$1,691.56	\$174.50	\$344,192.00
2020159	Loomis Homes	880 Barnes Lake Dr	new home	9/21/2020	\$18,258.82	\$1,307.18	\$126.50	\$249,446.00
2020160	Loomis Homes	1070 Lakewood Trail	fireplace	9/16/2020	\$60.00	\$0.00	\$1.00	\$2,000.00
2020161	Zach Meyer	1075 Barnes Lake Dr	water softener	9/16/2020	\$15.00	\$0.00	\$1.00	\$2,749.00
2020162	Kathy LaBoone	408 Central Avenue S	Furnace	9/16/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020163	Jessica O'Hara	214 Brush Street	Furnace	9/17/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020164	Shane Cotner	411 Park Circle	reroof	9/17/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020165	Trusted Insurance	124 Elm Street West	reroof	9/17/2020	\$91.65	\$0.00	\$1.50	\$3,000.00
2020166	Linda Simon	722 Elm Street West	reroof	9/21/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020167	Judy Maas	549 Meadow Lane	deck remodel	9/29/2020	\$107.05	\$69.58	\$2.00	\$4,000.00
2020168	Justin Kleven	310 Webster St W	fire repair	9/28/2020	\$619.32	\$402.56	\$21.00	\$41,711.00
2020169	Loomis Homes	985 Lakewood Trail	water softener	9/24/2020	\$60.00	\$0.00	\$1.00	\$500.00
2020170	Loomis Homes	1060 Lakewood Court	water softener	9/24/2020	\$60.00	\$0.00	\$1.00	\$500.00
2020171	City of NYA	24 3rd Avenue SE	gas line @ shop	9/28/2020	\$91.65	\$0.00	\$1.50	\$3,000.00
2020172	Susan Friend	321 S Oak Street	Egress window	9/28/2020	\$25.85	\$16.80	\$0.50	\$350.00
2020173	A. Vahanian	323 N Union Street	Patio Door	10/2/2020	\$60.00	\$0.00	\$1.00	\$0.00
2020174	Justin Kleven	310 Webster St W	Plumbing	10/7/2020	\$60.00	\$0.00	\$1.00	\$14,000.00

