



CITY COUNCIL

1. CALL MEETING OF CITY COUNCIL TO ORDER

- 1.1. Pledge of Allegiance

2. APPROVE AGENDA

3. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT

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

4. CONSENT AGENDA

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

- 4.1. Approve minutes of December 27, 2021

- 4.2. Approve payment of Claims

5. PUBLIC HEARING

6. OLD BUSINESS

7. NEW BUSINESS

- 7.1. Approve Resolution 2022-01 Adopting the City of Norwood Young America Organization Designations

- 7.2. Approve Resolution 2022-02 Authorizing Property City Officials to Execute Payment of Claims Prior to City Council.

- 7.3. Accept Annual Fire Report and Review 2021

- 7.4. Approve the hiring of Nicholas Buchman as a Firefighter

- 7.5. Report from Commissions for 2021 Year End and 2022 Goals

- 7.5.1. Senior Advisory

- 7.5.2. Economic Development Commission

- 7.5.3. Parks & Recreation Commission

- 7.6. Approve Renewal of Refuse Haulers License for Randy's Environment & Waste Management

- 7.7. Approve Resolutions 2022-03 Accepting Donations and Designating its Use for the Year 2021

- 7.8. Accept a grant from Carver County for Part-time staffing at the Recycling Center and Authorize Posting the Open Position for a Part-time Attendant

- 7.9. Approve the Planning Consultant RFQ and Authorize the Posting for the Position

- 7.10. Approve the Increase for the 2022 Bench Program Donation
- 7.11. Discuss and Approve Snow Plowing Procedures
- 7.12. Preparing Plans for Old Town
- 7.13. Approve Special Meeting with the Planning Commission for January 24, 2022

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.

- League of MN Cities Insurance Trust 2021 Dividend Information

UPCOMING MEETINGS / EVENTS

January 12, 2022	Economic Development Commission	5:00 PM
January 12, 2022	Joint Commission Meeting	6:00 PM
January 18, 2022	Finance Committee	3:00 PM
January 18, 2022	Parks and Recreation Commission	4:45 PM
January 20, 2022	Senior Advisory Committee	9:00 AM
January 24, 2022	EDA / City Council / Joint Meeting with Planning	6:00 PM
February 1, 2022	Planning Commission	6:00 PM
February 9, 2022	Safety Committee	2:00 PM
February 14, 2022	Personnel Committee	5:00 PM
February 14, 2022	City Council	6:00 PM



Attendance:

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

STAFF: Andrea Aukrust (City Administrator), Angela Brumbaugh (City Clerk/Treasurer), Karen Hallquist (Economic Development/Marketing Director), Cynthia Smith Strack (Planning Consultant)

OTHERS: Erik and Scott Loomis, Laurie Hilgers (The Harbor)

1. Call City Council to Order:

Mayor Lagergren called the City Council meeting to order at 6:04 PM. Four members present.

2. Approve Agenda

Motion: CH/MM to approve the agenda as presented. Motion passed 4-0.

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

4. Consent Agenda

4.1 Approve minutes of December 13, 2021 meeting

4.2 Approve payment of claims

Motion: MM/AK to approve the consent agenda as submitted. Motion passed 4-0.

5. Public Hearing

5.1 Present the Easement Vacation for Tacoma West Industrial Park First Avenue

Mayor Lagergren opened the public hearing at 6:06 PM.

Smith-Strack shared information on the requested drainage and utility easement located on Lots 8 and 9, Block 2, and Lots 9 and 10, Block 2. This is required to complete a replat previously approved by the City Council. No comments from the public.

Motion: CH/MM to close the public hearing at 6:07 PM. Motion passed 4-0.

6. Old Business

7. New Business

7.1 Approve Resolution 2021-48, a Resolution Vacating Certain Drainage and Utility Easements in Tacoma West Industrial Park.

No additional information shared from the public hearing.

Motion: MM/CH to approve Resolution 2021-48 A Resolution Vacating Certain Drainage and Utility Easements in Tacoma West Industrial Park. Motion passed 4-0.

7.2 Discuss Variance for Parking Stalls and Parking Lot Setbacks and Nonconformance Expansion Permit Setbacks and Approve Site Plan for 117 Railroad Street West

7.2.1 Approve Resolution 2021-49, A Resolution Approving Variances to Number of Parking Stalls Required and Parking Lot Setback for 117 Railroad Street West

Smith-Strack shared a summary from the Planning Commission Public Hearing. The request is based on Section 1250.12 pertaining to the required number of off-street parking spaces from five required spaces to the requested four spaces. This was an anticipated issue when the area was rezoned. Planning Commission recommended approval for the variance.

Motion: MM/CH to approve Resolution 2021-49, A Resolution Approving Variances to Number of Parking Stalls Required and Parking Lot Setback for 117 Railroad Street West. Motion passed 4-0.

7.2.2 Approve Resolution 2021-50, A Resolution Approving a Nonconformance Expansion Permit Pertaining to Building Setbacks and a Site Plan for a 6,408 square foot addition to an Existing Structure at 117 Railroad Street West

Smith-Strack shared a summary from the Planning Commission Public Hearing. The request is based on required setbacks in the RC-1 District. The proposed structure addition will extend existing nonconforming corner (9 feet) and interior (5 feet) side setbacks but will not expand the existing nonconformity through further encroachment. This was an anticipated issue based on the narrow width of existing lots. Planning Commission recommended approval for the variance with several conditions.

Motion: CH/MM to approve Resolution 2021-50, A Resolution Approving Nonconformance Expansion Permit Pertaining to Building Setbacks and a Site Plan for a 6,408 SF Addition to an Existing Structure at 117 Railroad Street West. Motion passed 4-0.

7.3 Discuss Planning Commission 2021 Annual Report and 2022 Goals

Smith-Strack shared highlights from each monthly meeting to include 23 public hearings. She also submitted the following goals for 2022:

- Review tree requirements under landscaping standards, including a one overstory tree per 1000 square feet of structure requirement.
- Review the entire sign code, including review to more clearly state requirements for different types of signs, especially in the 212 Corridor.
- Review of accessory structure height maximums.
- Consideration of less restructure or more flexible PUD standards.
- Examine uses in the Downtown District to incorporate uses that are common in downtowns to the east of Norwood Young America.
- Examine density allowances in residential zoning classifications and consistency with the 2040 Comprehensive Plan update.
- Examine potential opportunities for training/enrichment of Planning Commission members.
- Continue review of zoning code sections.

Lagergren recommended an additional goal of options for incorporating B-1 and I-1 zoning districts based on the need for a new Industrial Park. No action was taken.

7.4 Approve The Harbor's 2022 Budget

Hilgers shared a summary of the year and the proposed 2022 budget. Information included COVID testing and an outbreak in November, results of a lightning strike in August, staff shortages, and a summary of recertification requirements.

Motion: CH/MM to approve the 2022 Budget for The Harbor. Motion passed 4-0.

7.5 Approve Option for Shady Lane/2nd Avenue Intersection Project

Aukrust reviewed the proposed Shady Lane/2nd Avenue Intersection options from the last Council meeting. Bolton and Menk recommends the following change: modify Shady Lane geometry to create a 90 degree connection with 2nd Avenue and change the intersection from two way stop controlled to one-way stop controlled.

Motion: AK/MM to approve Option 2 based on the improved functionality, safety, and maintenance. Motion passed 4-0.

7.6 Approve the Administrative Assistant I Contract Extension

Aukrust shared the request to extend the current Administrative Assistant I contract for an additional two months to further assess the staff workflows over the next 6 to 8 week period.

Motion: MM/AK to approve the extension of the current Administrative Assistant I contract for two additional months, ending on February 28, 2022. Motion passed 4-0.

7.7 Approve the 2022 Salary Schedule for Exempt and non-Collective Bargaining Unit Employees
Brumbaugh shared the updated and modified salary schedule that shows a \$0.75 increase and 3% COLA effective January 1, 2022.

Motion: CH/MM to approve and implement the proposed 2022 Salary Schedule for all Exempt and non-Collective Bargaining Unit Employees, effective January 1, 2022. Motion passed 4-0.

7.7 Approve 2021 Budget Amendments

Brumbaugh shared the list of funds that showed more than \$5000 difference between budget and actual.

Motion: MM/CH to approve Resolution 2021-51 amending the 2021 General Fund, Enterprise Funds and other Fund balances. Motion passed 4-0.

7.9 Approve the American Rescue Plan Act Funds

7.9.1 Approve Resolution 2021-46 Accepting the Redistribution of Unrequested Coronavirus Local Fiscal Recovery Funds.

Brumbaugh shared the additional \$13,060 received by the city when the state redistributed \$12 million from the original funding.

Motion: CH/MM to approve Resolution 2021-46, A Resolution to accept the Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act. Motion passed 4-0.

7.9.2 Approve Resolution 2021-47 Accepting the Coronavirus Local Fiscal Recovery Funds

Brumbaugh shared the first half payment of \$199,412 received by the city from ARPA funds.

Motion: CH/MM to approve Resolution 2021-47, A Resolution to accept the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act. Motion passed 4-0.

7.10 Discuss COVID-19 PTO

Aukrust shared a request to extend the request to pay employees up to 80 hours of PTO for themselves and 54 hours for their child if the needed to be out due to COVID-19. This would extend a motion from the Council which ended on September 30, 2021. This request would extend the 80 hours of PTO for themselves and 54 hours to care for any individual residing in their household without going against their personal PTO for one time each in each calendar year. This would retro to October 1, 2021 and begin again on January 1, 2022. This allotment of PTO cannot be carried forward at the end of each calendar year.

Motion: CH/MM to approve the extension of the COVID-19 PTO benefit for all employees with conditions allowable under the law. Motion passed 4-0.

8. Council Member and Mayor and Staff Reports

CH – none

AK – none

MM – EDC update to include the following: updated goals for 2022; New Year's letter to current businesses, Downtown Streetscape Grant passed original review; Joint Commission meeting scheduled for January; Community video and Historic Walking Tour.

CL – EDC update on the Little Falls tour of Spout Inc, and Purple Carrot Market and included information on a grant that assessed needs and created an action plan to revitalize the downtown area.

9. Adjournment

Motion: CH/MM to adjourn at 7:00 PM. Motion passed 4-0.

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: January 10, 2022

Payroll EFT

Check # 507057 - 507072 \$ 18,809.81

Voided Checks

Check # 32444 - \$ (75.00)

Prepays

Check # -

Claims Pending Payment

Check # 32632 - 32680 \$ 1,945,607.62
0

Cardmember e-check

Grand Total \$ 1,964,342.43

CITY OF NORWOOD YOUNG AMERICA

01/06/22 3:31 PM

Page 1

***Check Detail Register©**

Batch: 01102022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32676	01/10/22	BOND TRUST SERVICES CORP.			
E 602-49450-604		Bond Service Charge	\$237.50		
E 602-49450-601		Debt Srv Bond Principal	\$231,250.00		
E 601-49400-611		Bond Interest	\$4,049.00		
E 602-49450-611		Bond Interest	\$6,747.88		
E 517-49330-611		Bond Interest	\$18,425.00		
E 521-49330-601		Debt Srv Bond Principal	\$110,000.00		
E 601-49400-611		Bond Interest	\$14,537.50		
E 521-49330-611		Bond Interest	\$18,212.50		
E 521-49330-611		Bond Interest	\$1,100.00		
E 522-49330-601		Debt Srv Bond Principal	\$580,072.32		
E 601-49400-601		Debt Srv Bond Principal	\$31,098.49		
E 602-49450-601		Debt Srv Bond Principal	\$8,829.19		
E 522-49330-611		Bond Interest	\$15,800.00		
E 522-49330-611		Bond Interest	\$65,681.47		
E 601-49400-611		Bond Interest	\$3,415.24		
E 602-49450-611		Bond Interest	\$1,053.29		
E 601-49400-601		Debt Srv Bond Principal	\$138,750.00	67950	GO Bond, 2012A
E 517-49330-601		Debt Srv Bond Principal	\$105,000.00	67951	GO Bond, 2013A
E 601-49400-601		Debt Srv Bond Principal	\$170,000.00	67952	GO Bond 2016A
E 522-49330-601		Debt Srv Bond Principal	\$105,000.00	67953	GO Bond, 2020A
E 601-49400-604		Bond Service Charge	\$237.50	68876	GO Bond, 2012A
E 517-49330-604		Bond Service Charge	\$475.00	68877	GO Bond, 2013A
E 521-49330-604		Bond Service Charge	\$475.00	68878	GO Bond, 2016A
E 522-49330-604		Bond Service Charge	\$475.00	68879	GO Bond, 2020A
		Total	\$1,630,921.88		
32677	01/10/22	BROWN, GLADYS			
E 101-45200-432		Refund	\$125.00		refund 1/8/22 Lions Shelter -covid
		Total	\$125.00		
32678	01/10/22	BRUMBAUGH, ANGELA			
E 101-41300-331		Travel/Meeting Expense	\$164.62	2/3/21	motel for Ehlers Seminars
		Total	\$164.62		
32679	01/10/22	EHLERS AND ASSOCIATES, INC			
E 101-41300-331		Travel/Meeting Expense	\$215.00		Ehlers seminars TIF-Aukrust
E 101-46500-331		Travel/Meeting Expense	\$215.00		Ehlers seminars TIF-Halquist
E 101-41110-207		Training Instructional	\$215.00	2/3/22	Ehlers Seminars-TIF-Lagergren
		Total	\$645.00		
32680	01/10/22	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$480.00	9498996	set up computer
		Total	\$480.00		
10100 CHECKING			\$1,632,336.50		

CITY OF NORWOOD YOUNG AMERICA

01/06/22 3:31 PM

Page 2

***Check Detail Register©**

Batch: 01102022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
---------	------------	-------------	--------	---------	---------

Fund Summary

10100 CHECKING

101 GENERAL FUND			\$1,414.62		
517 Oak Grove Debt Service			\$123,900.00		
521 2016A GO			\$129,787.50		
522 2020 GO Bond			\$767,028.79		
601 WATER FUND			\$362,087.73		
602 SEWER FUND			\$248,117.86		
			\$1,632,336.50		

CITY OF NORWOOD YOUNG AMERICA

01/06/22 3:30 PM

Page 1

***Check Detail Register©**

Batch: 011022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32632	01/10/22	ANCOMCOMMUNICATIONS, INC.			
E 101-42200-323		Radio Units	\$88.00	105642	charger repair
		Total	\$88.00		
32633	01/10/22	ARNOLDS OF GLENCOE, INC.			
E 101-45200-221		Repair/Maintenance Equip	\$151.49	P35602	2005 rim and lug nuts
		Total	\$151.49		
32634	01/10/22	BERKLEY RISK ADMIN COMPANY			
E 101-43100-365		Insurance Claims	\$657.63	6900	claim
		Total	\$657.63		
32635	01/10/22	BOLTON & MENK, INC			
E 602-49450-303		Engineering Fees	\$395.00	0281854	Sanitary Sewer CIPP
E 495-43100-303		Engineering Fees	\$27,933.00	0281891	2nd Ave /Utility phase 2
E 496-43100-303		Engineering Fees	\$1,386.00	0281892	Oak Lane improvements
E 101-41500-303		Engineering Fees	\$316.00	0281894	Meadows-Budahn Property
E 101-41500-303		Engineering Fees	\$94.00	0281900	misc engineering
E 495-43100-303		Engineering Fees	\$2,778.00	0281901	2nd ave & lift station
		Total	\$32,902.00		
32636	01/10/22	BOYER TRUCK PARTS			
E 101-43100-221		Repair/Maintenance Equip	\$596.79	005P9543	T7 water pump repair
		Total	\$596.79		
32637	01/10/22	CARQUEST AUTO PARTS			
E 101-43100-221		Repair/Maintenance Equip	\$278.03	5927-241157	hydraulic hoses T-7
E 101-43100-221		Repair/Maintenance Equip	\$19.56	5927-241190	hydraulic hoses T-7
E 101-43100-221		Repair/Maintenance Equip	\$25.06	5927-241268	brine tank
E 101-43100-221		Repair/Maintenance Equip	\$0.92	5927-241360	test light in shop
E 101-43100-221		Repair/Maintenance Equip	\$16.29	5927-241552	bucket truck
E 101-43100-221		Repair/Maintenance Equip	(\$18.53)	5927-241617	return oil filter
E 101-43100-221		Repair/Maintenance Equip	\$113.64	5927-242182	shop stock
E 101-43100-221		Repair/Maintenance Equip	\$3.99	5927-242522	spark plug-water tank pump
E 101-43100-221		Repair/Maintenance Equip	\$53.64	5927-242554	antifreeze
		Total	\$492.60		
32638	01/10/22	CENTERPOINT ENERGY			
E 101-42200-383		Gas Utilities	\$186.65		
E 101-43100-383		Gas Utilities	\$1,382.24		
E 101-45200-383		Gas Utilities	\$555.31		
E 601-49400-383		Gas Utilities	\$313.43		
E 602-49450-383		Gas Utilities	\$1,404.62		
E 101-49860-383		Gas Utilities	\$16.11		
E 101-41940-383		Gas Utilities	\$563.05	12/28/21	
		Total	\$4,421.41		
32639	01/10/22	CENTRAL AUTO REPAIR			
E 101-45200-221		Repair/Maintenance Equip	\$35.61	158536	'05 Kubota tire

CITY OF NORWOOD YOUNG AMERICA

01/06/22 3:30 PM

Page 2

***Check Detail Register©**

Batch: 011022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$35.61	
32640	01/10/22	CITY OF WACONIA			
E 101-43100-437		Maintenance Contract	\$35,897.33	171	Sweeper annual contract
Total			\$35,897.33		
32641	01/10/22	CUSTOMIZED FIRE/RESCUE TRAIN			
E 101-42200-207		Training Instructional	\$4,710.00	2006	NFPA 164 hr course
Total			\$4,710.00		
32642	01/10/22	DIVERSIFIED PLUMBING & HEATING			
E 602-49450-223		Repair/Maintenance Bldg/	\$600.00		
E 601-49400-223		Repair/Maintenance Bldg/	\$1,200.00	32378	RPZ testing
E 602-49450-223		Repair/Maintenance Bldg/	\$498.50	32379	coupler assembly 510 E Elm
Total			\$2,298.50		
32643	01/10/22	EMERGENCY AUTOMOTIVE TECH., IN			
E 275-42200-541		Public Safety Equip	\$948.00	JOR21105	L11
E 275-42200-541		Public Safety Equip	\$7,056.30	JOR21109	Rescue 21
E 275-42200-541		Public Safety Equip	\$948.00	JOY21106	E11
Total			\$8,952.30		
32644	01/10/22	GOPHER STATE ONE-CALL			
E 602-49450-223		Repair/Maintenance Bldg/	\$18.90		
E 601-49400-223		Repair/Maintenance Bldg/	\$18.90	1120640	
Total			\$37.80		
32645	01/10/22	HENNING EXCAVATING			
E 601-49400-223		Repair/Maintenance Bldg/	\$4,932.00	8195	watermain break 5 way stop
Total			\$4,932.00		
32646	01/10/22	HOME SOLUTIONS			
E 101-41940-223		Repair/Maintenance Bldg/	\$12.58	A184178	crows nest sport complex
E 101-41940-223		Repair/Maintenance Bldg/	\$1.16	B233143	Roy clay restroom
E 101-43100-223		Repair/Maintenance Bldg/	\$6.26	B233214	sign hardware
E 101-43100-221		Repair/Maintenance Equip	\$8.80	B233265	repair
E 101-41940-223		Repair/Maintenance Bldg/	\$7.19	B233277	south shed repair
E 101-43100-221		Repair/Maintenance Equip	\$8.09	B233323	new chipper trailer wiring
E 602-49450-223		Repair/Maintenance Bldg/	\$10.79	B233376	301 Trilane repair
E 101-41940-223		Repair/Maintenance Bldg/	\$8.54	B233489	building repair
E 101-41940-223		Repair/Maintenance Bldg/	\$28.78	B233587	cleaning gloves and rags
E 101-41940-223		Repair/Maintenance Bldg/	\$23.37	B233626	crows nest-sports complex
E 602-49450-223		Repair/Maintenance Bldg/	\$5.02	B233945	lift station locks
E 602-49450-223		Repair/Maintenance Bldg/	\$13.49	B234008	bar screen room
E 101-41940-223		Repair/Maintenance Bldg/	\$13.93	B234138	shop supplies
E 602-49450-223		Repair/Maintenance Bldg/	\$3.86	B234160	hinge
Total			\$151.86		
32647	01/10/22	K & M DIESEL			
E 602-49450-221		Repair/Maintenance Equip	\$75.00	51-10/20/21	Injector inspection

CITY OF NORWOOD YOUNG AMERICA

01/06/22 3:30 PM

Page 3

***Check Detail Register©**

Batch: 011022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$75.00		
32648	01/10/22	KENNEDY & GRAVEN CHTD			
G 806-22100		Escrow Collected	\$1,496.00	165228	Waconia Manf Expansion TIF
Total			\$1,496.00		
32649	01/10/22	KWIK TRIP INC.			
E 101-45200-212		Motor Fuels	\$15.24		
E 601-49400-212		Motor Fuels	\$15.24		
E 602-49450-212		Motor Fuels	\$15.25		
E 101-43100-212		Motor Fuels	(\$6.99)		fuel discount
E 101-43100-212		Motor Fuels	\$75.67	7024826	
E 101-43100-212		Motor Fuels	\$74.71	7024869	
E 101-43100-212		Motor Fuels	\$35.50	7027058	
E 101-43100-212		Motor Fuels	\$91.54	7030042	
E 101-43100-212		Motor Fuels	\$11.88	7036126	
E 101-43100-212		Motor Fuels	\$112.56	7036136	
E 101-43100-212		Motor Fuels	\$72.18	7046752	
E 101-43100-212		Motor Fuels	\$57.83	7053818	
E 101-43100-212		Motor Fuels	\$30.48	7075282	
E 101-43100-212		Motor Fuels	\$75.36	7076840	
E 101-43100-212		Motor Fuels	\$69.89	7082881	
Total			\$746.34		
32650	01/10/22	LANO EQUIPMENT OF NORWOOD, INC			
E 101-43100-221		Repair/Maintenance Equip	\$137.14	69100	Bobcat filters
Total			\$137.14		
32651	01/10/22	LEAGUE OF MINNESOTA CITIES			
E 101-41400-433		Dues and Subscriptions	\$4,431.00	347746	dues
Total			\$4,431.00		
32652	01/10/22	LOFFLER COMPANIES, INC.			
E 101-41400-437		Maintenance Contract	\$115.50	30737597	
E 101-41400-437		Maintenance Contract	\$123.75	CW129259	Telephone maintenance
Total			\$239.25		
32653	01/10/22	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$1,584.39	9460883	
Total			\$1,584.39		
32654	01/10/22	METRO WEST INSPECTION SERVICES			
E 101-42400-312		Building Inspection Fee	\$2,440.75		
E 101-42400-328		Rental Dwelling Inspection	\$609.87	3108	
Total			\$3,050.62		
32655	01/10/22	MID-COUNTY CO-OP OIL ASSN			
E 101-45200-212		Motor Fuels	\$156.00		
E 601-49400-212		Motor Fuels	\$156.00		
E 602-49450-212		Motor Fuels	\$156.00		
E 101-43100-212		Motor Fuels	\$312.00	63338	fuel

CITY OF NORWOOD YOUNG AMERICA

01/06/22 3:30 PM

Page 4

***Check Detail Register©**

Batch: 011022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$780.00		
32656	01/10/22	MIDWEST MACHINERY CO			
E 101-45200-221		Repair/Maintenance Equip	\$695.98	2553059	2 trimmers
Total			\$695.98		
32657	01/10/22	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$135.15	A-129292	
Total			\$135.15		
32658	01/10/22	MN DEPT OF LABOR & INDUSTRY			
G 101-21721		State Bldg Surcharge Fee	\$714.03	2021	4th Q surcharge
Total			\$714.03		
32659	01/10/22	MN VALLEY ELECTRIC COOPERATIVE			
E 602-49450-381		Electric Utilities	\$33.99		
E 601-49400-381		Electric Utilities	\$764.46		
E 101-43100-380		Street Lighting	\$101.00	12/27/21	
Total			\$899.45		
32660	01/10/22	MODERN DESIGN CABINETRY			
E 225-46500-453		Deferred Loan/Grant	\$6,920.80	10/4/21	Market enrichment grant
Total			\$6,920.80		
32661	01/10/22	MUNICIPAL EMERGENCY SERVICES			
E 101-42200-221		Repair/Maintenance Equip	\$140.00	1657871	Gear repair
Total			\$140.00		
32662	01/10/22	STAR Group, LLC			
E 101-43100-210		Operating Supplies	\$13.44	318615	shop tool
Total			\$13.44		
32663	01/10/22	MENZEL, ALICIA			
E 101-41400-331		Travel/Meeting Expense	\$61.88		July-Dec 2021 mileage
Total			\$61.88		
32664	01/10/22	NORWOOD ELECTRIC INC			
E 101-43100-380		Street Lighting	\$177.50	17199	change fixtures to LED
Total			\$177.50		
32665	01/10/22	PRO AUTO & TRANSMISSION REPAIR			
E 101-43100-221		Repair/Maintenance Equip	\$90.45	102116	skid loader tire repair
Total			\$90.45		
32666	01/10/22	QUATTROCCHI, RYAN			
E 101-42200-207		Training Instructional	\$299.49		Fire Academy classes
Total			\$299.49		
32667	01/10/22	QUILL CORPORATION			
E 101-41400-200		Office Supplies	\$123.92	21827274	
E 101-41400-200		Office Supplies	\$338.11	21830460	

CITY OF NORWOOD YOUNG AMERICA

01/06/22 3:30 PM

Page 5

***Check Detail Register©**

Batch: 011022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$462.03		
32668	01/10/22	RDO EQUIPMENT CO			
E 101-43100-500		Capital Outlay	\$50,710.00	E0683770	wood chipper purchase
Total			\$50,710.00		
32669	01/10/22	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$1,796.04	14112	misc
Total			\$1,796.04		
32670	01/10/22	SCHNEIDER EXCAVATING & GRADING			
E 601-49400-223		Repair/Maintenance Bldg/	\$4,862.50	SE2550	repair of valves
Total			\$4,862.50		
32671	01/10/22	R.E. SMITH OIL & TIRE CO., INC			
E 602-49450-212		Motor Fuels	\$37.00		
E 602-49450-212		Motor Fuels	\$17.91		
E 602-49450-212		Motor Fuels	\$17.25		
E 101-43100-212		Motor Fuels	\$93.11	156496	
E 101-49800-212		Motor Fuels	\$90.39	156498	
E 601-49400-212		Motor Fuels	\$17.91	156564	
E 101-49800-212		Motor Fuels	\$110.94	156601	
E 601-49400-212		Motor Fuels	\$17.25	156607	
E 101-49800-212		Motor Fuels	\$86.22	156712	fuel
E 601-49400-212		Motor Fuels	\$37.00	157259	
Total			\$524.98		
32672	01/10/22	SPECIALTY SOLUTIONS LLC			
E 101-43100-224		Street Maint Materials	\$450.31	151164	sidewalk salt
Total			\$450.31		
32673	01/10/22	SWANSON, ELOISE			
E 101-41400-331		Travel/Meeting Expense	\$73.86		9/16/21-12/31/21
E 101-41320-350		Print/Publishing/Postage	\$7.64	12/30/21	
Total			\$81.50		
32674	01/10/22	UTILITY CONSULTANTS, INC.			
E 602-49450-217		Lab Fees	\$776.75	111075	
Total			\$776.75		
32675	01/10/22	VERIZON WIRELESS			
E 101-43100-321		Telephone	\$146.51		
E 601-49400-321		Telephone	\$78.89		
E 602-49450-321		Telephone	\$132.54		
E 101-45200-321		Telephone	\$62.79	9895453266	
E 101-42200-321		Telephone	\$175.05	9895815291	
Total			\$595.78		
10100 CHECKING			\$179,273.12		

CITY OF NORWOOD YOUNG AMERICA

01/06/22 3:30 PM

Page 6

***Check Detail Register©**

Batch: 011022

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
---------	------------	-------------	--------	---------	---------

Fund Summary

10100 CHECKING

101 GENERAL FUND			\$113,181.57		
225 Economic Recovery			\$6,920.80		
275 CAPITAL			\$8,952.30		
495 2nd AVE LIFT STATION-STR RECON			\$30,711.00		
496 OAK LANE IMPR PROJECT			\$1,386.00		
601 WATER FUND			\$12,413.58		
602 SEWER FUND			\$4,211.87		
806 Escrow - Greenwood Marina 2021			\$1,496.00		
			\$179,273.12		



TO: Honorable Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk / Treasurer
DATE: January 10, 2022
RE: 2022 Norwood Young America City Organization Designations

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

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

Attached is Resolution 2022-01, which addresses the above items and other items historically addressed in the City's organizational resolution.

- 2021 Council Member Representatives are highlighted.
- Words in red are updated from the prior year.
- Words with a line through them are words that shall be deleted.

The proposed is to review, discuss and modify by the Council.

Recommended Motion:

Motion to approve Resolution 2022-01, A Resolution Adopting the City of Norwood Young America organization designations.



TO: Mayor Lagergren and Council Members
FROM: Steve Zumberge, Fire Chief
DATE: January 10, 2022
RE: Approve the Appointment of the 2022 NYAFD Officers

The following are the selection committee's NYAFD officer recommendations.

NYA Chief 1	Steve Zumberge
NYA Chief 2	Kevin Reather
NYA Chief 3	Chris Glander
NYA Chief 4	Brad Droege
NYA Captain 1	Scott Blom
NYA Captain 2	Todd Karels
NYA Captain 3	Jesse Hackbarth
NYA Captain 4	Melissa Pasquarette
NYA Secretary	Patrick Stacken
Treasurer	Jesse Mulnau

Proposed Motion:

Motion to appoint the 2022 Norwood Young America Fire Department officers as recommended by the Selection Committee.

Norwood Young America

CITY OF NORWOOD YOUNG AMERICA

RESOLUTION 2022-01

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

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

Section 1. Official Depository.

Subsection 1. Financial Institutions.

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

Municipal Funds:

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

Investment Brokers:

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

Subsection 2. Financial Signatures.

Officers of the City with signatory authority on the City's financial accounts and holdings include:

- a) Angela Brumbaugh – City Clerk/Treasurer
- b) **Andrea Aukrust** – City Administrator
- c) Carol Lagergren – Mayor
- d) Mike McPadden – Council Member

Section 2. Official Newspaper.

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

Section 3. Acting Mayor.

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

Section 4. Acting City Administrator.

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

Section 5. Employees Identified/Appointed.

Subdivision 1. Full-Time City Employees in Supervisory Roles

- City Administrator – **Andrea Aukrust**
- City Clerk/Treasurer – Angela Brumbaugh

Public Service Director – Tony Voigt

Subdivision 2. Volunteer Fire Fighters.

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

Subdivision 3. Fire Department Officers.

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

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

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

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

Section 6. City Council Compensation.

Subdivision 1. Mayor Salary.

The monthly salary of the Mayor is \$350.

Subdivision 2. Council Member Salary.

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

Subdivision 3. Council Pay Dates.

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

Subdivision 4. Council Reimbursement.

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

Section 7. Regular Council Meetings.

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

Section 8. Regular Economic Development Authority Meetings.

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

Section 9. City Attorney.

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

Section 10. Bond and Economic Development Counsel.

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

Section 11. Financial Consultant.

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

Section 12. Engineer.

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

Section 13. Auditor.

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

Section 14. Insurance Agent.

Citizens Insurance Services, **A Nesbit Agencies Company**, is the insurance agent with Jeff Hebeisen and **David Flavin** as principal agents.

Section 15. Building Official.

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

Section 16. Health Officer.

Lakeview Clinic-West, Norwood Young America is the health officer.

Section 17. Emergency Management Director.

The Fire Chief is the Emergency Management Director.

Section 18. Assessor.

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

Section 19. Police.

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

Section 20. Fee Schedule.

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

Section 21. Township Fire Service Contracts.

The charge to participating townships for fire protection in the year 2022 shall be \$150.00 per unit for the townships of Young America, Hancock, Camden, Waconia, and Benton.

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

Charlie Storms is appointed to the ACCEL.

Section 23. Local Government Workgroup.

Carol Lagergren is appointed to the Local Government Workgroup.

Section 24. Highway 212 Southwest Corridor Transportation Coalition.

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

Section 25. Highway 5 Corridor Study Group.

Carol Lagergren is appointed to the Highway 5 Corridor Study Group.

Section 26. Stiftungsfest Board.

Alan Krueger is appointed to the Stiftungsfest Board.

Section 27. Personnel Committee.

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

Section 28. Railroad Coalition.

Mike McPadden is appointed to the Railroad Coalition.

Section 29. Safety Committee.

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

Section 30. Rental Housing License Appeals Board.

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

Section 31. Committees and Commissions.

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

Subdivision 1. Planning Commission.

- Craig Heher - City Council representative.

Subdivision 2. Economic Development Commission.

- Carol Lagergren and Mike McPadden - City Council Representatives

Subdivision 3. Parks & Recreation Commission.

- Charlie Storms - City Council Representative

Subdivision 4. Senior Advisory Commission.

- Alan Krueger - City Council Representative

Section 32. SmartLink Mobility Management Board.

- Alan Krueger is appointed to the SmartLink Mobility Management Board.

Section 33. Finance Committee.

- Carol Lagergren and Mike McPadden, City Council representatives, are appointed to the Finance Committee.

Adopted by the City Council this 10th day of January 2022.

ATTEST:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: January 10, 2022
RE: Resolution 2022-02 Authorizing City Officials to Execute Payment of Claims

Enclosed is Resolution 2022-02 Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for the Year 2022.

Minnesota State Statutes, Section 412.271, Subdivision 8, states that the City Council must delegate authority to pay claims if payment is to be made prior to Council approval.

- ❖ This Resolution addresses the payment of mid-month claims to avoid late fees
- ❖ City Treasurer will execute payment of the city's obligations in accordance with city policy prior to approval by the full Council
- ❖ An accounting of all executed payments will be presented to the full Council for approval at the next regular City Council meeting

Recommended Motion:

Motion to approve Resolution 2022-02 Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for the Year 2022.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2022-02**

**A RESOLUTION AUTHORIZING PROPER CITY OFFICIALS TO EXECUTE
PAYMENT OF CLAIMS PRIOR TO CITY COUNCIL APPROVAL FOR THE YEAR
2022**

WHEREAS, Minnesota State Statutes, Section 412.271, Subdivision 8, states that the City Council must delegate authority to pay claims prior to Council approval.

THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, does hereby authorize the city treasurer to execute payment of the city's financial obligations, in accordance with city policies, prior to approval by the full Council for the year 2022.

BE IT FURTHER RESOLVED that an accounting of all executed payments will be presented to the full Council for approval at the next regular City Council meeting.

Adopted by the Norwood Young America City Council this 10th day of January 2022.

Mayor Carol Lagergren

Attest:

Angela Brumbaugh, City Clerk/Treasurer



TO: Mayor Lagergren and Council Members
FROM: Steve Zumberge, Fire Chief
DATE: January 10, 2022
RE: Accept Annual Fire Report and Review 2021,

The Norwood Young America 2021, Fire Report will be presented for review and acceptance.

The upcoming Annual Township meeting will be previewed.

The state of the Fire Department will also be discussed.

Proposed Motion:

Motion to Accept the Norwood Young America Fire Department 2021, Fire Report.

To: City of Norwood Young America
From: Patrick Stacken - NYAFD Secretary

End of Year Report

This year, 2021, the fire department responded to 341 calls. All members made the required call percentage,

Included you will find:

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

If you have any questions or concerns, please feel free to contact me at nyafiredepartment@gmail.com

Thank you for your continued support,

Patrick D. Stacken - NYAFD Secretary

Incident Type Report

Incident Type	Total Incidents	Total Incidents % of Incidents
Incident Type Category: 1 - Fire		
111 - Building fire	5	1.5%
113 - Cooking fire, confined to container	1	0.3%
131 - Passenger vehicle fire	1	0.3%
138 - Off-road vehicle or heavy equipment fire	1	0.3%
142 - Brush or brush-and-grass mixture fire	1	0.3%
151 - Outside rubbish, trash or waste fire	2	0.6%
162 - Outside equipment fire	3	0.9%
	Total: 14	Total: 4.1%
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident		
3009 - Person Down	80	23.5%
321 - EMS call, excluding vehicle accident with injury	179	52.5%
322 - Motor vehicle accident with injuries	6	1.8%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.3%
324 - Motor vehicle accident with no injuries.	5	1.5%
342 - Search for person in water	1	0.3%
353 - Removal of victim(s) from stalled elevator	1	0.3%
	Total: 273	Total: 80.1%
Incident Type Category: 4 - Hazardous Condition (No Fire)		
411 - Gasoline or other flammable liquid spill	1	0.3%
412 - Gas leak (natural gas or LPG)	8	2.3%
444 - Power line down	10	2.9%
445 - Arcing, shorted electrical equipment	3	0.9%
	Total: 22	Total: 6.5%
Incident Type Category: 5 - Service Call		
5009 - Service Call, Keybox Request	1	0.3%
510 - Person in distress, other	2	0.6%
511 - Lock-out	1	0.3%
531 - Smoke or odor removal	1	0.3%
551 - Assist police or other governmental agency	3	0.9%
561 - Unauthorized burning	1	0.3%
	Total: 9	Total: 2.8%
Incident Type Category: 6 - Good Intent Call		
611 - Dispatched and cancelled en route	3	0.9%
6111 - EMS Dispatched and cancelled en route	2	0.6%
631 - Authorized controlled burning	1	0.3%
650 - Steam, other gas mistaken for smoke, other	1	0.3%
651 - Smoke scare, odor of smoke	3	0.9%
	Total: 10	Total: 2.9%
Incident Type Category: 7 - False Alarm & False Call		
732 - Extinguishing system activation due to malfunction	1	0.3%
733 - Smoke detector activation due to malfunction	2	0.6%
735 - Alarm system sounded due to malfunction	3	0.9%
740 - Unintentional transmission of alarm, other	1	0.3%
745 - Alarm system activation, no fire - unintentional	4	1.2%
746 - Carbon monoxide detector activation, no CO	2	0.6%
	Total: 13	Total: 3.8%
	Total: 341	Total: 100.0%

Report Filters

Basic Incident Date Time: is between '1/1/2021' and '12/31/2021'

Report Criteria

Calls by District

Basic Incident Zone/District Number (FD1.32)	Total Alarms
Benton	1
Camden	10
Cologne	10
Dahlgreen	1
Green Isle	1
Hamburg	2
Hancock	4
Norwood Young America	284
Waconia	3
Young America	24
Total: 341	

Report Filters

Agency Name: is equal to 'NORWOOD-YOUNG AMERICA'

Basic Incident Date Original (Fd1.3): is between '01/01/2021' and '12/31/2021'

Incident Type by District

Incident Type	No of Calls	Basic Final NFIRS Code (FD1.64)
District: (None)		
Outside rubbish, trash or waste fire	1	
	Total: 1	
District: Benton		
Outside equipment fire	1	
EMS call, excluding vehicle accident with injury	4	
Motor vehicle accident with injuries	1	
Person Down	1	
Search for person in water	1	
Smoke scare, odor of smoke	1	
Extinguishing system activation due to malfunction	1	
	Total: 10	
District: Camden		
Outside equipment fire	1	
EMS call, excluding vehicle accident with injury	5	
Motor vehicle accident with injuries	1	
Person Down	1	
Gas leak (natural gas or LPG)	1	
Smoke scare, odor of smoke	1	
	Total: 10	
District: Cologne		
Building fire	1	
	Total: 1	
District: Dahlgreen		
Building fire	1	
	Total: 1	
District: Green Isle		
Building fire	1	
	Total: 1	
District: Hamburg		
Brush or brush-and-grass mixture fire	1	
Building fire	1	
	Total: 2	
District: Hancock		
EMS call, excluding vehicle accident with injury	2	
Motor vehicle accident with no injuries.	1	
Dispatched and cancelled en route	1	
	Total: 4	
District: Norwood Young America		
Building fire	1	
Cooking fire, confined to container	1	
Outside rubbish, trash or waste fire	1	
EMS call, excluding vehicle accident with injury	161	
Motor vehicle accident with injuries	1	
Motor vehicle accident with no injuries.	1	
Motor vehicle/pedestrian accident (MV Ped)	1	
Person Down	76	
Removal of victim(s) from stalled elevator	1	
Arcing, shorted electrical equipment	2	
Gas leak (natural gas or LPG)	6	
Gasoline or other flammable liquid spill	1	
Power line down	6	
Assist police or other governmental agency	3	
Lock-out	1	

Incident Type	No of Calls	Basic Final NFIRS Code (FD1.84)
Person in distress, other	2	
Service Call, Keybox Request	1	
Smoke or odor removal	1	
Unauthorized burning	1	
Dispatched and cancelled en route	1	
EMS Dispatched and cancelled en route	2	
Smoke scare, odor of smoke	1	
Steam, other gas mistaken for smoke, other	1	
Alarm system activation, no fire - unintentional	3	
Alarm system sounded due to malfunction	3	
Carbon monoxide detector activation, no CO	2	
Smoke detector activation due to malfunction	2	
Unintentional transmission of alarm, other	1	
Total:	284	
District: Waconia		
EMS call, excluding vehicle accident with injury	1	
Arcing, shorted electrical equipment	1	
Dispatched and cancelled en route	1	
Total:	3	
District: Young America		
Off-road vehicle or heavy equipment fire	1	
Outside equipment fire	1	
Passenger vehicle fire	1	
EMS call, excluding vehicle accident with injury	6	
Motor vehicle accident with injuries	3	
Motor vehicle accident with no injuries.	3	
Person Down	2	
Gas leak (natural gas or LPG)	1	
Power line down	4	
Authorized controlled burning	1	
Alarm system activation, no fire - unintentional	1	
Total:	24	
Total:	341	

Report Filters

Incident Dates: is between '1/1/2021' and '12/31/2021'
 Fire Department: is equal to 'NORWOOD-YOUNG AMERICA'

Description

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

Calls Breakdown by Day of Week

Elite mmlrereport

Day of Week	Number of Incidents
01 - Sunday	49
02 - Monday	50
03 - Tuesday	54
04 - Wednesday	37
05 - Thursday	39
06 - Friday	46
07 - Saturday	66
Total: 341	

Calls by Time of Day

Basic Incident One-Hour Range Of Day 24

	Number of Incidents
00:00:00 - 00:59:59	11
01:00:00 - 01:59:59	11
02:00:00 - 02:59:59	10
03:00:00 - 03:59:59	8
04:00:00 - 04:59:59	6
05:00:00 - 05:59:59	10
06:00:00 - 06:59:59	12
07:00:00 - 07:59:59	9
08:00:00 - 08:59:59	23
09:00:00 - 09:59:59	13
10:00:00 - 10:59:59	15
11:00:00 - 11:59:59	23
12:00:00 - 12:59:59	17
13:00:00 - 13:59:59	18
14:00:00 - 14:59:59	16
15:00:00 - 15:59:59	14
16:00:00 - 16:59:59	16
17:00:00 - 17:59:59	16
18:00:00 - 18:59:59	28
19:00:00 - 19:59:59	11
20:00:00 - 20:59:59	16
21:00:00 - 21:59:59	16
22:00:00 - 22:59:59	14
23:00:00 - 23:59:59	16
	8
	Total: 341

Report Filters

Basic Incident Date - Derived (Fd1.3): is between '1/1/2021' and '12/31/2021'

Officer Meeting 1/3/2021

Attendance: Patrick S, Scott B, Jesse H, Todd K, Steve Z, Chris G, Mark T, Melissa P, Kevin R, Brad D, Andy W, Dave O, Jesse M

Old Business:

- **Response Jackets** – We need to decide what these jackets will be used for. Next meeting.
- **Helmets** – Will need accountability tags, graphics. We will currently use both helmets.
- **New Radios** – New radios have been distributed between officers and trucks. All radios are assigned. Location is listed on back of battery on every radio. New radios have separate charging stations. They don't fit the old ones.
- **Medical Refresher/RTK** – Hold off until after we hear what the Governor decides on allowing us to meet for training. We will keep you posted.
- **Selection** – City members and outside FD personnel were involved.

New Business

- **Transitioning Officers**
 - **Responsibilities**
 - **Expectations**
 - **Schedule equipment testing** – New officers need to touch base with outgoing officers to see what you are in charge of scheduling.
 - **Blue Card** – Online must be completed by March 1st tentatively.
 - **Detail Schedule change** – Watch for an updated change to detail groups coming soon.
 - **Next Officers Meeting** – January 17th @ 6:00 pm.
North Station
 - **Township Meeting** – January 12 6:00 @ 6:00 pm.
North Station

Officer Meeting 1/18/2021

Attendance: Patrick S, Chris G, Melissa P, Jesse H, Scott B, Todd K, Brad D, Steve Z, Jesse M, Kevin R

Old Business:

- **Response Jackets: Utilization:** Should be here middle to end of February. Decision on what to use them for to be determined.
- **Helmets: Utilization and Graphics:** Kevin getting quotes on graphics and accountability tags. Jesse H will order graphics for all helmets.
- **Township Meeting:** Went well.
- **Rescue 11:** No new information as of now. An insurance adjuster is coming out to see if it should be totaled out.
- **Vaccination:** Doing them every Tuesday and Thursday at Chaska courthouse.
- **Grants:** FEMA grant is now open. Looking to get more radios. Kevin looking into McLeod county COOP grant. Todd looking into MNValley grant. We would like to get two electric fans with grants, one for ladder and one for engine.
- **Goals:** Look into getting everybody a second set of turnout gear.

New Business:

- **Goals:** Put logbooks in trucks. Keep station clean. Keep up on facial hair. It is a liability if something happens because your facial hair causes an issue with your mask sealing. Everybody needs to be more diligent in bringing all your gear on calls, regardless of if you may need it. Improve on accountability on all calls.
- **Responsibilities:**
- **Expectations:**
- **Schedule Equipment Testing:** February 8th is fit testing. Pump testing is March 22nd.
- **Blue Card:** Keep working on it. Need to have online completed by end of February.
- **Zoom Meeting with Department:** Look for a future zoom meeting to talk about future meetings and trainings.
- **Schedule:** EMT refresher will be at NYA February 6th and 7th.
- **Fundraising:** Brad gave some ideas on what we can do.
- **Payroll:** Going to Quarterly payroll.
- **Misc.:** Brad has mourning bands for badges. See Brad if you need one. Everyone received a name tag for your class A uniform. The new one goes on your jacket. Take the one off your old class A uniform and put it on your new shirt.

Officer Meeting 2/22/2021

Attendance: Patrick S, Scott B, Jesse H, Todd K, Steve Z, Chris G, Brad D, Jesse M

Old Business:

- **Response Jackets** – August possibly
- **Helmet accountability tags** – ordered for everybody
- **Rescue 11** – Truck has been totaled – We can remove anything we want from it
- **Grants** – McLeod Coop for ventilation fan – Fire House Subs for foam system for Ladder 11
- **Blue Card** – April 15, 16, 17 – Officers simulation lab - Possibly
- **Calls** – Keep up the good work – Stay safe
- **Engine 11** – Fuel gage does not work – working on getting it fixed
- **City Diesel** – We will now be filling diesel trucks at the city shed across from Station 1
- **New Firefighter** – Ryan Quattrocchi – He will be responding to the Station 2

New Business

- **Township Meetings**
 - **Benton** - 3/9 @ 7:00 – Jesse H will attend
 - **YA** – Scott will attend
 - **Camden** – Steve will attend
 - **Hancock** – no need
 - **Waconia** – Todd and Chris will attend
- **Schedule**
 - **March 1 @ 6:30** – BBP/EMR/CPR/WMD
 - **March 8 @ 6:30** – General Meeting
 - **March 22 @ 6:30** – EMR
 - **April 5 @ 6:30** EMR
 - **April 12 @ 6:30** – Grass rig and tanker operations
 - **May 3 @ 6:30** – Engine operations
 - **May 10 @ 6:30** – Air packs/Search and rescue

Officer Meeting 3/29/2021

Attendance: Patrick S, Scott B, Jesse H, Todd K, Brad D, Melissa P, Kevin R, Steve Z, Chris G, Jesse M

Old Business:

- **Rescue 11:** Truck is gone. Grass rig will go back to Station 2. City truck will be parked at Station 1 to pull the trailer(possibly).
- **Grants – McLeod Coop for ventilation fan:** Sounds like we will be receiving this. Chris working on another grant.
- **Blue Card:** April 15-17. For the selected officers.
- **Baby Blue Card:** Shorter version of Blue Card for the rest of the department. Working on scheduling. June 14th.
- **Calls:** Kevin starting to do a little debrief after calls.
Reviewing call. Pay closer attention when things needing to be charged are returned to service. Make sure they are fully plugged in. Also watch addresses for calls.
Active911 map may not show the correct location.
- **New firefighter agility test:** Ryan to do agility when it is scheduled.
- **Annual Exams:** June 29th - Everybody will be getting one.
- **Stiftungsfest Parade:** Planning in the works
- **Pizza Delivery:** Went well. 89 deliveries this year.
Received some donations as well.
- **9-11 Ceremony:** Something will be going on, in Waconia, for the 10th anniversary of 9-11.
- **Class A uniforms:** Still waiting on some things.

New Business:

- **FlowMSP:** Pre-Incident Fire Planning phone app. Victoria is using this already. Will be a great asset to our incident response.
- **Grey Duty Crew shirts:** Jesse M is working on bringing some shirts for us to look at.
- **Schedule: Drills start at 6:30**
 - **April 5th:** EMR
 - **April 12th:** Grass rig/tankers
 - **May 3rd:** Engine Ops
 - **May 10th:** SCBA/S&R/Auto Ex(possibly)
 - **May 31st:** Memorial Day
 - **June 7th:** Meeting
 - **June 14th:** Baby Blue Card

Officer Meeting 4/26/2021

Attendance: Patrick S, Scott B, Jesse H, Todd K, Brad D, Melissa P, Kevin R, Steve Z, Chris G, Jesse M

Old Business:

- **Rescue 11:** Truck purchase has been approved by the city.
Next step will be for us to look it over. We voted to use Stiftungsfest funds towards the new truck.
- **Grants:** Getting an electric fan for L11.
- **Blue Card:** Very nice course. Good reminder of scene size-up and command.
- **Baby Blue Card:** June 14th
- **Calls:** Calls have been going well. Keep up the good work.
- **Annual Exams:** June 29th - Everybody
- **Stiftungsfest Parade:** Still working on it – We have units registering.
- **FlowMSP:** Everybody should be set. If you are having trouble, contact Patrick or Melissa.
- **Duty Crew Shirts:** Jesse is working with 4 Alarm Apparel to purchase these.
- **Scholarships:** Applications have been sent to the school.

New Business:

- **Grass Burns:** Rooster Harms burn. Any time in May will work.
- **House Burns:** May 15th. Training.
- **FDIC:** Aug 4th-8th. Discuss at next meeting with the department.
- **Chiefs Conference:** Duluth. October 20th-23rd.
- **Schedule:** See white board in meeting room at station 1.
- **Prom Parade:** Talk to Chris if you are interested in helping.
- **Stop/Slow Signs:** Could use a few more for the trucks.
Need to take inventory.

Officer Meeting 6/28/2021

Attendance: Patrick S, Scott B, Jesse H, Todd K, Brad D, Melissa P, Kevin R, Steve Z, Chris G,

Old Business:

- **Rescue 11:** Quotes in for bed liner. Randy from Mayer - \$900.00. Also look at lining the cabinet shelves. Look into heating one of the cabinets for the med bag.
- **Track Machine:** Rec Tech tracks quote about \$11,000. St. Boni quote is about \$6000 but they will only fit our current machine, no adaptor plates.
- **Grants:** No news as of yet.

- **Blue Card:** Keep working on it. We would like to do some scenarios with everybody to get a better understanding of how we want it to work for our department.
- **Calls:** Don't forget to bring ALL your gear on all calls, including medicals.
- **Annual Exams:** June 29th – Don't forget your times, they are posted at the stations. Also, don't forget your questionnaires.
- **Stiftungsfest Parade:** August 29th 12:00
- **FlowMSP:** Going well. Working on Preplans
- **Recall:** Safety recall on one of our trucks. Ladder?
- **BBQ Days Parade:** July 17th at Noon – We have been asked to pull a float.
- **Grey Duty Crew Shirts:** They are done. We should have them soon.
- **FDIC:** August 4-6th
- **Chiefs Conference:** Steve, Brad, Kevin, and Todd. – Oct. 21/22nd
- **Traffic Cones & Keys on chains:** Need to work on mounting to trucks. Captains will work on this.
- **SCBA Compressor:** Not sure yet what is wrong with it. Needs to be opened up to figure it out. New compressor would cost about \$18,000 - \$24,000.

New Business:

- **Donations:** We will be having a get together for the Legion and VFW. Still planning it.
- **Jackets:** Supposedly shipped last Friday
- **Schedule:**
 - June 29th – Annual Exam
 - July 5th – No Drill
 - July 8th – Funeral for Plato Asst. Fire Chief
 - July 10th – Cologne Fire house burn -122nd Street and County Rd 51
 - July 12th – Wash and wax family night
 - July 20th – Taste of NYA – 5:30-8:30 p.m.
 - July 25th – Cologne Parade – 2 firefighters needed for medicals
 - August training – boats and wet suits
 - September 11th – Waconia 3:00
 - September 13th – Meeting

Attendance: Patrick S, Scott B, Jesse H, Brad D, Kevin R, Chris G, Todd Karels, Steve Z, Jesse M

Old Business:

- **Rescue 11:** Working on making the skid unit fit the new truck.
- **Track Machine:** We got a quote from St. Boni Motor Sports to trade-in the old one. Trade equity would be about \$9000 pending a mechanical inspection. After trade in it would cost about \$19,000 for a 2021 Defender Max HD10 with tracks.
 - Bring up at next meeting to get members opinions.
- **Grants:** We did not get Fire House Subs grant. Fema grant should be coming out around FDIC time.
- **Calls:** Going well. Keep up the good work.
- **Stiftungsfest Parade:** Brad working on getting help from departments for parade. New Prague might be coming with old unit. Waconia will be there with their large flag. Use parade truck for retired firefighters.
- **FlowMSP:** Melissa working on pre plans.
- **Grey Duty Crew Shirts:** These are in and have been distributed.
- **FDIC:** Dave O, Jesse H, Brad D.
- **Chiefs Conference:** Steve, Brad, Kevin, and Todd
- **Traffic Cones & Keys on Chains:** Cones have been put on trucks at station 2. Working on getting them on trucks at station 1. Key chains are on all the trucks except Rescue 11.
- **Compressor:** Still waiting on parts.

New Business:

- **September 11:** 9/11. Full dress uniform. 3:00. Registration about 1:30.
- **Fallen firefighter:** Last Sunday in September. Talk to Brad D.
- **Fire Prevention:** Oak Grove and Peace Villa. Date to be determined.
- **Carver County Fair:** Demo derby on Sunday. Sign up on white board at station 1. Must be firefighter 1 certified. Need 4 people. Explores will be doing a health and safety fair on Wednesday night at 4-8 pm tentatively.
- **Carver County Training Group:** Looking for somebody to lead the training group.
- **Academy:** Set to start August 10th.
- **New Recruits:** When do we want to start recruiting new members? Oct. 1 – Dec. 1
- **Donation Appreciation Banquet:** September 8 at 6 pm at the Pavilion. Smoked pork chops with potato salad and coleslaw from Sauters. Chip, pickles, buns, cake. Beverages.
- **Schedule:**
 - **July 30-31:** New Germany softball tournament
 - **August 2:** Boat and water rescue
 - **August 3:** National Night Out
 - **August 9:** Car fire simulator
 - **August 15:** Carver County fair demo derby. Set up at 3:00.
 - **August 23-25:** Stiftungsfest set up.
 - **August 27-29:** Stiftungsfest
 - **August 30:** Stiftungsfest clean up.
 - **September 6:** Labor Day
 - **September 8:** Donation appreciation banquet. 6 pm.
 - **September 11:** March starts at 3:00. Waconia
 - **September 13:** Possible Class A individual and group picture.
 - **September 26:** Fallen firefighter memorial

Officer Meeting 9/2021

Attendance: Patrick S, Scott B, Jesse H, Brad D, Kevin R, Todd Karels, Steve Z, Jesse M, Melissa P, Chris G

Old Business:

- **Rescue 11:** Hoping to get it in later this week for the lights. Will call back. Heavy rescue will go down as well to get an estimate on LED light upgrade.
- **Track Machine:** Tracks are ordered. 6-8 weeks out.
- **Grants:** No News

- **Calls:** Keep up the good work.
- **FlowMSP:** Keep making yourself familiar with this app. We will be working on adding more info to it.
- **Chiefs Conference:** Steve, Brad, Kevin, Todd
- **Compressor:** Up and running except for bank #4.
- **Fire Prevention:** Oak Grove and Peace Villa. Chief talked to Brenda today. Residents are apprehensive about us coming in. TBD.
- **Firefighter Memorial:** Went well.

New Business:

- **Fire Prevention:** Schools and Open House -- Oct. 8^a 8:30-11:00 -- Smoke trailer will be on hand. Bags will need to be stuffed. If you can help Thursday 6:00 Station 1.
- **Smoke Trailer:** Smoke machine works.
- **Joint Ops:** To be the liaison between dispatch and officers. Chris G has the details on this. This is what the county is trying to set up. May look in to doing test pages once a week. May do box alarms for water rescues.
- **Chief Meeting:** October 14 at Carver
- **Academy:** 24-hour class is October 9-10.
- **New Recruits:** Need to come up with a procedure. Do we have them go through the agility test before they are offered a position? Look at what other departments are doing.
- **Emails:** Just an FYI. Yahoo and AOL are kicking back emails sent by the Secretary. Please bear with me as I try to find a solution.
- **Budget:** We have money for building maintenance.
- **Blue Card:** We will look in to keeping up certifications and how we will use this program.
- **Hose Testing:** Still working with FireCat to line up a day for testing.
- **Leaf Blower:** We have a quote to buy two leaf blowers for grass fires.
- **Vests:** Discuss at next training on how we move forward.
- **Schedule:**
 - Sept. 30 -- Stuff fire prevention bags -- North Station 6 pm
 - Oct. 4 - Anhydrous Ammonia drill
 - Oct. 8 -- Home Coming Parade 12:30
 - Oct. 8 -- Fire prevention at the schools -- 8:30-11:00
 - Oct. 11 -- Roll ups with Blue Card
 - Oct. 31 -- Open house
 - Nov. 1 -- TBD
 - Nov. 8 - TBD

Officer Meeting 10/25/2021

Attendance: Patrick S, Kevin R, Chris G, Scott B, Melissa P., Jesse H, Jesse M, Steve Z, Todd K.

Old Business:

- **Rescue 11:** Almost ready to go. We will have a training night before we put it into service. When fueling turn truck off, fill rear tank first, the fill the front take. This procedure must be followed to fill both tanks. Also, you can't put the nozzle straight in. You must insert it and rotate it before it will allow you to fill.
- **Track Machine:** Tracks should be here soon. We mounted a chainsaw to the top of the tank.
- **Grants:** Kevin sent in one to Mcleod Coop for \$500 for extrication gloves.
- **Calls:** Station 1 will continue to roll Engine 11 first for medicals. Make sure if you're doing traffic control, especially at night, do not stand by the truck. You cannot be seeing when the lights on the truck are flashing. Utilize cones and move yourself away from the truck so you can be seen easier by motorists. Also, make sure trucks are back to operational order when you return to a station. Even when trucks were not used on calls. Recently trucks were used and radios were not set back to operational order.
- **FlowMSP:** Melissa still working on this.
- **Chiefs Conference:** Brad, Kevin -- 545 officers attended. We received a lot of good compliments on our truck.
- **Fire Prevention:** Oak Grove and Peace Villa. Brenda wanted Chief 1 to do a talk as they have many new tenants.

- **Fire Prevention: (Schools & Open House)** – Everything went well. Chris and Kevin went to St. Johns. Kevin also did some preschool. Melissa also did some at Central. Open house is set. We just need to pick up some candy. Melissa has ordered a bunch of handouts for Open House.
- **Smoke Trailer:** Sounds like it worked well for Fire Prevention. Needs to be winterized for storage.
- **Paint Jobs in Station 1:** Jesse has talked to Patriot Painting. He will come by to look and give us a quote.
- **BP Vests:** We will discuss next week with the rest of the department.

New Business:

- **Officers Selection:** Ask Chief if you have any questions.
- **Duck Dinner:** Dec. 13th – Social hour 5-6 – Meal at 6 – Kevin checking to see if Hillcrest will make it for us. Todd going to check with Coopers in Chaska for Whistle Burger.
- **Toy Drive:** Week of Dec. 13th.
- **Chiefs Meeting:** October 14th at Carver (DNR & Peat Fires) – Call DNR if we get a peat fire. They will take over for us. Justin Sorenson will be Chief 1 of Waconia effective November 1st.
- **Academy:** They will use Station 1 for one more class.
- **New Recruits:** Accepting applications.
- **Misc:** Station birthday part went well. We will have somebody out to look at our Opticoms. Make sure you are filling out call sheets accurately, especially dates. As the weather gets colder, pumps on our engine will be drained and kept dry. Look into replacing a couple lights on the back of Engine 11. Need to work on getting the trailer finished. We need to wash trucks more often. Lately they have been pretty dirty.
- **Schedule:**
 - Oct. 31 – Open house
 - Nov. 1 – Scene size up and pump training.
 - Nov. 8 – Medical & CO training
 - Nov. 27 – 8:00 am at Station 1 – Calendar handout. Everyone needs to help.

Officer Meeting 11/29/2021/

Attendances: Patrick S, Chris G, Scott B, Melissa P., Jesse H, Jesse M, Steve Z, Todd K, Brad D

Old Business:

- **Rescue 11:** Almost ready to go. We will have a training night before we put it into service. When fueling turn truck off, fill rear tank first, the fill the front take. This procedure must be followed to fill both tanks. Also, you can't put the nozzle straight in. You must insert it and rotate it before it will allow you to fill.
- **Track Machine:** Tracks should be here soon. We mounted a chainsaw to the top of the tank.
- **Grants:** Kevin sent in one to Meleod Coop for \$500 for extrication gloves.
- **Calls:** Station 1 will continue to roll Engine 11 first for medicals. Make sure if you're doing traffic control, especially at night, do not stand by the truck. You cannot be seeing when the lights on the truck are flashing. Utilize cones and move yourself away from the truck so you can be seen easier by motorists. Also, make sure trucks are back to operational order when you return to a station. Even when trucks were not used on calls. Recently trucks were used and radios were not set back to operational order. Also make sure SCBA tanks are filled.
- **FlowMSP:** Melissa still working on this.
- **Fire Prevention:** Oak Grove and Peace Villa. Brenda wanted Chief 1 to do a talk as they have many new tenants.
- **Smoke Traller:** Sounds like it worked well for Fire Prevention. Needs to be winterized for storage.
- **Paint Jobs in Station 1:** Painters are lined up.

New Business:

- **Purchased Dec. 2021** – New turnout gear, Utility 21 lights, Opticoms for Ell & L11, T11 radio.
- **Pager Tests** – Tests will not be conducted every night anymore. They will be done every Wednesday night.
- **Officers Selection:** Ask Chief if you have any questions.
- **Duck Dinner:** ***CANCELLED***
- **Toy Drive:** Setup Dec. 15th. Handout and tear down Dec 17th.
- **New Recruits:** Interview with Nick Buchman Wednesday at 6 pm.
- **Schedule:**

- Dec. 4th – Fundraiser for Belle Plaine firefighter Brian S. at Belle Plaine Vets Club 4-8 (ask Brad with ?)
- Dec. 6th – General Meeting
- Dec. 15th – Toy drive set up
- Dec 17th - Toy drive handout and tear down

Officer Meeting 12/27/2021

Attendance: Patrick S, Chris G, Melissa P., Jesse H, Steve Z, Todd K, Brad D, Kevin R., Jesse M
 Old Business:

- **Track Machine:** New tracks are on and need a break in period of 8 hours. Can do on detail.
- **Grants:** FEMA grant is due January 21st. Brad and Chris are working on it.
- **Calls:** Keep up the good work.
- **FlowMSP:** Melissa is continuing to work on this with other members. Talk to her if you'd like to help.
- **Paint Job Station 1:** Painting is complete. Looks nice! Next, we need to address the carpet and half wall.
- **Officers Selection:** Everybody is keeping their current positions and there were no challengers.
- **Banquet:** Tentatively moving it to April due to Covid concerns.
- **Toy Drive:** Went well. Served about 15 families.
- **Academy Graduation:** Friday February 11th at the NYA Pavilion
- **New Recruit:** Nick Buchman – Interview possibly Wednesday December 29th at 5:00 p.m.
- **Turnout Gear:** Ordering is done through FireDex.

New Business:

- **Purchased Dec. 2021** – New turnout gear, Utility 21 lights and E11 lights have been ordered.
- **Township Meeting:** Wednesday January 19th at 6:00 p.m. at Station 1.
- **Snap Fitness:** Offering \$25/month membership and would waive the enrollment fee. Would also offer \$20/month more for each additional family member. We will discuss this further as a department.
- **Storage Shelves:** We will need to purchase for storing gear when we get our second set.
- **Keys:** Just a reminder to make sure you are putting keys from lock boxes back before you clear the scene.
- **Extractor:** Look at purchasing an extractor and drier for the South Station. Possibly next year.
- **Fire Cat:** They are increasing their cost for hose testing and ladder testing next year.
- **Schedule:**
 - January 3rd : RTK/BBP/First Responder refresher part 1 at Hamburg at 6:30
 - January 10th : First Responder refresher part 2
 - February 7th : First Responder refresher part 3
 - February 14th : Drill

March 8, 2021

March General Meeting

Roll Call

Secretary Report – Officer meetings have been emailed out.

Treasure Report – See report – Motion by Todd second by Jason

Old Business

Detail – Everything is going well.

Training Procedures & Recent calls – Everybody is doing a great job. Keep it up.

Duty Crew – If you are interested in putting a crew together sign up on the board.

Response Jackets – Sometime after May.

Accountability Tags – Tags are here. Jesse H will work on getting them on the helmets. Make sure you are using them.

City Diesel – We are now filling at the city shed across from Station 1. We need to make sure trucks are full.

New Firefighter – Ryan Quattrocchi – He will be responding to Station 2.

Stiftungsfest – We are going to have something. A parade and ball tournament for sure. If the governor opens things up then we can do more.

Rescue 11 – Truck has been totaled out. We will be working with the city to figure out what we can afford. Looking at a couple options.

Annual Exams – June 29th

Departing Firefighters – Mark Thomas (retired – 34 years) & Dave Bargmann (moved).

New Business

Pizza Delivery/Fire Prevention – March 14 – 4-7:30 pm. Meet at Unhinged at 3:45 pm. Wear duty pants with hi-viz shirts.

Duty Shirts (new) – Jesse M will bring some in for us to try on. Color gray.

EMR Refresher – March 22, April 5 @ 6:30 – Station 1

Officers Blue Card Certification – April 15-17 – 50 hour online class & 20 hours in class.

Once

officers are trained, everybody will get a slimmed down training on Blue Card.

Looking at possible training June 7, 2021

Check the board in the meeting room – All meetings and drills are updated here.

Drills – March 22 – EMR

April 5 – EMR

April 12 – Grass rig/Tankers

May 3 – Engine Ops

May 10 – SCBA/Search and Rescue

Floor – Summer medicals – need to remember to bring all you gear with on all calls.

Percentages will start 2nd quarter.

1st quarter paychecks should go out in April.

Pump testing March 22-23.

New SCBA mask bags are coming.

Roll Call

Adjourn

June 7, 2021

June General Meeting

Roll Call

Secretary Report – Next paycheck should be in July.

Percentages will count from 4/1-6/30.

Treasure Report – See reports. Questions ask Jesse M. Motion to accept: **Todd** Second: **Scott**

Old Business

Detail – Going well.

Training Procedures & Recent calls (Traffic Cones) – 20 new cones have been purchased. Please use them. Make sure every truck has two stop signs.

Duty Crew – Sign up on white board if you are interested.

Response Jackets – June 25th is a possibility.

Stiftungsfest – Everything is a go so far. Having a hard time finding a carnival. Thursday will be family night again. We might serve burgers that night. Friday/Saturday will be normal.

Sunday is the parade. Free admission Sunday.

Rescue 11 – Working on adding compartments for tools.

Working on getting lighting and graphics done.

Annual Exams – June 29th: See Steve for sign up times.

Duty Shirts (New) – They have been ordered. Jesse M will touch base with them. Working on setting up a store to order from.

Softball – We won Waverly championship vs Mound. New Germany will be at the end of July. Wes has new jerseys.

\$22.99 2x and up is \$27.99. Motion for department to buy players by **Paul**. Second by **Mark**. If you are not playing you will have to buy your own. Starting practice Sunday nights at Friendship (6/13).

Blue Card/FlowMSP – 2 hour training. June 14th. Melissa is working with FlowMSP to get businesses into the system.

New Business

Vacation – Make sure you put it on the calendars so we know who will be around for calls.

FP Calendar – We will start working on 2022 calendar after Stiftungsfest. We would like a couple more people to help.

Make sure we get Carquest back on it. King Pin is interested.

Keys – Make sure you put keys back into the ignition, so the truck is ready for the next call. Work on getting keys on a chain and riveted to the dash.

Donations – We want to get the VFW and Legion with spouses together for a dinner as a thank you for their donations. We will

ask them what date would work best. Possibly September.
Wash/Wax – July 12th. Bring your family. We will have food.

Check the whole board –

- June 14th – Training – Baby Blue Card
- June 29th – Annual Exams
- July 5th – No Drill
- July 12th – Wash n Wax family day

Drills – See white board.

Floor – Quote from Rec-Tech to purchase new tracks for the side by side (\$11,423.10). Motion move forward with cheaper bid. Second by Jason. Motion to keep old tracks by Brad.

Second by Jason.

Roll Call

Adjourn

September 13, 2021

September General Meeting

Roll Call

Secretary Report – Next paycheck should be in October. Percentages will count from 4/1-9/30.

Treasure Report – See reports. Questions ask Jesse M. Motion to accept: Todd Second: Paul

Old Business

Detail – Going well.

Training Procedures & Recent calls – Any questions or concerns talk to Chief 1.

Duty Crew – Lets get a few going this fall.

Track Machine – Track company is currently not taking new orders per Rec Tec

Stiftungsfest – Very good turn out this year. More expenses this year. Overall, everything went well. We need to look in to getting a new cooler.

Rescue 11 – All the lights are in now. Hoping we can get the truck in soon for the installation.

Duty Shirts (New) – Done. The company we went through is creating a new website. Our “store” will be the first one created on this website.

FDIC – Dave, Jesse H, Brad went. Lots of toys out there. Great experience. Ton of classes and seminars to go to. Waiting till budget to discuss bullet proof vests.

Chiefs Conference – Brad, Kevin, Steve, Todd/Jesse H will be going this year.

Fallen Fire Fighters September 26 – Sign up on the white board at station 1.

Donation Dinner September 15 – 6 pm eating. Brad will supply the grill. Chris will supply the food. We will be grilling and serving. Please wear gray duty shirts.

9/11 in Waconia – Great turnout this year. Brad still has coins left over for purchase, \$10.

New Business

Fire Prevention October 8, 2021 - 8:30-11 at Central Elementary. Smoke house and fire fighters in the classroom. Talk to Melissa.

Open House October 31, 2021 – We will set up this year. Melissa has ordered more stuff for hand outs.

Class A Uniforms Cleaning – Temple out of Glencoe. We have an account setup with them to clean our uniforms.

PARA - We will be asking for a \$200 increase. Bringing us up to \$3000.

Invoices & Receipts – We will be creating a procedure to hand these in. We want to get away from putting them in the call boxes.

Check the whole board – Check the board for upcoming events.

Drills – October – Anhydrous and Engine response drills.

Dispatch – Working on bulleting check ins. Working with Chanhassen and Chaska first with this. We are currently not doing this.

Floor - Nothing

Roll Call

Adjourn

December 6, 2021

December General Meeting

Roll Call

Secretary Report – Next paycheck should be in December. Percentages will count from 4/1-9/30.

Treasure Report – Sec reports. Questions ask Jesse M. Motion to accept: Todd Second: Jason

Old Business

Detail – Make sure trucks are back in service if you borrow a truck for anything. ie: fuel, air bottles full, radios on chargers, packs batteries are charged.

Training Procedures & Recent calls – Any questions or concerns talk to Chief 1.

Track Machine - Should be here around the 20th of December.

Stiftungsfest – Need to buy a new cooler for next year.

FP Calendars – Did well. Thank you all for your help.

Pictures – Will be doing individual pictures again this spring.

Invoices and receipts - To go into small tote under red call box. Station 1, they go in Chief 1 mail slot.

PERA - Increased \$200 per year. January 1, 2022, goes to \$3000 per year.

Firefighter percentages – They are put in mailboxes at end of year. After the first an executive board will be contacting those whose percentages are close. This review will determine how many months of credit they will receive for 2021. Due to Covid, everyone will receive credit for the first three months of 2021.

Hi-Viz Jackets – Make sure everyone gets their first one free.

Printing at Station 1 - In progress.

New Business

Belle Plaine Fire Fighter – Donate to Brian Sielmann he has stage 4 cancer. Are we interested in sending something? Motion by Matt S to donate \$250. Second by Scott B. – Motion passed.

Donate to Boys Basketball – No motion

American Legion Monument Restoration – Asking us to help promote the project.

Duck Dinner – Cancelled

Banquet – Fate will be decided at January officers meeting.

Officer Selection – 2021: All the incumbents are reassigned. No challengers.

Pager Test – Every Wednesday, not every day anymore.

Toy Drive – Setup on Wednesday Dec. 15th. Handout Friday Dec. 17th.

Check whole board – Dec. 22nd serving lunch at Central Elementary (10:45-12:30) and High school (11:00-12:30).

Drills – December 13th no drill. January 3rd – RTK & first part of EMR refresher at Hamburg. January 10th – Second part of EMR refresher.

Floor – Brad can get washable gowns like Ridgeview uses for Covid calls. You can also use jump suits. Brad asking if we should do a fundraiser specifically for donating to organizations or fire fighters in need.

Brad is working on a FEMA grant.

Roll Call

Adjourn

NYAFD Call History

Year	Calls	Increase/Decrease	Non-response
2010	211	NA	
2011	182	-13%	
2012	229	+26%	
2013	204	-10%	
2014	222	+8%	
2015	246	+11%	
2016	250	+2%	
2017	278	+11%	
2018	318	+11%	
2019	342	+8%	
2020	323	-6%	51
2021	341	+6%	81



TO: Mayor Lagergren and Council Members
FROM: Steve Zumberge, Fire Chief
DATE: January 10, 2022
RE: Firefighter Hiring – Nicholas Buchman

Members of the Personnel Committee and Fire Department interviewed Nicholas Buchman. Nicholas and his family recently moved to Norwood Young America. Nicholas received his firefighter and medical training while employed by the Hamel MN, Fire Department

Proposed Motion:

Motion to hire Firefighter Nicholas Buchman, contingent upon him passing a physical, agility test, and a criminal background check.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: January 10, 2022

RE: Review City Commission's Annual Reports and 2022 Goals

Enclosed are the 2021 Commission's Annual Reports for the

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

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

Additionally, enclosed are the proposed 2022 Goals for each Commission for your review.

Recommended Motion:

Motion to receive the 2021 Commission's Annual Reports and adopt the 2022 Commission Goals.

Norwood Young America



Norwood Young America Economic Development Commission 2021 Annual Report

The Norwood Young America EDC had six primary categories of goals for 2021, with a number of implementation steps identified to accomplish the goals. Following is a summary of activities completed in 2021 to accomplish the six goals:

1. Develop opportunities for new businesses and expansions for current businesses

Commercial Market Study and Retail Food Study - The final report for this study was presented in January by Keith Wicks. Results showed that NYA can support grocery models of either an independent store or food co-op. Wick also made suggestions for improvements to the community which the city can utilize to attract more businesses. Total cost of the study was \$9,000. This study was approved for a 1-1 grant in the amount of \$4,500 from the Carver County Community Growth Improvement Pre-Development Grant which was paid to the city.

Industrial Blvd Signage & Tacoma West Industrial Park Signage – The EDC concentrated efforts on the Industrial Blvd sign project with intentions of looking at the Tacoma West signage in 2022. Due to high bids on signage materials, the EDC will be working with Council Member Charlie Storms and Commissioner Mike Eggers to come up with a new plan for the Industrial Blvd signage in 2022.

Communication with Business Owners and Realtors/Market Vacant Commercial Properties – City staff continues to have conversations with potential businesses and current property owners on a regular basis. These conversations include discussions on funding opportunities, zoning awareness, and lease/sale details.

NYA Business Dashboard – This monthly report was developed to improve EDC Commissioner's knowledge of the scope of business opportunities by including a list of available building sites, properties for sale, and redevelopment sites, updates with business development, business inquiries, housing development and miscellaneous city projects. Monthly discussions on new businesses or expansions happened and included: Tin Roof Powder Coating, Modern Design Cabinetry, Sackett Waconia, Yeager Machine, Greenwood Marina, 4.0 Bus Service, Floral Design, LLC.

Zoning Districts – EDC Commissioners reviewed and had discussion about the city zoning districts.

Business Subsidy Policy – The EDC received approval by the City Council for updates to the City of NYA Business Subsidy Guidelines which will be provided to new or expanding businesses seeking a financial subsidy of more than \$150,000.

NYA Strategic Plan – The EDC reviewed the NYA Strategic Plan that was developed from the City Council and management staff. With the review, the EDC incorporated the Plan goals into their 2022 goals.

2. Increase outreach and enhance relations with current businesses

Carver Co CDA with Small Cities Development Program Grant – Staff continues to work with the Carver Co CDA representative to assist in progress.

NYA Market Enrichment Grant Program – The EDC awarded two MEG grants to Modern Design Cabinetry (two new garage doors) and Floral Defined, LLC (new roof) for the 2021 year. Curfman Properties Holdings, LLC finished their 2020 project and was paid in December 2021.

Manufacturer’s Week – The EDC and NYA Area Chamber celebrated Manufacturer’s Week 2021 with organizing five local manufacturer tours and a luncheon/speaker at the Pavilion.

Carver County CDA – City staff worked with Carver Co CDA and Lee Hall with NextStage to monitor the Emergency Business Support Program to help support local businesses with financial hardships due to the pandemic. There were 13 (brick & mortar) businesses who received a total of \$186,500 and 3 (homebased) businesses who received a total of \$19,000 of assistance.

Small Business Week – The EDC and NYA Area Chamber partnered to host a Small Business Breakfast and Seminar with guest speaker Victor Garcia from Victor’s PC Solutions the first week in May. Approximately 20 people were in attendance. Ribbon cutting welcomes with the NYA Area Chamber of Commerce – Staff and EDC Commissioners participated in two ribbon cutting welcomes in 2021 – The Pour House Pub (renovation) and Balanced Life Wellness Center.

3. Continue to assess, accomplish, and add goals to the adopted Downtown Redevelopment Implementation Plan

Historic Downtown Young America Mural – The mural project was a beautification project brought from the Downtown Redevelopment Plan. Artist Lana Beck was hired to complete a piece of artwork that depicted the history of Young America from the past to the present. Input was gathered from the Willkommen Heritage & Preservation Society, Stiftungsfest Committee, YA Cardinals and NYA Parks & Rec Commission. The mural was completed in time for the 2021 Stiftungsfest celebration.

Holiday Decorations – Commissioner Eggers and Commissioner Noeldner both participated in holiday decorating at Willkommen Memorial Park with NYA Area Chamber representatives.

Downtown Main Street Lighting Project – The EDC reviewed the 200 block of Main Street and the need to include new lighting, sidewalks, trees, etc. to finish the “look” of the downtown. The DEED Small Cities Streetscape Program preliminary application was filled out and submitted on November 17th. Staff will know December 20, 2021 if the project qualifies for a full application process. The Council has \$100,000 budgeted for this project in 2022 and \$100,000 in 2023. Total approximate cost of the project is \$350,000.

4. Market Norwood Young America to current and new residents and businesses

Social Media Presence – The City has social media presence on Facebook (@cityofnya), Instagram (@cityofnyamn) and the City website (www.cityofnya.com). Staff aims to post 5-7 times or more per week.

- o **Facebook** page followers increased from 868 in December 2020 to 1,028 in December 2020. On average about 400 people view every post.
- o **Instagram** page followers increased from 155 followers in December 2020 to 226 in December 2021.
- o **City Website www.cityofnya.com** – The following comparisons show the increase in website presence with 31% returning visitors and 69% new visitors:

	Sessions	Users	Pageviews
Jan – Dec 2020	26,403	18,416	53,943
Jan – Dec 2021	28,523	19,962,	57,633

Collaboration with Carver County CDA – Tourism – Staff continues to work with Carver Co CDA, other Carver Co municipalities and chambers to bring tourism to Carver County as a whole. Carver Co CDA has funded a “Visit Carver County” website.

Local Access Channel Presence –Five local churches continue to submit services for showings during the day. Staff has incorporated senior productions, food shows, school meetings, local happenings and school events on a monthly schedule that is posted in the city newsletter. Bulletin board announcements have included topics as COVID reminders, health resources, meeting times, church services, school showings, construction updates, City maintenance (i.e. hydrant flushing), community events and opportunities.

Community Video – The EDC hired OrangeBall Creative to produce a community video and commercial to be used for marketing and advertising purposes for attracting new businesses, developers and to share with visitors what NYA has to offer.

Monthly City Newsletter – The monthly city newsletter continues to be a great resource for city residents, specifically seniors in our community. The newsletters are posted on the city website and also provided to new businesses and developers looking at our community.

Willkommen Heritage Center and Historical Walking Tour – EDC staff is continuing to work with Willkommen Heritage Center staff and the Carver County GIS analyst on a community brochure that will be available as a hard copy, PDF online and an interactive map.

Joint Commission Meetings – The EDC discussed scheduling Joint Commission Meetings again starting in January 2022. The majority of the Downtown Redevelopment Plan goals have been met, so it is time to start the conversation on the “next steps” for the NYA community.

5. Enhance partnerships with Carver County and local schools

Partnership with Central Public Schools - The EDC partnered with the NYA Area Chamber of Commerce, Central Public Schools and their Manufacturer’s and Trades Advisory Group to promote local manufacturing jobs by organizing tours of five local manufacturers. About 70 students and 20 community members participated in the tours and luncheon that included Superintendent Tim Schochenmaier speaking about partnership opportunities for students and local manufacturers.

Underpass Art Project - The EDC worked with Central Public Schools to develop an Underpass artwork project with students creating murals with the guidance of the school art instructor. This project is pending per MnDOT approval.

6. Continue and investigate the enhancement of relationships and partnerships with:

NYA Area Chamber of Commerce – The EDC contributed \$1,000 to the annual Springfest Artisan Fair in May 2021 and partnered on the Small Business Breakfast/Seminar and Manufacturer’s Week event.

Civic Organizations – City staff has increased communications with the local civic organizations, particularly due to city newsletter information and their event updates: American Legion & Auxiliary, VFW & Auxiliary, Norwood Young America Beyond the Yellow Ribbon Campaign, NYA Community Improvement Program, NYA Lions, NYA West Carver Lions, Faith organizations, District 108 Community Education, Carver County Sheriff’s Department, Arts Consortium of Carver County.

Willkommen/Carver County Historical Society – EDC staff continues to work with the Willkommen Heritage & Preservation Society on the historic walking tour.

West Carver County Food Retail Committee – Representatives from the WCCFRC have been present at all EDC meetings to share updates on efforts for gathering information and educating citizens on grocery options for the community. The WCCFRC, Carver Co Public Health and EDC partnered in September to do the “Let’s Talk Food” event which about 20 people participated in to talk about local grocery needs and what efforts are being done. The WCCFRC also included the EDC in a day trip to Little Falls to hear about their food resource ventures.



Norwood Young America Economic Development Commission 2022 Goals

The Norwood Young America Economic Development Commission has approved the 2022 Goals as presented.

- 1. Develop opportunities for new businesses and expansions for current businesses**
 - a. Create a plan for expanding a second industrial park
 - b. Increase visual awareness of the Industrial Park and the businesses on Industrial Blvd by investing in location signage
 - c. Increase marketing for vacant commercial properties
 - i. Use GIS mapping capabilities to create an interactive map with available sites
 - ii. Communication with owners on the details of the property
 - iii. Social media
 - d. Improve communication with all building owners and realtors by:
 - i. Making sure they are on the city newsletter list
 - ii. Brainstorming with them about building use
 - e. Improve EDC Commissioner's knowledge of the scope of business opportunities by including monthly updates with the NYA Dashboard which includes a list of business inquiries, available building sites, properties for sale, and redevelopment sites, and monthly Secretary of State notices of newly formed businesses in NYA. Share any such public information with the Chamber Executive Director and Chamber Board to assist the Chamber's outreach efforts.
 - f. Identify small-scale, or occasional, or incubator, business ideas used in other cities; seek existing business owners' and property owners' opinions on the topic; conduct further research to determine feasibility and potential funding; and report.
- 2. Increase outreach and enhance relations with current businesses**
 - a. Provide financial access to businesses grant opportunities
 - i. Work with Carver County CDA Economic Development Manager
 - ii. Work with Carver County CDA SCDPG Advisor
 - iii. Work with Next Stage
 - iv. Share information about Minnesota DEED and the United States Small Business Administration, and their respective website resources
 - b. Promote the NYA Market Enrichment Grant Program
 - c. Research how to utilize the Revolving Loan Fund for gap financing opportunities for new and existing businesses.
 - d. Celebrate Small Business Week, Manufacturer's Week and any other SBA endorsed recognitions
 - e. Continue to communicate with property owners and businesses that express concerns about problem properties, alleged zoning violations, inadequate inspections of rental properties, and illegal activities.
 - f. Continue monthly ribbon cutting welcomes with the NYA Area chamber of Commerce
 - g. Continue to encourage City's participation, involvement in, presence at, or support of, community events
 - h. Celebrate anniversaries of local businesses
- 3. Schedule quarterly Joint Commission meetings with the City Council, all Commissions, NYA Area Chamber of Commerce and Willkommen Heritage & Preservation Society**
 - a. Continue to assess, accomplish, and add goals to the adopted Downtown Redevelopment Implementation Plan
 - i. Main Street Lighting Project
 - b. Identify needs/wants for future projects which will add to the vitality of the community

i. Faxon Road Streetscape Project 2023/24

4. Market Norwood Young America to current and new residents and businesses

- a. Work with the West Carver County Food Retail Committee on efforts for pursuing food resources with the ultimate goal of a local grocer.
- b. Advertise the new community video in local movie theaters
- c. Advertise the Historical Walking Tour with brochures and an interactive map on the city website
- d. Create Welcome Packets for developers, new businesses and residents.
- e. Continue online presence through Facebook, website, Instagram
- f. Continue collaboration with Carver County CDA in its county wide tourism planning efforts
- g. Increase Live technology options on NYA-TV Local Access Channel
- h. Create professional photos of the NYA area community
- i. Promote quality of life attributes (i.e. Willkommen Heritage Center, NYA Library, Parks, townball, festivals, murals, community gardens, Music in the Park, etc.)
- j. Maximize affordable opportunities for promotions in print, advertising media and radio
- k. Continue monthly City newsletters
- l. Continue to explore, with the CDA, the concept of a Carver County Real Estate Exposition

5. Enhance partnerships with Carver County and local schools

- a. Work with Central Schools to implement the Hwy 212 Underpass Artwork project
- b. Collaborate with the Central Trades Advisory Group with Mfg Week and other business events

6. Continue and investigate the enhancement of relationships and partnerships with:

- a. NYA Area Chamber of Commerce
- b. American Legion & Auxiliary
- c. VFW & Auxiliary
- d. Norwood Young America Beyond the Yellow Ribbon Campaign
- e. NYA Community Improvement Program
- f. NYA Lions
- g. NYA West Carver Lions
- h. Faith organizations
- i. District 108 Community Education
- j. Carver County Sheriff's Department
- k. Arts Consortium of Carver County
- l. Willkommen/Carver County Historical Society



NYA Parks & Recreation Commission 2021 Annual Report

2021 was a busy year for the City and the Parks & Recreation Commission. Listed below are projects that were completed.

Hwy 212 and Kehrer Park Trail Lighting and bench installations

- The project was lit and completed early October. Xtreme Electric installed 43 bollards and 6 light poles to illuminate the area efficiently. Residents donated 5 benches which City Staff placed along the trail system. The project turned out great.

Work completed at the Pavilion

- The Pavilion wood floor was sanded down and refinished in early February by City Wide Wood Floors. This offered a nice coat of protection to the floor and made it look good again.
- The exterior was painted mid-July. The project included volunteers, city staff and Flint Painting to get it completed. The building exterior looks great and the paint should protect the building from the elements for years to come.

Ditch cleanout at Friendship Park

- Schneider Excavating removed approximately 80 loads of sediment from the ditch in early January. The ditch looks good and is flowing property once again.

Installed Ceiling in Willkommen Park Shelter

- Volunteers with the YA Cardinal Baseball Team along with a donated lift from Xtreme Electric installed a new ceiling in the shelter to keep the roosting birds and associated mess out of the shelter. The volunteers used salvaged tin from an existing city building to complete the project. The volunteers also updated the lights to LED.

Sidewalk Maintenance

- Jensen Concrete installed approximately 310 feet of sidewalk along Wilson St to continue the City's trail and sidewalk connectivity. This sidewalk connected the Elm St downtown corridor to the recently completed Hwy 212 underpass and corresponding trails.
- Northstar Mudjacking & More leveled approximately 2,500 feet of sidewalk and curb & gutter along the city streets and parks. This project eliminated multiple trip hazards and low ponding areas.

South Park Hockey Rink

- A1/Houlton Electric installed five LED flood lamps and an updated electrical service at the South Park Hockey Rink and free skate areas. The lighting will save operating costs and illuminate the area effectively.
- Staff completed multiple board replacements and painted the entire rink white to help preserve the wood and help reduce the amount of ice loss due to the sun heating the boards and melting ice.

Legion Playground Equipment Replacement

- The Parks Commission spent a lot of time researching the proper set to replace the aging equipment at Legion Park. The Commission had decided in 2021 to move forward with Flagship Recreation to provide equipment for the replacement in 2022.

Replace Plaster at the West Carver Community Pool

- The Commission obtained a signed contract with Go Get Fred to replace the plaster in the lap pool in 2022.

Arbor Day Tree Planting

- The Parks Commissions, City Staff and approximately 17 volunteers planted 4 trees at the Sports Complex Softball Fields as well as 8 trees in the Park Circle boulevard on the southern edge of the Sports Complex. The trees are doing well.

No Dogs or Cats Allowed on City Owned Ball Fields

- The Parks Commission listened to concerns in regard to pets and pet owners not respecting the city ball fields. The Commission addressed the concerns by making a recommendation to the City Council to change the City Code reflecting this request. The recommendation was approved and is currently part of the City Code.



NYA Parks & Recreation Commission 2022 Goals

The following is a list of goals timeline for the Norwood Young America Parks & Recreations Commission for 2022:

Willkommen Memorial Park, Old Town Buildings

- Hire engineer to create specs for reconstruct
- Send out bid packets
- Select contractor by Fall 2022 to budget for 2023 project
- Estimated cost \$300,000

West Carver Community Pool Replaster Project

- Complete project and have pool ready by end of May 2022 for training and summer season
- Estimated cost \$71,000

Trail and Sidewalk Maintenance

- Continue proactive measures of maintaining current trails/sidewalks
- Look at expansion of trails with new developments
- Research who is the responsible party for sidewalk maintenance within city limits
- Estimated cost \$15,000

Replace Playground Equipment at Legion Park

- Share information about the project with the community
- Continue to research funding options
- Estimated cost \$35,000

Arbor Day Celebration, Tree City USA

- Select date, location of trees, types of trees, and organize Arbor Day Celebration
- Work with local organizations and community members for celebration volunteers
- Estimated cost \$2,000

Bench Program

- Monitor bench pricing
- Continue to share information about the program with the community

Adopt-A-Park Program

- Identify and acknowledge the groups who are currently maintaining the parks
- Identify which parks still need an Adopt-A-Park group

Research Preserve PUD with Prairie Dawn Park requirements

Barnes Lake Public Water Access

- Work with Bolton & Menk to identify:
 - parking lot location/specs/price
 - trail to Barnes Lake/location/materials/price
 - dock location/price
 - ADA compliance requirements
- Research public water access requirements with DNR permit
 - Other amenities: doggie stations, garbage receptacles
- Create maintenance plan

Barnes Lake Nature Trail (Behind Lakewood Trl/Ct)

- Research cost on hiring Bolton & Menk to create trail development plan (more complicated due to elevation and ADA compliance issues)
- Create maintenance plan
- Budget this project for 2023
- Prepare for applying for the Local Trail Connections Program through the MN DNR by March 2023

Outlot A

- Refer to Resolution 2017-10 Outlot A Formal Plan for the Creation of a Public Park/Lake Access/Nature Area as a guide in research and development of Outlot A starting in 2022
- Send out community survey to gather input on the desired park uses for the property by July 2022, results August 2022 – in preparation for 2023/24 budget
- Work with Bolton & Menk, Carver Co WMO and MN DNR for conceptual plans and professional input for trail/parking/public water access
- Research pricing for the following potential amenities:
 - Dog park (size, materials needed)
 - Trail material/maintenance
 - Dock
- Contact Carver County about requirement for parking lot off CR 34 for Outlot A access
- Prepare for applying for the Outdoor Recreation Grant Program through MN DNR by March 2024



Senior Advisory Commission 2021 Annual Review

The following is a summary of activities were completed by the Norwood Young America Senior Advisory Commission in 2021:

Housing

- Received updates on local senior facilities including Peace Villa, Oak Grove Residence, The Harbor, The Haven and Reflections
- Reviewed annual Ecumen report
- Supported Planning Commission in their efforts for ADU's as a viable senior housing option
- Shared AARP HomeFit Guide to local seniors to assist in aging in place at home

Transportation

- Monitored City of NYA bus trips and participation of shopping trips
- Brought back "Out & About" trips for local NYA seniors. Scheduled eight trips total for months of October, November and December 2021 – Had over 50 people participate in tota.
- Advertised in City Newsletter, flyers and NYA-TV for bus service
- Worked with SmartLink and city staff to schedule weekly shopping trips and bi-monthly outings

Education

- Hosted the NYA Senior Center at the Willkommen Memorial Park Pavilion on the first and third Wednesdays of each month starting in October 2021
- Held one "Lunch & Learns – Senior Scams" with Deputy Voigt as speaker and Carver County Public Health providing lunch at the NYA Senior Center
- Applied and received \$1,000 St. John's Lutheran Church Thrivent Grant to financially assist NYA Senior Center
- Shared information from Carver County Public Health about COVID-related concerns, food resources and senior citizen wellness in City Newsletter
- Shared information from the Carver County Sheriff's Department about community concerns regarding senior citizens in City Newsletter
- Supported and invited local seniors to the "Let's Talk Food" event in September 2021 to talk about food resources
- Created a quarterly insert in the City Newsletter specifically addressing senior citizen topics
- Participated in a "Statewide Needs Assessment Community Listening Session – Age Friendly Minnesota" which was conducted by Carver County Public Health

Promoting Physical and Social Activity

- Utilized the NYA-TV to promote all Senior Advisory Commission activities and community events
- Partnered with Peace Village to sponsor a Music in the Park night in June – served root beer floats
- Gained three new Senior Advisory Commissioners – Mary Spille, Bill Hart, Elroy Latzig

Monitor and expand housing options for seniors

- Receive updates on local senior facilities including Peace Villa, Oak Grove Residence, The Harbor, The Haven and Reflections
- Reach out to local churches, organizations and businesses about senior assistance resources including Beyond the Yellow Ribbon
- Support city research on additional senior housing and subsidized housing
- Share AARP guide and moving resources to seniors via Senior Center, City Hall, newsletter to encourage aging in place at home.

Provide safe options for seniors to get around

- Monitor City of NYA bus trips
- Create an annual bus outing schedule and advertise in Community Ed brochures, City Newsletter, flyers and NYA-TV
- Work with SmartLink and city staff to schedule weekly shopping trips and bi-monthly outings
- Select "out & about" trips quarterly – options discussed: Mystic Lake, Eden Prairie Mall, Hillcrest Café (and other local restaurants), local concerts (that do not need a prepaid ticket)
- Replace the city bus logo

Identify and promote education and social options for seniors

- Host the NYA Senior Center at the Willkommen Memorial Park Pavilion on the first and third Wednesdays of each month from September to May
- Organize three "Lunch & Learns" topics and dates at the NYA Senior Center
 - 1. Balance (February)
 - 2. Health Aid Supplies & Drug Take Back (April)
 - 3. Mental Health (October)
- Share information from Carver County Public Health updates about COVID-related concerns, food resources and senior citizen wellness
- Share information from the Carver County Sheriff's Department about community concerns regarding senior citizens
- Create a quarterly insert in the City Newsletter specifically addressing senior citizen topics
- Utilize the NYA-TV to promote all Senior Advisory Commission activities
- Partner with Peace Village to sponsor a Music in the Park night
- Advertise Senior events and NYA Senior Center in the Community Ed brochures
- Support the atrium/walking track at Central Public Schools



To: Mayor Lagergren and Council Members
From: Angela Brumbaugh
Date: January 10, 2022
Re: Approve renewal of Refuse Haulers Licenses for 2022-2024

According to Section 320 of the City Code, Refuse Haulers must have a license with the City in order to conduct business within City Limits. The licenses are good for three years with the expiration being December 31, 2021 with the new license good from January 1, 2022 through December 31, 2024.

The two current haulers have submitted their completed paperwork along with the fee of \$100. Below shows the monthly fees charged to residents:

- Randy's Environmental Service
 - 35 Gallon container - \$14.50 / month
 - 65 Gallon container - \$15.50 / month
 - 95 Gallon container - \$16.50 / month
- Waste Management
 - 32 Gallon container - \$12.00 / month
 - 64 Gallon container - \$14.00 / month
 - 96 Gallon container - \$16.00 / month

Recommended Motion:

Motion to renew the refuse hauler licenses with Randy's Environmental Services and Waste Management



TO: Honorable Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk/Treasurer
DATE: January 10, 2022
RE: Resolution 2022-03 A Resolution Accepting a Donation and Designating Its Use-Year 2021

Enclosed you will find for your review, Resolution 2022-03 A Resolution Accepting a Donation and Designating Its Use -For the Year 2021.

- ❖ All donations will be designated in the budget and used accordingly

Recommended Action:

**A Motion the approve Resolution 2022-03 A Resolution Accepting a Donation and Designating Its Use—
For the Year 2021.**

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2022-03**

**A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE –
FOR THE YEAR 2021**

WHEREAS, the City of Norwood Young America is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.211 and 465.03 for the benefit of its citizens; and

WHEREAS, the following persons and entities have offered to contribute the cash sums and in-kind set forth below to the City:

Name of Donor	Amount	Designation
Edward Born Post 343 American Legion	\$7,500.00	Fire Truck – Rescue 11
United Farmers Cooperative	\$2,477.06	Fire Truck – Rescue 11
NYA Chamber of Commerce	\$755.00	Legion Park Playground Equipment
St. John’s Lutheran Church	\$1,000.00	Senior Citizen Lunches
Edward Born Post 343 American Legion	\$500.00	Flowers for NYA CIP
VFW	\$750.00	Flowers for NYA CIP
VFW	\$4,094.50	Parking lot at Veterans Park
Edward Born Post 343 American Legion	\$4,094.50	Parking lot at Veterans Park
VFW	\$310.56	Railing and Rock at Veterans Park
VFW	\$638.42	Flags
Edward Born Post 343 American Legion	\$638.42	Flags
McPadden, Mike	\$650.00	Park Bench
Lien, Leslie	\$650.00	Park Bench
Zellmann, Robert	\$650.00	Park Bench
Smith, David	\$650.00	Park Bench
Hoppe, David & Karen	\$650.00	Park Bench
Peterson, Lynn	\$650.00	Park Bench
Eischens, Chad	\$650.00	Park Bench
Mackenthun, Rodney	\$100.00	Tree
Crown, Brian	\$100.00	Tree
NYA Lions Club	\$1,200.00	Baseball Net for batting Case
Rodney Mackenthun	\$100.00	City Flowers
Vaneyll, L	\$650.00	Park Bench
Widmer, E	\$650.00	Park Bench
Heath, Wanda & Neubarth, Edna	\$650.00	Park Bench
Dudgeon, Jean & Paul	\$650.00	Park Bench
Harms, Linda	\$650.00	Park Bench
NYA Lions Club	\$1,300.00	(2) Park Benches
Central Softball Booster Club	In-Kind	Batting cages (in-kind donation)
Tanglez Salon	In-Kind	Wreath
Girl Scouts Troop 16580	In-Kind	Little Library

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

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

1. The contributions described above are hereby accepted by the City of Norwood Young America and shall be used as designated and allowed by law.

Adopted by the City Council of the City of Norwood Young America this 10th day of January 2022.

ATTEST:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk-Treasurer



To: Mayor Lagergren and Council Members
From: Angela Brumbaugh
Date: January 10, 2022
Re: Accept a grant from Carver County in the amount of \$5,000 and Authorize Posting the Open Position for a Part-time Attendant at the Recycling Center.

Greg Boe from Carver County Environmental Services has been working on a grant for Norwood Young America to defray the costs of hiring someone part-time to be at the Recycling Center. The County no longer is able to have someone be there during the hours it is open but they are willing to issue NYA a grant to reimburse the City for a part-time attendant, up to \$5,000.

At this time, we have a plan in place to keep the Center hours consistent to what has been advertised but we would like to hire someone for that position.

Recommended Motion:

Motion to accept a grant from Carver County to defray the costs of staffing the Recycling Center in the amount of \$5,000 and Authorize Posting the Open Position for a Part-time Attendant at the Recycling Center.

CITY OF NORWOOD YOUNG AMERICA RECYCLING SITE GRANT AGREEMENT

This grant agreement is between the County of Carver, acting through its Public Services Division, 600 East 4th Street, Chaska, MN 55318 and The City of Norwood Young America, 310 Elm St. W, Norwood Young America, MN 55368.

Recitals

1. Under Minnesota Statutes 473 and 115A, the County is empowered to enter into this grant.
2. The County is in need of The City of Norwood Young America's assistance to carry out the provisions of The Carver County Solid Waste Master Plan, adopted by the Carver County Board of Commissioners in 2018.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the County.

Grant Agreement

1. Term of Grant Agreement

- a. Effective date:* January 1st, 2022. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred back to effective date. Reimbursements will only be made for those expenditures made according to the terms of this grant.
- b. Expiration date:* The expiration date of the grant is certified through December 31st, 2022 or until all obligations have been satisfactorily fulfilled, whichever occurs first. All expenditures must be made prior to December 31, 2022 and reimbursement requests must also be received by the County no later than January 31, 2023. Grant funds may not be carried over to the next calendar year and must be used for activities specified in Section 2. Grantee's Duties.
- c. Survival of Terms.* The following clauses survive the expiration or cancellation of this grant agreement:
9. Liability; 10. Audits, 11. Government Data Practices and Intellectual property; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction, and Venue; and 19. Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will provide oversight of the public recycling drop off located at 421 W Railroad Street, Norwood Young America, MN 55368. Oversight will include the following:

- a. Open and close the recycling drop-off site, according to the agreed-upon and publicized schedule.
- b. Provide general oversight and control of the drop off site. Monitor recycling and scrap metal containers and report back to the county when containers are full.
- c. Provide outreach materials or information to help inform residents what's accepted for collection and what isn't, and where to take the unacceptable materials.
- d. Monitor oil area and inform residents that that there is no container disposal at this site. Oil containers may be used again or thrown away once returned home.

3. Reporting Requirements

The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the County, unless the County grants an extension in writing.

4. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

5. Consideration and Payment

a. **Consideration.** The County will pay for all services performed by the Grantee under this grant agreement as follows:

- i. **Compensation.** The Grantee will be paid for all activities related to oversight and staffing of the recycling site performed by the Grantee during the term of the Grant up to five thousand dollars (\$5,000.00).
- ii. **Total Obligation.** The total obligation of the County for all compensation and reimbursements to the Grantee under this grant agreement will not exceed five thousand dollars (\$5,000.00).

b. **Payment**

- i. **Invoices.** The County will promptly pay the Grantee after the Grantee's presentation of invoices for services performed and acceptance of such services by the County's authorized agent pursuant to Clause 7. Invoices shall be submitted in a form prescribed by the County within the dates previously noted in "Term of Grant Agreement" in this contract.
- ii. **Federal Funds.** (Where applicable, if blank, this section does not apply)
Payments under this grant agreement will be made from federal funds obtained by the County through Title _____ CFDA number _____ of the _____ Act of _____. The grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

6. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the County's satisfaction, as determined at the sole discretion of the County's Authorized Representative and in accordance with all applicable federal, County, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the County to be unsatisfactory or performed in violation of federal, County, or local law.

7. Authorized Representative

The County's Authorized Representative is **Dustin Heidinger**, Carver County Environmental Services, 600 East 4th Street, Chaska, MN 55318, (952) 361-1836, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the County's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is **Angela Brambaugh**, City of Norwood Young America, 310 Elm St. W, Norwood Young America, MN 55368, (952) 467-1807. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the County.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

- a. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the County and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- b. **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- c. **Waiver.** If the County fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right enforce it.
- d. **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contain all negotiations and agreements between the County and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

9. Liability

The Grantee must indemnify, save, and hold the County, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the County, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees.

10. Audits

Under Minn. Stat. §16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the County and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

11. Government Data Practices and Intellectual Property

- a. **Government Data Practices.** The Grantee and County must comply with the Minnesota Government Data Practices Act, Minnesota Statute §. 13, as it applies to all data provided by the County under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the County.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the County. The County will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

12. Worker's Compensation

The Grantee certified that it is in compliance with Minn. Stat. §176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.

13. Publicity and Endorsement

- a. **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the County as the sponsoring agency and must not be released without prior written approval from the County's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.
- b. **Endorsement.** The Grantee must not claim that the County endorses its products or services.

14. Governing Law

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Carver County, Minnesota.

During the performance of this Agreement, the Grantee agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

- 15. Accessibility:** Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines.

Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>.

16. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions

- a. The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

17. Monitoring

The County may visit the drop-off site, on occasion, to verify clean and safe conditions.

18. Termination

Termination by the County. The County may cancel this agreement at any time, with or without cause, upon 30 days' written notice to the grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

19. Data Disclosure

Under Minn. Stat. §270C.65, subd. 3 and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the County, to federal and state tax agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Angela Brambaugh, City Clerk/Treasurer,
Norwood Young America

Date _____

Dave Hemze, Carver County Administrator

Date _____



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: January 10, 2022

RE: Planning Consultant Request for Qualifications (RFQ)

Enclosed you will find the Planning Consultant RFQ for your review.

The RFQ was built around both the current and future needs of the community, with extensive residential, commercial, and business growth in mind.

The RFQ gives a clear picture of what will be expected by the city and staff.

- ❖ Background on the community
- ❖ Scope of Services
- ❖ Content of Proposal
- ❖ Proposal Evaluation and Appointment
- ❖ Proposed Timeline
- ❖ Terms and Conditions

Recommended Motion:

Motion to approve the Planning Consultant RFQ and authorize the posting for the position.

Norwood Young America



REQUEST FOR QUALIFICATIONS

The City of Norwood Young America (City) seeks qualification responses from firms interested in providing planning and related technical services to the City of Norwood Young America. The City expects to select a Planning Consulting firm to serve the city for an indefinite period.

As the Planning Consultant, the firm will assist city staff, Planning Commission, and the City Council in making appropriate planning and zoning decisions.

As the City Planner, the firm will perform a direct role in helping the City Council and staff make appropriate city planning, zoning, and land-use policies. The City Planner will collaborate with applicants on various planning and zoning requests (i.e., plat review, development review, CUP/IUP review, variance review, and zoning review concurrent with building permit applications beyond over-the-counter permits).

Submittal Requirements:

All proposals, questions, and correspondence should be directed to:
City of Norwood Young America; Attn: Andrea Aukrust, City Administrator; PO Box 59, 310 Elm Street West, Norwood Young America, MN 55368.
952-467-1800; cityadmin@cityofnYA.com.

1. All proposals must be delivered electronically and received no later than 4:00 p.m. on Friday, February 4, 2022. The subject line must be identified with "City Planner Proposal."
2. Each proposal must be signed by an authorized company representative.

The City reserves the right to reject any or all proposals, waive any irregularity in a proposal, and accept or reject any item or a combination of items.

I. Background

The City of Norwood Young America, Minnesota, is a growing, small-town community in western Carver County. In 1997, Young America and Norwood merged into one community to become the city known today as Norwood Young America. This semi-rural town is located on the edge of the Twin Cities Metropolitan Area, approximately thirty-five miles west of Minneapolis. Home to 3,900 residents, population growth, is expected to continue for years to come. Norwood Young America proudly celebrates its German heritage, as it was originally settled by German immigrants who brought their traditions and customs to the area. This heritage is celebrated every August at Stiftungsfest, “A Founder’s Day Celebration,” and Minnesota’s oldest festival.

Norwood Young America’s urban amenities and small-town character, along with its proximity to a wide variety of transportation routes, make this City an attractive place to live and work. It is an easily accessible community that is a prime location for new business and industry. The City is unique in that it has three business districts – Historic Downtown Norwood, Historic Downtown Young America, and the Highway 212 Business Corridor. All three areas are home to thriving businesses as well as available sites for future businesses. The City has been fortunate as many new companies have opened their doors in the last five years.

This suburban locale offers closeness to the services, employment opportunities, and recreational activities the Twin Cities Metropolitan Area provides, yet it still maintains its rural character.

The City of Norwood Young America employees strives to fulfill their respective positions’ purpose while always supporting each other. They work hard, treat each other with respect, and have fun. The city employees enjoy strong support from the city council and the community.

The work at the city is varied and exposes the employees and professional consultants to all aspects of the community. The work that we do has a tangible impact on the community’s residents – what we do and how we do it have an effect.

Each member of the city staff is committed to their own continued self-development. Together as a group, they strive to work in such a way as to provide a foundation of trust to underpin all the functions of the Norwood Young America city government.

We pursue our Purpose when we:

- Treat all people with respect, good faith, and a friendly manner
- Proactively communicate with and transparently provide unbiased information to all interested parties
- Build trust
- Build on our successes and failures
- Provide friendly and timely service to the residents of Norwood Young America

II. Scope of Services

- a. Review, evaluate, and make recommendations on development/site plans, conditional use permit applications, rezoning/zoning amendment applications, variance requests, and requests for subdivision approval;
- b. Advise builders, developers, and property owners on ordinance requirements and provide technical design assistance as directed;
- c. Revise, update, and develop new ordinances relating to land use planning and property subdivision if directed;
- d. As directed, implement policies, strategies, plans, programs, and regulations related to future development & redevelopment (planning); existing & proposed uses of land (zoning); platting of property (subdivision & resubdivision); and annexation that encourage and guide the City's growth and development;
- e. Serve as professional staff for Planning Commission by attending all meetings, preparing reports, presentations, and resolutions as directed/warranted;
- f. Prepare and present reports for City Council meetings regarding recommendations by the Planning Commission;
- g. Conduct research and develop policies related to City planning activities if requested/directed;
- h. Coordinate development review process with City Staff, the City Engineer, and Building Official;

- i. Assist with other parks, trail, and recreation planning efforts as directed;
- j. Assist with other planning and zoning-related duties as assigned or apparent;
- k. Coordinate the subdivision development process.

III. Content of Proposal

Proposals shall contain the following information (not limited to):

1. Name of the firm and the name and contact information for the person(s) authorized to represent the company regarding all matters related to the proposal.
2. Qualifications of the consultant, including prior experience and references from other cities.
3. Description of the services provided.
4. Proposed fee schedule and not to exceed the fee amounts for services to be provided.
5. Any other pertinent information the consultant feels is relevant to the City's decision to select a consultant.

IV. Proposal Evaluation and Appointment

1. The City intends to retain the firm's services evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost, and other performance factors considered.
2. The City shall not be liable for any expenses incurred by the proposer, including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.

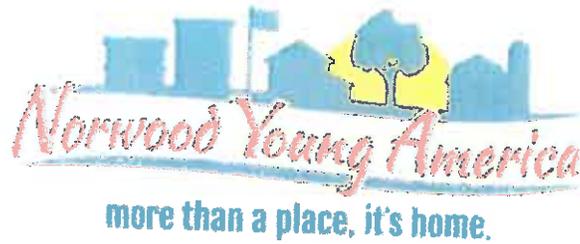
3. The City reserves the right to reject any proposers or request additional information from any proposers for clarification purposes and to accept or negotiate any modification to any proposal received by the posted deadline.

V. Proposed Timeline

- January 11, 2022, Publish Request for Qualifications (RFQ)
- February 1, 2022, Proposals Due (4:00 p.m.)
- February 2-4, 2022, Review of Proposals
- February 8, 2022, Conduct interviews
- February 14, 2022, Appointment

VI. Terms and Conditions

1. The City reserves the right to reject any or all proposals or negotiate a contract that is in the City's best interest at the absolute and sole discretion of the City Council.
2. The contract for services will require that the individual or firm selected as City Planner maintain and provide proof of general liability, automobile, worker's compensation, and errors and omissions insurance.
3. The contract will also contain provisions requiring the selected individual or firm to indemnify the City and provide that the City Planner are independent contractors serving at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.



TO: Honorable Mayor Lagergren and City Council Members
 FROM: Tony Voigt, Public Service Director
 DATE: January 10, 2022
 RE: Increase Bench Donation Amount

Due to rising raw material costs, the current bench donation program cost does not cover the purchase of the new benches. I have included a copy of the current bench donation brochure we currently utilize for the program. The current donation request for a bench is \$650 which includes the cost of the bench, 2 lines of engraving, shipping, and installation which may include a concrete foundation. The city experienced 2 price increases for the cost of the benches in 2021 as well as increased shipping costs. I have included the cost breakdown below.

<u>Item</u>	<u>2021 Cost</u>	<u>2022 Est. Cost</u>
Cost of bench	\$685.01	\$885.14
Engraving per line	\$45	\$45
Shipping 1-5 benches	\$150-\$175	\$225-\$255
Staff time for install	\$150	\$150
Concrete Foundation, materials plus staff time	\$150	\$175/est.
Total cost to the City	\$1180.01-\$1205.01	\$1480.14-\$1510.14

The cost of the bench increased about \$200, shipping went up about \$75, and the cost of concrete will likely go up in the future for the foundations. The Parks Commission approved a recommendation to raise the donation cost to \$975 at the December 2021 meeting.

Suggested Motion: Make a motion to increase the 2022 Bench Program Donation Amount to \$975

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: January 10, 2022
RE: Public Services Snow Plowing Operations

It was requested to present information regarding the Public Services snow plowing operations for the purpose of discussion. I have included maps of the existing routes, priority routes and the following information for discussion purposes.

- According to City Code, a "Snowfall" or "Blowing Snow" are defined as an accumulation of two or more inches of snow on a street
- The posted signs around the community state the City will plow after two or more inches of accumulated snow
- The city will ticket vehicles that park on the street after a two or more inches of snow have fallen. The city then has the right to tow the vehicle if it has not been removed 4 hours or more after it has been ticketed.
- The Public Services Department may plow when there is less than two inches of snow under the discretion of the Public Services Director or their designee. Typically, the city will plow curb to curb following an accumulation of more than a half inch of snow.
- The City intends plowing the streets to remove a majority of the snow so the salt has less material to cut through and prevent ice buildup on the streets. That is why we plow
- Plowing typically commences immediately after a snowfall during the day. If the event continues into the evening, the City will wait until 2:00am to plow curb to curb. This allows staff to clean the streets with less traffic, and to windrow the downtown areas since there is no parking allowed from 2:00am-7:00am in those areas. This also allows staff to have downtime at home before they come back in to plow which may be 7-10 hours to get everything completed.
- Most streets in town which average between 31-36 feet wide require the plow truck to run down the centerline of the road in each direction as its first pass. The plow truck, which clears a path of approximately 15 feet wide, then needs to complete a second pass to push the snow completely to the curb line. Since you need to overlap the centerline passes so you don't push snow into the other lane, the truck cannot effectively plow once down the road once and back to clean the street curb to curb. The second pass on every street is not to be completed until the first pass through every street is completed. The reason staff plow the streets this way is to get the roads open as soon as possible. If staff was too completely plow each street curb to curb before moving on to the next street, residents on the start of the route would be able to leave their residence 3-5 hours sooner than residents on the tail end of the routes. This could make the difference of someone making it to work or an appointment on time if they can get out of their driveway and

Norwood Young America

down the street. The residents on the start of each route are the only ones that benefit from clearing the street curb to curb immediately. Plowing can get completed faster and more efficient if you don't have to turn around on the end of each street after completing your first pass.

- The city intends to clear all walking trails and sidewalks the same day we clear the streets. Due to staff and the timing of the snow events, we may clear trails the morning after following a snow event.
- Due to the ongoing concern for Chloride pollution in the environment, staff is using less salt to get the job completed compared to previous years. The reduction of salt use will protect the environment and reduce operating costs for the city as well. The goal is to not see the roads "White" with salt after the snow has melted. Staff is attempting to use enough salt to melt what is needed versus leaving the heavy white residue that washes into the City storm sewers.

The Public Service Staff asks that all residents park off the street if any snow is in the forecast. This would allow City Staff to clean the streets faster and do a better job clearing curb to curb. This also gives emergency vehicles plenty of room to get down the street without the fear of sliding into a parked car during a snow event.

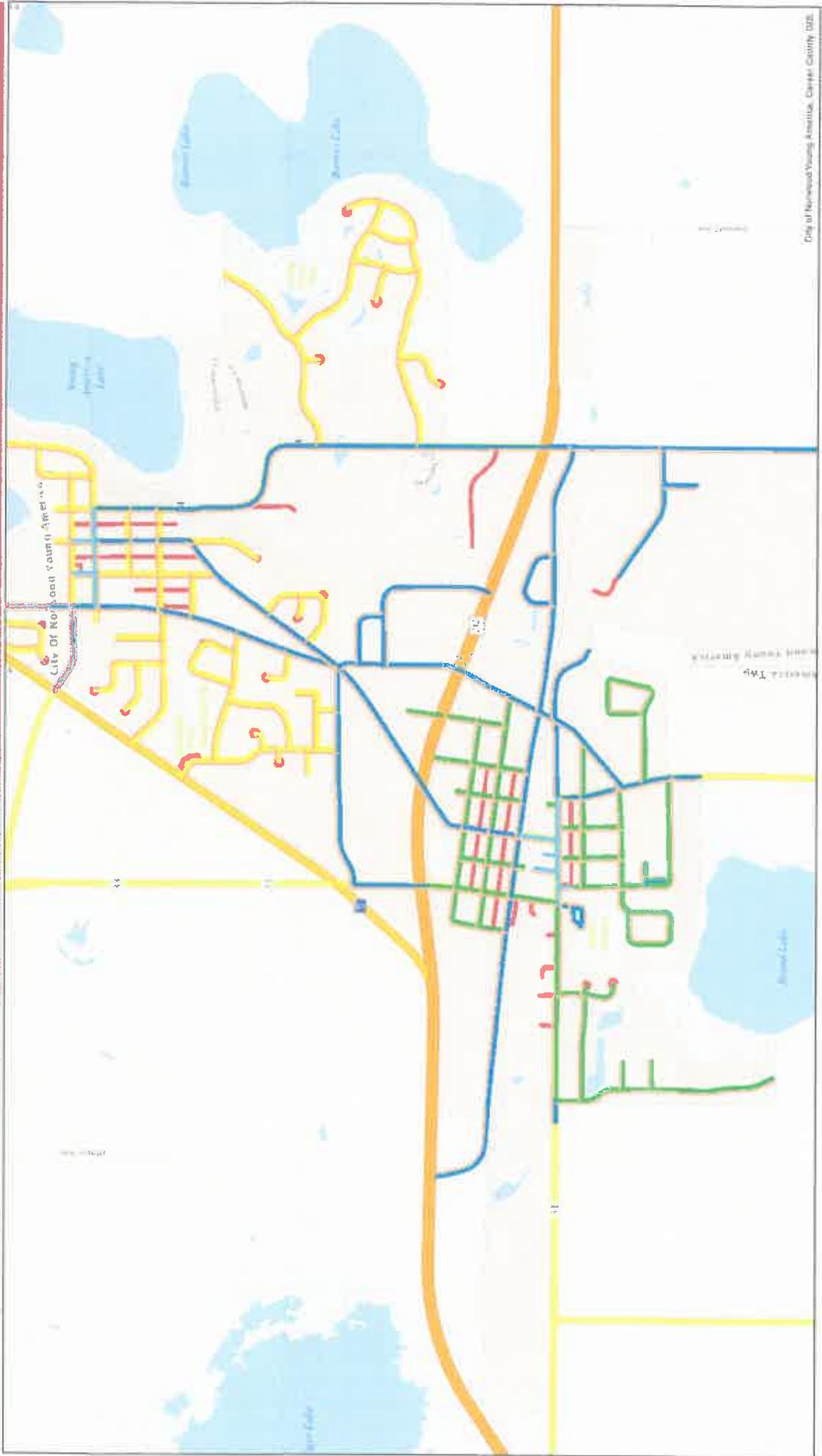
Suggested Action: This item is for discussion purposes only



more than a place. it's home.

CITY OF NORWOOD YOUNG AMERICA Plow Routes

Map Date: 12/1/2020





CITY OF NORWOOD YOUNG AMERICA

Priority plowing routes

Map Date: 12/11/2020



Snow Emergency!

Date and Time

The City of Norwood Young America has declared a Snow Emergency effective at **TIME, Day, Date, 2022**. All vehicles, trailers, and garbage cans **MUST** be off the city streets until the streets are plowed curb to curb. Anyone failing to abide by the Code Book: *Chapter 7 Traffic and Vehicles- Section 720-Parking 720.02 Restricted Parking During Snowfall & Blowing Snow*, will be ticketed and towed at the owner's expense.

Thank you for your assistance.

The City of Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: January 10, 2022
RE: Preparing Old Town Repair Plans

Old Town located in Willkommen Park has been identified as needing extensive exterior repairs. The needed repairs include replacing all the exterior stucco, replacing the roofing, replace all the windows and doors, properly flash all openings, replace the lower wall sections of the building with concrete, and repair all the rotted materials due to years of moisture intrusion. The goal of the project is to make the exterior envelope of the building watertight and address all the building design standard deficiencies that are present.

This item has been thoroughly discussed at Parks Commission as needing repair. I have provided a timeline of the events that have transpired to complete this project.

- I solicited from 3 consultants in 2020 receiving a low bid of \$6500 to prepare plans for this project. The consultant's quotes were not approved since they were not all equal, and I did utilize a Request For Quotes (RFQ) approach to obtaining those bids.
- Administrator Helget helped put together the first RFQ for this project and solicited to the same 3 consultants early in 2021, in which we received no quotes at that time due to their busy construction schedules.
- At the September 13, 2021 Council Meeting, I presented a modified version of the original RFQ to include the previous information and include a cost estimate to tear down and rebuild the structure. The city received one quote from a general contractor that gave a proposal for the outlined scope of the project but did not follow the RFQ. The quote received was \$137,845.00 but did not include inspections for the mold mitigation, structural engineering, or a total cost for the time and material replacement for rotted sections. At the September 13 meeting, I was instructed to obtain construction estimates to tear down and rebuild the structure.

I contacted Vos Construction to obtain some budgetary costs to rebuild the structure. I have included the amounts below. These costs do not include electrical, plumbing, foundation drainage or correcting the drainage around the building. The drainage will need to be addressed regardless of it getting repaired or rebuilt.

- | | |
|--|-----------|
| • Cost to tear down and remove the structure | \$45,000 |
| • Cost to replace the structure on the existing concrete and footings | \$395,000 |
| • Cost to raise the structure (stairs will need to be redone) remove and replace The concrete footings | \$125,000 |

Norwood Young America

Over the past 3 years, I have met on site with 3 consultant representatives, 4 architects, and 3 general contractors. The recommendations I received from all the meetings that took place, was to repair the exterior of the building and not rebuild the entire structure. The opinions were based on visual inspection of the existing structure considering most of the interior walls are exposed or you can see the amount of moisture damage present in the interior plywood sheeting and comparing the cost of purchasing new materials, framing and the removal of the existing structure.

My recommendation for the project would be to hire a consultant to follow the RFQ and complete the exterior repairs. I would recommend including a contingency or a not to exceed amount for the time and material repair of unforeseen rotten areas that would need to be addressed as the project is completed. Language could be added in the RFQ stating all time and material work would need to be presented to and pre-approved by a city representative.

Suggested Action: This item is for discussion and to give staff more direction to complete the project.



REQUEST FOR QUOTES

WILLKOMMEN MEMORIAL PARK OLD TOWN BUILDINGS

**PREPARE EXTERIOR REPAIR PLANS AND
SPECIFICATIONS FOR COMPETITIVE BIDDING
AND PROVIDE BID MANAGEMENT**

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

I. GENERAL PROVISIONS

- A. Responses submitted must provide complete information as indicated in this request. Please submit quote by **12:00p.m., September 6th, 2021.**

City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368

- B. 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

The City of Norwood Young America is accepting quotes to prepare exterior repair plans and specifications for the City's Old Town Buildings located in Willkommen Memorial Park, 21 Main Street E., Norwood Young America. The plans and specifications shall be prepared and used to obtain competitive bids from qualified contractors.

The successful firm shall provide bid management services as follows (A through E).

- A. Prepare Plans and Specifications Details to include the following:

1. Removal and replacement of all exterior stucco and any damaged sheathing
2. Prior to replacing stucco perform an inspection to determine full extent of structural damage
3. Repair of water damaged framing
4. Extending cement foundation wall upwards a minimum of 8" with either one row of block or a poured wall system and reconnecting the framing to the foundation
5. Removal and replacement of all windows.
6. Removal of concession windows and replace with roll up doors.
7. Removal and replacement of all existing doors with exception of overhead door on southwest side of building
8. Reroof and replace flashing on all Old Town Buildings
9. Address possible mold remediation.
10. Address structural building deficiencies including roof truss design.
11. Project construction schedule
12. City Insurance requirements

B. Document Preparation

The following shall be completed as part of the process of preparing the plans and specifications.

1. Building code analysis for code compliance and complying with current design standards
2. Building accessibility determination

C. Construction Project Estimate

1. The successful firm will provide an estimated project cost prior to going out for bids.
2. Firm is to provide a cost analysis of completing the work identified in this RFQ compared to demoing and rebuilding the same/similar structure.

D. Bid Management

1. The successful firm shall assist the City in soliciting bids from at least three (3) qualified contractors, including a pre-bid walk through/meeting with potential bidders.
2. The firm shall review and analyze the bids received and provide a recommendation to the City for awarding the project.

E. Project Schedule

1. Provide schedule for completing:
 - Plans and Specifications
 - Project Bidding
 - Construction Project
2. Project is to be scheduled as a Spring 2022 start with full completion no later than August 15th, 2022 pending City Council Approval

III. Quote

Quotes shall be provided as a whole dollar amount for the entire scope of work on the attached form.

IV. Disclaimer

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

FIRMS'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: January 10, 2022

SUBJECT: Approve Special Meeting with the Planning Commission on January 24, 2022

On Tuesday, January 4, 2022, the Planning Commission agreed to recommend to the City Council a joint Special Meeting for January 24, 2022. The meeting will include discussion of the following:

1. Central Public Schools representatives and building project manager for a presentation of the conceptual drawings for the 2022-2024 Central Public Schools construction project
2. Land developer Mark Eklo and representatives from Otto & Associates for a presentation of the preliminary plat for the Meadows/Budahn Property on the NE corner of Tacoma Ave and Lakewood Trail

Recommended Motion:

Approval of a joint Special Meeting with the Planning Commission on January 24, 2022.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Administrator
DATE: January 10, 2022
RE: League of Minnesota Cities Insurance Trust (LMCIT) Property/Casualty 2021 Dividend

Enclosed you will find for your review the dividend announcement from the LMCIT for 2021.

❖ Dividend amount for 2021: \$18,145

Recommended:

No Action is needed; this is for information purposes only.

Norwood Young America

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

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2021 DIVIDEND CALCULATION
AT MAY 31, 2021**

Citizens Insurance

Po Box 98

Norwood Young Amer MN 55368-0098

Norwood Young Americ

310 Elm St. W Po Box 59

Norwood Young Amer, MN 55368-0059

GROSS EARNED PREMIUM

\$1,455,098

ADJUSTED LOSSES

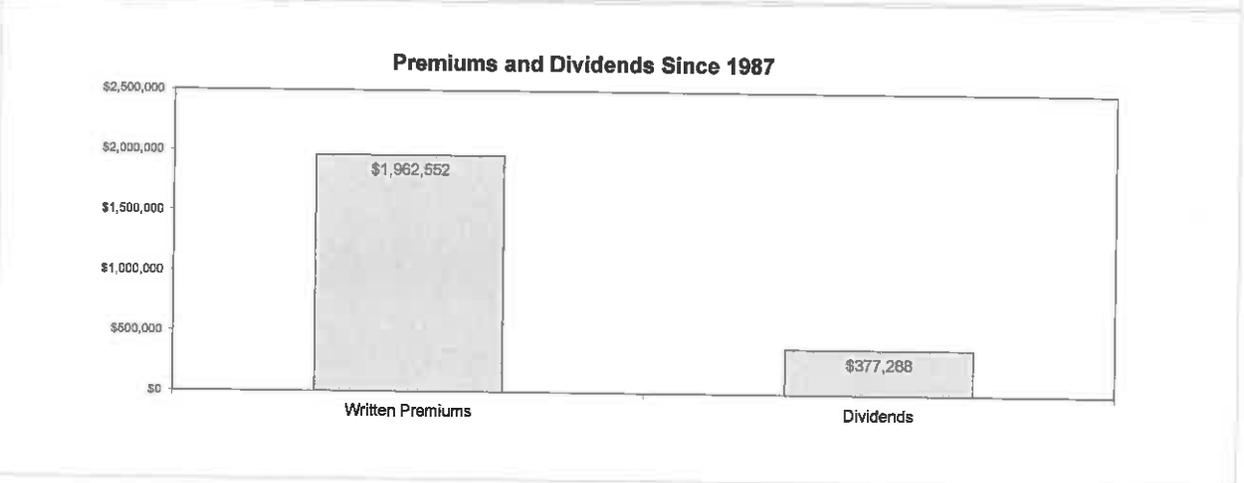
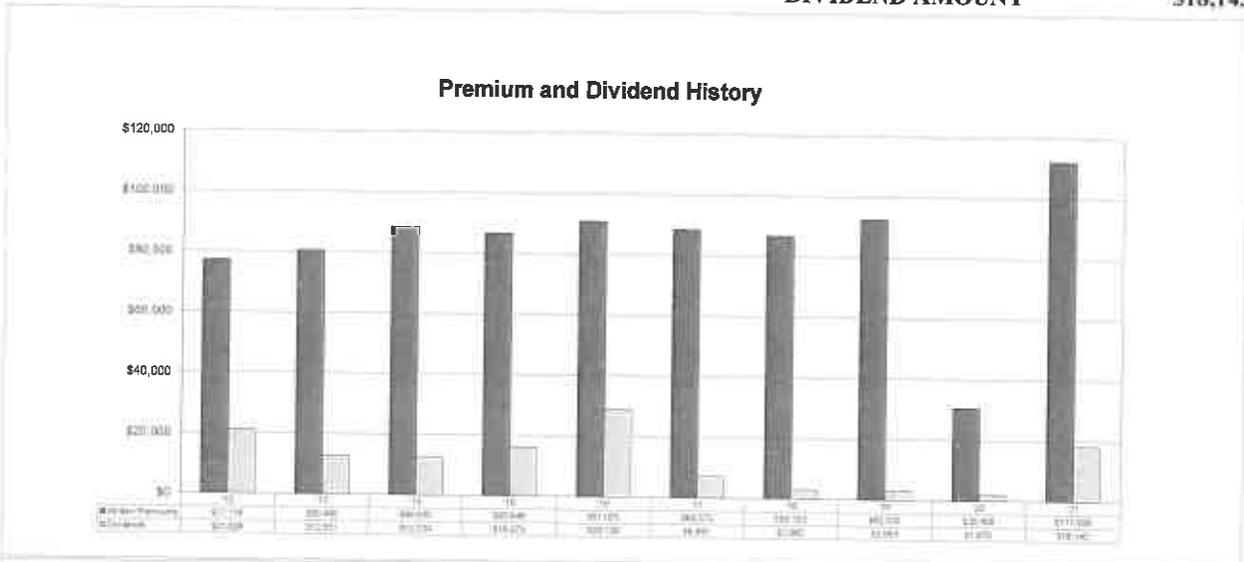
\$568,394

MEMBERS DIVIDEND PERCENTAGE

0.00120969000

DIVIDEND AMOUNT

\$18,145



The "Gross earned premium" figure is the amount of total earned premium for the year ending 5/31/2021 for the League of Minnesota Cities Insurance Trust. This is the amount of premium that is earned on the policies that are in force on 5/31/2021. The "Dividend" figure is the amount of dividend that is paid to the members of the League of Minnesota Cities Insurance Trust for the year ending 5/31/2021. The "Written Premiums" figure is the amount of total premium for the year ending 5/31/2021 for the League of Minnesota Cities Insurance Trust. This is the amount of premium that is earned on the policies that are in force on 5/31/2021. The "Dividends" figure is the amount of dividend that is paid to the members of the League of Minnesota Cities Insurance Trust for the year ending 5/31/2021.



DIVIDEND ANNOUNCEMENT

December 9, 2021

Dear Member,

We are pleased to enclose a check for your share of the \$15 million dividend being returned to members of the League of Minnesota Cities Insurance Trust's property/casualty program. Also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your agent will also receive this information, and we encourage you to share it with your city council or other governing body.

Why is a dividend being returned?

If the Trust's fund balance reaches a level where it's more than sufficient to pay claims and plan for contingencies, the Trust is able to return funds to its members. We undertake this evaluation every year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust's long-term strategic direction.

What is the dividend formula?

Dividends are calculated based on a formula that recognizes members with a longer history of coverage with the Trust and greater success in avoiding and controlling claims. Your share was determined based on the calculations shown on the enclosed information sheet.

Is there any pattern or trend to the amount of dividend to expect in the future?

Members should not include dividend returns in their yearly budget projections, because the amount will fluctuate from year to year. The amount of a given year's dividend return has no bearing on the amount returned the following year.

We want to thank you for your continued membership with the Trust. We appreciate your confidence and the chance to partner with you to serve your community. Feel free to contact Laura Honeck, Trust Operations Manager, at lhoneck@lmc.org or (651) 281-1280 if you have any questions.

The League of Minnesota Cities Insurance Trust Board of Trustees

Jake Benson, Councilmember, Proctor
Dave Callister, City Manager, Plymouth
Clint Gridley, City Administrator, Woodbury
Anna Gruber, City Administrator, Sartell

D. Love, Mayor, Centerville
Dave Unmacht, Executive Director, LMC
Alison Zelms, Administrator, Rochester