



CITY COUNCIL AGENDA

October 25, 2021 – 6:00 p.m.

EDA / City Council Meetings; followed by Work Session

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 2.11 Approve minutes of September 27, 2021 meeting
 4. Adjournment
-

CITY COUNCIL

1. Call City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
 - 3.1 Presentation by Commander Mike Wollin, Carver County Sheriff Department
4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of October 11, 2021 meeting
 - 4.2 Approve minutes of October 21, 2021 special meeting
 - 4.3 Approve payment of Claims
5. Public Hearing
 - 5.1 Review delinquent utilities and special assessments for non-payments
6. Old Business
7. New Business
 - 7.1 Approve Police Contract with Carver County
 - 7.2 Approve contract for City Administrator
 - 7.3 Approve Resolution 2021-30 – Feasibility Report for 2nd Avenue Phase Two
 - 7.4 Discuss quote and information for Compensation Study
 - 7.5 Approve changes and finalized job descriptions
 - 7.6 Approve donation for pickleball court at Friendship Park
 - 7.7 Approve quote for snow hauling
 - 7.8 Approve quote for wood chipping
 - 7.9 Approve quote for SCADA/fiber installation
 - 7.10 Review Legion Park playground replacement
8. Council Member & Mayor and Staff Reports
9. Adjournment

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

- Carver County Sheriff's Office September Report

UPCOMING MEETINGS / EVENTS

November 2 Planning Commission – 6:00 p.m.
November 08 City Council – 6:00 p.m.
November 10 Economic Development Commission – 6:00 p.m.
November 16 Finance Committee 3:00 p.m.
November 16 Parks and Recreation Commission – 4:45 p.m.
November 18 Senior Advisory Committee – 9:00 a.m.
November 22 Work Session, EDA, City Council – 6:00 p.m.

WORK SESSION

1. Call Meeting of City Council Work Session to Order
2. Approve Agenda
3. Discuss Water Access Walking Tour
4. Discuss Available Properties including Residential, Commercial, and Industrial
5. Adjournment



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

September 27, 2021– 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Craig Heher, Alan Krueger, Mike McPadden, Charlie Storms

STAFF: Angela Brumbaugh – City Clerk/Treasurer, Karen Hallquist – Economic Development/Marketing Director, Tony Voigt – Public Services Director, Nick Anhut (Ehlers), Jock Eckstein (Bolton and Menk), Gary Weiers (DDA Consultants)

OTHERS:

1. Call EDA Meeting of City Council to Order:

Mayor Lagergren called the EDA meeting to order at 6:01 PM. All members present.

1.1. Pledge of Allegiance

2. Approve Agenda

Motion: CS/CH to approve the agenda as submitted. Motion passed 5-0.

2.1 Approve minutes of August 23, 2021 meeting

Motion MM/CS to approve the minutes as submitted. Motion passed 5-0.

3. Cancel Public Hearing requested by Resolution 2103, Public Hearing Regarding Land Conveyance and Associated Business

Anhut shared that YMI Properties has requested to purchase 419 Tacoma Circle at full value which negates the need to create a TIF district.

Motion: MM/AK to cancel the public hearing of Resolution No. 2103. Motion passed 5-0.

4. Approve Resolution 2104, Authorizing the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and Approval of the Budget for Fiscal Year 2022

Brumbaugh shared information on this annual levy which will result in \$63,282 (0.0185% of the city's taxable market value for pay 2022) to pay toward the 2022 debt service obligation for the Tacoma West Industrial Park project.

Motion: CH/CS to cancel the public hearing of Resolution No. 2103. Motion passed 5-0.

5. Adjournment

Motion: CH/MM to adjourn at 6:05 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, Clerk-Treasurer



CITY COUNCIL MINUTES

October 11, 2021– 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

ATTENDEES: Carol Lagergren, Craig Heher, Alan Krueger, Mike McPadden, Charlie Storms

STAFF: Angela Brumbaugh – City Clerk/Treasurer, Karen Hallquist – Economic Development/Marketing Director, Tony Voigt – Public Services Director

OTHERS: Josh Eckstein (Bolten and Menk), Andrew Grosz (1005 Lakewood Trail) and Candace Raze (1080 Lakewood Court)

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:00 pm with all members present.

2. Approve Agenda

Motion: CH/CS to approve the agenda as submitted. Motion passed 5-0.

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

Lagergren read the following proclamations: Manufacturing Week and Domestic Violence Awareness Month

4. Consent Agenda

4.1 Approve minutes of September 27, 2021 meeting

4.2 Approve payment of claims

4.3 Approve termination of seasonal employees – Robert Hoen and Scott Rannow

Motion: MM/CS to approve consent agenda as presented. Motion passed 5-0.

5. Public Hearings – none

6. Old Business

6.1. Update on Public Access

Hallquist shared information gathered from Cynthia Smith-Strack regarding PUD guidelines for the Preserve. The following information was highlighted: open space preservation is required and access to the lake for individual property owners is not allowed; no individual docks are allowed; no allowance for altering the shoreline, removing vegetation or clear cutting. Finally the land adjacent to the lake is parkland dedicated with subdivision and the city is restricted from selling parkland. However, public access to the lake through city property is allowed with consultation with the DNR.

7. New Business

7.1 Request to Purchase City Land at 1005 Lakewood Trail

Grosz shared concerns that his property line has eroded and he is requesting to purchase some city land in order to extend his land for erosion control and forest management. Based on the PUD discussed during old business, no action was taken by the Council. The issue of options to handle the erosion will be researched and reviewed at a future meeting.

7.2 Request for an Easement at 1080 Lakewood Court

Candace Raze and Derek Allen at 1080 Lakewood Court requested permission to build a dock behind their property. Based on PUD guidelines shared under Old Business, no action was taken by the Council.

7.3.A Approve Resolution 2021-25 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2nd Avenue Lift Station and Street Improvement Project

Eckstein shared assessment roll based on an updated appraisals of \$98,750 (original amount - \$172,293.90).

Motion: MM/CS to approve Resolution 2021-25, a Resolution Declaring Cost to be assessed and ordering preparation of proposed assessment for the 2nd Avenue Lift Station and Street Improvement Project from Central Avenue to the Northern Devonshire Drive intersection. Motion passed 5-0.

7.3B Approve Resolution 2021-26 Calling for a Public Hearing on Proposed Assessment for the 2nd Avenue Lift Station and Street Improvements

Eckstein shared assessment roll based on an updated appraisals of \$98,750 (original amount - \$172,293.90).
Motion: MM/AK to approve Resolution 2021-26, a Resolution receiving proposed assessment and calling for a public hearing on proposed assessment for the 2nd Avenue Lift Station and Street Improvements Project from Central Avenue to the Northern Devonshire Drive intersection. Motion passed 5-0.

7.4A Approve Resolution 2021-27 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the Oak Lane Project

Eckstein shared assessment roll based on an updated appraisals of \$275,425.70 (original amount - \$285,798.46)
Motion: MM/CS to approve Resolution 2021-27, a Resolution declaring cost to be assessed and ordering preparation of proposed assessments for the Oak Lane Project from Tacoma Avenue (County Road 34) to the Cul-de-sac. Motion passed 5-0.

7.4B Approve Resolution 2021-28 Calling for a Public Hearing on Proposed Assessment for the Oak Lane Project

Eckstein shared assessment roll based on an updated appraisals of \$275,425.70 (original amount - \$285,798.46)
Motion: MM/CS to approve Resolution 2021-28, a Resolution receiving proposed assessment and calling for a public hearing on proposed assessment for the Oak Lane Project from Tacoma Avenue (County Road 34) to the Cul-de-sac. Motion passed 5-0.

7.5 Approve scheduling a public hearing for Delinquent Utility Payments and Miscellaneous Invoices

Brumbaugh shared the requested timeline to assess delinquent utilities and special assessments to property owners' real estate taxes if not paid by November 19, 2021.

Motion: MM/CH to call for a public hearing on assessments for delinquent utilities and special assessments on certain properties on Monday, October 25, 2021 at 6:00 PM. Motion passed 5-0.

7.6 Approve hiring A1 Electric Service for South Park Warming House Electrical Upgrade Project

Voigt shared two quotes for the installation of a new underground service and the vacating of outdated overhead wiring on the existing dilapidated power pole located near the NE corner of the building. In addition, new LED lighting will be installed.

Motion: CS/CH to hire A1 Electric Service to complete the South Park Warming House Electrical Upgrade Project for \$8665. Motion passed 5-0.

7.7 Approve Oak Grove Snow Removal Service Agreement

Voigt shared the proposed Snow Removal Agreement with the Carver County CDA. City staff will maintain the parking lot and sidewalks at the same cost as 2020. Currently 33% of the city expenses are reimbursed by the CDA.
Motion: CS/AK to approve the Oak Grove Snow Removal Services Agreement between the City of Norwood Young America and the Carver County Community Development Agency. Motion passed 5-0.

7.8 Discuss NYA Recycling Center Satellite Location

Lagergren shared information from the county on the need to have the city hire a part-time employee to staff the Recycling Center. The county will write a \$5000 grant to cover the cost for the existing hours. Council agreed that this was a reasonable option and recommended contacting the county to move forward with the grant application.

7.9 Schedule a Special City Council Meeting for Thursday, October 21, 2021 at 1:00 PM.

Brumbaugh shared the need for a special council meeting to interview the candidates for city administrator.

Motion: CS/AK to schedule a special City Council meeting for 1:00 pm on October 21, 2021 for the purpose of city administrator interviews.

8. Council Member and Mayor and Staff Reports

McPadden: none

Heher: none since meeting was cancelled due to lack of a quorum

Storms: none

Krueger: Senior Advisory Commission reviewed the following: re-opening of the Senior Center and the start of field trips for seniors (first trip to Emma Krumbees was a success)

Lagergren: Updates on a 5310 potential application for 2024-2025 to replace the current Senior Bus.

9. Adjournment

Motion: MM/CH to adjourn at 6:51pm. Motion passed 5-0.

Respectfully Submitted,

Angela Brumbaugh, City Clerk/Treasurer

Carol Lagergren, Mayor



CITY COUNCIL MINUTES

October 21, 2021 – 1:00 PM

Large Conference Room

310 Elm Street West

Norwood Young America MN 55368

ATTENDEES: Carol Lagergren, Craig Heher, Alan Krueger, Mike McPadden, Charlie Storms

STAFF: Karen Hallquist – Economic Development/Marketing Director

OTHERS: Gary Weiers (DDA Consultants), Mike Anderson, Andrea Aukrust, Jennifer Nash

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 1:00 pm with all members present.

2. Approve Agenda

Motion: CS/CH to approve the agenda as submitted. Motion passed 5-0.

3. New Business

Council members interviewed the three candidates for the city administrator position. Recommendation by the Council for Gary Weiers to open negotiations with Jennifer Nash on a contract to be approved at the October 25, 2021 meeting.

Motion: CH/AK to make offer the position of City Administrator to Jennifer Nash.

9. Adjournment

Motion: MM/CH to adjourn at 3:52pm. Motion passed 5-0.

Respectfully Submitted,

Angela Brumbaugh, City Clerk/Treasurer

Carol Lagergren, Mayor



more than a place, it's home.

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

To Be Approved: October 25, 2021

Payroll EFT

Check # 506888 - 506904 \$ 17,237.60

Voided Checks

Check #

Prepays

Check # -

Claims Pending Payment

Check # 32386 - 32425 \$ 191,216.62

Wire Transfer

Cardmember e-check

Grand Total \$ 208,454.22

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 102521claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32386	10/25/21	AMERICAN LEAK DETECTION			
E 101-49860-223		Repair/Maintenance Bldg/	\$1,600.00	3873	lap and kiddie pool
		Total	\$1,600.00		
32387	10/25/21	BOLTON & MENK, INC			
E 101-41500-303		Engineering Fees	\$376.00	276965	Greenwood Marina Review
E 101-41500-303		Engineering Fees	\$371.00	276968	Misc engineering
		Total	\$747.00		
32388	10/25/21	BRYAN ROCK PRODUCTS, INC.			
E 101-43100-224		Street Maint Materials	\$68.15	50813	
		Total	\$68.15		
32389	10/25/21	CARDMEMBER SERVICE			
E 101-42200-207		Training Instructional	\$325.00		FD certifications
E 101-43100-406		LICENSES	\$30.00		renew boiler license
E 101-41940-223		Repair/Maintenance Bldg/	\$84.99		building light bulbs
E 101-45200-223		Repair/Maintenance Bldg/	\$513.73		trails fence posts
E 101-41940-223		Repair/Maintenance Bldg/	\$478.40		mulch gov buildings
E 601-49400-207		Training Instructional	\$375.00		MRWA Expo
E 602-49450-207		Training Instructional	\$375.00		Training for staff
E 101-49860-223		Repair/Maintenance Bldg/	\$39.20		pool filter wrench
E 101-43100-210		Operating Supplies	\$20.77		light for staff
E 101-43100-210		Operating Supplies	\$91.15		shop tools
E 101-45200-223		Repair/Maintenance Bldg/	\$30.89		fountain repair
E 601-49400-350		Print/Publishing/Postage	\$31.20		postage-water samples
E 602-49450-223		Repair/Maintenance Bldg/	\$339.40		sump pumps
E 101-41940-223		Repair/Maintenance Bldg/	\$169.00		sump pumps
E 101-41320-350		Print/Publishing/Postage	\$14.18		nuisance letters
E 101-41320-326		Newsletter Expenses	\$470.00		newsletter postage
E 101-41110-350		Print/Publishing/Postage	\$42.00		council email
E 101-42200-207		Training Instructional	\$80.00	2901	2021chiefs banquet
		Total	\$3,509.91		
32390	10/25/21	CARQUEST AUTO PARTS			
E 101-42200-210		Operating Supplies	\$129.90	237146	Fire department supplies
		Total	\$129.90		
32391	10/25/21	CARVERLINK - CARVER CO BROADBA			
E 601-49400-321		Telephone	\$84.34		
E 602-49450-321		Telephone	\$44.34		
E 101-42200-321		Telephone	\$84.34		
E 101-43100-321		Telephone	\$87.04		
E 101-45200-321		Telephone	\$37.30		
E 101-49860-321		Telephone	\$22.17		
E 101-41940-321		Telephone	\$106.51		
E 101-41300-321		Telephone	\$62.73		
E 101-41320-321		Telephone	\$62.73		
E 101-41400-321		Telephone	\$62.73		

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***Check Detail Register©**

Batch: 102521claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-46500-321		Telephone	\$20.91		
E 101-42100-321		Telephone	\$104.55		
E 101-45500-321		Telephone	\$104.55		
E 101-41940-321		Telephone	\$150.85	2906	phone
		Total	\$1,035.09		
32392	10/25/21	CENTERPOINT ENERGY			
E 601-49400-383		Gas Utilities	\$13.90		
E 602-49450-383		Gas Utilities	\$68.71		
		Total	\$82.61		
32393	10/25/21	CITIZENS STATE BANK			
G 101-21718		HSA ACCOUNT	\$766.66	October 2021	
		Total	\$766.66		
32394	10/25/21	CORE AND MAIN			
E 601-49400-229		Water Meters	\$1,804.00	P728684	water meters
		Total	\$1,804.00		
32395	10/25/21	DAVIS EQUIPMENT CORPORATION			
E 101-45200-221		Repair/Maintenance Equip	\$594.85	E114912	1701 Jacobson mower repair
		Total	\$594.85		
32396	10/25/21	DELTA DENTAL			
G 101-21714		Dental Insurance	\$44.55	RIS3761786	
		Total	\$44.55		
32397	10/25/21	HALLQUIST, KAREN			
E 101-46500-331		Travel/Meeting Expense	\$84.52		ED class
E 614-41000-210		Operating Supplies	\$20.00	10/11/21	PegMedia.com - TV expense
		Total	\$104.52		
32398	10/25/21	HAWKINS INC			
E 601-49400-216		Chemicals and Chem Pro	\$519.90	6032999	
		Total	\$519.90		
32399	10/25/21	LANO EQUIPMENT OF NORWOOD, INC			
E 101-45200-221		Repair/Maintenance Equip	\$60.28	26046A	Bobcat 3400UTV
		Total	\$60.28		
32400	10/25/21	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$1,580.01		
E 101-49305-354		Other Print/Binding	\$846.75	3812573	contract
E 101-41400-437		Maintenance Contract	\$2,140.70	3839557	contract
		Total	\$4,567.46		
32401	10/25/21	LOOMIS HOMES			
G 101-22000		Deposits	\$900.00	2020088	820 Barnes Lake Dr
		Total	\$900.00		
32402	10/25/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$154.00	9243593	

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 102521claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$154.00		
32403	10/25/21	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$306.17		
E 101-45200-212		Motor Fuels	\$153.09		
E 601-49400-212		Motor Fuels	\$153.09		
E 602-49450-212		Motor Fuels	\$153.09		
E 101-42200-212		Motor Fuels	\$182.56	62646	diesel fuel
Total			\$948.00		
32404	10/25/21	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$229.50	A-127541	
E 101-45200-418		Other Rentals (Biffs)	\$132.60	A-127542	
E 101-45200-418		Other Rentals (Biffs)	\$132.60	A-127561	
Total			\$494.70		
32405	10/25/21	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217		Lab Fees	\$37.10	1111010	
E 602-49450-217		Lab Fees	\$97.00	1111692	
E 602-49450-217		Lab Fees	\$37.10	1112182	
Total			\$171.20		
32406	10/25/21	MOJO PROPERTIES, LLC			
R 601-49400-36200		Miscellaneous Revenues	\$108.35		utility refund - 111 Elm Street
Total			\$108.35		
32407	10/25/21	STAR Group, LLC			
E 101-45200-221		Repair/Maintenance Equip	\$8.78	313871	leaf blower repair
Total			\$8.78		
32408	10/25/21	NORTH AMERICAN SAFETY INC			
E 101-42200-240		Small Tools and Minor Eq	\$284.00	59788	emergency scene ahead
Total			\$284.00		
32409	10/25/21	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$166.67	Oct 2021	
Total			\$166.67		
32410	10/25/21	OEM SERVICE CO, LLC			
E 101-43100-210		Operating Supplies	\$45.90	033736	welding gas-north shop
Total			\$45.90		
32411	10/25/21	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67	Oct 2021	
Total			\$175.67		
32412	10/25/21	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$465.34	Oct 2021	
Total			\$465.34		
32413	10/25/21	PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221		Repair/Maintenance Equip	\$136.57	101184	

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 102521claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-221		Repair/Maintenance Equip	\$1,436.43	101283	
		Total	\$1,573.00		
32414	10/25/21	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$1,067.80	13671	
		Total	\$1,067.80		
32415	10/25/21	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$680.00	Oct 2021	
		Total	\$680.00		
32416	10/25/21	R.E. SMITH OIL & TIRE CO., INC			
E 101-43100-212		Motor Fuels	\$174.01		
E 101-42200-212		Motor Fuels	\$111.41		fuel - fire department
E 101-49800-212		Motor Fuels	\$183.07	9/30/21	fuel - public works
		Total	\$468.49		
32417	10/25/21	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.33	Oct 2021	
		Total	\$333.33		
32418	10/25/21	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$165.26		November utility postage
E 602-49450-350		Print/Publishing/Postage	\$165.27		
E 603-49500-350		Print/Publishing/Postage	\$165.27		
		Total	\$495.80		
32419	10/25/21	USA BLUE BOOK			
E 601-49400-210		Operating Supplies	\$270.03	750631	
		Total	\$270.03		
32420	10/25/21	VOS CONSTRUCTION			
E 101-41940-223		Repair/Maintenance Bldg/	\$2,000.00	21108-1	press box repair-sports complex
		Total	\$2,000.00		
32421	10/25/21	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$748.56	270848	
		Total	\$748.56		
32422	10/25/21	XCEL ENERGY			
E 101-42200-381		Electric Utilities	\$384.20		
E 101-42500-381		Electric Utilities	\$11.03		
E 101-43100-381		Electric Utilities	\$5,109.77		
E 101-43100-381		Electric Utilities	\$326.13		
E 101-45200-381		Electric Utilities	\$567.74		
E 101-45500-381		Electric Utilities	\$1,328.27		
E 601-49400-381		Electric Utilities	\$280.86		
E 602-49450-381		Electric Utilities	\$3,698.50		
E 101-49860-381		Electric Utilities	\$146.42		
E 601-49400-381		Electric Utilities	\$2,838.21	750736111	
E 101-41940-381		Electric Utilities	\$2,984.70	751187450	

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 102521claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$17,675.83		
32423	10/25/21	XTREME ELECTRICAL			
E 275-43100-522		Streets-Other Improve	\$143,395.00	21-5116	trail lights 212
Total			\$143,395.00		
10100 CHECKING			\$188,265.33		

Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$33,025.41
275 CAPITAL	\$143,395.00
601 WATER FUND	\$6,644.14
602 SEWER FUND	\$5,015.51
603 STORM WATER UTILITY	\$165.27
614 CABLE TV FUND	\$20.00
	<hr/>
	\$188,265.33

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 102521-2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32424	10/25/21	CARVER COUNTY			
E 101-41500-307		Prosecution Contract	\$1,878.39	100521	Prosecution contract July-Sept
		Total	\$1,878.39		
32425	10/25/21	PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221		Repair/Maintenance Equip	\$1,072.90	101865	
		Total	\$1,072.90		
		10100 CHECKING	\$2,951.29		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$2,951.29
	\$2,951.29



TO: Mayor and City Council Members
FROM: Angela Brumbaugh, City Clerk-Treasurer
DATE: October 25, 2021
SUBJECT: Public hearing for delinquent utilities and Other Unpaid Invoices

A public hearing has been scheduled for the purpose of considering the list of properties that have delinquent utilities and other unpaid invoices with the City. Notices were mailed to all affected property owners and invited to the public hearing to be given an opportunity to address the City Council with any objections to the amount unpaid.

Currently the City has approximately 1461 utility accounts and 168 were mailed notice of the public hearing for delinquent utilities or unpaid invoices. Of the original mailed notices, 40 have satisfied their amount due. Property owners will have until November 26th 2021 to satisfy the delinquent amounts. Provided the checks clear the bank, they will be taken off the list to be certified.

Enclosed is Resolution 2021-29, approving the list of properties with delinquent utilities or other unpaid invoices and authorizing them to be certified to Carver County for collection with property taxes payable 2022.

Suggested Motion:

Motion to approve Resolution 2021-29, a resolution certifying unpaid fees for the City of Norwood Young America to be certified to the Carver County for collection with 2022 property taxes.

RESOLUTION 2021-29

A RESOLUTION CERTIFYING UNPAID FEES FOR THE CITY OF NORWOOD YOUNG AMERICA TO BE CERTIFIED TO CARVER COUNTY FOR COLLECTION WITH PAYABLE 2022 PROPERTY TAXES

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

WHEREAS, in accordance with Chapter 9, Section 930.07 of the City Code, the City may certify unpaid and delinquent water and sewer charges to Carver County for collection with property taxes; and

WHEREAS, certain property owners are delinquent in payment of their water and sewer and other fees charged by the City of Norwood Young America; and

WHEREAS, all delinquent accounts have been notified by mail that delinquent charges must be paid by November 26, 2021, or said charges will be certified to Carver County to be collected with their property taxes in payable 2022; and

WHEREAS, pursuant to proper notice duly given as required, the City Council held a public hearing on October 25, 2021 to hear all objections to the proposed assessment for delinquent sewer and water and other fee charges.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA, CARVER COUNTY, MINNESOTA:

1. Any delinquent charges and fees, as identified on the attached list, that are not paid by November 26, 2021 are to be certified as assessments to Carver County to be collected with payable 2022 property taxes. All checks must clear the bank in order to be taken off the list.
2. The delinquent charges and fees certified to Carver County for collection in payable 2022 shall bear an interest rate of eight percent (8%) per annum commencing from the date of the adoption of this Resolution.
3. Property owners to be assessed unpaid charges may pay at any time prior to 4:30 p.m., November 19, 2021, the delinquent charges to the City Clerk/Treasurer without interest. After November 19, 2021, the unpaid assessment may be paid to the City Clerk/Treasurer, with interest accrued to November 26th of the year in which payment is made. The check must clear the bank in order to be taken off the list.

Adopted by the City Council this 25th day of October 2021.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, Clerk-Treasurer

2021 Delinquent Utility Bills
PIN Certify Amount

58.0151500	\$90.74
58.0150600	\$381.14
58.0150650	\$48.30
58.1920060	\$210.60
58.1920050	\$80.37
58.1920020	\$296.66
58.0500790	\$56.22
58.0500800	\$229.15
58.0500750	\$39.12
58.0500731	\$941.90
58.7100010	\$509.99
58.7100030	\$1,367.14
58.7100040	\$1,180.71
58.7100060	\$150.86
58.7100080	\$1,218.17
58.0151750	\$74.27
58.2800110	\$598.65
58.0144400	\$1,095.27
58.0142950	\$27.05
58.1860190	\$98.36
58.1860021	\$93.36
58.1870040	\$106.57
58.1870210	\$1,190.36
58.1870230	\$110.22
58.1870130	\$1,354.37
58.1870160	\$299.96
58.1870250	\$25.57
58.1870270	\$301.69
58.1840230	\$95.56
58.1840090	\$322.46
58.6050070	\$814.96
58.6050230	\$475.64
58.0141900	\$328.90
58.7200150	\$1,360.97
58.0500130	\$159.12
58.0500120	\$138.98
58.0500240	\$1,105.47
58.0500430	\$40.08
58.0500450	\$403.92
58.0142600	\$144.90
58.0142750	\$70.55
58.7450030	\$227.42
58.7450040	\$182.51
58.7200290	\$101.25
58.0142300	\$306.89
58.7450110	\$76.76
58.0501180	\$213.82
58.0501060	\$117.14
58.0145250	\$975.55
58.0500910	\$81.24
58.0501030	\$57.47
58.0501030	\$226.06
58.0501120	\$70.10
58.0501100	\$1,272.52
58.0501090	\$96.39
58.0501230	\$1,034.47
58.0501210	\$80.67
58.0142450	\$83.09
58.2280010	\$228.57

58.2280040	\$176.41
58.0501360	\$115.71
58.0501470	\$539.22
58.0501580	\$307.79
58.0501660	\$441.77
58.0501660	\$73.48
58.0501610	\$994.26
58.0501520	\$37.87
58.0501330	\$152.17
58.6880110	\$130.08
58.6880120	\$704.17
58.0501760	\$297.20
58.0142200	\$67.90
58.5300010	\$2,323.01
58.0500200	\$73.39
58.0500220	\$953.33
58.0501260	\$732.19
58.7650100	\$235.44
58.7650170	\$78.01
58.7650250	\$69.29
58.3850170	\$1,091.33
58.7150040	\$979.49
58.7150050	\$150.20
58.0510910	\$152.78
58.0510900	\$85.29
58.0510890	\$375.79
58.0510960	\$1,042.89
58.0510580	\$604.60
58.0510630	\$1,108.16
58.0111600	\$126.00
58.0110200	\$185.27
58.3850400	\$1,407.96
58.3850120	\$153.27
58.3850350	\$87.40
58.0510550	\$97.35
58.0750140	\$64.19
58.0510060	\$1,201.00
58.0510040	\$74.60
58.0510090	\$70.71
58.0510071	\$93.94
58.0510160	\$689.65
58.0510270	\$406.25
58.0510220	\$390.85
58.0510260	\$1,006.80
58.0510850	\$81.24
58.7250210	\$947.65
58.7250250	\$1,623.93
58.7260040	\$93.56
58.7280300	\$233.23
58.7280290	\$229.11
58.7270070	\$1,553.10
58.7250130	\$49.44
58.7250050	\$75.12
58.7250010	\$192.08
58.7250190	\$488.48
58.7280570	\$370.40
58.0113150	\$43.22
58.0113350	\$857.25
58.0113650	\$97.77
58.0113550	\$708.84
58.0112800	\$100.17

58.7660380	\$321.78
58.6540310	\$644.77
58.7660220	\$81.65
58.7660260	\$95.54
58.7660030	\$1,081.19
58.7660070	\$984.09
58.7660330	\$671.82
58.7660540	\$77.97
58.7660500	\$48.30
58.7660570	\$82.17
58.7660580	\$116.27
58.0113300	\$71.79
58.1500200	\$55.57
58.1500210	\$168.13
58.1500220	\$273.71
58.1500240	\$82.89
58.7120030	\$81.52
58.7120370	\$77.80
58.7120310	\$120.87
58.7120300	\$634.64
58.7120270	\$105.98
58.7120050	\$62.52
58.6500500	\$219.85
58.6500360	\$129.23
58.6500290	\$98.19
58.6500010	\$62.11
58.6510190	\$136.30
58.6520820	\$249.56
58.6520350	\$94.88
58.6520010	\$756.84
58.6520460	\$53.01
58.6520490	\$1,167.95
58.6530130	\$106.57
58.6530240	\$221.79
58.6530050	\$73.81
58.5250160	\$857.06
58.6540100	\$353.93
58.6540070	\$90.03
58.3000040	\$102.47
58.0120200	\$40.46
58.0510490	\$295.90
58.0510650	\$754.84
	<hr/>
	\$62,769.00

2021 Delinquent Invoices

58.0501170	\$180.00
58.0145250	\$78.00
58.0510160	\$307.37
58.0142750	\$180.00
58.0510300	\$65.00
58.0510060	\$48.75
	<hr/>
	\$859.12

GRAND TOTAL \$63,628.12



Date: October 25, 2021

To: Honorable Mayor Lagergren and Members of the City Council

From: City Staff

Re: Police Contract for 2021-2022

Commander Mike Wollin will be present to share updates from the Sheriff's Department. Attached is the Contract for Police Services for 2022. There is a sentence under Article III which was added for clarity reference to billing at the rate identified under Article IV.

- The total cost for 2022 is \$192,473.
- The total cost for 2021 was approximately \$191,000.
- The total cost for 2020 was approximately \$191,000.

Recommendation: Approve the contract with Jennifer Nash as City Administrator for the City of Norwood Young America effective _____.

Norwood Young America

CONTRACT FOR POLICE SERVICES Norwood Young America

THIS AGREEMENT, made and entered into this day of , by and between the County of Carver, through its Sheriff's Office (hereinafter, "County"), and the City of Norwood Young America (hereinafter, the "City"), and, collectively known as the "parties".

WHEREAS, the City desires to enter into a contract with the County whereby the County will provide police services within the boundaries of the City; and

WHEREAS, the County agrees to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, Minnesota Statutes, Section 436.05 allows the sheriff of any county to contract for the furnishing of police service to a municipality; and

WHEREAS, this Agreement is authorized by Minnesota Statute, Section 471.59, 436.05,

NOW, THEREFORE, it is agreed between the parties as follows:

ARTICLE I

PURPOSE: The purpose of this Agreement is to secure police services for the City in the manner as hereinafter set forth.

ARTICLE II

1. **POLICE SERVICES.** The County agrees to provide police service within the corporate limits of the City to the extent and in the manner set forth below:
 - 1.1 Police services to be provided under this contract shall encompass those police duties and functions within the City's corporate limits of which the Sheriff and his duly assigned deputies shall exercise all the police powers and duties of city police officers as provided by Minnesota Statutes, Section 436.05.
 - 1.2 The County shall solicit City input related to assignment of personnel before making assignments. The County shall give thoughtful consideration to the City's input and shall retain the full and unrestricted right to assign personnel as necessary.

- 1.3 The County shall pay for all training costs associated with assigned personnel to maintain POST licensure and any other agency authorized training.
- 1.4 At a minimum, the County shall provide the City with monthly, quarterly, and annual reports including but not limited to calls for service by offense type, hour of the day, and day of the week. Such reports shall include an arrest summary, traffic citation summary, and verbal warning summary. Additionally, the County shall provide monthly, quarterly, and annual reports showing the number of CSO hours and types of calls for service CSO's responded to within the corporate City limits.
- 1.5 The rendition of services, the standard of performance, the discipline of deputies, and other matters of incident to the performance of such services and control of personnel so employed shall be and remain in and under control of the County.
- 1.6 The rendition of services shall include the enforcement of Minnesota State Statutes and the municipal ordinances of the City.
- 1.7 At the City's request, the County (i.e., Sheriff's contract manager or designee) shall meet with the City to discuss any questions, concerns, or requested modifications to the type of services provided, or manner in which such services are provided. In the event a dispute arises between the parties concerning services provided pursuant to this agreement, the County shall in good faith discuss a plan with the City; however, the County retains the sole discretion in determining a solution to said dispute (e.g., reassignment of personnel, types of patrol, level of service available).
- 1.8 The police services will be provided to the City for the selected number of contracted hours and/or full time equivalent (FTE) personnel. Such services shall not include situations in which, in the opinion of the County, a police emergency occurs which requires a different use of the personnel, patrol vehicle, equipment, or the performance of special details relating to police services. It shall also not include the enforcement of matters which are primarily administrative or regulatory in nature (e.g., zoning, building code violations).

ARTICLE III

SPECIAL EVENT OR ADDITIONAL SERVICES. If the City desires additional police services over and above the hours and/or FTE's contracted for in this Agreement, the City shall contact the Sheriff's Office contract manager or designee noted in this Agreement. The County will invoice the City for these additional services at the rate for additional hours identified under Article VII and the City shall make payment pursuant to Minnesota Statute, Section 471.425, subd. 2(a).

ARTICLE IV

COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render full cooperation and assistance to each other to facilitate the provision of the services selected herein.

ARTICLE V

1. PROVISION OF EQUIPMENT.

a). The County shall provide all necessary labor, supervision, vehicle, equipment, and supplies to maintain and provide the police services selected herein. All County property and equipment used in rendering services under this Agreement is, and shall remain, County property.

b). The City shall provide outdoor storage within the corporate limits of the City for patrol cars used for providing services pursuant to this Agreement. Indoor parking is at the discretion of the city and if chosen, no cost for maintenance of city facilities will be incurred by the county.

2. OFFICE SPACE. Police services shall be conducted out of office space selected and provided by the City that is sufficient to provide for the office needs of the assigned personnel.

3. FINANCIAL LIABILITY. The City shall not be responsible or liable for the payment of any salaries, wages, or other compensation to personnel employed by the County to perform services under this Agreement. It is agreed that all personnel shall be employees of the County and the County shall be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reason of their employment with the County.

4. MUTUAL INDEMNIFICATION. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees which its personnel and employees may hereafter sustain, incur or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this contract. Liability of the City and County shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466, and other applicable laws.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

(a) This Agreement to indemnify and hold harmless does not constitute a waiver by either party of immunities from, or limitations on liability provided under Minnesota Statutes Section 466.04.

For purposes of determining total liability damages, the parties are considered a single governmental unit and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in State Statute, Section 3.736 or Section 466.04, Subdivision 1.

5. INSURANCE. The County agrees that all insurance required to adequately insure vehicles, personnel and equipment used by the County in the provision of the selected services will be provided by the County.

ARTICLE VI

1. TERM. The term of this contract shall be January 1, 2022 to December 31, 2022. The term of this Agreement may be extended for up to an additional sixty (60) days under the same terms and conditions, provided the parties are attempting in good faith to negotiate a new Agreement. Unless otherwise terminated in accordance with Article VI, Section 3 of this agreement, this Agreement shall automatically terminate upon the parties' entering into a new written Agreement, or on the sixtieth (60th) day, whichever occurs first.

2. NOTICE.

- 2.1 If either party does not desire to enter into a contract for police service for 2023, such party shall notify the other party in writing by July 1, 2022.

2.2 The City, if electing to terminate or discontinue contracted services, or decrease contracted police services, the City shall still be obligated to pay all unpaid personnel costs (e.g. OT and annual carryover), incurred prior to termination.

2.3 On or before June 1 of the current contract year, the County shall notify the City of the estimated police contract rates for the following year. The County shall provide proposed police contract rates by October 1 of the current contract year.

2.4 Notice under the above provisions shall be sent to:

Commander Mike Wollin
Carver County Sheriff's Office
606 East 4th Street
Chaska, MN 55318
952-361-1857
mwollin@co.carver.mn.us

City of Norwood Young America
Carol Lagergren, Mayor
310 Elm Street West
PO Box 59
Norwood Young America, MN 55368
Phone: 952-467-1800

Office: 952-361-1857
Cell: 952-220-7926

ARTICLE VII

MENU OF POLICE SERVICES

1. POLICE STAFFING OPTIONS

1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

1.1.1 FTE personnel are Full Time Employees dedicated to the contract community.

The FTE deputies compensated time includes regular assignment duties, training, holidays, vacation, sick leave and other benefited time. The FTE deputy position is not automatically backfilled when the deputy is away from assignment for the above types of compensated time. The FTE deputy costs include: salary, benefits, supervision, administration, training, clerical support, insurance, and county overhead. The FTE costs do not include additional hours which are necessary for court or filling a shift for a compensated day off.

The first eighty (80) hours the deputy is gone from the community while on military leave will not be backfilled. The Sheriff's Office will backfill the position or credit back the time for military leave after the first 80 hours.

The first eighty (80) hours a deputy is gone from the community on FMLA leave will not be backfilled; it will be treated like sick leave. The Sheriff's Office will backfill the position or credit back the time for FMLA after the first 80 hours of FMLA is completed.

If the City requests coverage for compensated days off noted above, it is recommended the City set aside a contingency for additional hours. Additional hours for deputies will be billed at \$68.78 per hour.

The SouthWest Metro Drug Task Force will invoice \$2,100 separately.

Hours worked on a designated holiday will be billed at double the FTE's hourly pay rate per the collective bargaining agreement(s).

1.2 PERSONNEL COST

The County agrees to provide police services within the corporate City limits. Costs are set forth as follows:

Deputy –	.7 (2080FTE)	\$76,338
Liaison Corporal	.9 (2080 FTE)	\$98,149
CSO - 52 hours		\$2,088

1.3 VEHICLE COST

Patrol Vehicle - .7	\$15,898
---------------------	----------

1.4 TOTAL POLICE SERVICES

\$192,473

2. **PAYMENT.** The County shall invoice the City for one half of the total contracted amount of the current year police staffing option cost hereunder, or \$96,236.50 to be paid on or before June 30 of the current contract year. The County shall invoice the remaining half, or \$96,236.50 to be paid on or before November 30 of the current contract year. The City shall promptly pay such invoiced amounts in accordance with applicable law. The Sheriff shall inform the City of the actual CSO hours worked for the year and then reimburse the City for unused CSO hours, bill for additional hours or deduct from applied year end credit for unfilled deputy FTE hours.
3. **MINNESOTA STATE POLICE AID.** The County, upon receiving Minnesota State Police Aid, shall reimburse the City pursuant to Minnesota Statute, Section 69.011.

4. **POST REIMBURSEMENT.** The County, upon receiving continuing education reimbursement, shall reimburse the city pursuant to the MN Administrative Rules, Peace Officer Standards and Training Board, Chapter 6700, part 6700.1800.

ARTICLE VIII

1. **DATA.** All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.
2. **AUDIT.** Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.
3. **NONWAIVER, SEVERABILITY AND APPLICABLE LAWS.** Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability. If any part of this Agreement is deemed invalid such shall not affect the remainder.

The laws of the State of Minnesota apply to this Agreement.

4. **MERGER AND MODIFICATION.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

IN WITNESS THEREOF, the City has caused this Agreement to be executed by its Mayor and by the authority of its governing body on this _____ day of _____.

SIGNED: _____
Mayor

DATE: _____

SIGNED: _____
City Manager

DATE: _____

IN WITNESS THEREOF, the County of Carver has caused this Agreement to be executed by its Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners on this _____ day of _____.

COUNTY OF CARVER:

SIGNED: _____
CHAIR, BOARD OF COMMISSIONERS

DATE: _____

SIGNED: _____
SHERIFF

DATE: _____

Attest

SIGNED: _____
COUNTY ADMINISTRATOR

DATE: _____



Date: October 25, 2021

To: Honorable Mayor Lagergren and Members of the City Council

From: City Staff

Re: Contract for City Administrator Position

Based on negotiations by DDA Consultants and Jennifer Nash, the proposed contract is recommended.

Recommendation: Approve the contract with Jennifer Nash as City Administrator for the City of Norwood Young America effective _____.

Norwood Young America

310 Elm Street West PO Box 59 - Norwood Young America MN 55368 - (952)467-1800 - www.cityofnya.com



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: October 26, 2021

SUBJECT: Resolution 2021-30, Receiving Feasibility Report and Calling Hearing on Improvement for 2nd Avenue Infrastructure Improvements

At the June 28th regular City Council meeting, the Council approved Bolton & Menk's proposal to complete a Feasibility Report for the 2nd Avenue Infrastructure Improvements. Enclosed is Bolton & Menk's Feasibility Report.

Josh Eckstein, Bolton & Menk, will be present at the meeting.

Enclosed is Resolution 2021-30, approving the Feasibility Report and calling for a public hearing on the proposed improvements for 6:00 p.m., November 22. The hearing notice will be published in the City's legal newspaper and mailed notices will be provided to the affected property owners proposed to be assessed for the improvements.

Recommended Motion:

Motion to approve Resolution 2021-30, a Resolution Receiving Feasibility Report and Call Hearing on Improvement for 2nd Avenue Infrastructure Improvements.

Norwood Young America

RESOLUTION NO. R-2021-30

A Resolution Receiving Feasibility Report and Calling Hearing on Improvement

WHEREAS, pursuant to resolution of the council adopted June 28, 2021, a report has been prepared by the City Engineer with reference to the proposed 2nd Avenue Infrastructure Improvement project, the street, drainage and utility improvement of 2nd Avenue between Devonshire Drive and Main Street, and this report was received by the council on October 21, 2021, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORWOOD YOUNG AMERICA, MINNESOTA:

1. The council will consider the improvement of such improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$3,246,951.
2. A public hearing shall be held on such proposed improvements on November 22, 2021, in the council chambers of the city hall at 6:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 25th day of October 2021.

Approved:

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk - Treasurer



Real People. Real Solutions.

City of Norwood Young America

2nd Avenue Infrastructure Improvements Feasibility Report

October 20, 2021



more than a place, it's home.

Certification

Feasibility Report

For

2ND Avenue Infrastructure Improvements

City of Norwood Young America

0C1.124992

October 20, 2021

Submitted by:

Bolton & Menk, Inc.
2638 Shadow Ln
Chaska, MN 55318
P: 952-448-8838
F: 952-448-8805

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: 
Joshua Eckstein, P.E.
License No. 48224

Date: October 20, 2021

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Appendix

Appendix A: Figures

Appendix B: Itemized Cost Schedule

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I. EXECUTIVE SUMMARY

A. Background & Introduction

The impetus for this report is a request by the City of Norwood Young America to evaluate the feasibility of improvements to specifically identified City infrastructure components within the 2nd Avenue area from the northern Devonshire Drive intersection to Main Street. The goal of these improvements is to renew and restore failing municipal infrastructure to new condition by means of reconstruction or replacement.

B. Proposed Improvements

All improvements addressed within this report are feasible from a technical standpoint. This study addresses issues with aging, substandard, or non-existent infrastructure including street pavement, sanitary sewer, watermain, sidewalks, and storm sewer facilities. The improvements recommended in this report are necessary to provide safe and adequate infrastructure and represent cost effective solutions for doing so.

1. Street Improvements

The proposed 2nd Avenue improvements consist of full depth street reconstruction from the northern Devonshire Drive intersection to Main Street. In general, the proposed street will match the existing street profile and width except from Shady Lane to Second Street. From Shady Lane to Second Street the street width will be narrowed to more closely match the corridor to the south. The proposed street section will meet the City standard truck route pavement section and will include curb and gutter matching the existing curb width, profile, and style. The proposed street dimensions are as follows:

- 2nd Avenue (North Devonshire Drive to Second Street)
 - Curb and Gutter on Both Sides
 - 37.0-Foot Street Width
 - 11.0-Foot Thru Lanes
 - 7.5-Foot Parking on Both Sides
- 2nd Avenue (Second Street to Main Street)
 - Curb and Gutter on Both Sides
 - 55.0-Foot Street Width
 - 11.0-Foot Thru Lanes
 - 16.5-Foot Angled Parking on Both Sides

2. Storm Sewer Improvements

All existing storm sewer infrastructure is proposed to be replaced with new materials including manholes, catch basins, pipe and castings. Storm sewer within the roadway will be replaced in its approximate current location. Drain tile and sump pump discharge connection points are also proposed to be included as part of the project improvements.

3. Watermain Improvements

Proposed watermain improvements include replacement of the existing watermain from the northern Devonshire Drive intersection to Main Street. All

hydrants, gate valves and service lines are also proposed to be replaced as part of the project.

4. Sanitary Sewer Improvements

Proposed sanitary sewer improvements include replacement of existing gravity sewer manholes within the project area. A cured in place pipe (CIPP) lining project will be planned as part of this project to repair deficient sewer pipe.

C. Estimated Costs

Cost estimates have been prepared for the City infrastructure needs identified within the 2nd Avenue project area. Detailed cost estimates are provided in Appendix B and summarized below:

2nd Avenue Infrastructure Improvements:

1) \$ 1,911,476.01	Street Reconstruction Cost
2) \$ 267,278.12	Storm Sewer Cost
3) \$ 369,393.68	Sanitary Sewer Cost
4) \$ <u>698,803.44</u>	Watermain Cost
\$ 3,246,951.25	Total Estimated Project Cost

II. INTRODUCTION

The impetus for this report is a request by the City of Norwood Young America to evaluate the feasibility of improvements and replacement of specifically identified City infrastructure components along 2nd Avenue from Devonshire Drive to Main Street. The goal of these improvements is to renew and restore municipal infrastructure along 2nd Avenue with proper and timely repairs and replacements.

This report is based on record drawings, aerial photography, City utility maps, topographical data, and City staff input. This report examines various potential infrastructure components within the 2nd Avenue area from the north leg of Devonshire Drive to Main Street. More specifically, this report reviews considerations for:

- Bituminous Pavement Surfacing Needs
- Transportation and Parking Needs
- Stormwater Conveyance System Needs
- Stormwater Quality Needs
- Wastewater System Facility Needs
- Water Supply System Needs
- Pedestrian Mobility Needs

A. Background

This Feasibility Study has been completed to identify the municipal infrastructure improvements and appropriate roadway rehabilitations needed within the proposed project area to better define project costs and impacts. The project area was identified and chosen by City staff based on priorities identified within the City's 2020 Street & Utility Reconstruction Projects Scoping Study.

B. Overall Feasibility and Cost Effectiveness

All improvements addressed within this report are feasible from a technical standpoint. This study addresses issues with failing or non-existent infrastructure. The improvements are necessary to provide safe and adequate infrastructure and represent cost effective solutions for doing so.

III. PROPOSED IMPROVEMENTS

A. Street Improvements

The existing 2nd Avenue typical section consists of approximately 37-foot wide bituminous street from Devonshire Drive to Shady Lane, 42-foot wide from Shady Lane to Second Street and 55-feet wide from Second Street to Main Street with concrete curb and gutter on each side. The existing concrete curb and gutter is a B618 style curb. The existing pavement has many transverse and longitudinal cracks along some localized raveling and alligator cracking. Based on the existing pavement condition and the scope of the proposed utility work, the recommended repair method is full depth reconstruction. The proposed improvements are shown on Figure 1 and Figure 2 in Appendix A and consist of full depth reconstruction of the street structural section from the northern Devonshire Drive intersection to Main Street. Adjacent driveway and sidewalks will also be reconstructed as necessary to match the reconstructed roadway. The proposed street section will be designed to accommodate truck traffic including 6.5-inches of bituminous pavement, 8-inches of aggregate base, 12-inches of

select granular borrow and geotextile fabric. This is the same street section recently constructed on the southern portion of 2nd Avenue. Additional excavation may be necessary if poor subgrade soils are encountered. The proposed street will also include new B618 concrete curb and gutter. Based on the City's assessment policy only the City standard street section shall be assessed. Based on that policy, 2-inches of bituminous pavement, 12-inches of select granular borrow and 3-feet of width will not be assessed to adjacent properties and will be included as a 100% City cost. Parking lane and stall striping is proposed on each side of the street to delineate the parking area from the thru lanes and act as a speed reduction measure by visually narrowing the functional roadway. Angled parking markings are proposed to be installed from Second Street to Main Street. Existing sidewalks exist along the corridor from Second Street to Main Street. The sidewalk on the west side of the street from Second Street to Main Street is planned to be removed and replaced as part of the project. The sidewalk adjacent to 201 Second Avenue is proposed to be protected and will remain in place. The sidewalk on the east side from Second Street to 201 Main Street is proposed to be removed. All private sidewalks will be extended to the street as part of the project wherever the public sidewalk parallel to the street is removed. The sidewalk adjacent to 201 Main Street is proposed to be removed and replaced with a new sidewalk in its current location.

The proposed street dimensions are as follows:

- 2nd Avenue SE (Devonshire Drive to Second Street)
 - B618 Concrete Curb & Gutter on both sides
 - 37.0-Foot Paved Street Width
 - 11.0-Foot Thru Lanes
 - 7.5-Foot Parking Lanes Both Sides
- 2nd Avenue SE (Second Street to Main Street)
 - B618 Concrete Curb & Gutter on both sides
 - 55.0-Foot Paved Street Width
 - 11.0-Foot Thru Lanes
 - 16.5-Foot Parking Lanes Both Sides

The total project cost for the proposed street reconstruction is estimated to be \$1,911,476. Itemized cost estimates are included in Appendix B.

B. Storm Sewer Improvements

Existing drainage patterns and discharge locations will be maintained by this project. The existing stormwater conveyance system generally consists of concrete manholes and pipe which are in poor condition due to age. All components, pipe, manholes and castings, are proposed to be replaced in generally similar locations. Additional intakes will be evaluated and added if necessary. New castings and manhole chimneys will also be included as part of the project. Drain tile and sump pump discharge connection points will be added where properties with potential sump pumps exist. This will give each property owner the opportunity to connect sump pump discharge lines to the underground storm sewer conveyance system in an effort to minimize wet yards, street icing and damage to sump pump lines. An infiltration basin is proposed to be constructed on City right-of-way within the project area. To satisfy Carver County Watershed Management Organization rules for linear transportation projects, a stormwater treatment facility is required to be constructed as part of the project.

The total project cost for the 2nd Avenue stormwater system improvements is estimated to be

\$267,278. Itemized cost estimates are included in Appendix B.

C. Sanitary Sewer Improvements

Existing gravity sanitary sewer mains run along the centerline of the street from Devonshire Drive to Main Street. These lines are generally in fair condition and are recommended to be lined with a cured in place pipe (CIPP) as part of the project. All sanitary sewer manholes which are located within the project area are recommended to be replaced due to age and condition. These manholes are in poor condition with considerable groundwater infiltration.

The total project cost for sanitary sewer system improvements is estimated to be \$369,394. Itemized cost estimates are included in Appendix B.

D. Water System Improvements

Existing watermain consists of 6-inch pipe. The existing pipe is under sized based on today's standards which restricts available fire flow to the area. The exact age of the pipe is unknown but is likely 50 plus years old. It is likely that the existing main is constructed of cast iron or reinforced concrete pipe. Both of which, given the age of the pipe, can be brittle and easily broken when ground shifting occurs during winter and spring months. Given the proposed street will have a useful life of 50 plus years this segment of watermain, if left in place, would be a liability to the integrity of the system. Therefore, all existing watermain is proposed to be replaced with an 8-inch diameter PVC pipe. New isolation valves and hydrants will also be included in the design to bring the system up to current City standards and provide adequate fire protection for the adjacent neighborhoods. In addition to the mainline pipe, all individual property service lines are recommended to be replaced from the main to the existing curb stop.

The total project cost for the water system improvements is estimated to be \$698,803. Itemized cost estimates are included in Appendix B.

IV. FINANCING & FUNDING

A. Financing

Based on the assessment policy methodology, all of the components of the project presented in this report can be financed through the sale of a Chapter 429 Improvement Bond and meet the statutory requirement for a minimum assessable percentage of 20%. However, based on historical appraisal evaluations it is likely that the assessment amounts will be reduced below the 20% threshold and a combined bond approach will be required. The combined bond approach will allow a portion of the non-assessable improvements to be financed under a Chapter 115 Sanitary Sewer Revenue Bond, a Chapter 444 Water and Stormwater Revenue Bond, or another applicable bond ensuring the City is able to meet all statutory requirements. The Chapter 429 Bond is the most common financing method for local street reconstruction projects that contain assessments. The Financing & Funding table located at the end of this section shows that the estimated assessable percentage of the project with all components is 24.0% for the unit method.

It is recommended that the City discuss financing options in more detail with their financial consultant. Combining the financing of this project with other possible planned improvements or planned equipment purchases should also be evaluated and discussed.

B. Funding

This project is proposed to be funded with general City funds and special assessments

imposed on benefiting properties. There are several funding sources proposed to be used to service the bond debt including the following:

- Property Tax Revenue
- Sewer Revenues
- Water Revenues
- Stormwater Revenues
- Special Assessments

2ND AVENUE INFRASTRUCTURE IMPROVEMENTS

The total project costs for the proposed project are apportioned as follows:

		RECOMMENDED FUNDING SOURCE
Total Project Cost	\$3,246,951.25	
Standard Section Street Cost	\$1,133,801.81	
Extra Depth Street Cost	\$777,674.20	General Fund
Storm Sewer Improvements	\$267,278.12	Stormwater Fund
Sanitary Sewer Cost	\$369,393.68	Sewer Fund
Watermain Cost	\$698,803.44	
<i>Street Costs (Unit Method)</i>		
Standard Section Street	\$1,133,801.81	
City Contribution (50%)	\$566,900.91	
Assessable Portion (50%)	\$566,900.91	
Total Units	47.0	
Corner Lot Credit Units	5.5	
Assessment Basis Units	41.5	
Cost Per Unit	\$13,660.26	
Non-Assessable Units	5.50	
Total Non-Assessable Amount	\$75,131.45	
Total Assessed Amount	\$491,769.46	Special Assessments
Total City Cost	\$642,032.35	General Fund
<i>Watermain Costs</i>		
City Contribution (50%)	\$349,401.72	
Assessable Portion (50%)	\$349,401.72	
Assessment Basis Units	46.0	
Cost Per Unit	\$7,595.69	
Non-Assessable Units	8.0	
Total Non-Assessable Amount	\$60,765.52	
Total Assessed Amount	\$288,636.20	Special Assessments
Total City Cost	\$410,167.24	Water Fund

DEBT SERVICE & PROPOSED FUNDING SOURCES TABLE
FOR
2ND AVENUE INFRASTRUCTURE IMPROVEMENTS
10/20/2021

PROPOSED PROJECT COMPONENTS	TOTALS			DEBT SERVICE / FUNDING SOURCE								RECOMMENDED FINANCING OPTION
	TOTAL PROJECT COST	TOTAL ASSESS AMOUNT	TOTAL CITY COST	TOTAL ASSESS. %	TOTAL DEBT SERVICE	DEBT SVC ASSMT REVENUE	DEBT SVC WATER FUND	DEBT SVC SEWER FUND	DEBT SVC STM SEWER FUND	DEBT SVC GENERAL FUND	TOTAL REVENUE	
STREET RECONSTRUCTION	\$1,911,478	\$491,788	\$1,419,707	25.7%	\$165,964	\$42,698				\$123,266	\$165,964	\$3,300,000 BOND
STORM SEWER/STORM TREATMENT	\$267,278	\$0	\$267,278	0.0%	\$23,206				\$23,206		\$23,206	
SANITARY SEWER	\$369,394	\$0	\$369,394	0.0%	\$32,073			\$32,073			\$32,073	
WATERMAIN	\$698,803	\$288,636	\$410,167	41.3%	\$60,674	\$25,061	\$35,613				\$60,674	
TOTALS:	\$3,246,951	\$780,406	\$2,466,548	24.0%	\$281,917	\$67,759	\$35,613	\$32,073	\$23,206	\$123,266	\$281,917	

Notes:

- 1.) All Debt Service Projections are Based on a 15-Year Bond At 2.5%. Actual Bond Term TBD by the City Council.
- 2.) Recommended Assessment Revenue Debt Service Will Be Based On Interest Rate 1.0% Above Bonding Cost (+2.5% + 1.0% = 3.5%) at the Selected Bond Term.

V. ASSESSMENTS

The project is proposed to be assessed to the benefiting properties in accordance with the adopted City Assessment Policy and annexation agreement as follows:

Street Reconstruction:	50% Assessed on a Unit Basis
Storm Sewer Reconstruction:	100% City Cost
Watermain:	50% Assessed on a Unit Basis
Sanitary Sewer:	100% City Cost

Figure 3 and Figure 4 of Appendix A indicate the proposed assessment area. The estimated assessments for each property are tabulated on the estimated assessment roll located at the end of this section. A copy of the current City assessment policy is included in Appendix C of this report for reference.

The street reconstruction portion of the project is proposed to be assessed based on the Unit method. Assessments based on the unit method are calculated based on each property that is located within the project limits is assessed one unit per residential property and one unit per 75-feet, rounded down to the nearest unit, of frontage for other uses. Vacant lots are assessed one unit per lot. No City owned property exists within this project area. Multiple fronted parcels or corner lots, not located on a County road, are given a 50% credit for each side.

The watermain construction portion of the project is proposed to be assessed based on the unit method. The watermain proposed for reconstruction services single family, multi-family residential and non-residential properties. Due to the unique nature of this project area with mixed non-residential uses, eight units have been assigned to the City to compensate for mixed use and non-traditional lot configurations. The result is a reduced watermain assessment that is closer to past assessment amounts. Non-residential properties are converted to equivalent residential units (ERUs) based on the average annual water usage from the previous three years. These properties and the ERU calculations are as follows:

Property Number	Property Owner	Property Address	Annual Water Usage (Gal)	Daily Water Usage (Gal)	Daily Usage Per ERU (Gal)	Assessment Units
2	Norwood Young America Apartments	324 Central Ave. S	329,800	904	275	3
12-14	St. John's Lutheran Church	101 2nd Ave. SE	24,400	67	275	1
16-17	CPS Holding	115 Main Street E	68,000	186	275	1
43	Ernst Holdings	201 Main Street E	130,100	356	275	1

We recommend the City work with an independent firm to complete an assessment benefit evaluation of select properties within the project area. This evaluation will be used to determine final assessment amounts levied. Final assessment amounts will not exceed the benefit to each property as determined by this evaluation.

2ND AVENUE INFRASTRUCTURE IMPROVEMENTS
PRELIMINARY ASSESSMENT ROLL
10/20/2021

PROP. NO.	OWNER	PROPERTY ADDRESS	P.I.D.	TOTAL UNITS	CORNER LOT UNIT CREDIT - PRIMARY	NON-ASSESSABLE UNITS	STREET ASSESSMENT		WATERMAIN ASSESSMENT		TOTAL ASSESSMENT	ANNUAL ASSESSMENT PAYMENT	NOTES
							ASSESSMENT UNIT	STREET ASSESSMENT	UNIT	WATERMAIN ASSESSMENT			
1	DOUGLAS C & NANCY K KERBER	409 2ND AVE SE	58011450	1.00	0.50		0.50	\$6,830.13	1.00	\$7,595.69	\$14,425.82	\$1,252.52	
2	NORWOOD YOUNG AMERICA APARTMENTS LLC	324 CENTRAL AVE S	5807280670	3.00			3.00	\$40,880.79	3.00	\$22,787.07	\$63,707.86	\$5,530.65	1 UNIT PER 75' ONE UNIT PER 275 GAL VACANT LOT, NO EXISTING WATER SERVICE
3	NORWOOD YOUNG AMERICA APARTMENTS LLC	NA	587280840	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
4	CHRISTINE R & DAVID B SMITH	317 2ND AVE SE	580113750	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
5	EDWARD J & ALICE O TELLENS	315 2ND AVE SE	580117550	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
6	LARRY M & HELEN E SIMONS	0 18T AVE SE	583550377	1.00		0.50	0.50	\$6,830.13	1.00	\$7,595.69	\$14,425.82	\$1,252.52	ASSESSED 0.5 UNIT IN 2013
7	COLYN M & MELANIE TYETE	307 2ND AVE SE	583860190	1.00	0.50		0.50	\$6,830.13			\$6,830.13	\$583.03	ASSESSED 0.5 UNIT IN 2013
8	DONNA HERMANN	217 2ND AVE SE	583550180	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
9	WAYNE & KAREN KOHOUT	213 2ND AVE SE	583860160	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
10	COREY P LOCKWOOD	208 2ND AVE SE	583860170	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
11	ALAN W & JOYCE E KRUEGER	201 2ND AVE SE	583860160	1.00	0.50		0.50	\$6,830.13	1.00	\$7,595.69	\$14,425.82	\$1,252.52	ASSESSED 0.5 UNIT IN 2013
12	ST JOHNS LUTHERAN CONGREGATION	115 2ND AVE SE	580510860	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
13	ST JOHNS LUTHERAN CHURCH	108 2ND AVE SE	583860080	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
14	ST JOHNS LUTHERAN CHURCH OF Y A	101 2ND AVE SE	580510870	4.00	2.00		2.00	\$27,320.53	1.00	\$7,595.69	\$34,916.22	\$3,031.80	1 UNIT PER 75' ASSESSED 2 UNITS IN 2013, 1 UNIT PER 275 GAL VACANT LOT, ASSESSED 1.0 UNIT IN 2013, NO EXISTING WATER SERVICE
15	ST JOHNS LUTHERAN CHURCH OF Y A	19 2ND AVE SE	580510780	1.00		1.00			1.00	\$7,595.69	\$7,595.69	\$659.50	
16	CPS HOLDING LLC	15 2ND AVE SE	580510780	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	1 UNIT PER 75' ONE UNIT PER 275 GAL
17	CPS HOLDING LLC	115 MAIN ST E	580510800	2.00	1.00		1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
18	MARLEN B RIVERA QUINTANA	400 DEVONSHIRE DR	581800130	1.00		0.50	0.50	\$6,830.13			\$6,830.13	\$583.03	
19	KRISTIN M BELTZ	404 2ND AVE SE	580110000	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
20	JARRAD & GILLIAN STANNITS	402 2ND AVE SE	580110651	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
21	ROBERT E & JOYCE L SARRLOOS REVOCABLE TR	330 2ND AVE SE	580110700	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
22	AMEANNE M GOLDSMITH	326 2ND AVE SE	580110860	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
23	DRANE WILLIS	322 2ND AVE SE	580111260	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
24	TRAVIS KEGLER	320 2ND AVE SE	580110500	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
25	KATHLEEN M & ALAN ROBERTH	318 2ND AVE SE	580110360	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
26	WILLIAM & CHELSEA ROSSON	316 2ND AVE SE	580110360	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
27	RYAN C SCHWANKEL & RHONDA J SKRABA	312 2ND AVE SE	580110400	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
28	RYAN KAISER	310 2ND AVE SE	580110450	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
29	STEPHAN R PEW	308 2ND AVE SE	580511070	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
30	MARK REDINGER	302 2ND AVE SE	580511060	1.00	0.50		0.50	\$6,830.13	1.00	\$7,595.69	\$14,425.82	\$1,252.52	
31	MILFORD D JR & BRENDA L MATZKE	218 2ND AVE SE	580511010	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
32	BROCK & SAMANTHA COUSER	210 2ND AVE SE	580511000	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
33	JOSHUA P & LENA L BERNALI	208 2ND AVE SE	580510880	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
34	JAMES M & JESSICA E BEATTY	202 2ND AVE SE	580510860	1.00		0.50	0.50	\$6,830.13	1.00	\$7,595.69	\$14,425.82	\$1,252.52	
35	WAYNE PAUL BERSEL	118 2ND AVE SE	580510600	1.00		0.50	0.50	\$6,830.13	1.00	\$7,595.69	\$14,425.82	\$1,252.52	
36	SCOTT A & DONNA L BEDNAR	114 2ND AVE SE	580510620	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
37	NICHOLAS & CINA MARIE ROGOSIEWSKI	110 2ND AVE SE	580510970	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
38	THOMAS DEAN GASSER	108 2ND AVE SE	580510680	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
39	MICHAEL OLAF SCOUTON JR & MELISSA JANIE GONZLES	102 2ND AVE SE	580510680	1.00		0.50	0.50	\$6,830.13	1.00	\$7,595.69	\$14,425.82	\$1,252.52	ASSESSED 0.6 UNIT IN 2013
40	WILLIAM SCHURPP	24 2ND AVE SE	580510600	1.00		1.00			1.00	\$7,595.69	\$7,595.69	\$659.50	ASSESSED 1.0 UNIT IN 2013
41	PHILIP D WAGNER	20 2ND AVE SE	580510670	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
42	ANN CHALUPSKY	16 2ND AVE SE	580510660	1.00			1.00	\$13,680.26	1.00	\$7,595.69	\$21,255.95	\$1,845.55	
43	ERNEST HOLDINGS LLC	201 MAIN ST E	580510820	1.00	0.50		0.50	\$6,830.13	1.00	\$7,595.69	\$14,425.82	\$1,252.52	1 UNIT PER 75' ONE UNIT PER 275 GAL
44	JEFFREY A DENNER	219 1ST AVE SE	583860740	1.00		1.00			1.00	\$7,595.69	\$7,595.69	\$659.50	ASSESSED 1.0 UNIT IN 2013
				Total Units	47.00	5.50	38.50	\$467,765.46	8	\$60,786.52	\$528,551.98		
				Corner Lot Credit Unit	6.50								
				Assessment Basis Units	41.50								

PROP. NO.	OWNER	PROPERTY ADDRESS	PROP. NO.	OWNER	PROPERTY ADDRESS
1	COLAS & MARY F. CUNEO	238 CENTRAL AVE SE	24	THOMAS PAUL	244 2ND AVE SE
2	NORWOOD YOUNG AMERICA APARTMENTS LLC	238 CENTRAL AVE SE	25	THOMAS PAUL	244 2ND AVE SE
3	NORWOOD YOUNG AMERICA APARTMENTS LLC	238 CENTRAL AVE SE	26	THOMAS PAUL	244 2ND AVE SE
4	CHRISTINE R. & DAVID S. SMITH	238 CENTRAL AVE SE	27	THOMAS PAUL	244 2ND AVE SE
5	RESIDENTS, ALAN Q. TELLEZ	238 CENTRAL AVE SE	28	THOMAS PAUL	244 2ND AVE SE
6	JANET & MICHAEL BACON	238 CENTRAL AVE SE	29	THOMAS PAUL	244 2ND AVE SE
7	JOHN HENRIKSEN	238 CENTRAL AVE SE	30	THOMAS PAUL	244 2ND AVE SE
8	JOHN HENRIKSEN	238 CENTRAL AVE SE	31	THOMAS PAUL	244 2ND AVE SE
9	JOHN HENRIKSEN	238 CENTRAL AVE SE	32	THOMAS PAUL	244 2ND AVE SE
10	JOHN HENRIKSEN	238 CENTRAL AVE SE	33	THOMAS PAUL	244 2ND AVE SE
11	JOHN HENRIKSEN	238 CENTRAL AVE SE	34	THOMAS PAUL	244 2ND AVE SE
12	JOHN HENRIKSEN	238 CENTRAL AVE SE	35	THOMAS PAUL	244 2ND AVE SE
13	JOHN HENRIKSEN	238 CENTRAL AVE SE	36	THOMAS PAUL	244 2ND AVE SE
14	JOHN HENRIKSEN	238 CENTRAL AVE SE	37	THOMAS PAUL	244 2ND AVE SE
15	JOHN HENRIKSEN	238 CENTRAL AVE SE	38	THOMAS PAUL	244 2ND AVE SE
16	JOHN HENRIKSEN	238 CENTRAL AVE SE	39	THOMAS PAUL	244 2ND AVE SE
17	JOHN HENRIKSEN	238 CENTRAL AVE SE	40	THOMAS PAUL	244 2ND AVE SE
18	JOHN HENRIKSEN	238 CENTRAL AVE SE	41	THOMAS PAUL	244 2ND AVE SE
19	JOHN HENRIKSEN	238 CENTRAL AVE SE	42	THOMAS PAUL	244 2ND AVE SE
20	JOHN HENRIKSEN	238 CENTRAL AVE SE	43	THOMAS PAUL	244 2ND AVE SE
21	JOHN HENRIKSEN	238 CENTRAL AVE SE	44	THOMAS PAUL	244 2ND AVE SE

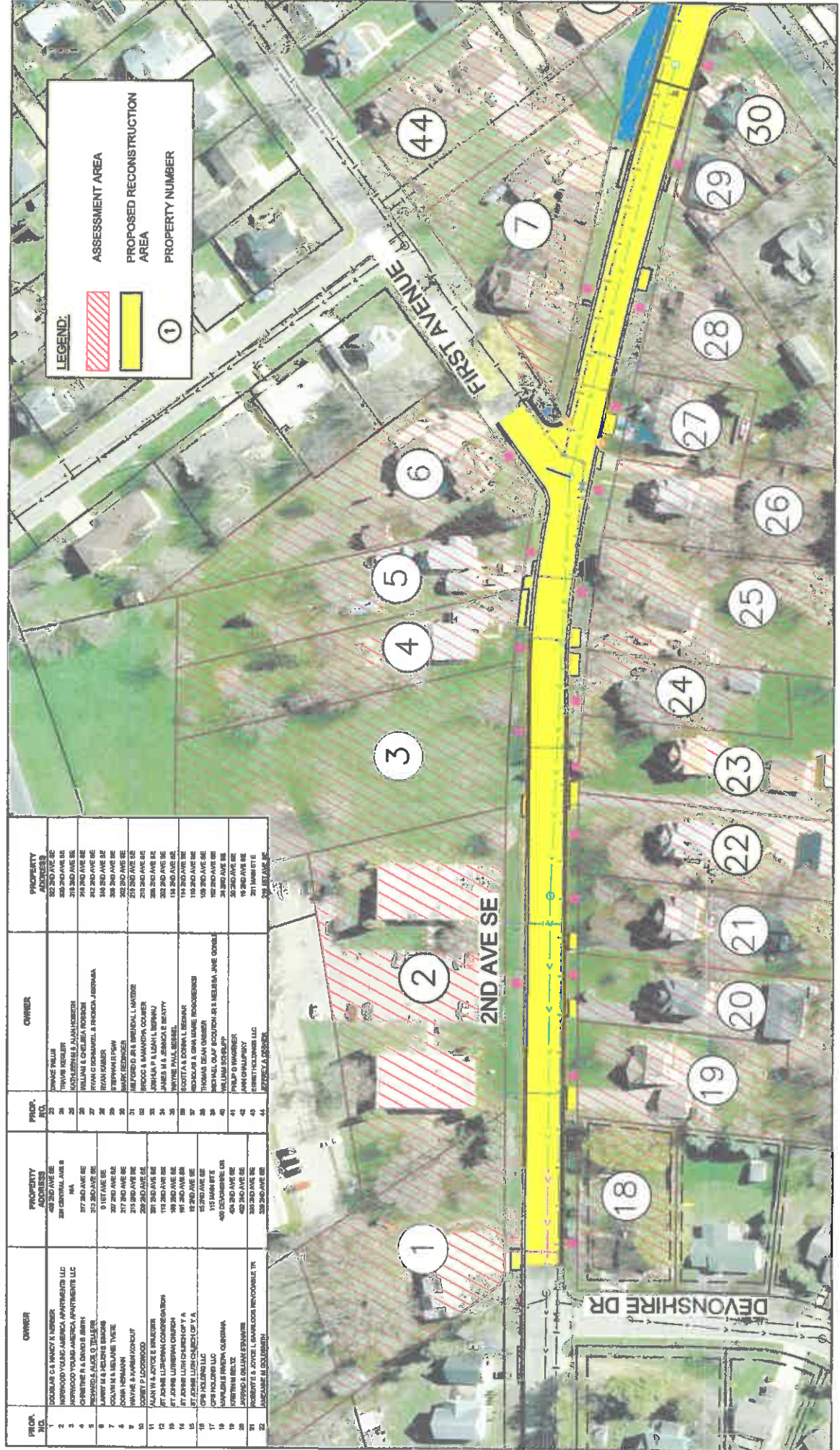
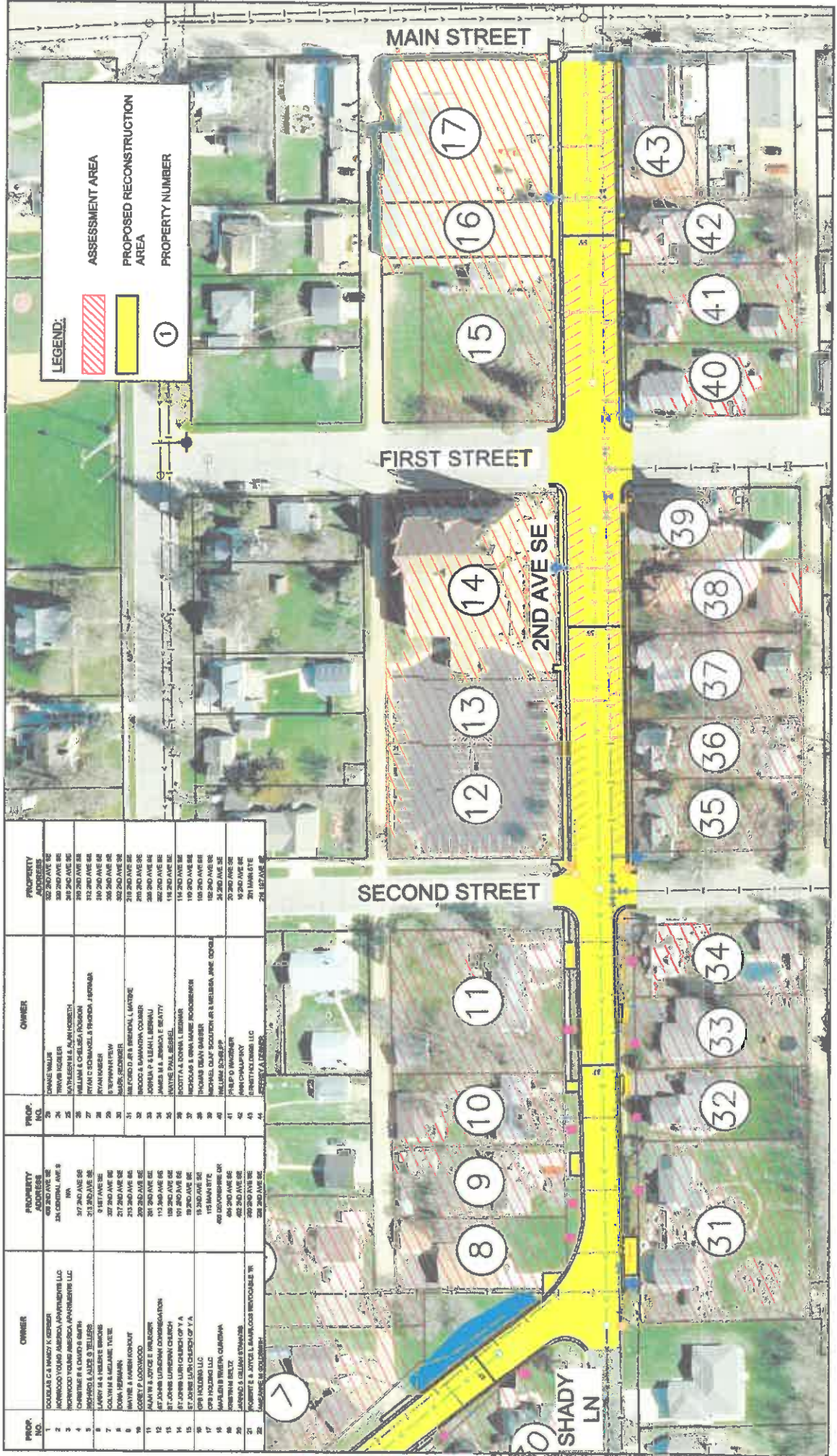


FIGURE 4: ASSESSMENT AREA MAP
OCTOBER 2021

2ND AVE INFRASTRUCTURE IMPROVEMENTS
CITY OF NORWOOD YOUNG AMERICA



VI. PROJECT SCHEDULE / NEXT STEPS

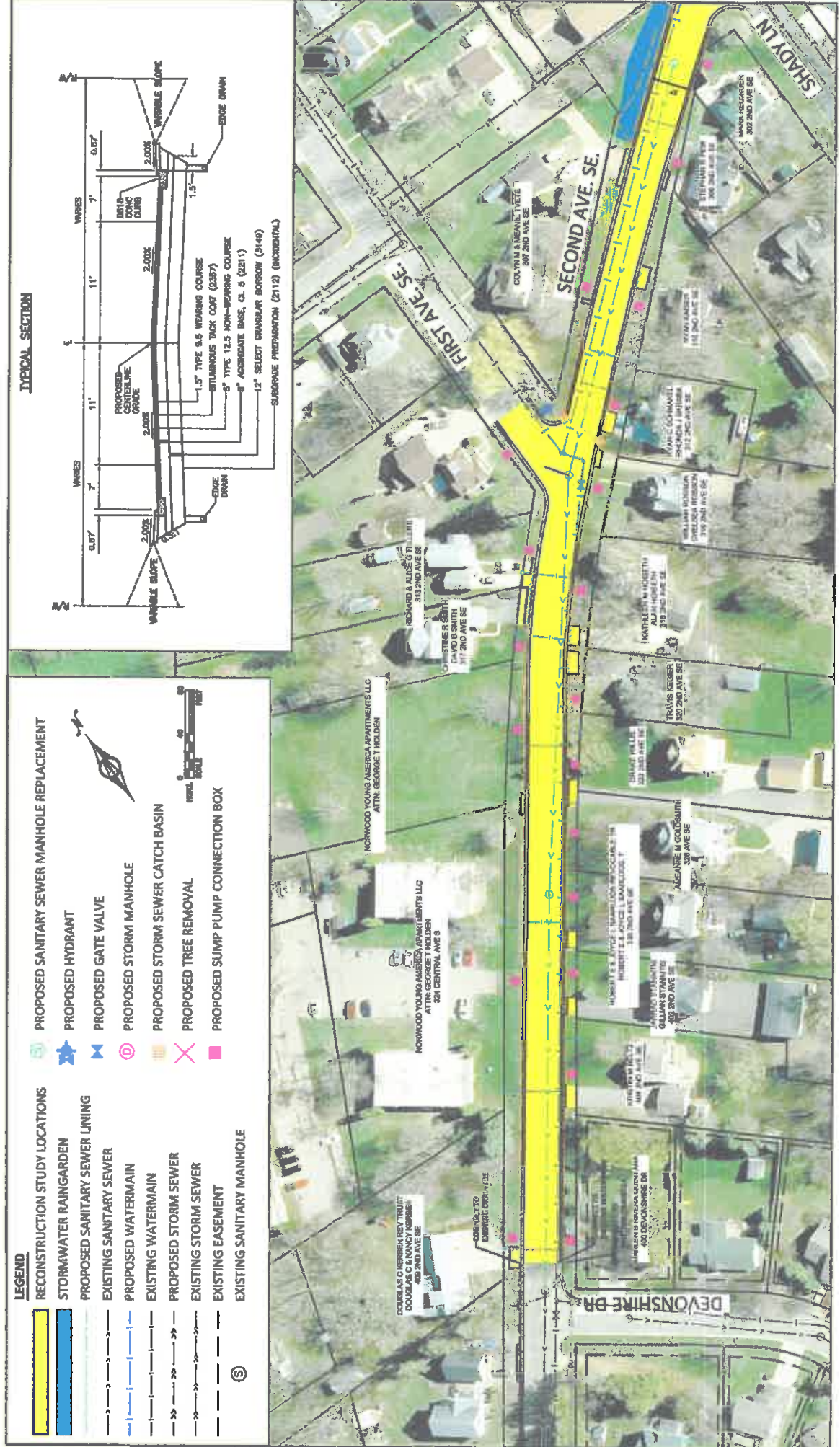
The City should be aware of the following steps and requirements necessary to meet the requirements of MN Statute 429 that allows for a portion of the project costs to be assessed:

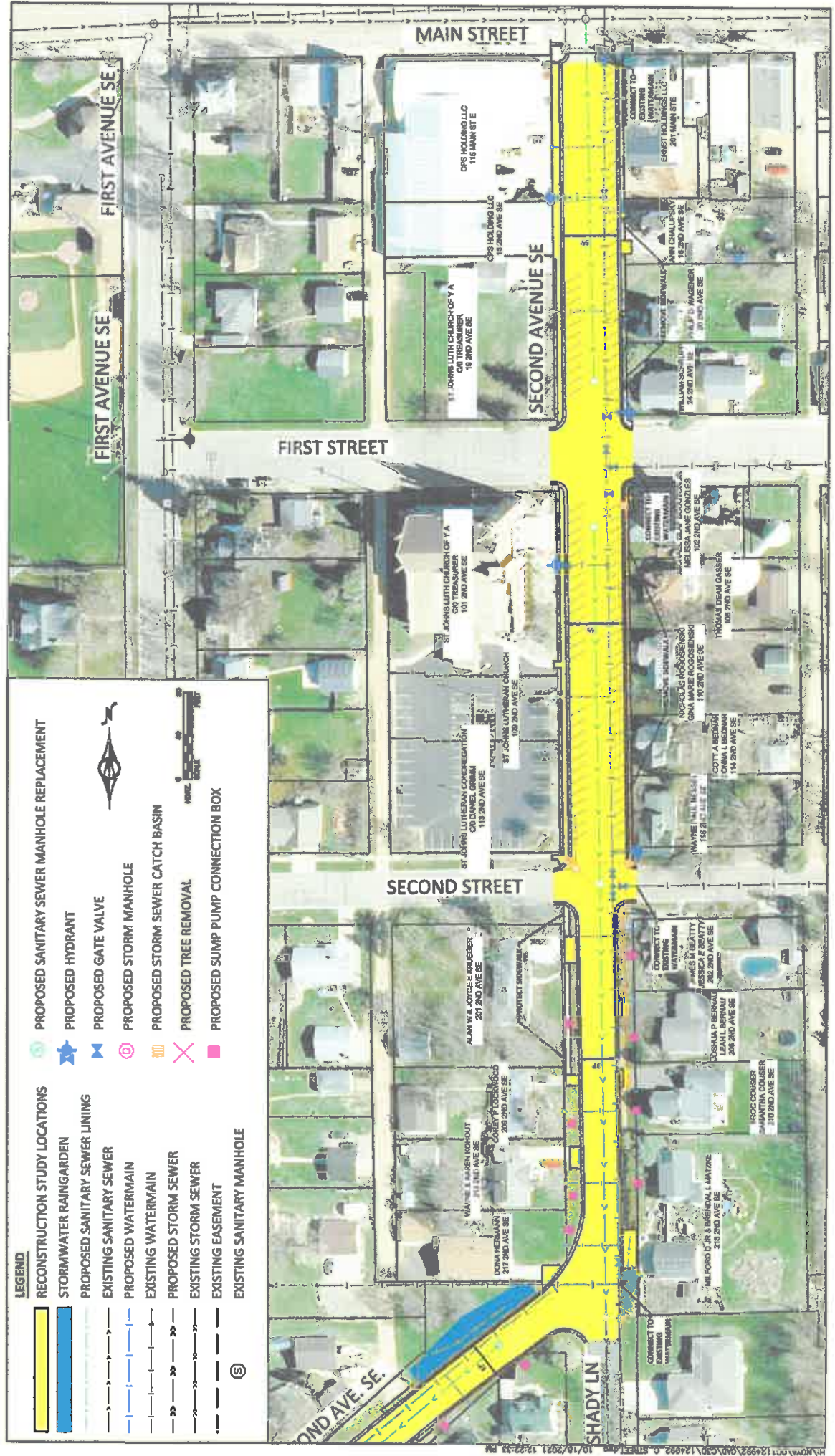
- City Council to approve the Feasibility Study and call for and conduct an Improvements Hearing.
- City Council to order the improvements (by 4/5ths vote) within 6 months of the Improvements Hearing.
- City Engineer to design, advertise and open bids. This step will take 4-6 months to complete.
- City Council to award the project. The construction contract must be signed within 12 months of ordering the improvements.
- Construction to occur (months of May to November only).
- City Council to call for and conduct an Assessment Hearing.

The following project schedule shows the necessary steps along with a tentative date to complete.

October 25, 2021	Present Study to the City Council
November 22, 2021	Conduct Public Hearing, Order Improvements
November - February 2022	Complete final design and plan reviews/approvals
March 2022	Advertise and bid project
April 2022	Award project, construction contracts
May - October 2022	Construct project
October 2022	Conduct Assessment Hearing
Summer 2023	Project closeout

Appendix A: Figures





Appendix B: Itemized Cost Schedule

SECOND AVENUE INFRASTRUCTURE IMPROVEMENTS
CITY OF NORWOOD YOUNG AMERICA

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST	STREET RECONSTRUCTION	STREET RECONSTRUCTION - NON ASSESSABLE	STORM SEWER	STORMWATER TREATMENT	SANITARY SEWER	WATERMAIN
						QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	MOBILIZATION	LUMP SUM	1.00	\$125,000.00	\$125,000.00						
2	TRAFFIC CONTROL	LUMP SUM	1.00	\$25,000.00	\$25,000.00						
3	CLEAR AND GRUB TREE (8" DIA OR GREATER)	THREE	6.00	\$800.00	\$4,800.00	0.348	\$43,846.71	0.062	\$7,734.02	0.11	\$14,220.78
4	ABANDON WATER MAIN	LIN FT	400.00	\$15.00	\$6,000.00	0.348	\$5,728.74	0.062	\$1,647.20	0.11	\$2,644.18
5	REMOVE WATERMAIN (ASBESTOS PIPE)	LIN FT	2,130.00	\$7.50	\$15,975.00	5.00	\$4,000.00				
6	REMOVE WATER SERVICE PIPE AND CURB STOP	EACH	40.00	\$125.00	\$5,000.00						
7	REMOVE PIPE SEWER (STORM)	LIN FT	1,075.00	\$15.00	\$16,125.00						
8	REMOVE DRAINAGE STRUCTURE	EACH	10.00	\$800.00	\$8,000.00						
9	REMOVE MANHOLE (SANITARY)	EACH	8.00	\$3,000.00	\$24,000.00						
10	REMOVE CONCRETE CURB & GUTTER (ALL TYPES)	LIN FT	4,850.00	\$5.00	\$24,250.00	4.850.00	\$24,250.00				
11	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	11,100.00	\$4.50	\$49,950.00	11,100.00	\$49,950.00				
12	REMOVE CONCRETE PAVEMENT	SQ FT	1,480.00	\$2.00	\$2,960.00	1,480.00	\$2,960.00				
13	REMOVE CONCRETE PAVEMENT	SQ FT	11,700.00	\$2.25	\$26,325.00	11,700.00	\$26,325.00				
14	REMOVE AND DISPOSE SIGN POST	EACH	13.00	\$150.00	\$1,950.00	13.00	\$1,950.00				
15	REMOVE AND DISPOSE STREET SIGN PANEL	EACH	33.00	\$180.00	\$5,940.00	33.00	\$5,940.00				
16	REMOVE COTURANT	EACH	6.00	\$550.00	\$3,300.00						
17	SALVAGE & INSTALL RETAINING WALL	LIN FT	100.00	\$95.00	\$9,500.00	100.00	\$9,500.00				
18	SALVAGE & INSTALL MANHOLE	EACH	40.00	\$250.00	\$10,000.00	40.00	\$10,000.00				
19	EXPLORATORY EXCAVATION	HOURL	70.00	\$750.00	\$52,500.00						
20	COMMON EXCAVATION (EV)	CU YD	7,800.00	\$18.00	\$140,400.00	6,480.00	\$115,382.40	6.00	\$3,750.00	5.00	\$3,750.00
21	TORSOIL BORROW (LV)	CU YD	700.00	\$45.00	\$31,500.00	700.00	\$31,500.00				
22	SUBGRADE EXCAVATION (EV)	CU YD	840.00	\$25.00	\$21,000.00						
23	STABILIZING AGGREGATE 3" MINUS CRUSHED	CU YD	840.00	\$45.00	\$37,800.00						
24	SUBGRADE PREPARATION	BO YD	12,800.00	\$2.25	\$28,800.00	9,614.00	\$22,081.50				
25	SELECT GRANULAR BORROW (SV)	CU YD	4,225.00	\$28.00	\$118,300.00	4,225.00	\$118,300.00				
26	GEOTEXTILE FABRIC TYPE V	SQ YD	12,800.00	\$3.25	\$41,600.00	9,614.00	\$31,555.50				
27	AGGREGATE SURFACING CLASS 2 (DRIVEWAY)	TON	20.00	\$100.00	\$2,000.00	20.00	\$2,000.00				
28	AGGREGATE BASE CLASS 5 (CV)	CU YD	3,000.00	\$50.00	\$150,000.00	2,559.00	\$127,950.00				
29	TYPE SP 9.5 WEARING COURSE MIXTURE (3.C)	TON	880.00	\$85.00	\$74,800.00	783.00	\$67,055.00				
30	TYPE SP 12.5 NON WEAR COURSE MIXTURE (3.C) (BINBER)	TON	1,400.00	\$80.00	\$112,000.00						
31	TYPE SP 12.5 NON WEAR COURSE MIXTURE (3.C)	TON	1,870.00	\$40.00	\$74,800.00	1,828.00	\$73,120.00				
32	BITUMINOUS RAMP CURB EDGE	LIN FT	5,700.00	\$4.00	\$22,800.00						
33	MILL OUT BITUMINOUS RAMP CURB EDGE	LIN FT	5,700.00	\$2.00	\$11,400.00						
34	CONCRETE CURB & GUTTER 8X18	LIN FT	5,700.00	\$19.00	\$108,300.00						
35	4" PERE PVC DUCTILE	LIN FT	3,810.00	\$15.00	\$57,150.00	3,700.00	\$55,500.00				
36	4" PVC DUCTILE CLEANOUT	EACH	9.00	\$75.00	\$675.00						
37	PUMP PUMP SERVICE LINE CONNECTION	EACH	25.00	\$500.00	\$12,500.00						
38	12" RC PIPE SEWER DESIGN 300R CLASS V	LIN FT	800.00	\$55.00	\$44,000.00			800.00	\$44,000.00		
39	15" RC PIPE SEWER DESIGN 300R CLASS V	LIN FT	275.00	\$55.00	\$15,125.00			275.00	\$15,125.00		
40	CONSTRUCT DRAINAGE STRUCTURE DESIGN R-1	EACH	10.00	\$2,900.00	\$29,000.00			10.00	\$29,000.00		
41	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4022	EACH	1.00	\$3,000.00	\$3,000.00			1.00	\$3,000.00		
42	STORM WATER TREATMENT	LUMP SUM	1.00	\$50,000.00	\$50,000.00				\$50,000.00		
43	CONNECT TO STORM SEWER PIPE	EACH	8.00	\$1,700.00	\$13,600.00			8	\$13,600.00		
44	CONNECT TO EXISTING WATERMAIN	EACH	7.00	\$2,000.00	\$14,000.00						
45	HYDRANT	EACH	8.00	\$35,750.00	\$286,000.00						
46	8" GATE VALVE AND BOX	EACH	7.00	\$2,500.00	\$17,500.00						
47	8" GATE VALVE AND BOX	EACH	12.00	\$3,000.00	\$36,000.00						
48	1" CORPORATION STOP	EACH	40.00	\$1,000.00	\$40,000.00						
49	1" HOPE SDR P SERVICE PIPE	LIN FT	1,250.00	\$35.00	\$43,750.00						
50	1" CURB STOP & BOX	EACH	40.00	\$2,000.00	\$80,000.00						
51	8" WATERMAIN DUCTILE FROM CL 82	LIN FT	200.00	\$85.00	\$17,000.00						
52	8" WATERMAIN DUCTILE FROM CL 82	LIN FT	2,600.00	\$70.00	\$182,000.00						
53	4" POLYSTYRENE INSULATION	SQ YD	22.00	\$55.00	\$1,210.00						
54	DUCTILE IRON FITTINGS	LBS	1,225.00	\$11.00	\$13,475.00						
55	TEMPORARY WATER SYSTEM	LBS	1.00	\$10,000.00	\$10,000.00						
56	CONNECT TO EXISTING SANITARY SEWER	EACH	6.00	\$40,000.00	\$240,000.00						
57	CONED IN PLACE PIPE (GPP) APPROXIMATELY 6' MEASURE	LIN FT	2,310.00	\$30.00	\$69,300.00						
58											

SECOND AVENUE INFRASTRUCTURE IMPROVEMENTS
CITY OF NORWOOD YOUNG AMERICA

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST	STREET RECONSTRUCTION		STREET RECONSTRUCTION - NON ASSESSABLE		STONE SEWER		STORMWATER TREATMENT		SANITARY SEWER		WATERSHED	
						QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
59	LATERAL REINSTATEMENT (ANY SIZE)	EACH	40.00	\$175.00	\$7,000.00									40.00	\$7,000.00		
60	PROTECTING TAP TOWARDING (ANY SIZE)	EACH	40.00	\$800.00	\$32,000.00									40.00	\$32,000.00		
61	CONSTRUCT SANITARY MANHOLE	EACH	8.00	\$11,000.00	\$88,000.00									8.00	\$88,000.00		
62	CASTING ASSEMBLY (STORM)	EACH	11.00	\$350.00	\$3,850.00												
63	CASTING ASSEMBLY (SPECIAL - CURB STOP)	EACH	12.00	\$350.00	\$4,200.00												
64	CASTING ASSEMBLY (BONNET)	EACH	8.00	\$1,200.00	\$9,600.00												
65	EXTERNAL CHIMNEY SEAL	EACH	8.00	\$350.00	\$2,800.00												
66	3" BITUMINOUS DRIVEWAY (W/ 6" AGG. BASE CL 6)	SQ FT	1,400.00	\$5.00	\$7,000.00	1,400.00	\$7,000.00										
67	4" CONCRETE WALK (W/ 6" AGG. BASE CL 5)	SQ FT	4,700.00	\$10.00	\$47,000.00	4,700.00	\$47,000.00										
68	8" CONCRETE DRIVEWAY (W/ 6" AGG. BASE CL 5)	SQ FT	3,700.00	\$11.00	\$40,700.00	3,700.00	\$40,700.00										
69	8" CONCRETE PEDESTRIAN RAMP (W/ 6" AGG. BASE CL 5)	SQ FT	225.00	\$22.00	\$4,950.00			225.00	\$4,950.00								
70	TRUNCATED DOWNS	SQ FT	180.00	\$95.00	\$17,100.00			180.00	\$17,100.00								
71	4" SOLID LINE PAINT - WHITE	LN FT	2,000.00	\$1.00	\$2,000.00	2,000.00	\$2,000.00										
72	CROSSWALK MARKING - PAINT	SQ FT	600.00	\$2.50	\$1,500.00	600.00	\$1,500.00										
73	FURNISH AND INSTALL SIGN POST AND PANEL	EACH	30.00	\$150.00	\$4,500.00	30.00	\$4,500.00										
74	BILT FENCE, TYPE MACHINE SLICED	LN FT	2,500.00	\$2.50	\$6,250.00	2,500.00	\$6,250.00										
75	STREET SWEEPING	HR	60.00	\$200.00	\$12,000.00	60.00	\$12,000.00										
76	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LN FT	1,800.00	\$4.00	\$7,200.00	1,800.00	\$7,200.00										
77	STORM DRAIN INLET PROTECTION	EACH	18.00	\$200.00	\$3,600.00												
78	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1.00	\$8,000.00	\$8,000.00	1.00	\$8,000.00										
79	HYDROMULCH W/ BEED MIX 26-61	SQ YD	2,700.00	\$5.00	\$13,500.00	2,700.00	\$13,500.00										
80	BAIRD STABILIZATION METHOD 3	HR	10.00	\$8,000.00	\$80,000.00												
81	DECIDUOUS TREE, 2 1/2" CALIPER, B & B	TR	5.00	\$600.00	\$3,000.00	5.00	\$3,000.00										
82	LANDSCAPING ALLOWANCE	ALLOWANCE	1.00	\$18,000.00	\$18,000.00			1.00	\$18,000.00								
83	IRRIGATION ALLOWANCE	ALLOWANCE	1.00	\$15,000.00	\$15,000.00			1.00	\$15,000.00								
ESTIMATE CONSTRUCTION COST						\$2,447,687.00		\$654,688.00		\$278,450.00		\$50,000.00		\$278,450.00		\$520,700.00	
RATIO								0.085		0.114		0.020		0.114		0.215	
PRORATA ITEMS						\$150,000.00		\$52,570.45		\$3,283.22		\$3,084.20		\$17,084.65		\$32,792.75	
TOTAL ESTIMATED CONSTRUCTION COST:						\$2,597,687.00		\$707,258.45		\$281,733.22		\$53,084.20		\$34,169.25		\$559,492.75	
50% PROJECT COST:						\$1,298,843.50		\$353,629.23		\$140,866.61		\$26,542.10		\$17,084.63		\$279,746.38	
TOTAL ESTIMATED PROJECT COST:						\$3,896,530.50		\$1,057,887.68		\$422,599.83		\$79,626.30		\$51,253.88		\$829,238.68	

Appendix C: Assessment Policy

Public Improvement Assessment Allocation Schedule

<u>Improvement</u>	<u>Type of Construction</u>	<u>Method</u>
Curb & Gutter	New Development	100% of the cost assessed to abutting property owner on linear front footage or unit basis.
	Reconstruction (Complete)	50% of the cost assessed to abutting property owner on linear front footage. 50% of the cost to paid by City.
	Reconstruction (Spot Repair)	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Local Street	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to paid by City.
Collector Street	New Development	100% of the cost of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis. City pays additional cost of construction above city standard local street.
	Reconstruction	50% of the cost of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis. City pays 50% of the cost of the construction of a city standard local street and additional cost of construction above a city standard local street.
Frontage Road	New Development	100% of the cost assessed to benefited area owner on front footage OR per unit basis.
	Reconstruction	100% of the cost assessed to benefited area owner on front footage OR per unit basis.
Intersection	New Development	100% of the cost to be assessed. Shall be included as part of street project.

<u>Improvement</u>	<u>Type of Construction</u>	<u>Method</u>
	Reconstruction	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Multiple Fronted Parcels <ul style="list-style-type: none"> - Corner Lot - Double Fronted Lot - Large Parcels - Etc. 	Reconstruction	Front footage to be used in assessment methods described herein shall be calculated as follows: <ul style="list-style-type: none"> - 50% of the front footage on the "primary access" side of the parcel shall be assessed and 50% shall be credited. The credited front footage is rolled into the project and distributed to all property owners. - Plus 50% of the front footage on each of the remaining abutting sides of the parcel.
Alley	New Development	100% of the cost assessed to abutting property owner on linear front footage basis.
	Reconstruction	100% of the cost assessed to abutting property owner on linear front footage basis.
Sanitary Sewer Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of the cost to be paid by City.
Sanitary Sewer Service	New Development	100% of cost assessed to property owner.
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid by the city.
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
Sanitary Sewer Oversizing	New Development	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
	Reconstruction	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
Lift Station	New Development	100% of the cost assessed to benefited area on a per unit basis.
Water Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of cost to be paid by City.
Water Service	New Development	100% of cost assessed to property owner.

<u>Improvement</u>	<u>Type of Construction</u>	<u>Method</u>
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid by the city
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
Water Oversizing	New Development	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
	Reconstruction	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
Storm Sewer Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	100% of the cost to be paid by City.
Storm Water Ponding	New Development	100% assessed to development.
	Maintenance	100% of the cost to be paid by City.
Street Lights	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	100% of the cost to be paid by City.
	Maintenance	100% of maintenance cost to be paid by City.
Street Signs	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	100% of maintenance cost to be paid by City.
Sidewalks	New Development	100% of cost assessed on a unit basis to development.
	Reconstruction	100% of cost to be paid by City.
Boulevard Trees	New Development	100% of cost paid by the Developer.
	Maintenance	100% paid by City.



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, City Clerk-Treasurer
Date: October 25, 2021
Subject: Compensation Study

After working with three different companies to try and get quotes for compensation studies from three companies, I found that these companies are very busy right now. I didn't get a quote from Flaherty and Hood. I had communicated with them a few times and then didn't hear back from them.

David Drown and Associates did give us a quote. The full study has a cost of \$11,500. This includes reviewing and rewriting job descriptions, classifying job descriptions, calibrate pay structure, budget implantation, and benefit analysis.

They do have a market and calibration study at a cost of \$6,500. This includes a market analysis, calibrate pay structure, and assist with budget implementation. They will review and rewrite job descriptions, classify job descriptions but there is an additional cost.

I reached out to Hilary with MRA a second time because I wanted to get an idea of how long before they could do the study. She had already told me that compensation studies are a hot topic and they are very busy. She came back and said they are booked solid for the rest of this year. She did say they could possibly do market pricing including base and total comp. I'm not positive what this would include but the cost would be approximately \$230/hour with each position taking approximately 2 hours. This would not include benefits and that would be an additional fee.

I received an email from the City of Cokato's Administrator and they are doing their own Compensation study. Just one more example of how busy these companies are right now.

Recommendation:

Motion to approve/deny a compensation study with [company name] _____ [you need to state which one if there is more than one]

City of Norwood Young America, Minnesota



Proposal for Classification and Compensation Study September 16, 2021



DDA

Human Resources, Inc.
a David Drown Associates Company

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
612-920-3320
www.ddahumanresources.com

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Minneapolis, MN 55410
(612) 920-3320

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September 16, 2021

Angela Brumbaugh
City Clerk- Treasurer
City of Norwood Young America

RE: Proposal for Classification and Compensation Study

Dear Ms. Brumbaugh:

We are pleased to be invited to submit a proposal to complete a classification and compensation study for the City of Norwood Young America. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, staff members assigned to your study, a detailed description of services to be provided and various levels of project scope per market analysis. The cost for each option is as follows:

1. Full Study: \$11,500
2. Market Analysis with calibration and new pay plan: \$6,500
3. Ongoing Maintenance: \$4,000

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government, and we know first-hand the challenges of managing public sector compensation. This helps us deliver to you practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid, one you understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are *actually implemented*.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing a full-service program to maintain classification and compensation systems – and we find that over half of our study clients now opt for this ongoing service.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Sincerely,

Dr. Tessia Melvin, Management Consultant
DDA Human Resources, Inc.
3620 Northome Avenue
Wayzata, MN 55391
tessia@daviddrown.com
[612-920-3320 ext. 103](tel:612-920-3320)

OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner.

DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and classification and compensation studies. We also staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2015, we have completed over 50 separate classification & compensation studies for clients ranging from cities with 4 employees to counties with 170 job titles and 500 employees.

All our professional employees come to DDAHR from successful careers in city and county government. We think this practical experience sets us aside from other compensation consultants, and we know it helps us deliver a study that is not only technically sound but also practical, useful, and understandable. We strive to deliver services the way you want to see them.

OUR SERVICE TEAM

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

Mark Goldberg, MA-HRR – Principal Consultant and Co-Project Team Leader

Mark Goldberg is a Principal Consultant with the firm. Mark will be the co-manager and primary contact for this study. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a master's degree in Industrial and Labor Relations from Cornell University and a bachelor's degree in Human Resource Administration from Muhlenberg College. Our expectation is that he will spend 40% of the time spent for this project.



Dr. Tessia Melvin –Department Head and Co-Project Team Leader

Tessia heads the compensation and classification (C&C) services area of DDAHR. She will be the co-manager and provide backup support to Mark. Over the past two years, Tessia has served as lead analyst on over 20 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. She was directly responsible for human resources and internal and external communications.



Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration at Hamline University with an emphasis on city development and planning. Our expectation is that she will spend 30% of the time spent for this project.

David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Elizabeth Blakesley – Clerical Support

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to coordinate the market surveying process and prepare documents. She will utilize her organizational and technological skills to help provide concise, professional work results. After attending the University of MN – Duluth, Elizabeth began working with local units of government in Minnesota with the MN Small Cities Association. Her work in municipal finance and economic development has given her a good insight into the operations of counties and cities throughout the State.

SUPPORTING TEAM MEMBERS (*Our Bench*)

Gary Weiers

Gary manages the overall operations of DDAHR, and he also heads our executive recruitment section. Gary joined DDA in 2013 after 11-years as the Administrator of Rice County. Earlier in his career, he held social service manager positions in Rice, Mower and Sherburne Counties. Gary received a bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds

BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

Roxanne Chmielewski

Roxanne has over 32 years of experience as Human Resources Director for three Minnesota Counties with the last twenty years managing the Human Resources and Labor Relations functions for Sherburne County, a metro ring county with over 600 employees and ten bargaining units. She retired in 2015 and continues to work as a consultant to several counties and cities in Minnesota. Roxanne remains committed to providing local government with professional and effective HR expertise. This commitment was recognized by her peers as she received the Outstanding HR Professional of the Year award from the MN Counties Human Resource Management Association in 1998 and again in 2011. She also received the Make a Difference award from the National Public Employer Labor Relations Association in 2012.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

Reference #1: City of Victoria, Minnesota

Contact: Gwen Campbell, Communications and HR Manager
952-443-4230
gcampbell@ci.victoria.mn.us

Contract dated: May 15, 2019 – completed October 2019

Scope of Services: *This was a full-service class and comp study for a rapidly growing suburban community. We updated all job descriptions including several new job titles; classified all job titles using DDA's JET system, completed a market analysis of 14 benchmark communities (93% participation) and 5 "spotlight communities", evaluated two alternative salary plans with pay ranges calibrated at 100% of benchmark averages, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. Victoria says they plan to enroll in DDA's ongoing service program.*

Reference #2: City of Fridley, MN

Contact: Becca Hellegers, Employee Resources Manager, 763-572-3507,
Becca.Hellegers@FridleyMN.gov

Contract Dated: February 2020 – December 2020

Scope of Services: *DDA was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City*

Reference #3: City of Golden Valley, MN

Contact: Kirsten Santelices, HR Director
763-593-3989
ksantelices@goldenvalleymn.gov

Contract Dated: January 2020 – completed December 2020

Scope of Services: *This is an example of a client engagement with a scope of services similar to yours. All job titles were reclassified using the JET evaluation system, and several employee challenges were reviewed and resolved. Market wage study revealed that the current pay plan wages averaged about 5% below the benchmark average. We developed a new pay plan with expanded steps, reviewed several approaches for implementation, and ultimately arrived at a plan that worked within the City's limited budget.*

Reference #4: City of North Saint Paul, MN

Contact: Scott Duddeck, County Administrator
651-747-2436
scott.duddeck@northstpaul.org

Contract Dated: Initial Project Started September 2017 - completed December 2017, ongoing maintenance since then

Scope of Services: *This was a full class and comp study, including a re-write of all job descriptions and an entirely new job classification system. The City had 5 pay structures that we were able to bring down to one consistent structure that was aligned with the market and the new pay philosophy. After completing the study, the City enrolled in our ongoing maintenance program and has continued to be part of that program for the last 3 years.*

City Classification and Compensation Study Clients

Brainerd	Glyndon	Mantorville	Pillager
Breezy Point	Golden Valley	Mayer	Rockford
Crosby	Granite Falls	Medford	Rockville
Deerwood	Howard Lake	Minneota	Royalton
Detroit Lakes	Hoyt Lakes	Morristown	Staples
Dundas	Kasson	North St. Paul	St. Paul Park
East Grand Forks	Lake Elmo	Olivia	Victoria
Fairfax	Lake Park	Pequot Lakes	Waverly
Gaylord	Mahnomen	Pierz	Zumbrota

County Classification and Compensation Study Clients

Benton County	Mower County
Big Stone County	Murray County
Chippewa County	Rice County
Clay County	Rock County
Dodge County	St. Louis County
Fillmore County	Swift County
Freeborn Count	Wadena County
Hubbard County	Waseca County
Martin County	Yellow Medicine County

Other Government Entities Classification and Compensation Study Clients

Brainerd Utilities	Rice and Steele 911
Counties Providing Technology	South Lake Minnetonka Police Dept
East Grand Forks Utilities	Tri-Cap
Mower Soil/Water Conservation	Mn Prairie County Alliance

OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

- You need compensation and benefits to be sufficiently competitive to hire, retain and motivate qualified workers.
- You must maintain internal pay relationships that satisfy the State's pay equity requirement of equal pay for equal work.
- You must remain in control of the process, to assure final recommendations strike a proper balance between wages/benefits and available resources.
- You need the study to be a positive process, that is open and fair to all employees, managers, and unions.

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.

PROPOSED SERVICES

Per our discussion, we are providing a proposal for a market analysis, a market analysis and pay structure calibration, and ongoing maintenance. Our proposal includes (3) separate proposal quotes: a Market Analysis and calibration of your current pay structure; a full study that would provide classification for all positions, a full market study, rewritten job descriptions and full costing for implementation; and our ongoing maintenance. Our ongoing maintenance scope includes a three-year commitment by completing a market analysis each year, review, re-write, and reclassifications of job descriptions, calibration of pay structure, pay equity administration, entering League of MN Cities and Association of MN Counties salary data and additional human resources assistance. Our ongoing maintenance involves employees and managers in updating all job descriptions, re-classifying and ranking these jobs internally based upon job duties and requirements, reviewing and updating or replacing your current pay plan, and assistance in evaluating the method and costs of implementing any changes on future budgets.

Introduction and Project Orientation *(Included in all)*

Our first task with you is to meet and make sure we all understand the expectations and fully understand the current pay structure, pay philosophy, and employee benefits.

- We will conduct an Initial Project Meeting to discuss the scope of the planned services, its procedures, methods, intended outcomes and timeline. We will keep in mind directives from the governing board pertaining to this project.
- We will discuss any related details that are identified. During this meeting, we will identify data and resources on your current job descriptions, pay structure, classification system, employee roster, and union contracts. For your convenience, we will create a cloud-based account to make it easy to share files with you.
- An Employee Kickoff meeting will be held, if desired, to explain the project scope, expectations, timeline, and answer questions.

Job Description General Review *(Included in all options)*

We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements. We can rewrite any job descriptions for an additional cost.

Re-write All Job Descriptions *(Included only in ongoing maintenance and the full study)*

- We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
- Based upon the information on the PAQs, the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.
- Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.
- Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier
- Final job descriptions will be submitted for final approval by department heads, the Project Team and governing board.

Job Classification *(Included in ongoing maintenance and the full study or an additional charge per position)*

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

DDAHR is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants in Minnesota to classify and score your jobs. If you are committed and satisfied with the system you have, we will work with you using your system.

- We will assign each position a numeric score, which reflects the relative importance of the job to the organization.
- We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
- We will provide staff with materials to communicate results to employees.
- Our Job Evaluation Tool (JET) identifies and examines the following aspects of all job positions
 - Experience and Education needed for the position. This includes licenses and certifications.
 - Decision Making and its impact on the job, division, department, and organization.
 - Problem Solving and its impact on the organization and budget. We also include 14 aspects of supervision.
 - Mental and Physical Effort of the Job
 - Relationships and Communications
 - Conditions and Hazards of the job

- Our Decision Authority Ranking (DAR) is a decision-based model that looks at a job from a different perspective:
 - This system states that every job, from a mayor to a custodian, needs to make decisions in his/her role and those decisions can be quantified
 - DAR then examines the complexity of the duties performed compared to other substantially similar positions
 - Aspects of the job such as working conditions or certifications can increase the complexity of the evaluation.

Wage/Labor Benchmarks and Market Pricing *(Included in all options)*

The next step in the process involves looking outside of your organization to see what wages are offered to employees in the job market.

- We will work with your Project Team to determine an appropriate group of comparable "benchmark" entities to achieve an adequate sample size and a meaningful comparison. These "benchmark organizations" are typically counties that are similar to yours and/or other organizations with whom you compete for employees. Although we know that you compete with private sector organizations for employees, obtaining *reliable* private sector information is very difficult in most cases. So, our focus will be primarily on public sector entities.
- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.
- We will work with you to design and administer a targeted benefit review to address specific benefit areas of interest/concern to you and your employees. Often a survey of employee attitudes and interests can be helpful in designing a benefit package – benefits need not necessarily be expensive to be effective and valuable to your employees.

Design New Pay Plan *(Included in all options)*

- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.

- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

Final Report *(Included in all options)*

- Prepare final documents for this study, including presentation, policy, guidelines, and procedures for administration.
- We will make a final presentation of our report and findings.
- We will prepare and submit a pay equity report to the State.

PROPOSED FEE FOR SERVICES

Our fees below are based on a compensation plan with 20 job descriptions.

Fee Proposal Options

Scope of Work	Full Study	Market and Calibration	Ongoing Maintenance
General Project Setup and Administration	All		
Market Analysis	All		
Review and Rewrite Job Descriptions	Included for all positions	Individual job descriptions as needed with additional cost	Included in Ongoing Maintenance
Classify Job Descriptions	Included for all positions	Individual job positions as needed with additional cost	Included in Ongoing Maintenance
Calibrate Pay Structure	Included	Included	Included
Final Report	All		
Budget Implementation	Included	Will assist with calibration	Included
Benefit Analysis of: Wages: Longevity, Number of Steps, Ranges, Time to Range Top Specialty Pay: Call back, Holiday, On Call, Weekend Leaves: Compensatory Time, Holidays, PTO, Sick, Vacation Insurance: Dental, Health, Other Insurance	Included		Included

Total Cost	\$11,500	\$6,500	\$4,000 per year

If you decide to include re-writing job descriptions, which includes employee and manager surveys and re-write job descriptions, it will be an additional \$200 per job position.

Ongoing Maintenance Program

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Services include:

- We review, update, and reclassify as necessary one-third of job descriptions annually. (Generally, we do 1/3 per year).
- We annually update a market analysis of wages with benchmark communities and suggest changes to pay plan system as necessary to remain in tune with the market.
- We will periodically provide market data on benefits offered by comparable communities and suggest changes as warranted.
- For any new jobs or changed jobs, we will write and classify the job for placement in the compensation system
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system
- We will provide budget support by:
 - Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
 - Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or Board on the status of your compensation system.

Standard Fees for Other Services

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write and classify a new or revised job description \$300 per position
- Classify a job description provided by client \$150 per position
- Market Wage Analysis \$100 base fee plus \$150 per position

Hourly rates:

- Professional \$225 per hour
- Technical Support \$150 per hour
- Clerical \$100 per hour

From: Hilary Hauser <hilary.hauser@mrnet.org>
Sent: Friday, October 15, 2021 10:33 AM
To: Angela Brumbaugh <abrumbaugh@cityofnyc.com>
Subject: RE: Compensation Study

Hi Angela,

Unfortunately, I can't commit starting the project this year. We have one Compensation Director who focuses on public sector/cities. She is booked solid and it doesn't look like anything is going to open up. However, I would be happy to connect to learn more about your request. We would typically conduct market pricing, which include base comp and total comp. That is usually about 2 hours per job at a non-Member rate of \$230/hour. Benefits benchmarking would be an additional fee. We would pull data from other surveys, but not necessarily specific cities – that would be more of a custom survey.

Let me know what you're thinking for next steps – I apologize that we don't have immediate resources.

Regards,
Hilary

Hilary Hauser
Director, Total Rewards & Affirmative Action
Main: 763-253-9100 | Direct: 763-253-9186
MRA | 5980 Golden Hills Dr | Golden Valley | MN | 55416
hilary.hauser@mrnet.org | www.mrnet.org



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TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Treasurer with Recommendations from Personnel Committee

DATE: October 25, 2021

RE: Job Description Updates

Attached are the City's job descriptions, excluding the City Administrator as that one was already updated and approved by Council. Each of these descriptions has been looked at by the Personnel Committee. The goal was to use the same format for all of them. The Public Service Technician and Lead positions were separated to have one description for Streets and Parks and another one for Water and Sewer. The previous descriptions combined the two for each position therefore it could be confusing.

After the Committee finished making changes, the descriptions were handed out to the Employees to review. There were a couple of suggestions made on the Bus Driver position and changes were made to agree with the suggestions. All changes are shown in red for your review.

RECOMMENDATION:

Motion to approve the job descriptions with changes as shown,



PUBLIC SERVICES DIRECTOR

Department: Public Services
Supervisor: City Administrator
Pay Grade: 17, 18, 19
FLSA Status: Exempt

GENERAL DEFINITION OF WORK

The Public Services Director performs difficult professional work overseeing the daily operations of the department, coordinating department functions, capital planning and budget and supervision of department employees. Work is performed under the general direction of the City Administrator. Continuous supervision is exercised over the Public Services Department which includes all full-time, part-time, and seasonal employees in the following areas: Water, Sewer, Storm Water, Streets, Parks, Buildings, Janitorial, and Pool.

EXEMPT STATUS and HOURS OF WORK

The Public Service Director is a full-time exempt position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook

Exceptions to these hours may include working the weekend rotation (all full-time Public Service employees are required to be part of the weekend rotation), off-site meetings, trainings, snow or other emergency. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40-hour workweek.

~~Streets, Parks and Buildings—7:00am to 3:30pm~~

~~Water and Sewer—6:30am to 3:00pm~~

~~The majority of the hours that the Public Services Director works are during the “regular” hours listed above. Exceptions to these hours may include approved Personal Time Off (PTO), approved leave, meetings, trainings, or any other event that requires different hours. Because this is an exempt position, as defined by the FLSA requirements, the Public Services Director usually works a minimum of 40 hours a week. He/She has the ability to adjust or flex hours over 40 hours a week or 80 hours a payperiod. Unless pre-approved by the City Administrator, adjusted or flexed hours must be completed within the same payperiod.~~

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Strong interpersonal and communication skills
- 3 - 5 years of supervisory experience
- 3 - 5 years working with and/or education in public infrastructure

- Ability to obtain a **Class C** Water License within 3 years of hire
- Ability to obtain a **Class B** Waste Water License within **5 3** years of hire
- Ability to obtain a CDL License within the first 90 days of employment
- Ability to obtain CPO (Certified Pool Operator) designation within ~~one year of hire~~ **6 months of hire**
- Ability to obtain Pesticide Applicator's License within six months of hire
- Ability to obtain Snow and Ice Control Practices certification within one year of hire
- Ability to obtain Tanker Endorsement within six months of hire
- Ability to obtain Storm Water Certification within one year of hire

Desired Qualifications

- Degree in Engineering, Public Administration, Business Management or other related field
- Currently carrying the licensing/certificates listed under minimum qualifications

ESSENTIAL FUNCTIONS

- ***Direct and supervise the Public Service Department Leads Department***
- ***Supervise staff:*** monitor staff to assure high level and quality of service; **complete yearly performance evaluations as assigned;**
- ***Manage Public Service budget:*** prepare annual budget; monitor expenditures and revenues; administer purchasing for Public Service **Department by creating RFQ/RFP (when appropriate)** and receiving and analyzing bids **to make recommendations to City Council**
- ***Monitor city plans:*** manage water supply plan; **manage** pavement management plan; **manage** capital equipment plan for Public Service Department; manage other Infrastructure plans **as assigned**
- ***Monitor city properties:*** coordinate ~~and manage~~ ongoing maintenance, operational needs and quality standards of city infrastructure (streets, parks, buildings); ~~including~~ **complete** proper reports ~~and operational practices~~ to ensure compliance with city, county, state and federal regulatory permit and license programs; perform construction and maintenance inspections for infrastructure related projects
- ~~Works with residents, City officials, staff, consultants and other outside individuals/groups involved in studies, projects or services.~~
- ~~Prepares and supervises the processing of related records, reports and files.~~
- ~~Performs field labor as needed to accomplish Department tasks and responsibilities.~~
- ~~Ability to respond quickly and decisively to emergencies during work and non-work hours.~~
- ***Performs other duties as assigned by the City Administrator***

There are three levels of the Public Services Director position:

- Pay Grade 17 – Meets the minimum qualifications; does not carry water and sewer licenses.
- Pay Grade 18 – Meets the minimum qualifications, plus carries D water and sewer licenses.
- Pay Grade 19 – Meets the minimum qualifications, plus carries required plant licensing for water and sewer plants.

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Director must **be able to lead the Public Service Department in establishing and maintaining** effective working relationships with the residents of ~~Norwood Young America~~, **the city**, employees, vendors and contractors. This is a supervisory position so the ability ~~to supervise~~, direct and motivate others through written and oral communication is essential. ~~He/She~~ **They** must have excellent time management skills along with the ability to multi-task and maintain records. ~~He/She must possess the skill of operating standard office equipment and to learn specialized hardware and software based on business needs.~~

~~A Public Service Director must have experience and knowledge of the following-is critical in succeeding as a Public Service Technician Lead:~~ principles, practices, and procedures used in maintenance and repair of streets, parks, ~~water, sewer, and buildings~~, hazardous waste regulations, and traffic laws. ~~This person~~ They must be able to analyze situations and determine appropriate action and to respond quickly and appropriately to emergency situations. ~~Moderate to considerable physical effort when performing a variety of tasks is required.~~ In addition, they must have the knowledge of, or the ability to learn and ~~apply~~ state and federal laws, City ordinances and policies, safety laws and OSHA standards, and attend trainings to update knowledge and maintain required licenses.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, ~~tasting~~ or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



CITY CLERK / TREASURER

Department: Administration
Supervisor: City Administrator
Pay Grade: 16
FLSA Status: Exempt

GENERAL DEFINITION OF WORK

The City Clerk / Treasurer performs specialized and technical work to perform all of the routine tasks associated with accounts payable, accounts receivable, payroll, and human resources. This position is responsible for all statutory clerk and treasurer duties and supervises administrative staff.

EXEMPT STATUS and HOURS OF WORK

The City Clerk/Treasurer is a full-time exempt position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Three to five years of office administration experience
- Valid Minnesota Driver's License

Desired Qualifications

- Previous experience as a City Clerk or other municipal administration position
- Degree in accounting, financing, human resources or related field
- Experience using an automated accounting system
- Previous experience as a supervisor or benefits administrator

ESSENTIAL FUNCTIONS

- **Serves as city clerk:** coordinates election process; prepares a variety of reports and submits with payments to appropriate state and federal agency; processes permits and licenses to include liquor licenses; ensures public notices and announcements are prepared and published; maintains City Code and Commission books; provides clerical and logistical support for City Council meetings; participates in the preparation of agendas and information packets; attends, records and takes minutes of City Council meetings.
- **Serves as city treasurer:** participates in the annual audit, assists with annual budget process and makes recommendations where appropriate, assists with the assessment process, manages escrow accounts; and certifies regular and special levies to the County Auditor; reconciles bank accounts and statements; coordinates and participates in accounts payable, accounts receivable, and utility billing; co-signs outgoing checks
- **Serves as human resource coordinator:** schedules bus drivers and pool employees; maintains applications and

employee files; maintains updates to employee handbook; coordinates and implements the employee benefit plan, disability and leave of absence paperwork, and worker's comp plan; maintains termination and unemployment records; files insurance claims and tracks the worker's compensation plan; processes payroll; and submits required payroll and unemployment reporting to state and federal agencies; administers W3s and 1099s.

- ***Provides customer service:*** answers and responds to incoming telephone calls and emails; handles requests for public information (with the City Administrator); investigates and responds to citizen questions and complaints; schedules rental facilities; and serves as notary public for city and as a public service
- ***Performs other duties and responsibilities as assigned by the City Administrator and City Council, to include, but not limited to, supervision of some office staff***

KNOWLEDGE, SKILLS AND ABILITIES

The City Clerk/Treasurer is a supervisory position, thus the ability to lead staff is of the utmost importance. Excellent communication skills, verbal and in writing, using an appropriate degree of maturity, tact, persuasion, and conflict resolution is required; along with the ability to establish and maintain effective working relationships with a wide variety of groups and individuals. ~~This position may be required to work beyond normal hours, evenings and weekends and may be required to travel and attend trainings and meetings within and outside the City.~~

It is critical that the City Clerk/Treasurer have strong customer service, bookkeeping, computer and analytical skills. ~~He/She~~ **They** must have the ability to plan, organize, prioritize and multi-task and have the knowledge or the ability to learn: government accounting/bookkeeping, policies, standards, practices, reporting and procedures with the ability to ensure these are done in an accurate and timely manner.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

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

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

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



ECONOMIC DEVELOPMENT / MARKETING DIRECTOR

Department: Administration
Supervisor: City Administrator
Pay Grade: 14
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Economic Development / Marketing Director performs skilled and administrative work. This position will be responsible for providing guidance and assistance towards business retention, expansion, and attraction. These responsibilities involve considerable public contact with business owners, developers, and real estate brokers, the Norwood Young America Economic Development Commission, Carver County CDA and Open to Business, and the NYA Area Chamber of Commerce. Other primary responsibilities include updating the City website and social media, creating and maintaining newsletters and other marketing materials, and verifying compliance with the City Code.

HOURS OF WORK

The Economic Development/Marketing Director is a full-time position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

8:00am—4:30pm

~~Exceptions to these hours may include meetings, approved Personal Time Off (PTO) or leave request, and off-site meetings or trainings. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40-hour workweek.~~

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Bachelor's degree in business, urban policy, public administration, finance, economic development, marketing or a related field
- At least two years professional related economic development or business experience
- Strong communication skills
- Valid Minnesota Driver's License

Desired Qualifications

- Working knowledge of Tax Increment Financing, Tax Abatement, Minnesota Department of Employment and Economic Development programs, other grant/loan organizations
- Experience in grant procurement and administration
- Four years or more experience of professional related economic development or business experience
- Certification from the International Economic Development Council or the National Development Council
- Experience working with Microsoft Office programs

ESSENTIAL FUNCTIONS

- **Serves as economic development director for new business development:** serves as key point of contact for prospective businesses and businesses seeking to expand within the city; assists businesses in understanding and meeting requirements of applicable City Codes and Covenants and development process; provides information and guidance about economic development assistance and incentive programs; assists in the negotiation and implementation of development agreements (to include tax increment financing, tax abatement, and other state and federal programs)
- **Serves as economic development director for existing businesses:** administers and markets local economic development assistance programs, including loan and grant programs; identifies funding opportunities for economic development projects; ensures coordination and collaboration with Carver County CDA, as well as the Chamber of Commerce and other government agencies.
- **Serves as marketing director:** maintains city website and social media accounts; creates and updates newsletter, brochures and other marketing materials; manages cable access station operations; disseminates information on available land, buildings and development opportunities through outreach to interested parties and through the website and social media accounts
- **Serves as staff liaison to Economic Development and Senior Advisory Commissions:** provides staff support by setting agendas and creating packets for commissions; makes recommendations to the Economic Development Commission in the establishment of strategies, policies and programs supporting the city's overall economic development goals and objectives and carries them out as directed; makes recommendations to the Senior Advisory Commission in the establishment of strategies, policies and programs supporting the city's aging population
- ~~Serves as lead staff with implementation of Downtown Redevelopment Plan.~~
- ~~Builds relationships with local businesses through frequent visits, outreach and communication.~~
- ~~Develops and maintains positive relationships with city staff, city council, members of advisory commissions, consultants, business owners, developers, lending institutions, and related organizations.~~
- ~~Attends professional workshops and conferences for economic development.~~
- ~~Provides customer service and assistance to the public, business owners, and other staff. Receives nuisance complaints and verifies code compliance. Maintains the City Code, Commission books and posts public and legal notices. Manages the rental facilities calendar, rental dwelling licensing, and cemeteries.~~
- **Performs other duties and responsibilities as assigned by the City Administrator**

KNOWLEDGE, SKILLS AND ABILITIES

The Economic Development/Marketing Director must be able Ability to work with and without direct supervision and both independently and as a team player. **It is critical that they** possess strong customer service, communication, and presentation skills. **They must have the** ability to plan, organize, prioritize and multi-task.

The Economic Development/Marketing Director will have the knowledge of, or the ability to Posses or has ability to gain the knowledge of **learn:** municipal operations including city policies, procedures, ordinances, state and federal laws and statutes; **how to** guide businesses and developers through complex economic development programs and through City Code and development processes; **how to** ability to analyze complex information and communicate it clearly and concisely to a wide variety of audiences; **and the** ability to actively market economic development opportunities in order to attract, retain, and grow business/industry. **They must also be** knowledgeable in economic development tools, including but not limited to Tax Increment Financing, Tax Abatement, Minnesota Department of Employment and Economic Development programs, other grant/loan organizations. **This position requires the** ability to research and analyze data and to make recommendations.

All positions within the City require the ability to present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, and attend trainings to update knowledge and maintain required licenses.

~~§ Ability to be a "champion" for the City by passionately articulating the opportunities, amenities, and benefits of a business staying, locating, or expanding in the city.~~

~~§ Ability to work collaboratively and build consensus around economic development initiatives. Ability to coordinate and consult with many individuals, consultants, agencies, etc. to successfully complete projects/developments.~~

~~§ Ability to maintain and operate approved budget.~~

~~§ Ability to attend work punctually and regularly. Ability to attend meetings outside regular work hours.~~

~~§ Perform other duties and assume responsibilities as apparent or assigned.~~

PHYSICAL REQUIREMENTS

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

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

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CONDITIONS OF EMPLOYMENT

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

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

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ACKNOWLEDGEMENT

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I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



PUBLIC SERVICES LEAD -

Water and Sewer

Department: Public Services
Supervisor: Public Services Director
Pay Grade: 14
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Public Services Technician Lead performs technical, skilled, and manual work in the Public Services Department. This position is the back-up to the Public Services Director when he/she is not available. The Public Services Department includes the following areas: streets, parks, water, sewer, pool, cemetery, and building maintenance/janitorial.

HOURS OF WORK

~~Streets, Parks and Buildings—7:00am to 3:30pm~~

~~Water and Sewer—6:30am to 3:00pm~~

Public Services Leads are full-time positions working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

Exceptions to these hours may include working the weekend rotation (all full-time Public Services employees are required to be part of the weekend rotation), off-site meetings, trainings, snow or other emergency. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40 hour workweek. Likewise, if an employee is scheduled to work on the weekend, they will be required to take off equivalent hours during the same workweek.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has two different qualifications, one with a focus in water and sewer and one with a focus in parks, streets and building maintenance.

Minimum Qualifications – Focus in Water and Sewer

- High school degree or equivalent
- Valid Minnesota Class A Commercial Driver's License
- Experience with heavy equipment and tools
- Class D Water License
- Class D Waste Water License
- 5 years of experience in Public Services or similar field

Minimum Qualifications – Focus in Parks, Streets and Building Maintenance

- High school degree or equivalent
- Valid Minnesota Class A Commercial Driver's License

- 5 years of street and road maintenance experience
- 5 years of experience with heavy equipment and tools
- Snow and ice control experience
- Certified Pool Operator and/or Pesticide Applicator's License (within 6 months of hire)
-

ESSENTIAL FUNCTIONS

- *Direct and manage the Public Service Utilities Department*
- *Supervise the Public Service Department in the absence of the Public Service Director*
- **Operates heavy and light equipment:** operates equipment such as truck, payload, snow plow, skid steer, ATV, dump truck, tractor, backhoe, roller, lawnmower; inspects and performs basic preventive maintenance on equipment
- **Manages Treatment Plants:** assists in maintain water treatment plant and wastewater treatment plants; manage lift stations and manholes; maintain city hydrants and water tower; read and maintain water meters
- *May be required to assist with maintenance of City Streets and Parks*
- *Performs other duties and responsibilities as assigned by the Public Service Director or his designee*

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Technician Lead in Water and Sewer must be able to lead the Public Services Water and Sewer Department in establishing and maintaining effective and positive working relationships with the residents of Norwood Young America, co-workers, vendors and contractors. The ability to motivate and direct others through written and oral communication is essential. He/She They must have excellent time management skills along with the ability to maintain records of inspections, material used and time usage.

A Public Service Lead in Water and Sewer must have experience and knowledge of the following is critical in succeeding as a Public Service Technician Lead: principles, practices, and procedures used in maintenance and repair of streets, parks, water, sewer, and buildings, hazardous waste regulations, and traffic laws. This person must be able to analyze situations and determine appropriate action and to respond quickly and appropriately to emergency situations. Moderate to considerable physical effort when performing a variety of tasks is required.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, and attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a Public Services Technician 4 Lead to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Frequently requires sitting, standing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.

- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, ~~tasting~~ or smelling.
- Standard vision requirements.
- ☒ Vocal communication is required for expressing or exchanging ideas and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length.
- Operating machines, motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places.
- Frequent exposure to: fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration and wearing a self-contained breathing apparatus.
- Work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



PUBLIC SERVICES LEAD – Streets and Parks

Department: Public Services
Supervisor: Public Services Director
Pay Grade: 14
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Public Services Technician Lead performs technical, skilled, and manual work in the Public Services Department. This position is the back-up to the Public Services Director when he/she is not available. The Public Services Department includes the following areas: streets, parks, water, sewer, pool, cemetery, and building maintenance/janitorial.

HOURS OF WORK

~~Streets, Parks and Buildings – 7:00am to 3:30pm~~

~~Water and Sewer – 6:30am to 3:00pm~~

Public Services Leads are full-time positions working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

Exceptions to these hours may include working the weekend rotation (all full-time Public Services employees are required to be part of the weekend rotation), off-site meetings, trainings, snow or other emergency. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40 hour workweek. Likewise, if an employee is scheduled to work on the weekend, they will be required to take off equivalent hours during the same workweek.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has two different qualifications, one with a focus in water and sewer and one with a focus in parks, streets and building maintenance.

Minimum Qualifications – Focus in Water and Sewer

- High school degree or equivalent
- Valid Minnesota Class A Commercial Driver's License
- Experience with heavy equipment and tools
- Class D Water License
- Class D Waste Water License
- 5 years of experience in Public Services or similar field

Minimum Qualifications – Focus in Parks, Streets and Building Maintenance

- High school degree or equivalent
- Valid Minnesota Class A Commercial Driver's License

- 5 years of street and road maintenance experience
- 5 years of experience with heavy equipment and tools
- Snow and ice control experience
- Certified Pool Operator and/or Pesticide Applicator's License (within 6 months of hire)

ESSENTIAL FUNCTIONS

- *Direct and manage the Public Service Works Department*
- *Supervise the Public Service Department in the absence of the Public Service Director*
- **Operates heavy and light equipment:** operates equipment such as truck, payload, aerial lift truck, snow plow, skid steer, **ATV**, dump truck, tractor, backhoe, **roller**, lawnmower; inspects and performs basic preventive maintenance on equipment
- **Maintain city streets:** patching and crack filling; cleaning and repairing storm sewers; curb and gutter maintenance; plowing and removal of snow; control ice **conditions on streets**, mowing and trimming ditches, ~~signs, signal lights, holiday lights and banners~~
- **Maintain city parks and rental units:** lawn mowing and trimming; weed spraying; planting and maintaining trees and/or flowers; manage turf **and city fields**; **maintain** pool; **maintain city compost site to include** emptying and hauling recyclables; building maintenance and cleaning (may include basic plumbing and electrical work, carpenter and painting);
- *May be required to assist with maintenance of City Water and Sewer*
- *Performs other duties and responsibilities as assigned by the Public Service Director or his designee*

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Technician Lead **in Streets and Parks** must be able to lead the ~~Public Services~~ **Streets and Parks** Department in establishing and maintaining effective and positive working relationships with the residents of Norwood Young America, co-workers, vendors and contractors. The ability to motivate and direct others through written and oral communication is essential. ~~He/She~~ **They** must have excellent time management skills along with the ability to maintain records of inspections, material used and time usage.

A Public Service Lead in Streets and Parks must have experience and knowledge of the following ~~is critical in succeeding as a Public Service Technician Lead:~~ principles, practices, and procedures used in maintenance and repair of streets, parks, ~~water, sewer, and~~ buildings, hazardous waste regulations, and traffic laws. This person must be able to analyze situations and determine appropriate action and to respond quickly and appropriately to emergency situations. ~~Moderate to considerable physical effort when performing a variety of tasks is required.~~

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a Public Services Technician-4 **Lead** to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Frequently requires sitting, standing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, ~~tasting~~ or smelling.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length.
- Operating machines, motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places.
- Frequent exposure to: fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration and wearing a self-contained breathing apparatus.
- Work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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

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

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ACKNOWLEDGEMENT

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I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



ACCOUNTING CLERK

Department: Administration
Supervisor: City Clerk / Treasurer
Pay Grade: 11
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Accounting Clerk performs skilled work with primary responsibility assisting customers, processing utility bills, processing permits and licenses, accounts payable, accounts receivable, and preparing and maintaining City documents. This position also serves as the City's first point of contact and performs a variety of administrative tasks.

HOURS OF WORK

The Accounting Clerk is a full-time position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

8:00am – 4:30pm

~~Exceptions to these hours may include approved Personal Time Off (PTO) or leave request and off-site meetings or trainings. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40 hour workweek.~~

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Degree or diploma in administrative, accounting or closely related field or a minimum of two years accounting experience
- Valid Minnesota Driver's License

Desired Qualifications

- Experience using an automated accounting system
- Experience working in public sector accounting
- Experience working with Microsoft Office or comparable programs

ESSENTIAL FUNCTIONS

- **Serves as first point of contact:** answers and responds to incoming phone calls and emails; monitors front desk and responds to the requests of ~~communicates with~~ residents, ~~co-workers~~, vendors and customers; **manages rental facilities calendar**; and issues keys to staff and rental facility customers

- **Serves as accounting clerk:** prepares and maintains utility bills and invoices; ~~sends correspondence on~~ **monitors and addresses** delinquent utility bills and invoices; processes city payables ~~payments~~ and deposits; maintains a filing system for property and vendor files as well as invoices; ~~Ensures that property files, vendor files and invoices are filed and/or stored in a timely and organized manner., Monitors escrow accounts.~~
- **Issues limited permits and licenses:** processes and issues over the counter building permit applications ~~and other miscellaneous licenses and permits;~~ processes and issues miscellaneous licenses and other permits **(to include cemetery plots)**
- ~~Prepares reports and assists with council/commission packets.~~
- ~~Works closely with the Public Services Department and provides administrative support.~~
- ~~Performs duties of other administrative staff in addition to or in their absence.~~
- **Performs other duties and responsibilities as assigned by the City Administrator and/or City Clerk/Treasurer**

KNOWLEDGE, SKILLS AND ABILITIES

The Accounting Clerk must be able to work with and without direct supervision and both independently and as a team player. It is critical that ~~the Accounting Clerk~~ **they** have strong customer service, bookkeeping, and communication skills. ~~He/She~~ **They** must have the ability to plan, organize, prioritize and multi-task. Work must be completed ~~timely and accurately~~ **and in a timely manner.**

The Accounting Clerk will have the knowledge of, or the ability to learn municipal operations, **particularly, government accounting.** ~~including: City policies, procedures, ordinances, state and federal laws and statutes.~~ This position requires the ability to research and analyze data and to make recommendations.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

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

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CONDITIONS OF EMPLOYMENT

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

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ACKNOWLEDGEMENT

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I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



PUBLIC SERVICES TECHNICIAN

- Water & Sewer

Department: Public Services

Supervisor: Public Services Director

Pay Grade: 10, 11, 12, 13, **Part-Time =**

FLSA Status: **5**

Non-Exempt

GENERAL DEFINITION OF WORK

The Public Services Technician performs entry-level technical, skilled, and manual work in the Public Services Department. The Public Services Department is responsible for: Streets, Buildings, Parks, Water, Sewer and Storm Water areas; this position will have a main focus in the areas of Water and Sewer.

HOURS OF WORK

Public Services Technicians are typically full-time positions working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

Exceptions to these hours may include working the weekend rotation (all full-time Public Services employees are required to be part of the weekend rotation), off-site meetings, trainings, snow or other emergency. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40-hour workweek.

~~Hours of work are set by the Public Services Director. All full-time Public Services employees are required to work the weekend rotation, attend meetings/trainings both on-site and off-site, and to work during snow or other emergencies.~~

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

PST 1 - Pay Grade 10

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Ability to obtain Tanker Endorsement within six months of hire

PST 2 – Pay Grade 11

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Pool Operator License or Pesticide Spraying Certificate

PST 3 – Pay Grade 12

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Water D License
- Sewer D License

PST 4 – Pay Grade 13

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Water C License
- Sewer **C B** License

Desired Qualifications

- Valid Minnesota Class A Commercial Driver's License
- Previous experience as a Public Service Technician
- Mechanical aptitude
- Water and Sewer Licenses

ESSENTIAL FUNCTIONS

- **Operates heavy and light equipment:** operates equipment such as truck, payload, snow plow, skid steer, ATV, dump truck, tractor, backhoe, lawnmower; **inspects and performs basic preventive maintenance on equipment**
- **Manages Treatment Plants:** maintain **water** treatment plant and **wastewater** treatment plants; **manage** lift stations and manholes; **maintain city** hydrants and water tower; **read and maintain** water meters
- **May be required to assist with maintenance of City Streets and Parks**
- **Performs other duties and responsibilities as assigned by the Public Service Director or his designee**

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Technician Lead in **Water and Sewer** must be able to lead the ~~Public Services~~ **Water and Sewer** Department in establishing and maintaining effective and positive working relationships with the residents of Norwood Young America, co-workers, vendors and contractors. The ability to motivate and direct others through written and oral communication is essential. ~~He/She~~ **They** must have excellent time management skills along with the ability to maintain records of inspections, material used and time usage.

A Public Service Lead in Water and Sewer must have experience and knowledge of the following ~~is critical in succeeding as a Public Service Technician Lead:~~ principles, practices, and procedures used in maintenance and repair of ~~streets, parks, water, sewer, and buildings,~~ hazardous waste regulations, ~~and traffic laws.~~ This person must be able to analyze situations and determine appropriate action and to respond quickly and appropriately to emergency situations. ~~Moderate to considerable physical effort when performing a variety of tasks is required.~~

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, ~~tasting~~ or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description. Furthermore, I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



PUBLIC SERVICE WORKER

Department: Public Services
Supervisor: Public Service Director
Pay Grade: Seasonal = 2, ~~Part-time = 5~~
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Public Services Worker performs entry-level technical, skilled, and manual work in the Public Services Department. The Public Services Department includes the following areas: streets, parks, water, sewer, pool, cemetery, and building maintenance/janitorial.

HOURS OF WORK

Hours for Part-time Staff and Seasonal Staff ~~fluctuate~~ **are set by the Public Services Director and are** based on the needs of the City.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. ~~The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.~~ **The job duties requirements listed below are representative of the knowledge, skill, and/or ability required.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Valid MN Driver's License

Desired Qualifications

- Experience working with tools and equipment

ESSENTIAL FUNCTIONS

- ***Operates heavy and light equipment:*** operates equipment such as ~~loader, skid-steer, plow truck, dump truck, tractor, roller, pickup, and riding mower;~~ inspects and performs basic preventive maintenance on equipment
- ***Assists city staff with street maintenance:*** patching and crack filling; cleaning and repairing storm sewers; curb and gutter maintenance; ~~mowing and trimming ditches, signs, and signal lights~~
- ***Assists city staff with park maintenance:*** lawn mowing and trimming; weed spraying; planting and maintaining trees and/or flowers; building maintenance and cleaning ~~tasks;~~
- ***Supports city staff with water and sewer:*** assists in maintaining water and wastewater treatment plants; ~~flushing hydrants, manholes, lift stations and water towers~~
- ***Performs other duties and responsibilities as assigned by the Public Service Director or his designee***

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Worker must be able to work with and without direct supervision and both independently and as a team player. This position requires moderate to considerable physical effort when performing a variety of tasks. He/She **They** must have the ability to record various inspections, material used and time usage.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain licenses

PHYSICAL REQUIREMENTS

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

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, ~~tasting~~ or smelling.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length.
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



PUBLIC SERVICES TECHNICIAN – Streets & Parks

Department: Public Services
Supervisor: Public Services Director
Pay Grade: 10, 11, 12, 13 **Part-time =**
FLSA Status: **5**
Non-Exempt

GENERAL DEFINITION OF WORK

The Public Services Technician – Streets, Buildings, Parks performs entry-level technical, skilled, and manual work in the Public Services Department. The Public Services Departments is responsible for: Streets, Buildings, Parks, Water, Sewer and Storm Water areas; this position will have a main focus in the areas of Streets, Parks, Buildings and Storm Water.

HOURS OF WORK

Public Services Technicians are typically full-time positions working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

Exceptions to these hours may include working the weekend rotation (all full-time Public Services employees are required to be part of the weekend rotation), off-site meetings, trainings, snow or other emergency. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40-hour workweek.

~~Hours of work are set by the Public Services Director. All full-time Public Services employees are required to work the weekend rotation, attend meetings/trainings both on-site and off-site, and to work during snow or other emergencies.~~

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

PST 1 - Pay Grade 10

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Ability to obtain Tanker Endorsement within six months of hire

PST 2 – Pay Grade 11

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Pool Operator License or Pesticide Spraying Certificate

PST 3 – Pay Grade 12

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Water D License
- Sewer D License

PST 4 – Pay Grade 13

- High school degree or equivalent
- Ability to obtain valid Minnesota Class A Commercial Driver's License within 90 days of hire
- Water C License
- Sewer ~~C B~~ License

Desired Qualifications

- Valid Minnesota Class A Commercial Driver's License
- Previous experience as a Public Service Technician
- Mechanical aptitude

ESSENTIAL FUNCTIONS

- **Operates heavy and light equipment:** operates equipment such as truck, payload, aerial lift truck, snow plow, skid steer, ATV, dump truck, tractor, backhoe, lawnmower; **inspects and performs basic preventive maintenance on equipment**
- **Maintain city streets:** patching and crack filling; cleaning and repairing storm sewers; curb and gutter maintenance; plowing and removal of snow; ~~ice control~~ controlling ice conditions on streets, mowing and trimming ditches
- **Maintain city parks and rental units:** lawn mowing **and trimming**; weed spraying; planting and maintaining trees **and/or flowers**; manage turf **and city fields**; **maintain pool**; **maintain city compost site to include** emptying and hauling recyclables; building maintenance and cleaning (may include basic plumbing and electrical work, carpenter and painting);
- **May be required to assist with maintenance of City Water and Sewer**
- **Performs other duties and responsibilities as assigned by the Public Service Director or his designee**

KNOWLEDGE, SKILLS AND ABILITIES

The Public Services Technician Lead **in Streets and Parks** must be able to lead the ~~Public Services~~ **Streets and Parks** Department in establishing and maintaining effective and positive working relationships with the residents of Norwood Young America, co-workers, vendors and contractors. The ability to motivate and direct others through written and oral communication is essential. ~~He/She~~ **They** must have excellent time management skills along with the ability to maintain records of inspections, material used and time usage.

A Public Service Lead in Streets and Parks must have experience and knowledge of the following ~~is critical in succeeding as a Public Service Technician Lead~~: principles, practices, and procedures used in maintenance and repair of streets, parks, ~~water, sewer, and buildings~~, hazardous waste regulations, and traffic laws. This person must be able to analyze situations and determine appropriate action and to respond quickly and appropriately to emergency situations. ~~Moderate to considerable physical effort when performing a variety of tasks is required.~~

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, ~~tasting~~ or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description. Furthermore, I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



OFFICE ASSISTANT

Department: Administration
Supervisor: City Clerk / Treasurer
Pay Grade: 6
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Office Assistant performs skilled work with primary responsibility being the first point of contact and for providing customer service to residents, customers, vendors, and co-workers via in-person, phone, mail and e-mail.

HOURS OF WORK

8:00am—4:30pm

The Office Assistant is a part-time position working approximately 20 hours a **per** week. ~~Hours will be scheduled during regular business hours of 8:00am and 4:30pm Monday—Friday.~~ **Hours of service will follow the guidelines laid out in the employee handbook.** The days and times of work may be flexible and based on the needs of the City.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Valid Minnesota Driver's License

Desired Qualifications

- Degree or diploma in administrative, accounting or closely-related field
- Experience using an automated accounting system
- Experience working with Microsoft Office programs

ESSENTIAL FUNCTIONS

- **Serves as first point of contact:** ~~provides customer service as first point of contact to people entering City Hall, Provides customer service by answering and responding to~~ **answers and responds to the** incoming phone calls and emails; **monitors front desk and responds to the requests of** ~~Communicates with residents, co-workers,~~ vendors, and customers; accepts applications and issues keys to rental facility customers
- **Assists the Office Staff:** ~~provides supports with accounts payable; accounts receivable, maintaining files, preparing reports and council packets and other administrative duties.~~
- **Issues limited permits and licenses:** processes and issues over the counter building permit applications and ~~other miscellaneous licenses and permits;~~ processes and issues miscellaneous licenses and other permits

- **Performs other duties as ~~directed~~ assigned by the City Administrator and/or City Clerk/Treasurer by supervisor.**

KNOWLEDGE, SKILLS AND ABILITIES

The Office Assistant must be able to work with and without direct supervision and both independently and as a team player. It is critical that ~~he/she~~ **they** have strong customer service, ~~bookkeeping~~, and communication skills. ~~He/She~~ **They** must have the ability to plan, organize, prioritize and multi-task. Work must be completed ~~timely and accurately~~ **and in a timely manner**. ~~The Office Assistant will have the knowledge of, or the ability to learn, municipal operations including: City policies, procedures, ordinances, state and federal laws and statutes. This position requires the ability to research and analyze data and to make recommendations.~~

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

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

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

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

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

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



CUSTODIAN

Department: Public Services
Supervisor: Public Service Director
Pay Grade: 5
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Custodian performs cleaning services at City Buildings, including Oak Grove City Center, the Pavilion, Clay Building, Lion's Shelter, and Legion Park Shelter to maintain clean and safe buildings and grounds.

HOURS OF WORK

Hours ~~fluctuate~~ of work may vary based on the needs of the City and dates rental facilities are reserved.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. **The requirements listed below are representative of the knowledge, skill, and/or ability required.** ~~The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.~~ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Valid MN Driver's License

Desired Qualifications

- Experience in custodial/cleaning services field

ESSENTIAL FUNCTIONS

- **Maintain clean City Hall, Library and rental properties:**
 - **Floors (to include main area, bathrooms and kitchens):** sweeping; mopping; vacuuming; scrubbing with use of automatic floor scrubbing machine; and spot cleaning
 - **Restrooms:** clean and sanitize toilets, fixtures and mirrors; spot clean walls, partitions and doors, sweep and mop flooring
 - **Kitchens and counters:** clean and sanitize sinks, counters and appliances, sweep and mop floors
 - **Garbage dispensers:** empty trash and recycling; clean and restock dispensers and replace liners
 - **Tables and chairs:** clean when necessary; verify quantity; return to storage racks or proper place
 - **Windows and walls:** clean and sanitize light switches and door knobs; spot clean walls and windows on regular basis; complete entire thorough cleaning occasionally
 - **Vents and Cabinets:** dust, replace filters when necessary
- ~~Performs all other custodial services to represent a well cleaned and maintained City Hall and City owned buildings.~~

- **Maintain open communication with City Hall:** complete cleaning checklists and notify **Public Service Director or** City Hall staff of any issues; ~~Identify need and order cleaning supplies when necessary~~ report when cleaning supplies are running low to Public Service Director or City Staff
- **Performs other duties and responsibilities as assigned by the Public Service Director or their designee**

KNOWLEDGE, SKILLS AND ABILITIES

The Custodian must be able to work with and without direct supervision and both independently and as a team player. ~~This position requires moderate to considerable physical effort when performing a variety of tasks.~~ **It is critical that they have strong customer service and communication skills. They must have the ability to plan, organize, prioritize and multi-task.**

~~He/She~~ **They** must have the ability to record various inspections, material used and time usage. **Work must be completed ~~timely and~~ accurately and in a timely manner.**

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain licenses.

PHYSICAL REQUIREMENTS

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

- This work requires the regular exertion of up to 40 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, walking, climbing or balancing, stooping, kneeling, crouching or crawling, ~~tasting~~ or smelling.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Occasional exposure to outdoor weather conditions.

CONDITIONS OF EMPLOYMENT

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

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

This job description does not constitute an employment agreement between the City and the employee and is subject to

change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



BUS DRIVER

Department: Public Services
Supervisor: Public Services Director
Pay Grade: 5
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Bus Driver performs a variety of manual tasks in the safe operation of a handicapped accessible passenger bus with a capacity of 15 or less. The Bus Driver is responsible for the safe transport and delivery of riders and for the routine care of the assigned vehicle and regular servicing of the assigned vehicle. Inclement weather or hazardous road conditions may be encountered. Work is performed in accordance with standard procedure, state and federal regulations.

HOURS OF WORK

Hours of work are set by the Public Service Director and may vary based on needs of the city. ~~transportation service needs and demands. The bus schedule and daily manifest is supplied by Carver/Scott County SmartLink Mobility Management is created by SmartLink.~~

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Valid MN Class D Driver's License
- DOT Medical Card – required prior to transporting clients (Alan recommends we keep this)

Desired Qualifications

- Previous experience driver a passenger bus/van

ESSENTIAL FUNCTIONS

- ***Transport passengers safely:*** drive a non-commercial vehicle to transport passengers with varying physical and mental capabilities from designated locations to destinations; assist **all** passengers ~~both able-bodied and disabled~~ into and out of vehicle including going up and down steps and to the first door (when appropriate); properly assists riders with straps, safety belts, wheelchair restraints and mobility aids as needed; operate wheelchair lift and properly secure passenger wheelchairs and walkers to the floor of vehicle ~~These tasks involve bending, pulling and pushing as needed;~~ work with aides and travel companions (as required) to ensure safety and efficiency for the route; load and unload luggage, groceries and other passenger necessities as requested
- ***Maintain safe environment on the bus:*** keep vehicle clean, maintained and filled with gasoline and oil; ~~Regular tasks include~~ wash bus; clear snow and debris from windows; ~~tidying inside of bus,~~ clean up debris inside the bus ~~and use power wash tools;~~ have vehicle serviced on a regular basis according to maintenance schedule; maintain

contact with supervisors at all times through appropriate measures (never on cell phone while driving); perform daily pre- and post-trip inspections

~~During COVID operations additional cleaning between trips will be needed to wipe down areas with sanitizing wipes.~~

- **Maintain necessary schedules and records:** maintain punctual schedule of arrivals and departures; collect fares and/or marks fare cards and balances fares at end of day on daily manifests; **maintain daily manifests to include miles travelled, trip time, number of riders and daily fares,** ~~maintain a daily log of trip information such as miles traveled, trip time and number of riders,~~
- ~~Attends training and unit meetings as required.~~
- ~~Works the hours and/or shifts assigned and begins and ends work on time.~~
- **Performs other duties and responsibilities as assigned by the Public Service Director or their designee**

KNOWLEDGE, SKILLS AND ABILITIES

The Bus Driver must be able to work with and without direct supervision and both independently and as a team player. It is critical that they have strong customer service and communication skills. They must have the ability to plan, organize, prioritize and multi-task.

The Bus Driver must have knowledge of, or the ability to learn the following: ability to maintain a safe driving record; ability to interact and respectfully work with a variety of people, **including** passengers **have with** varying physical, mental, and emotional capabilities **and** passengers are of varying ages and ethnicities; ability to assist clients by physically supporting them and/or transporting them with or in adaptive equipment - such as a wheelchair or walker - as part of daily activities.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, and attend trainings to update knowledge and maintain licenses.

~~§ Ability to assist clients by physically supporting them and/or transporting them with or in adaptive equipment - such as a wheelchair or walker - as part of daily activities.~~

~~§ Knowledge of the area of operation and familiarity with roads and highways and functional routes.~~

~~§ Knowledge of safe operation of wheelchair lifts and proper passenger wheelchair securing techniques.~~

~~§ Knowledge of safety and loss control programs and the ability to apply that knowledge to ensure a safe and healthy working environment that will minimize hazards or risks that could result in injury or illness and/or property damage.~~

~~§ Skill in the safe operation of a class A,B,C,or D motor vehicle under all weather and road conditions.~~

~~§ Ability to occasionally lift and/or support up to 30 lbs.~~

~~§ Ability to establish and maintain an effective working relationship with staff members, clients, and the public.~~

~~§ Ability to make simple arithmetic computations.~~

~~§ Ability to understand and follow oral and written instructions.~~

~~§ Additional trainings will be supplied by MNDOT such as defensive driving and passenger assistance.~~

PHYSICAL REQUIREMENTS

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

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to ~~75 3075~~ pounds.

- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, ~~using of measuring devices, assembly or fabrication of parts within arm's length.~~ **using of measuring devices, assembly or fabrication of parts within arm's length.**
- Operating ~~machines, operating~~ motor vehicles or equipment and observing general surroundings and activities.
- Frequent ~~Occasional~~ **Frequent** exposure to outdoor weather conditions.
- Frequently ~~Occasionally~~ **Occasionally** requires working near moving mechanical parts ~~and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.~~

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



POOL MANAGER ASSISTANT AND/OR ON-CALL MANAGERS

Department: Pool
Supervisor: ~~Public Service Director~~ and City Clerk
Pay Grade: On-Call Manager = 3, Pool Manager = 4
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

Overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, communications and leadership duties.

HOURS OF WORK

Hours fluctuate based on the needs of the City. ~~, open swim hours, and swimming lesson schedules.~~

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. **The requirements listed below are representative of the knowledge, skill, and/or ability required.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- American Red Cross Lifeguard and First Aid Certification
- American Red Cross Water Safety Instructor Certification
- CPR certified
- Experience as a Lifeguard and/or Water Safety Instructor

ESSENTIAL FUNCTIONS

- **Manage pool staff:** maintain adequate staffing at all times; plan, direct and assign all work of the swimming pool staff; ensure proper conduct of all staff members and adherence to pool rules and regulations; conduct calm, positive and appropriate conflict resolution among staff and visitors. ~~Contact Public Services Director if significant conflict arises.~~
- **Maintain customer safety and satisfaction:** maintain constant surveillance of the pool and pool area; identify safety problems and respond quickly and effectively in accordance with City pool policies and procedures; ~~report all situations to supervisor as soon as possible.~~ **manage concessions;** (WSI only) instruct and assist participants in ~~swimming lesson program~~ **teach swimming lessons through the American Red Cross Program**
- **Maintain safe and clean pool environment:** enforce all state regulations and policies concerning the swimming pool; ~~responsible for~~ follow protocol for opening and closing the pool, daily reporting and bank deposits; know, understand and consistently apply health and safety rules, policies and guidelines for the pool and pool area; maintain cleanliness of entire pool with the other pool staff to include emptying garbage, scrubbing sinks, toilets and floors **and picking up trash and other related duties daily**
- **Maintain records:** maintain daily record of swimmers, ~~logging~~ daily admissions, passes and concessions ~~etc.~~; **maintain records of swimming lessons (student name and level)**

- ~~Present a positive and professional image while maintaining pool rules.~~
- ~~Attend regularly scheduled in-service meeting and training sessions.~~
- ~~Ability to administer First Aid, CPR, emergency and other safety procedures as required.~~
- ***Performs other duties and responsibilities as assigned by the Public Service Director and/or City Clerk/Treasurer***

KNOWLEDGE, SKILLS AND ABILITIES

The Pool Managers and On-Call Pool Managers must be able to work with and without direct supervision and both independently and as a team player. **The Pool Manager and Assistant Manager are supervisory positions, thus the ability to lead staff is of the utmost importance. Excellent communication skills, verbal and in writing, using an appropriate degree of maturity, tact, persuasion, and conflict resolution is required; along with the ability to establish and maintain effective working relationships with a wide variety of groups and individuals. This position may require moderate to considerable physical effort when performing a variety of tasks. In addition, it is critical that they have strong customer service and communication skills. They must have the ability to plan, organize, prioritize and multi-task. He/She They** must have the ability to organize, administer, and properly complete all assigned duties, while maintaining an attitude of genuine concern about people and programs. ~~This position requires positivity, reliability, good judgment, and willingness to fulfill all aspects of the pool.~~

Pool Managers and On-Call Pool Managers must be properly skilled in first-aid procedures including recovery techniques, use of backboards or other specialized safety equipment appropriate in swimming pool operations. A considerable skill in swimming, lifeguarding, observing and responding to emergencies or safety concerns is required; this includes the ability to see and hear to detect signs of distress or need for assistance and to perform water rescues on occasion. ~~He/She must be able to work with and around irritants, fumes, and hazardous chemicals in the aquatic area. The ability to reconcile daily sales and complete bank deposits is required.~~

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain licenses.

PHYSICAL REQUIREMENTS

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

- Outdoor weather conditions; may affect work plans and schedules.
- While performing the duties of the job, the employee is regularly required to stand, talk, write, hear and operate desk equipment such as calculator, computers and cash registers.
- Frequently lift and/or move up to 50 pounds such as folding table, deck furniture and supply boxes.
- The employee is occasionally required to climb, balance, run, walk, sit, stoop, kneel, crouch, and crawl.
- Specific vision abilities include close vision, distant vision, color vision and peripheral vision.
- The employee is required to have ability and skills to perform water rescue and lifesaving.
- Employee is exposed to heat, cold, wetness, humidity, and marked changes in temperature or humidity.

CONDITIONS OF EMPLOYMENT

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

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

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description. I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



LIFEGUARD / WSI

Department: Pool
Supervisor: Pool Manager
Pay Grade: Lifeguard = 1, WSI = 2
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

To maintain safe swimming conditions in the pool, on the deck, and surrounding areas. Provide quality swimming and water safety instruction.

HOURS OF WORK

Hours fluctuate based on the needs of the City ~~, open swim hours and swimming lesson schedules.~~

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. **The requirements listed below are representative of the knowledge, skill, and/or ability required.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- American Red Cross Lifeguard and First Aid Certification
- CPR certified
- Water Safety Instructor requires a WSI Certificate

ESSENTIAL FUNCTIONS

- **Maintain customer safety and satisfaction:** main constant surveillance of the pool and pool area; identify safety problems and respond quickly and effectively in accordance with city pool policies and procedures; ~~report all situations to supervisor as soon as possible;~~ **manage concessions;** (WSI only) ~~assist participants in swimming lesson programs~~ **teach** swimming lessons **through the American Red Cross Program**
- **Maintain safe and clean pool environment:** know, understand and consistently apply health and safety rules, policies **and** guidelines for the pool and pool area; maintain cleanliness of entire pool with the other pool staff to include ~~including~~ emptying garbage, scrubbing sinks, toilets and floors ~~with cleansing agents~~ **and** picking **up** trash ~~and other related duties~~ **daily**
- **Maintain records:** maintain daily record of swimmers, ~~logging~~ daily admissions, passes **and** concessions ~~etc;~~ **maintain records of swimming lessons (student name and level)**
 - ~~Present a positive and professional image while maintaining pool rules.~~
 - ~~Attend regularly scheduled in-service meeting and training sessions.~~
 - ~~Ability to administer First Aid, CPR, emergency and other safety procedures as required.~~
- **Performs other duties and responsibilities as assigned by the Public Service Director and/or City Clerk/Treasurer**

KNOWLEDGE, SKILLS AND ABILITIES

The Lifeguards and Water Safety Instructors (WSI) must be able to work with and without direct supervision and both independently and as a team player. ~~This position may require moderate to considerable physical effort when performing a variety of tasks.~~ **It is critical that they have strong customer service and communication skills. They must have the ability to plan, organize, prioritize and multi-task.** ~~He/She~~ **They** must have the ability to organize, administer, and properly complete all assigned duties, while maintaining an attitude of genuine concern about people and programs. ~~This position requires positivity, reliability, good judgment, and willingness to fulfill all aspects of the pool.~~

Lifeguards & WSI must be properly skilled in first-aid procedures including recovery techniques, use of backboards or other specialized safety equipment appropriate in swimming pool operations. A considerable skill in swimming, lifeguarding, observing and responding to emergencies or safety concerns is required; this includes the ability to see and hear to detect signs of distress or need for assistance and to perform water rescues on occasion. ~~He/She must be able to work with and around irritants, fumes, and hazardous chemicals in the aquatic area.~~

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, **and** attend trainings to update knowledge and maintain licenses.

PHYSICAL REQUIREMENTS

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

- Outdoor weather conditions; may affect work plans and schedules.
- While performing the duties of the job, the employee is regularly required to stand, talk, write, hear and operate desk equipment such as calculator, computers and cash registers.
- Frequently lift and/or move up to 50 pounds such as folding table, deck furniture and supply boxes.
- The employee is occasionally required to climb, balance, run, walk, sit, stoop, kneel, crouch, and crawl.
- Specific vision abilities include close vision, distant vision, color vision and peripheral vision.
- The employee is required to have ability and skills to perform water rescue and lifesaving.
- Employee is exposed to heat, cold, wetness, humidity, and marked changes in temperature or humidity.

CONDITIONS OF EMPLOYMENT

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I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature *Date*



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: October 25, 2021

RE: Allow Pickleball lines to be painted on existing tennis courts

At the October 19 Parks Meeting, Julie Klemp Wischnack was present asking permission to paint pickleball lines on the existing tennis courts at Friendship Park. Julie and her husband Gus enjoy playing the sport and propose painting the lines on the existing tennis courts. They propose to supply the paint and the labor to install the lines. I have included a picture showing pickleball lines overlayed on a traditional tennis court.

The Parks commission voted unanimously 6-0 in favor of making a recommendation to allow the work to be completed.

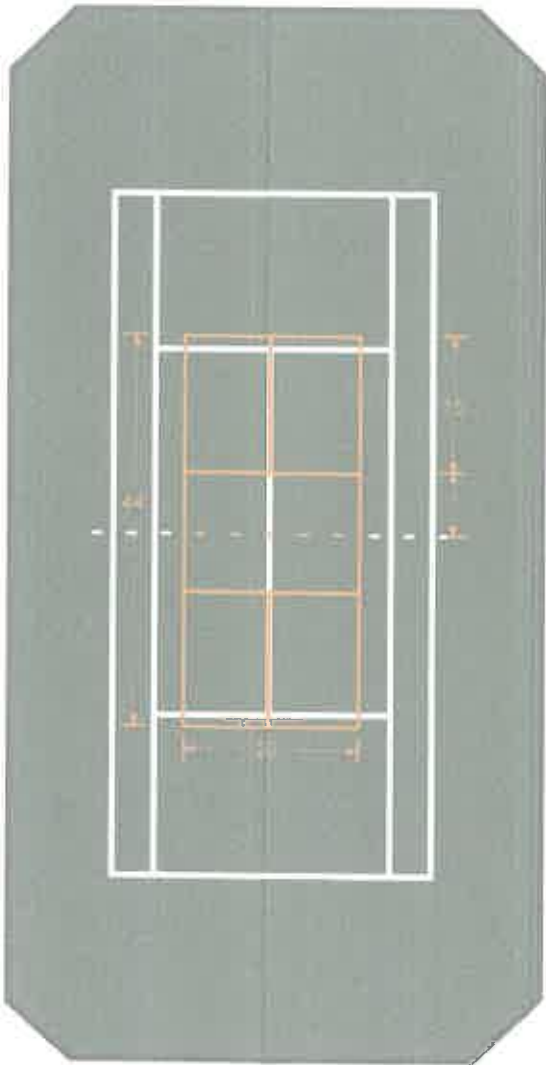
I would recommend a recreation agreement is signed before the work will be completed. We have previously exercised the use of such agreement with the work completed at the Sports Complex by the Softball boosters this year.

Suggested Motions:

Make a motion to allow the painting of pickleball lines on the existing tennis courts at Friendship Park once the city receives a signed recreation agreement.

Norwood Young America

Pickleball Lines on top of Tennis Court





TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: November 9th, 2020
RE: Hire snow hauling contractor for 2021-2022 snow season

We have hired contractors in the past for snow hauling to aid us in the removal of snow from our downtown areas in a timely fashion. If we did not hire the extra help to haul snow we would have to wait until the city plow trucks are done with their routes, clean all the salt out of the boxes, and prepare the tailgates and spreaders to haul snow. This would require a lot of extra overtime and require our staff to put in more hours then would be safe, especially during multi-day events. Also, the trucks we currently operate for snow plowing and snow hauling are single axle trucks. The RFQ states the boxes are to be a minimum of 17' long and 4' tall sides which is significantly larger than the city's trucks as well.

I created an RFQ and solicited to 4 contractors. I received 2 quotes and included them below.

Curfmann Trucking and Snow Removal Inc.	\$85 per hour
3G Contracting	\$150 per hour, 4-hour minimum charge

Suggested motion:

Motion to approve hiring Curfmann Trucking and Snow Removal Inc. for snow hauling during the 2021-2022 snow season in the amount of \$85 per hour.

Norwood Young America



CURFMAN TRUCKING & SNOW REMOVAL INC.

Telephone: (952) 467-3503
Cell: 952-292-5809
Fax: (952) 467-3591
DOT: 1150797

600 W Railroad St. Norwood Young America, MN. 55368

Mailing Address: PO Box 179 NYA, MN. 55368

Date: 10/19/21

Attn: City Of NYA
Tony Voigt

City of NYA
310 Elm St W
P.O. Box 59
NYA, MN 55368

Re:

Our Company is submitting a bid for the above referenced job:

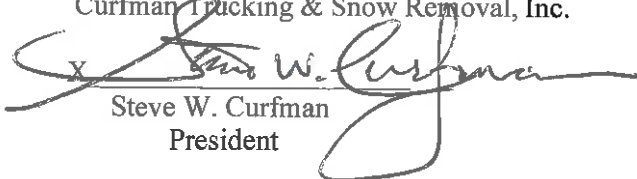
Service

Dump Truck Hauling

Price per hour

\$85.00

Truly Submitting,
Curfman Trucking & Snow Removal, Inc.

x 
Steve W. Curfman
President



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: October 25, 2021
RE: Compost Site Brush Pile Chipping and Removal

I am proposing to get our brush pile chipped and removed at the Compost Site. We need to chip the pile every year to control its size and leave room to accept more brush the following year. The last time we chipped the pile was the fall of 2020.

We have been able to control the site much better since cameras were installed in the early part of 2020. We continue to monitor the site and correct any illegal dumping we experience. We continue to provide signage to identify the proper areas of where residents are to dispose of materials at the site. This seems to have made an improvement as well.

I solicited to 3 reliable contractors to chip and remove the pile. The proposals are as follows.

Pine Products	\$5.25 per yard ground and removed, \$650 mobilization fee
Davey Tree	\$4.75 per yard ground, \$1.00 per yard removed, \$2000 mobilization fee
Sylvester Custom Grinding	\$6.00 per yard ground, \$1.00 per yard removed, \$950 mobilization fee

I anticipate we have approximately 2500-3000 yds on the site. The city currently has \$43,565.69 in the Repair/Maintenance line item in the Hwys, Streets, and Roads budget.

If approved, it would cost approximately \$16,400 including mobilization to chip and remove the estimated max of 3000 yds of material.

Suggested Motion:

Make a motion to hire Pine Products to grind and remove our brush pile for the estimated cost not to exceed \$16,400

Norwood Young America



REQUEST FOR QUOTES

Norwood Young America 2021 Brush Pile Grinding And Removal

City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes to grind and their brush pile and remove it from the site
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quotes is **10:00 a.m., Thursday October 21st, 2021.**
City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Tony Voigt
Public Service Director
P.O. Box 59
Norwood Young America, MN 55368
(320) 761-5008
tvoigt@cityofnya.com

II. Scope of Work

- A. Grind the brush pile
- The contractor will be required to grind the entire brush pile into wood chips.
 - The contractor is to notify City Staff if they discover material too large to fit in the grinder. There should be no large logs or stumps in the pile, only brush.
 - The contractor is to quote the grinding per cubic yard as a separate item on the attached form.
- B. Hauling of Grinding Chips
- The contractor may be required to haul the ground chips and remove from site.
 - The City may decide to keep the wood chips.
 - The contractor is to quote the hauling of chips per cubic yard removed from site.
- C. Mobilization
- The contractor is to quote all mobilization fees as a separate quote on the attached form.
- D. Location
- The brush pile is located at our Compost Site, 640 Tacoma Blvd

III. Insurance

The successful Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
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Aggregate	\$2,000,000
Automobile Liability	\$1,000,000

Workers Compensation and Employers' Liability	\$500,000
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IV. Project Completion

The scope of work is to be completed by **December 31st, 2021**.

V. City Responsibilities

- a. The City will assist in clearing an area if the compost/leaf piles are in the way for grinding.

VI. Job Site Clean-up

The Contractor is responsible for cleaning up after themselves. This means leaving the site with minimal ruts and not multiple piles left behind. If the contractor finds large amounts of dirt pushed in the pile, they will be required to remove as much wood material from the dirt as possible. There should only be one pile of dirt/debris left behind when the job is complete.

VII. Quote

Quotes shall be provided as a whole dollar amount for each quote.

VIII. Right to Reject Quotes

The City reserves the right to reject any and all quotes received.

IX. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Grinding Quote, per cubic yard: \$ _____

Hauling Quote, per cubic yard: \$ _____

Mobilization Quote: \$ _____

Signature: _____

Date: _____

CONTRACTOR'S QUOTE

Company name: Pine Products

Contact Person: Ben Dubbe

Title: President

Address: 11780 County Road 32 Waconia MN 55387

Phone Number: 952-442-5988

Grinding Quote, per cubic yard: \$ 5.25

Hauling Quote, per cubic yard: \$ 0

Mobilization Quote: \$ 650

Signature: Ben Dubbe

Date: 10-18-21

CONTRACTOR'S QUOTE

Company name: Davey Tree-Twin Cities Wood Products

Contact Person: Theresa Poechmann

Title: Client Experience Coordinator

Address: 405 Hardman Avenue S. South St. Paul, MN 55075

Phone Number: 651-230-5756

Grinding Quote, per cubic yard: \$4.75/yd

Hauling Quote, per cubic yard: \$1.00/yd

Mobilization Quote: \$2,000

Signature: _____

Date: 

CONTRACTOR'S QUOTE

Company name: Sylvester Custom Grinding, Inc

Contact Person: Steve Sylvester

Title: Owner

Address: 2230 30th Ave

Phone Number: 612-720-5286

Grinding Quote, per cubic yard: \$ 6.00

Hauling Quote, per cubic yard: \$ 1.00

Mobilization Quote: \$950.00

Signature: _____

Date: 10-19-21



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: October 25, 2021
RE: Master modifications and telemetry tie-in, 2nd Ave Project Lift Station Project

Josh Eckstein with Bolton & Menk will be present to discuss the additional equipment needed to complete the SCADA network installation for the 2nd Ave Lift Station installation. This will be required to terminate the fiber connection at the Water Plant and add the 2nd Ave Lift Station to the SCADA system. The intent is to include the lift station to the Water Treatment Plant SCADA network and create a more reliable connection for monitoring the pumps, wet-well levels, and alarm call-out purposes. I have included all the documents Josh has prepared regarding these changes.

Suggested Motions:

Make a motion to approve Quality Flow to install and program a MicroLogix 1400 PLC at the Water Plant for the amount of \$3,200

Make a motion to approve Tech Support of Minnesota to install and configure a secure network between 2nd Ave Lift Station and the Water Treatment Plant for the amount of \$6280.



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

October 20, 2021

City of Norwood Young America
Attn: Tony Voigt
310 Elm St W
Norwood Young America, MN 55368

**RE: 2nd Avenue Lift Station & Street Improvement Project
Supervisory Control and Data Acquisition (SCADA) Updates**

Honorable Mayor and City Council Members:

Quotes were received for equipment and labor needed to complete the 2nd Avenue Lift Station project as planned. In order to monitor, control and receive alarm communications from the lift station, additional equipment and telemetry gear is needed at the water treatment plant. The existing SCADA system was planned to be switched from old radio equipment to a new fiberoptic network which was previously installed by CarverLink. This new secure network will be safe, more reliable and increase operator efficiency. Equipment and software needed to connect the fiber network at the lift station control panel was provided as part of the project, however additional equipment at the water treatment plant is needed to complete the connection to the existing computer network. This equipment and firewall protection gear will also be sized appropriately and used in the future for connectivity and central operation of the seven municipal lift stations, wastewater treatment plant and two water towers. The proposed equipment and installation purchase includes materials and supplies necessary to monitor and operate the 2nd Avenue Lift Station as intended.

Based on the items above, we recommend that the City purchase additional network and telemetry equipment as quoted in the amount of **\$9,480.00** from Quality Flow Systems and Tech Support of Minnesota. I will be available at the upcoming City Council meeting to answer any questions that you may have.

Respectfully Submitted,
Bolton & Menk, Inc.

Joshua Eckstein, P.E.

QUALITY FLOW SYSTEMS, INC.

800 6th Street NW
New Prague, MN 56071

Phone: (952)758-9445
Fax: (952)758-9661

Date: October 15, 2021
To: Joshua Eckstein; Bolton & Menk
Subject: City of Norwood Young America, MN; WTP Master Communication Upgrades

Dear Joshua;

Please find below our pricing to furnish and install a MicroLogix 1400 to act as a new polling master for the outplant equipment over the existing fiber. As noted in our meeting, the existing PLC at the Plant is near its full capacity; therefore, it was recommended to install a new PLC that will be able to handle the City's telemetry needs going forward.

WTP / Telemetry Master Modifications:

- One (1) Furnish and install the following components at the WTP:
 - MicroLogix 1400 PLC
 - Ethernet cabling to existing switch within PLC cabinet
- One (1) Programming of the new PLC to poll data from 2nd Ave Lift Station

Total Selling Price - - \$3,200.00

Notes:

- Sonic Firewall, Network Switch with SFP transceiver, and configuration of secure network is by "Tech Support of Minnesota".

If you have questions or wish for our proposal to be quoted different, please give me a call.

Sincerely,

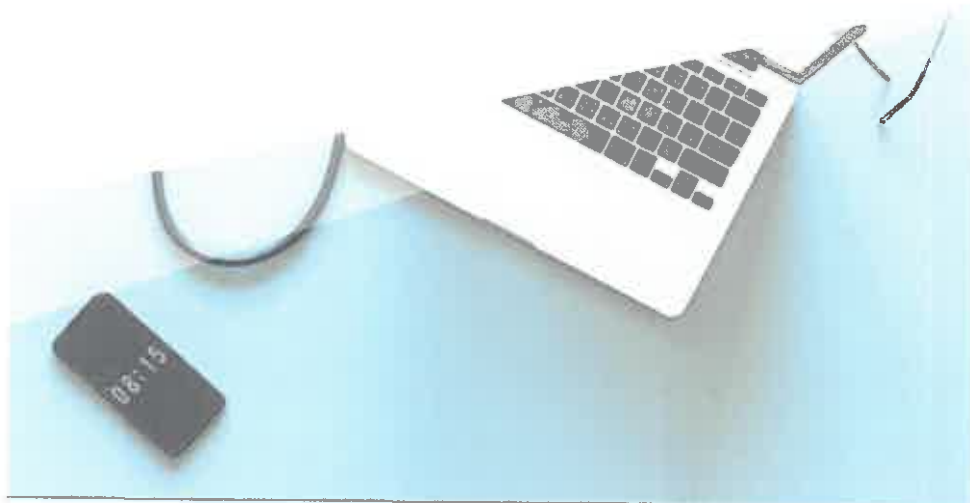
Bill Toennes

Bill Toennes



Secure Lift Station Data Connection City of Norwood Young America

Written by: Tyler Seurer, President / Owner



Water Treatment Facility - Lift Station Networking Project

Project Summary

TLS Technologies Inc, DBA Tech Support Minnesota (TSM), in partnership with Quality Flow Systems Inc. (QFSI), will facilitate the installation and configuration of a secure network for the City of Norwood Young America (CNYA) to connect the water treatment facility with a single lift station.

Our goal for this project will be to create a secure network for communication to the lift station via a terminated fiber line at both ends. This will allow for the CNYA staff to securely access the QFSI controller via the SCADA computer. It is the desire of the CNYA staff to have the ability to remotely access the SCADA computer, so TSM will be vigilant about provisioning network connections to minimize outside internet access as best we can.



Project Details | Our Solution

Statement of Work

TLS Technologies Inc, DBA Tech Support Minnesota (TSM), in partnership with Quality Flow Systems Inc. (QFSI), will facilitate the installation and configuration of a secure network from the City of Norwood Young America's (CNYA) Water Treatment Plant to an individual lift station via a direct "dark fiber" connection. This will allow for the CNYA staff to securely access the QFSI controller via the SCADA computer. We will work to install and configure the software needed to setup a secure VPN connection to the SCADA computer for remote access by 1 identified staff member at CNYA. In doing so, we will setup multi-factor authentication to further secure the VPN connection to the SCADA computer.

Assumptions

- Network will require capacity to connect the water treatment facility with 7+ lift stations, 2 water towers, waste treatment facility.
- The SCADA computer will need to communicate with the PLC but will also require internet access.
- It is CNYA's desire to have remote access to the SCADA computer.
- Fiber lines are currently ran to allow for direct connections from the Water Treatment Plant to the specific lift station.
- Lift station fiber will be terminated via an Allen Bradley switch that is already in place.
- Carverlink will provide guidance in relationship to the fiber infrastructure as needed.
- Carverlink will provide a static IP address if needed.
- Beyond 30 days from project completion TSM is not responsible for supporting the network equipment or connection.
- CNYA will be provided with any relevant documentation for the equipment including a network architecture map.

TECH SUPPORT MN | Pricing



Project Costs

SONICWALL FIREWALL <small>TX 3700 100Mbps 1U 128GB RAM 3-year warranty & maintenance</small>	\$2,100
NETWORK SWITCH <small>Managed 24-port Gigabit PoE switch</small>	\$1,400
SFP TRANSCEIVER MODULE	\$80
CONFIGURATION & INSTALLATION <small>Initial 1-hour on-site configuration & testing 11/14/2023 12:00 PM - 1:00 PM 11/14/2023 1:00 PM - 2:00 PM</small>	\$2,700
NETWORK SUPPORT (30 DAYS) <small>11/14/2023 12:00 PM - 1:00 PM</small>	

One-Time Cost Project Total \$6,280

TECH SUPPORT MN | **Next Steps**



SIGNATURE

We have made engaging our services simple...

1. Add your digital signature below and click '**Sign Proposal**' to receive an official contract for our services.
2. There is no monetary commitment made by signing this proposal. An official contract will be provided for your review and signature to formalize our partnership together.

We very much look forward to building a relationship with you!

Tyler Seurer

Owner / President, Tech Support Minnesota



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: October 25, 2021

RE: Legion Park Playground replacement

The Legion Park Playground equipment is scheduled to be replaced in 2022 in accordance to the Capital Replacement Schedule. The Parks Commission has been working with vendors to replace the equipment. After meeting with 3 different vendors, the Parks Commission unanimously approved 6-0 to make a recommendation to City Council to purchase Flagship Recreation's Option 2 proposal in 2022 for the amount of \$60,188.50.

The city has budgeted \$35,000 in 2022 for this replacement. The Parks Commission plans to approach the civic organizations within the community for donations toward this project. The intent is to supplement the cities cost with donations to complete the project.

I have included Flagship Receptions proposal and playground pictures for review.

Suggested Motions: Item is for discussion only.

Norwood Young America

City of Norwood Young America

310 Elm St W P.O. Box 59

Norwood Young America, MN 55368

Tony Volgt - Public Service Director

9/10/2021

PRELIMINARY BUDGET

Play Equipment & Installation	Preliminary Budget	Possible Additions	Possible Reductions	QTY	Notes
Design - Legion Park NYA 082721 Opt2	45,671.00		-6,300.00		List Price of Equipment *Possible deduct if only Vent equipment is installed
State Contract Discount	(2,752.26)			6%	State Contract #119795
Sales Tax - If applicable	0.00				
Equipment Installation (Man Hours & Concrete for Footings)	14,282.19				Full professional Installation by Landscape Structures Certified Installers
Delivery of Play equipment	400.00				estimated / final quote will be provided
Per Diem	0.00				estimated / final quote will be provided
Mobilization	500.00				
Dumpster(s) - 30 Yard	525.00				Disposal of packaging material
Site work					
Demo, Excavation & Disposal (existing container)	0.00				By Owner
Border Options					
Concrete Border Straight (LF)	0.00			0	Standard 6" W x 12" D w/ rebar
Plastic Timbers & Ramp	0.00	1,605.93			*Possible add for new, plastic curbing
Subgrade Preparation					
Drainage Aggregate - Pea Rock (Tons)	0.00			0	Pea Rock - 3" depth - Recommended with EWF Installations
Compacted Aggregate Base (Recycled Concrete or Class V) (Tons)	0.00			0	Class V aggregate or recycled concrete (w/fines), delivery and Installation . 4" - 6" compacted depth.
Drain Tile (LF)	0.00			0	Required for PIP & Synthetic Turf Installations
Surfacing Engineered Wood Fiber (EWF)					Perforated Corrugated Drain Tile with Sock
EWF - Playground Safety Surfacing (CY)	0.00			0	By Owner
GeoTextile Fabric (Sq. Ft.)	0.00			0	IPEMA Certified Playground Surfacing - Meets the standards of ASTM, ADA & CPSC
Site Restoration (Sq.Ft.)	0.00			0	Price Includes Installation
Payment & Performance Bonds (IF REQUIRED)	0.00				Top soil, seed and blanket
					Payment & Performance Bonds. Per State Contract required on projects \$175,000+
Budget Total	58,825.93	Total Additions	Total Reductions		Total w/ Additions & Reductions
		1,605.93	-6,300.00		54,131.86

+ 1363.50 2022 increase

\$ 60,188.50



FLAGSHIP RECREATION
11123 UPPER 33RD ST N
LAKE ELMO, MN 55092
763-550-7860
FLAGSHIPPLAY.COM
@FLAGSHIPPLAY



THIS PLAY AREA & PLAY EQUIPMENT IS
DESIGNED FOR AGE RANGES AS NOTED
ON PLANS

LEGION PARK
OPTION 2
314 Reform St S
Norwood Young America, MN 55368

SALES
REPRESENTATIVE:
Bailey Wolf

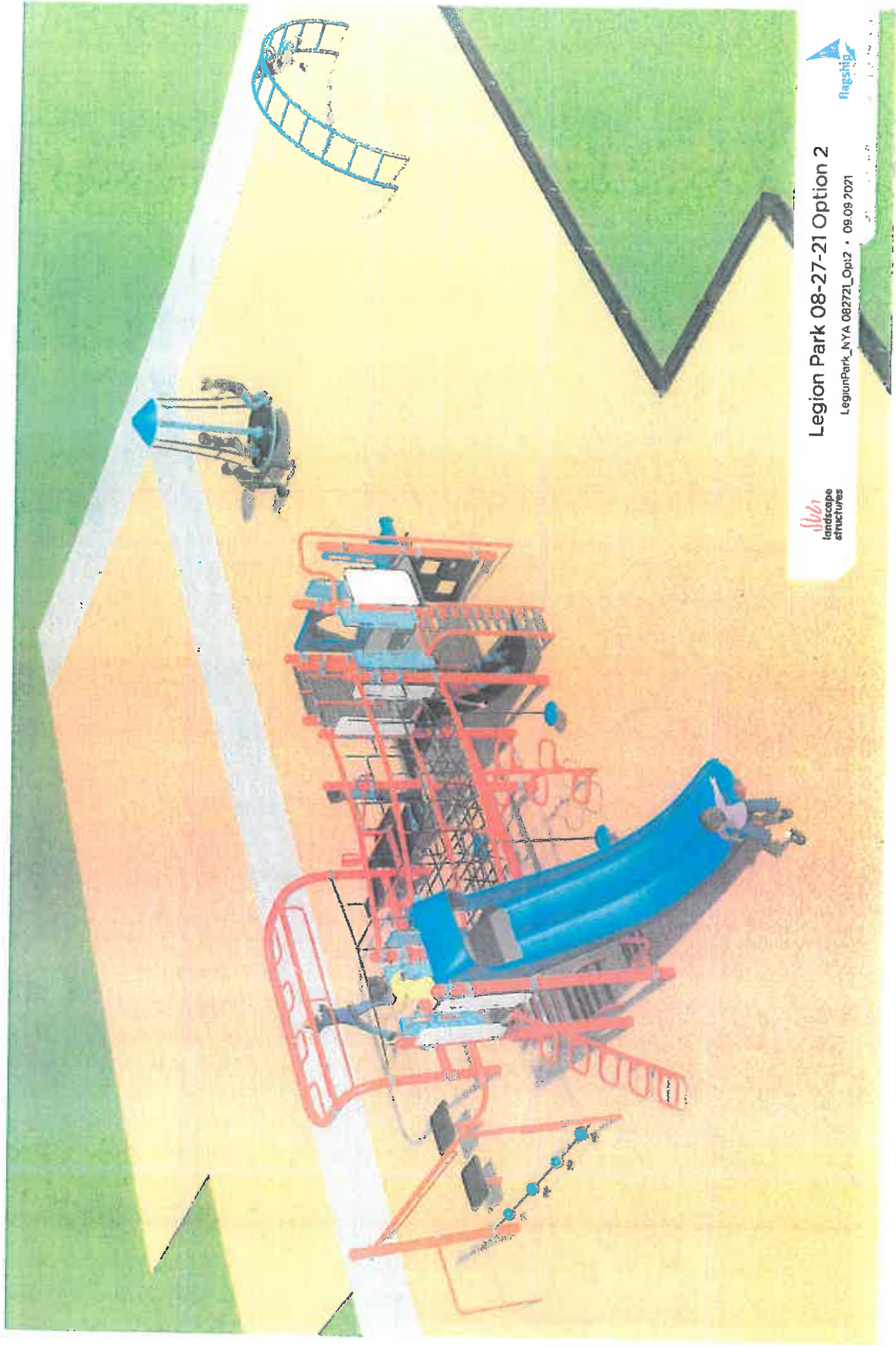
DESIGNED BY:
JLT
08/27/2021

3/16" = 1'-0"

SHEET

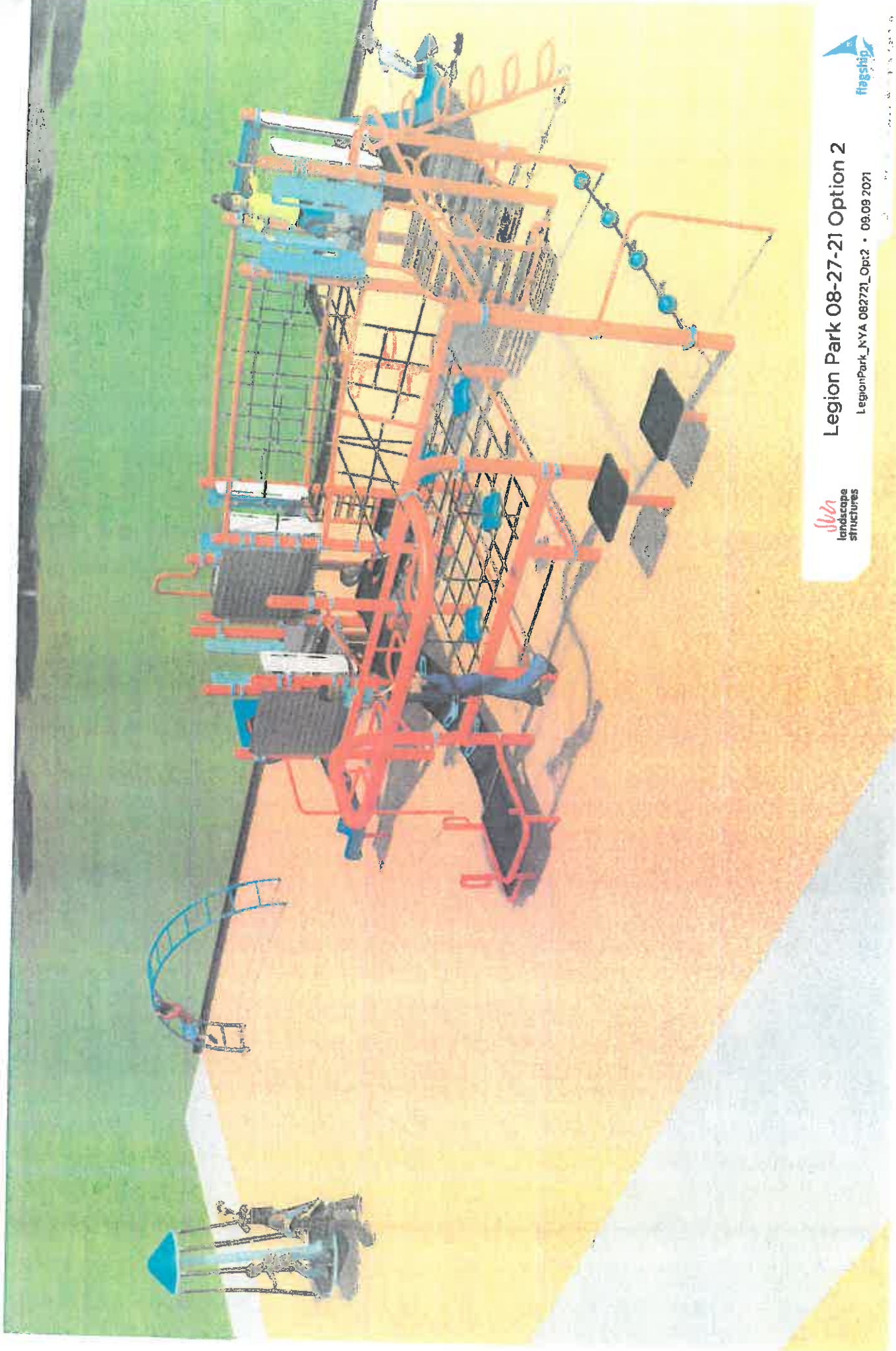
LS101





Legion Park 08-27-21 Option 2
LegionPark_NYA 082721_Opt2 • 09.09.2021





Legion Park 08-27-21 Option 2

LegionPark_NYA 082721_Opt2 • 09.09.2021





landscape
structures

Legion Park 08-27-21 Option 2

LegionPark_NYA 082721_Opt2 • 09.09.2021





TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: October 25, 2021

SUBJECT: Work Session – Public Water Access & Lakewood Trail Properties

Staff has been in touch with Rachel Henzen, PAT Area Supervisor/Division of Parks and Trails with the Minnesota Department of Natural Resources. At this point, the DNR is not investing much in new public water access sites and is instead focusing on our existing sites. However, they would be willing to partner on this project depending on what exactly that is. They are currently short staffed, so her next available time to meet is Monday, November 1st.

City Planner Cynthia Smith-Strack is also researching public water access from a zoning perspective. The following aerial photo was sent to Henzen and Smith-Strack to show potential access points to Barnes Lake.



Norwood Young America

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

As for the Lakewood Trail Properties, Public Service Director Tony Voigt and Mayor Lagergren will be walking the proposed trail in the Preserve 5th edition on Friday, October 22nd. They will be researching the following:

- Trail access
- 1005 Lakewood Trail – backyard erosion and property stakes
- Potential non-conforming property accessory structures on City property

Discussion Only.

Norwood Young America

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TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: October 25, 2021

SUBJECT: Work Session – Available Sites in Norwood Young America

Staff recently attended a Carver County CDA session with other Carver County municipalities to discuss current economic development. All cities are having problems with lack of available sites, lack of cold storage and inquires on mini storage.

Two properties, in particular, that staff has received inquiries on do not have water/sewer hook ups.

1. 420 Railroad Street W
 - a. Within city limits
 - b. 0.31 acres, zoned RC-1
 - c. According to Bolton & Menk it would cost about \$300,000 just to bring water/sewer to this area
 - d. No water/sewer limits the use and sale of this property



2. Parcel #110130500 SE Corner of Tacoma & Hwy 212
 - a. NOT in city limits and next to Molnau Trucking
 - b. 5.11 acres, would need to be annexed into city limits
 - c. According to 2040 Comp Plan this would be zoned B-1 Business Industrial which includes mini storage
 - d. Bolton & Menk gave an estimated cost of water/sewer hookup in 2018. At that time the cost was over \$100,000.



Attached is a chart of the current available lots by zoning district as of October 25, 2021. Also attached is the City of NYA Future Land Use Map from the 2040 Comp Plan.

Council Members are to discuss the following:

- 420 Railroad Street W – thoughts on water/sewer hook up – when Railroad St is redone?
- Parcel #110130500 –
 - Could there be a benefit of assisting in water/sewer hookup for future development?
 - If annexed into the City, the future land use is B-1. Is the council ready to annex into the City?
- Available Lots by Zoning District
 - Good news with the downtown buildings selling and being utilized
 - Fewer lots for development in residential area
- Next steps for all...



This chart is an overview of the current availability of lots by zoning district as of October 25, 2021.

District	Description	Total vs Available Lots
R1	<u>Low density single family</u> <ul style="list-style-type: none"> Single family dwelling 	426 total/15 available <ul style="list-style-type: none"> 7 lots on Emma St 4 townhome lots on Oak Ln 4 townhome lots on Meadow Blvd Land available in city limits but <u>no infrastructure</u>: <ul style="list-style-type: none"> 61.32 acres - Kloth land off Elm 60.60 acres - JAM Properties off Tacoma 22.66 acres - STP Enterprises in Preserve 13.59 acres - SINMACO Properties north of Hwy 5 across from Central Ave
R2	<u>Medium density single family</u> <ul style="list-style-type: none"> Single family dwelling Twin homes 	405 total/0 available <ul style="list-style-type: none"> The "original" Norwood and Young America residences surrounding the two historic downtowns
R3	<u>Medium density mixed residential</u> <ul style="list-style-type: none"> Single family dwelling Twin homes Two family dwelling Townhomes 	479 total/1 available <ul style="list-style-type: none"> 312 1st St NE (by Stolz) Areas include neighborhoods around Casper, Martingale, Central Schools, Friendship Park, Devonshire, Trilane and 5th St.
R4	<u>Multiple family residential</u> <ul style="list-style-type: none"> Multiple family dwelling of 5-18 units Nursing homes/assisted living 	30 total/1 available (trailer lot) <ul style="list-style-type: none"> Includes the trailer park, Peace Village, Harbor, Central Apts, Poplar Ridge and Country Cove Apts
RC1	<u>Residential/Neighborhood Commercial</u> <ul style="list-style-type: none"> Single family dwelling Twin homes Two family dwellings Townhomes Professional services Finance/Insurance/Real Estate Personal or Business Services Retail trade Specialty shops Standard restaurants 	14 total/1 available <ul style="list-style-type: none"> Commercial Lot at 420 Railroad St W – no water/sewer

C2	<p><u>General commercial</u></p> <ul style="list-style-type: none"> • Banking/financial institutions • Churches and schools • Commercial recreational uses • Convenience stores • Daycare centers • Dwelling units (above street level) • Funeral homes/Mortuaries • Garden centers • Grocery stores • Medical, professional and commercial • Motels/hotels • Personal services • Retail trade • Standard restaurants 	<p>57 total/4 available</p> <p>All located by Haven/Heritage Strip Mall</p> <ul style="list-style-type: none"> • 610 Railroad Dr • 620 Railroad Dr • 625 Railroad Dr • 630 Railroad Dr
C3	<p><u>Downtown districts</u></p> <ul style="list-style-type: none"> • General commercial office space • Professional services • Finance, insurance, real estate • Personal or business services • Public facility (city hall/library) • Retail trade • Dwelling units (above street level) • Specialty shops • Standard Restaurants • On and off-sale liquor establishments • Dwelling units (back 50% of street level) 	<p>65 total/8 available (vacant lots)</p> <p>Historic Downtown YA:</p> <ul style="list-style-type: none"> • 10 2nd Ave SE • 12 3rd Ave SE (Masonic Bldg) • 18 3rd Ave SE (Mill buildings) **purchase agreement <p>Historic Downtown Norwood:</p> <ul style="list-style-type: none"> • 114 W Elm (former Wilson Electric) • 118 W Elm (vacant lot) • 120 W Elm (vacant lot) • 319 W Elm (former bakery) • 323 W Elm (vacant lot)
B1	<p><u>Business Industrial</u></p> <ul style="list-style-type: none"> • Automobile repair (major) • Contractor yards • Office complexes • Garden and landscaping services • Mini storage facilities • Retail with contractor yard/wholesale • Vocational and technical schools • Warehouses • Wholesale trade and showrooms 	<p>9 total/1 available</p> <ul style="list-style-type: none"> • 31 Ind Blvd (all wetland - not buildable) • City-owned greenspace
I1	<p><u>Light Industrial</u></p> <ul style="list-style-type: none"> • Contractor operations • Laboratories • Light industry • Utilities (public, sewer, water) • Warehousing • Wholesale trade and showrooms 	<p>16 total/1 available</p> <ul style="list-style-type: none"> • 800 Railroad St (next to Lano Equip) <p>Tacoma West Industrial Park:</p> <ul style="list-style-type: none"> • NONE