



CITY COUNCIL AGENDA

May 22, 2023

6:00 p.m.

City Council EDA Meeting & City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

WORKSHOP

1. No Workshop

EDA

2. CALL A MEETING OF THE EDA TO ORDER
 - 2.1. Pledge of Allegiance
 - 2.2. Approve Agenda
 - 2.3. Approve the minutes of April 24, 2023
 - 2.4. Adjournment

CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

4. APPROVE AGENDA

5. 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 and 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.)

- 5.1 Arbor Day Proclamation—Mayor Lagergren

6. 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 removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

- 6.1. Approve minutes of May 8, 2023, City Council Meeting
- 6.2 Approve Payment of Claims
- 6.3 Transient License Approval—Sweet Wink's Food Truck
- 6.4 Seasonal Lifeguard
- 6.5 Hay baling quote

7. PUBLIC HEARING

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1 Personnel Recommendation—Administrator Aukrust
- 9.2 Resolution 2023-18 Approval of the Carver County CDA Community Growth Partnership Initiative Development Grant Application

9.3 West Carver Community Pool Manual—Angela Brumbaugh, Clerk/Finance Director

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. ADDITIONAL INFORMATION—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.

- ❖ Workshop: Central Schools Indoor Walking Track Presentation—Superintendent Schochenmaier (June 12th @5:00 p.m.)

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

June 6, 2023	Planning Commission Meeting	6:00 PM
June 12, 2023	City Council Meeting	6:00 PM
June 14, 2023	Economic Development Commission Meeting	6:00 PM
June 15, 2023	Sr. Advisory	9:00 AM
June 20, 2023	Park and Recreation Commission Meeting	5:15 PM
June 26, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

April 24, 2023 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Charlie Storms, Alan Krueger, and Brooke Allen

ABSENT: Mike McPadden

STAFF: Andrea Aukrust (City Administrator), Angela Brumbaugh (City Clerk/Finance Director), and Karen Hallquist (Community and Economic Development Director)

OTHERS:

2. Call EDA Meeting to Order

Mayor Lagergren called the EDA meeting to order at 6:00 PM with four members present.

2.1 Pledge of Allegiance

The Pledge of Allegiance was said by all present

2.2 Approve Agenda

Motion: CS/BA to approve the agenda as submitted. Motion passed 4-0.

2.3 Approve minutes of March 27, 2023 meeting

Motion: CS/BA to approve the minutes as submitted. Motion passed 4-0.

2.4 Adjournment

Motion: CS/AK to adjourn at 6:01 PM. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, Clerk/Finance Director



TO: Mayor Lagergren & NYA City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: May 22, 2023

SUBJECT: Arbor Day Proclamation & Event

The NYA Parks & Recreation Commission is requesting City Council member participation with the following Arbor Day event:



Prairie Dawn Park
Thursday, June 1, 2023
9am—11am

**Join the NYA Parks & Recreation
Commission, NYA City Council,
Boy Scouts Troop 361,
and West Carver Girl Scouts
in a fun event of planting trees
in celebration of Arbor Day!**

Shade*Natural Beauty

Clean Air

***Bring gloves and a shovel**

***Games & Activities**

***Free Sapling! (while supplies last)**

There are 7 trees (Blaze Maples) ordered at Kahnke's in Plato for around the basketball court in addition to smaller saplings to plant in the prairie grass areas. City public service staff would pre-dig the 7 large holes for the trees.

The Tree City USA website has a bunch of coloring pages and activities...plus the park is right there.

Staff reached out to representatives of the local boy scouts and girl scout groups to inquire about doing this as a joint venture.



WHEREAS: Arbor Day provides an opportunity to celebrate the importance of trees and forests to our economy, culture, history, and future of the state; and

WHEREAS: Trees are of great value as they provide clean air and water, shade and energy savings, wildlife habitat, recreational opportunities, wood products, and jobs, while also capturing and storing carbon from the atmosphere, thereby offsetting greenhouse gas emissions; and

WHEREAS: Properly planting and caring for a diverse mix of trees makes community forests more resilient by minimizing the impacts of diseases, insects, and other stressors such as climate change and providing long-term community and environmental benefits; and

WHEREAS: Thoughtfully choosing, planting, and caring for a diverse mix of trees now supports resilient communities into the future.

NOW, THEREFORE, I, Carol Lagergren, Mayor of Norwood Young America, Minnesota, do hereby proclaim Thursday, June 1, 2023, as:

Arbor Day (observed)

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Finance Director



CITY COUNCIL MINUTES

May 8, 2023 – 6:00 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

Attendance:

ATTENDEES: Charlie Storms, Carol Lagergren, Alan Krueger, Brooke Allen, Mike McPadden

ABSENT:

STAFF: Karen Hallquist (Community and Economic Development Director), Angela Brumbaugh (Clerk/Finance Director), and Andrea Aukrust (City Administrator)

OTHERS: JP Fahey (Carver County Commissioner), Steve Zumberge (NYA Fire Chief), Brandon Stender, Dylan Johnson, Sharilyn Feltman

1. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayer Lagergren called the meeting to order at 6:00 pm with all council members present.

1.1 The Pledge of Allegiance - *was said by all in attendance.*

2. APPROVE AGENDA

- Add 4.8 Approve Personnel Recommendation
- Add 7.4 Pool Update

CS/MM motion to approve the agenda with the additions of 4.8 Approve Personnel Recommendation and 7.4 Pool Update. Motion passed 5-0.

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

John Fahey, Carver County Commissioner

- End of the year highlights for the *Connect Up Carver Project*
 - Connected some homes in Hancock Township
 - Will continue for a couple more years
- Hwy 212 to four lanes completed and opened from Cologne to Carver
- Preparing for the Hwy 212 four-lane expansion from Cologne to NYA
 - Will be a bridge at Bongard's over Hwy 212
 - Fully funded
- Food Distribution Summer meals for kids have been successful and will continue
- Lake Waconia Regional Park's old ballroom will be torn down and replaced by a new facility
 - Name of the facility will be decided soon, possibly in June
- Sheriff's office has created a program where residents can register their security cameras with the County office for additional safety video on the streets
- 17.4% growth in the County, fastest growing County in the State
 - Contributing factors such as police protection, county road system, good school and health systems
- AAA Bond rating
- County went out for 31-32 plow events
- Ranked Healthiest County for 11th year

4. CONSENT AGENDA

- 4.1 Approve April 24, 2023, City Council Meeting Minutes
- 4.2 Approve Payment of Claims
- 4.3 Planning Commissioner Appointment
- 4.4 Approve Solicitor Permit Application – Timothy Knuppel (MJW Mortgage)
- 4.5 Approve Lifeguards for the 2023 Season
- 4.6 Approve Liquor License Renewals for 2023-24
- 4.7 Approve Part-time Custodial Positions
- 4.8 Personnel Recommendation - *Added*

MM/AK motion to approve the consent agenda. Motion passed 5-0.

5. PUBLIC HEARING - *none*

6. OLD BUSINESS - *none*

7. NEW BUSINESS

7.1 Old Town Bid Review and Discussion – Administrator Aukrust

- RAM Construction came in lowest at \$813,000 after many modifications to the plans
- High bid still sitting at \$1.25 million
 - The architect contacted all contractors to meet with city staff, and one contractor did to help guide where costs could be reduced
 - Cost is still high due to the necessity of being bid for as a commercial building due to public use
 - Beer garden extension was removed from the bid
- Are any donations of time or materials included in the bid that could be taken out to lower the cost?
 - Any work, materials, or time that was known at the time to be donated is accounted for in the bid
 - Any donated work to the finishing still needs to be done by licensed individuals due to the type of building and the public use of the building
- All discussion questions will be taken back to the architect
- Baseball team plans to spearhead donation efforts to add over and above what has been budgeted
- City had \$510,000 budgeted for the Old Town project and has expended \$65,000
- The council can allocate more money in the 2024 budget

Discussion only.

7.2 All Parks Assessment Update - Karen Hallquist, Community and Economic Development Director

- Met with Troy Walsh from the LMC
- Surveyed nine parks
- Will help guide discussions for potential budgeting for future maintenance and replacement projects for the parks
- Will continue to come out every year; it is a service provided in our contract with the League of Minnesota Cities

Information only.

7.3 Construction Quotes – Fire Chief Zumberge

- There is a half wall in the fire station that is not secure

- two quotes received
 - Orr Contracting for \$4,833
 - OEM Service for \$5,224.46
- There is \$5,000 budgeted for the repair

BA/CS motion to accept Orr Construction's bid to replace the upstairs half wall at NYAFD Station 1 for \$4,833.00. Motion passed 5-0.

7.4 Pool Update

- Two WSI returning; one needed recertification
- Four potentials to get WSI certified on top of the two we have
- Five returning lifeguards and seven new lifeguards that need to get certified
- Swimming lessons will be available; however, staff will need to be certified before we can proceed

Information only.

8. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

- Storms – Planning meeting last Tuesday. Discussed the industrial district a lot.
- Krueger – One more Senior Center gathering until next fall. An exhibition of rugby games has been scheduled for Saturday the 26th during Stiftungsfest.
- McPadden – Small Business Basics seminar on May 2nd with Lee Hall, excellent resources and information.
- Lagergren – EDC meeting this week. Three hundred forty-seven families attended the last free food distribution, which has changed to Wednesdays. City-wide clean-up day, public service staff, Rod and Joel did a great job.
- Aukrust – Crack filling starting this week. The week of July 10th is scheduled for seal coating. RFP is done for the 1" overlay test project, and we are waiting for feedback from a company that does projects like that who was reviewing the specs as this is something new for the city.

9. ADJOURNMENT

CS/MM motion to adjourn at 6:44 p.m. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk/Finance Director



more than a place, it's home.

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

To Be Approved: May 22, 2023

Payroll EFT

Check #	507934 - 507951	\$	24,887.88
Check #	-		

Prepays

Check #

Claims Pending Payment

Check #	34243 - 34277	\$	82,251.09
---------	---------------	----	-----------

Voided Checks

Check #	34239	\$	198.32
---------	-------	----	--------

Grand Total (excluding voided checks)	\$	<u>107,138.97</u>
---------------------------------------	----	-------------------

NORWOOD YOUNG AMERICA

05/19/23 3:49 PM

Page 1

*Check Summary Register©

Checks 34239

Name		Check Date	Check Amt	
10100	CHECKING			
34239	WEX BANK	5/8/2023	\$0.00	FUEL
		Total Checks	\$0.00	

NORWOOD YOUNG AMERICA

05/19/23 3:43 PM

Page 1

*Check Detail Register©

Batch: 05222023claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34243	05/22/23	212 EQUIPMENT			
E 101-43100-221		Repair/Maintenance Equip	\$75.00	5866	PRESSURE WASHER RENTAL
		Total	\$75.00		
34244	05/22/23	BOLTON & MENK, INC			
E 494-43100-303		Engineering Fees	\$387.00	0311258	2ND AVE
E 493-46500-303		Engineering Fees	\$18,573.00	0311259	IND PARK EXPANSION
E 101-41500-303		Engineering Fees	\$2,074.00	0311260	STREET RECONSTRUCTION
E 601-49400-303		Engineering Fees	\$1,807.50	0311261	WELLHEAD PROTECTION
E 101-41500-303		Engineering Fees	\$541.50	0311262	MISC
		Total	\$23,383.00		
34245	05/22/23	CARDMEMBER SERVICE			
E 101-41320-350		Print/Publishing/Postage	\$3.42		PERMITS-PLANNING
E 101-41320-350		Print/Publishing/Postage	\$447.55		APRIL NEWSLETTER
E 101-41320-350		Print/Publishing/Postage	\$8.13		NUISANCE LETTER
E 101-41400-200		Office Supplies	\$39.67		SCREEN PROTECTOR
E 101-41400-200		Office Supplies	\$25.90		NOTARY STAMP
E 101-41110-433		Dues and Subscriptions	\$72.00		COUNCIL EMAIL
E 101-46500-331		Travel/Meeting Expense	\$37.05		SMALL BUSINESS SEMINAR
E 101-49860-223		Repair/Maintenance Bldg/	\$85.39		PERMA CAST PW4C WEDGE
E 101-49860-223		Repair/Maintenance Bldg/	\$194.80		WATER PUMP
E 101-45200-221		Repair/Maintenance Equip	\$318.49		TURF TIRES
E 101-43100-210		Operating Supplies	\$19.84		MINI POCKET PEN LIGHT
E 602-49450-207		Training Instructional	\$138.51		HOTEL STAY
		Total	\$1,390.75		
34246	05/22/23	CARVER COUNTY			
E 101-45200-310		Other Professional Servic	\$6,157.46	INTINV-327	1ST QTR 2023 GIS
		Total	\$6,157.46		
34247	05/22/23	CENTERPOINT ENERGY			
E 602-49450-383		Gas Utilities	\$32.19		406 2ND AVE SE
E 601-49400-383		Gas Utilities	\$32.22		640 TACOMA BLVD
E 602-49450-383		Gas Utilities	\$33.39		830 ELM ST W
E 601-49400-383		Gas Utilities	\$8.14		104 3RD AVE SE
E 602-49450-383		Gas Utilities	\$33.39		918 SERENITY CIRCLE
E 602-49450-383		Gas Utilities	\$33.40		11 TRILANE DRIVE
		Total	\$172.73		
34248	05/22/23	COMPASS MINERALS			
E 101-43100-224		Street Maint Materials	\$10,664.98	1117859	SALT
E 101-43100-224		Street Maint Materials	\$2,423.77	1167644	SALT
		Total	\$13,088.75		
34249	05/22/23	DIVERSIFIED PLUMBING & HEATING, INC			
E 101-49860-223		Repair/Maintenance Bldg/	\$1,470.37	36134	322 REFORM ST S
		Total	\$1,470.37		

NORWOOD YOUNG AMERICA

05/19/23 3:43 PM

Page 2

*Check Detail Register©

Batch: 05222023claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
34250	05/22/23	DROEGE, BRAD			
E 101-42200-240		Small Tools and Minor Eq	\$379.77		RIT BAG
		Total	\$379.77		
34251	05/22/23	FDSAS			
E 101-42200-240		Small Tools and Minor Eq	\$230.00	7612	CAIRNS 2 PANEL LEATHER FRONT
		Total	\$230.00		
34252	05/22/23	FLOW MEASUREMENT AND CONTROL			
E 602-49450-223		Repair/Maintenance Bldg/	\$705.00	2147	REPAIR PROBE CONNECTORS
		Total	\$705.00		
34253	05/22/23	HAWKINS INC			
E 602-49450-216		Chemicals and Chem Pro	\$1,841.40	6461616	CHLORINE, SULFUR DIOXIDE
E 601-49400-216		Chemicals and Chem Pro	\$472.50	6462304	CHLORINE
		Total	\$2,313.90		
34254	05/22/23	HILLYARD /HUTCHINSON			
E 101-41940-223		Repair/Maintenance Bldg/	\$831.84	605102181	SHINE-ALL, WINDOW CLEAN, LINERS
		Total	\$831.84		
34255	05/22/23	HOLTON ELECTRIC CONTRACTORS			
E 602-49450-223		Repair/Maintenance Bldg/	\$1,610.00	5514	WWTP CONTACTOR
		Total	\$1,610.00		
34256	05/22/23	HYDRO KLEAN			
E 602-49450-500		Capital Outlay	\$9,519.70		2021 CIPP FINAL PAY REQUEST
		Total	\$9,519.70		
34257	05/22/23	KAEDING ARCHITECTURE LLC			
E 275-45200-302		Architects Fees	\$1,413.90	2402	OLD TOWN
		Total	\$1,413.90		
34258	05/22/23	LANO EQUIPMENT OF NORWOOD, INC			
E 101-43100-221		Repair/Maintenance Equip	\$112.56	84913	KIT SEAL
		Total	\$112.56		
34259	05/22/23	METRO WEST INSPECTION SERVICES			
E 101-42400-312		Building Inspection Fee	\$2,632.55	3658	FINALED PERMITS
		Total	\$2,632.55		
34260	05/22/23	MID-COUNTY CO-OP OIL ASSN			
E 101-45200-223		Repair/Maintenance Bldg/	\$196.15	7287	BAGGED FERT
		Total	\$196.15		
34261	05/22/23	MNI BIFF - John McGreavy			
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-139797	WILLKOMMEN PARK
E 101-45200-418		Other Rentals (Biffs)	\$260.10	A-139817	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-139819	FRIENDSHIP PARK
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-139824	PRAIRIE DAWN PARK
		Total	\$703.80		

NORWOOD YOUNG AMERICA

05/19/23 3:43 PM

Page 3

*Check Detail Register©

Batch: 05222023claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
34262	05/22/23	MN VALLEY ELECTRIC COOPERATIVE			
E 602-49450-381		Electric Utilities	\$729.85		13150 TACOMA AVE PUMP
		Total	\$729.85		
34263	05/22/23	MUNICIPAL EMERGENCY SERVICES			
E 101-42200-542		FD Equipment	\$831.87	IN1863781	6X10 FLEXLITE
E 101-42200-542		FD Equipment	\$2,486.33	IN1865481	MQA LE BRCKT
E 101-42200-221		Repair/Maintenance Equip	\$528.19	IN1867812	COAT INSPECT/REPAIR
		Total	\$3,846.39		
34264	05/22/23	NAPA - STAR Group, LLC			
E 101-43100-221		Repair/Maintenance Equip	\$89.04	348629	FUEL FILTER, OIL FILTER, AIR FILTER
E 101-43100-221		Repair/Maintenance Equip	\$8.10	348754	FUEL FILTER
		Total	\$97.14		
34265	05/22/23	NORTHSIDE GRILL LLC			
E 101-46500-331		Travel/Meeting Expense	\$250.00	042623	SMALL BUSINESS SEMINAR
		Total	\$250.00		
34266	05/22/23	PERFORMANCE PLUS LLC			
E 101-42200-208		Medical-Physicals	\$380.00	123454	PREPLACEMENT MEDICAL EXAM
		Total	\$380.00		
34267	05/22/23	READY WATT ELECTRIC			
E 101-42500-221		Repair/Maintenance Equip	\$416.00	2215595	SIREN T-22
		Total	\$416.00		
34268	05/22/23	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$448.50		SKATE PARK
E 101-41500-304		Legal Fees	\$253.50		2ND ST
E 101-41500-304		Legal Fees	\$331.50		MASONIC LODGE
E 101-41500-304		Legal Fees	\$936.00		INDUSTRIAL PARK
E 101-41500-304		Legal Fees	\$792.80		MISC ATTY
		Total	\$2,762.30		
34269	05/22/23	R.E. SMITH OIL & TIRE CO., INC			
E 101-42200-212		Motor Fuels	\$54.08		FIRE DEPT
E 101-49800-212		Motor Fuels	\$110.63		
E 601-49400-212		Motor Fuels	\$98.50		
E 602-49450-212		Motor Fuels	\$98.50		
E 101-43100-212		Motor Fuels	\$96.25		
		Total	\$457.96		
34270	05/22/23	SUN LIFE ASSURANCE COMPANY			
G 101-21707		Disability Insurance	\$753.14		
		Total	\$753.14		
34271	05/22/23	TASC			
E 101-41400-437		Maintenance Contract	\$385.00	IN2753368	ADMIN FEE
E 101-41400-437		Maintenance Contract	\$160.43	IN2753368	RENEWAL FEE

NORWOOD YOUNG AMERICA

05/19/23 3:43 PM

Page 4

*Check Detail Register©

Batch: 05222023claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$545.43		
34272	05/22/23	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$195.58		
Total			\$195.58		
34273	05/22/23	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$192.79		JUNE WATER BILLS
E 602-49450-350		Print/Publishing/Postage	\$192.80		JUNE WATER BILLS
E 603-49500-350		Print/Publishing/Postage	\$192.80		JUNE WATER BILLS
Total			\$578.39		
34274	05/22/23	WM CORPORATE SERVICES, INC.			
E 101-41940-223		Repair/Maintenance Bldg/	\$181.35		GARBAGE PICK UP
Total			\$181.35		
34275	05/22/23	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$201.60	286278	3/8 VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$238.40	286340	3/8 VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$544.00	286423	3/8 VIRGIN FINE
Total			\$984.00		
34276	05/22/23	WSB			
E 101-41320-305		Other Professional Fees	\$98.25		312 1ST ST
E 101-41320-305		Other Professional Fees	\$966.50		INDUSTRIAL PARK
E 101-41320-305		Other Professional Fees	\$262.00		117 RR
E 101-41320-305		Other Professional Fees	\$98.25		PERMIT REVIEW
E 101-41320-305		Other Professional Fees	\$1,322.25		MISC
E 101-41320-305		Other Professional Fees	\$622.25		LOOMIS
Total			\$3,369.50		
34277	05/22/23	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$234.98		104 3RD AVE SE
E 101-45200-381		Electric Utilities	\$37.56		228 N UNION TRL LT 2
E 101-45200-381		Electric Utilities	\$23.57		228 N UNION TRL LT
E 101-45200-381		Electric Utilities	\$20.72		710 E RR ST
Total			\$316.83		
10100 CHECKING			\$82,251.09		

NORWOOD YOUNG AMERICA

05/19/23 3:43 PM

Page 5

*Check Detail Register©

Batch: 05222023claims

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

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$43,869.63
275 CAPITAL	\$1,413.90
493 Industrial Park Land (2nd Add)	\$18,573.00
494 2nd Ave PHASE II	\$387.00
601 WATER FUND	\$2,846.63
602 SEWER FUND	\$14,968.13
603 STORM WATER UTILITY	\$192.80
	\$82,251.09



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: May 22, 2023

RE: Transient Merchant Application – Sweet Wink’s

The City received a Transient Merchant application from Matthew Winkelman. Sweet Wink’s is a food truck serving burger, smoked meats, and fried foods. Children of Tomorrow requested him to come to their facility last Friday. He did come in and get his application into the city beforehand but we need it approved by the Council.

Chapter 3 of the City Code states the following:

***Transient Merchant.** The term “transient merchant” shall mean a person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of exposing or displaying for sale, selling, or attempting to sell, and delivering, goods, wares, products, merchandise, or other personal property, and who does not remain or intend to remain in any one location for more than one hundred twenty (120) consecutive days.*

RECOMMENDATION:

A motion to approve the Transient Merchant Application from Matthew Winkelman, doing business as Sweet Wink’s LLC, and not to exceed 120 consecutive days at any one location as listed in Chapter 3, Section 310 of the City Code.



more than a place, it's home.

CHECK ONE



Solicitor Permit



Peddler Permit



Transient Merchant Permit

Application Date 5/9/23

Expiration Date 11/30/23 12/31/23 Fee: \$100.00

Dates Conducting Business in City 5/12

If applicable, attach county or state licenses, property owner written permission, business card, brochure, or any other information about the product/service.

Applicant's Full Legal Name Matthew Winkelam man

Home Address _____

Phone Number _____

Business Name

Sweet Wink's LLC

Business Address

1396 Pinecone Circle

Mayer, MN 55360

Phone Number

612-720-8089

Type of Business

Food Truck

Products Sold or Services Provided

Burger, Smoked Meats, Fried Foods

All Other Business Names/Phone _____

Three recent locations

Waconia Brewing, Bobbing Bobber Brewery, Silver Lake Muni

While doing business within the city, I will abide by the City Code of Norwood Young America including the allowed hours of operation which are 9:00am - 7:00pm for Peddlers and Solicitors and 7:00am - 9:00pm for Transient Merchants. I understand that if I do not follow the City Code, or if the city receives any complaints regarding myself or one of my employees (listed on the reverse side), my permit may be revoked for up to five years. I also understand that this permit is non-transferable.

Matthew Winkelam
Signature

5/11/23
Date

Complete the reverse side regarding people authorized by this permit.



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, Clerk/Finance Director
Date: May 22, 2023
Subject: Lifeguard appointments for 2023

Listed is additions for lifeguards for the 2023 season:

Name	Grade	Step
Just, Teagan	1	1
Gillett, Aiden	1	1

Recommended Motion:

Approve hiring the listed Lifeguard(s) for the 2023 Season at the West Carver Community Pool.



TO: Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: May 22, 2023

RE: Approve Contract – City Hay Baling

On April 24, 2023, the council approved the hay baling quote from Joey Herrmann for \$10.00 per bale. Since then, Mr. Herrmann has rescinded his bid to do hay baling in the city limits due to unforeseen time constraints. The city has contacted the second bidder, Ryan Neubarth, and he remains interested in doing the hay baling. His quote was \$5.00 per bale. Mr. Neubarth has already submitted his insurance paperwork for the contract and will be available to sign it the day after the council approves it.

Recommended Motion

Consent Agenda Item

Approve the contract between the City and Ryan Neubarth to cut, bale, and remove grass from city-owned properties, with the City receiving \$5.00 per round bale.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: May 22, 2023

RE: Personnel Committee Recommendation

The Personnel Committee is proposing new City Hall summer hours: Monday through Thursday, 7:00 AM to 4:30 PM, and Friday, 7:00 AM to 11:00 AM. Salaried employees would be hybrid on Fridays as schedules allow. The administration will assess the changes and recommend to Council in the fall if the hours should remain year-round.

Recommended Motions:

Motion to approve the City Hall summer hours Monday through Thursday, 7:00 AM to 4:30 PM, and Friday, 7:00 AM to 11:00 AM. Salaried employees will have a hybrid schedule on Fridays.

Norwood Young America



TO: Mayor Lagergren and NYA City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: May 22, 2023

SUBJECT: Resolution No. 2023-18 Community Growth Partnership Initiative Development Grant Program Application

The Carver County CDA is once again offering the Community Growth Partnership Initiative Development Grant to municipalities with the goal of supporting projects that increase the tax base and improve the quality of life in Carver County.

The three specific strategies for the CGPIDG program are to support affordable housing, community development, and redevelopment. The grant is a 2-1 match of up to \$100,000. The application submission deadline to the CDA is May 26, 2023. The Scoring Committee meeting is June 5, 2023, who will make recommendations to the CDA Board on June 15, 2023.

Staff is recommending approval for the resolution and application to request funding assistance for the Tacoma West Industrial Park Phase 2 infrastructure costs.

Recommended Motion

Motion to approve Resolution No. 2023-18 Approving Community Growth Partnership Initiative Development Grant Program Application.

**RESOLUTION NO. 2023-18
CITY OF NORWOOD YOUNG AMERICA**

**A RESOLUTION APPROVING COMMUNITY GROWTH PARTNERSHIP
INITIATIVE DEVELOPMENT GRANT PROGRAM APPLICATION**

WHEREAS, the City of Norwood Young America has identified a proposed project within the city that meets the Carver County Community Development Agency (CDA) Community Growth Partnership Initiative Grant Program's purpose and criteria; and

WHEREAS, the City has identified a project that will create living wage jobs; and

WHEREAS, the City has the capacity and capability to ensure the proposed project will be completed and administered within the Community Growth Partnership Initiative development program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of affordable housing and of the CDA's mission to improve the lives of Carver County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of Norwood Young America approves the application for funding from the Carver County CDA Community Growth Partnership Initiative Grant Program.

Adopted by the City Council this 22nd day of May 2023.

Carol Lagergren, Mayor

ATTEST:

Andrea Aukrust, City Administrator



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, Clerk/Finance Director
Date: May 22, 2023
Subject: Approve the West Carver Community Pool Manual

Attached is the West Carver Community Pool manual.

- ❖ Updated the year
- ❖ Added a paragraph regarding social media (page 5 – Be Professional)
- ❖ Added no swimming before or after pool hours (page 5 – Be Responsible)

Recommended Motion:

Approve the West Carver Community Pool Manual



2023

WEST CARVER COMMUNITY POOL Manual

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

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

The City of Norwood Young America has adopted the *American Red Cross Lifeguard Training Program* as the certification standard for its lifeguard staff. All rescue assists and emergency first aid procedures performed by lifeguard staff members should remain consistent with this training. Each lifeguard is responsible for staying current with their training and familiar with the information in the *American Red Cross Lifeguard Training Program* text and the protocols established in this manual. After employment, it is up to the individual to keep the required certifications current. Copies of all certificates must be submitted with your employment application.

Required certifications:

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

In-service/Training:

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

Table of Contents

THE POOL

Hours.....	3
Pool Closing	3
Passes and Swimming Lesson Registration.....	3
Rules and Guidelines	3 - 4
Slide Guidelines	4

LIFEGUARDING

General Responsibilities	5
Ongoing Maintenance Tasks	5
Swimming Lessons.....	6

HUMAN RESOURCES

Scheduling	6
Payroll / Timesheets	6
Dress Code.....	7
Pool Breaks / Guard Rotation.	7
Disciplinary Action.....	7

SAFETY AND EMERGENCY ACTION

Whistle Signals	8
Incident Reporting	8
Concussion Training	8
Emergency Action Plan (EAP)	8
Water Emergency	9
Drowning in Progress	9
Land Emergency	9
Life Threatening.....	9
Fire.....	10
Weather.....	10
Missing Child.....	10
Bomb Threat.	11
Biohazard Response Guidelines.....	11

IMPORTANT FORMS

Emergency Action Plan.....	12
Incident Report.....	13
Bandage Report.....	14
Bomb Threat Sheet	15
Hepatitis B Info Sheet and Authorization.....	16

The Pool

HOURS

- The pool is scheduled to be ready at the end of May 2023, with the actual open date to be determined
- Open Swim is Monday through Friday from 1:00 pm – 4:30 pm and 6:15 pm – 8:30 pm.
- Open Swim Friday through Sunday is 12:00 pm – 7:00 pm. (subject to change if Friday is a make-up day for swim lessons)
- The pool will be closed on Tuesday, July 4.

POOL CLOSING

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

- Daily forecast temperature below 65° and sunny or 70° and cloudy shall close the pool for the day.
- Weather emergencies may also close the pool (see Emergency Action Plan).

SWIMMING LESSON REGISTRATION AND POOL PASSES

Swimming Lesson registration and Pool Passes can be purchased:

- at the West Carver Community Pool (after the pool opens)
- at City Hall (before the pool opens)

RULES AND GUIDELINES

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

BE SAFE

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

BE RESPONSIBLE

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

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

BE RESPECTFUL

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

SLIDE GUIDELINES

Strong swimming ability is required. Parental or adult supervision is recommended. Toddler slide can be used by children aged ten and under only. The water depth is 3.5 feet.

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

Lifeguarding

GENERAL RESPONSIBILITIES

- **BE ON TIME AND ON DECK.** Lifeguards are expected to be on the pool deck and ready to go at the time that they are scheduled.
- **STAY AT YOUR STATION.** Be at your station before the patrons enter the water, and do not leave until all guests are out of the water or until you are properly relieved.
- **BE ALERT AND PROFESSIONAL.** Be alert and professional while on duty, sitting in an alert and professional manner and keeping one foot on the platform. **If you look alert, it is easier to stay alert.**
- **KEEP IT PRIVATE.** Employees' personal information, such as phone numbers and addresses, is private data and cannot be given to the public. Personal cell phones should be kept in your vehicle or in a safe area behind the desk while you are on duty.
- **BE PROFESSIONAL.** The City understands that everyone uses Social Media. As an Employee of the City, you are expected to always use good judgment in what you post or what is posted about you. All pictures and comments should be tasteful and respectful. There should **never** be pictures of you at the pool with alcohol, tobacco, or any provocative posts. As an Employee of the city, you are not allowed to post any pictures of you in your uniform without prior approval from the City. The Lifeguards must follow all rules in this handbook.
- **BE RESPONSIBLE.** There is no swimming for Lifeguards before or after pool hours.
- **BE THE FIRST RESPONDER.** Lifeguards are expected to respond to and provide emergency assistance when necessary.
 - Follow the established Emergency Action Plan in the event of an emergency. Do not forget to signal the other guards and the manager on duty.
 - Begin the rescue operations properly when it is felt that a swimmer is in trouble or an emergency develops. **Do Not Hesitate!**
 - Follow up by providing additional medical assistance and completing an incident form. **Following a 911 call, immediately contact City Hall or the City Clerk.** The Minnesota Department of Health must be contacted within 24 hours.
- Telephones are to be used for emergencies, official use or for children to contact parents.
- Training for pool equipment (slide, pool lift) will be provided during new hire orientation. Contact the Pool Manager if you would like additional training.

ONGOING MAINTENANCE TASKS

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

- **REVIEW DAILY CHECKLIST**
- **LEAVE NO TRACE.** Keep the office area clean and tidy. Pick up trash in the lobby area and pool deck. Straighten up the storage room. Clean locker room - floors are trash-free; showers are turned off.
- **MAINTAIN THE LOST AND FOUND.** Sort through and throw away anything that has been there for a month or is unusable.
- **FOLLOW THE CLOSING PROTOCOL.**

- **FURNITURE IN.** All furniture and loose toys will be secured in the shed each night, and the shed door will be locked.
- **OUTSIDE LIGHTS ON.** Outdoor pool lights will remain on at night. The pool house fan will also remain on at night. All lights inside the pool house will be turned off at night.
- **DOORS LOCKED.** The front, back, office, fence, and chemical doors must all be locked.
- **CAMERAS ON.** Ensure security cameras are operational before leaving the building.

SWIMMING LESSONS

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

Human Resources

SCHEDULING

- **CHECK THE SCHEDULE.** You are responsible for your shift.
- **FIND YOUR OWN REPLACEMENT.** If you cannot work one of your scheduled days, you are required to find a replacement.
- **LET THE MANAGER KNOW.** "Trade Forms" must be completed and approved by the Pool Manager before the shift.

PAYROLL / TIMESHEETS

- **DO IT YOURSELF.** Each employee is required to complete their own timecard. Do not write on or complete another employee's timesheet.
- **BE ON TIME.** Unless there is an emergency or you receive pre-approval from the manager on duty, you are required to be at your workstation by your start time.

- **TAKE YOUR BREAKS.** Employees scheduled to work eight hours in one shift must take a 30-minute unpaid meal.
- **CHECK YOUR TIMESHEET.** Check your timesheet for the appropriate name, dates, and total hours worked. Ensure your timesheet is completed and signed by the last day of the pay period. Place all completed timesheets in the Pool Manager's file folder.
- **CHECK THE DEPOSIT.** Employees are paid by direct deposit every other Thursday. The pay period runs from Saturday – Friday. Contact the Pool Manager or the City Clerk if you believe you were paid incorrectly.

DRESS CODE

- **ALWAYS WEAR THE UNIFORM.** City-issued guard suits must be worn at all times while on duty. New Guards will receive a swimsuit uniform. Returning Lifeguards will receive a replacement suit as needed. Lifeguards are responsible for purchasing additional uniforms if required.
- **ALWAYS WEAR A WHISTLE.** A whistle is required while in rotation.
- **ALWAYS WEAR A NAMETAG.** Nametags are required while on duty.
- **ALWAYS CARRY THE TUBE.** Rescue tube while in rotation. The rescue tube strap must be worn around the neck/shoulder and under the arm. Reminder: Do not drag the tube while rotating. Do not place the tube under/behind the guard stand bars. Do not sit on your rescue tube; this shortens the tube's life and appears unprofessional.

POOL BREAKS / GUARD ROTATION

- **TAKE A BREAK.** A 10-minute break will be taken at approximately 2:45 pm and 7:15 pm (weekends at 5:30 pm). Break time is at the discretion of the Pool Manager.
 - Whistle blast and announce to the public to please clear the pool for a short break.
 - Concessions will remain open.
 - Long whistle blast to signal patrons allowed back in the pool and guards are at their posts. Do not let patrons in the pool until you are in a position to watch your zone.
- **ROTATE AS DIRECTED.** Rotations will be set up at the discretion of the manager on duty and will rotate between the high chair, low chair, and admissions desk. **There must be a guard in the high chair position at all times.**
- **ALWAYS STAY ALERT.** When rotating or switching guards, one guard must always face the pool while the other is climbing up or down the ladder.

DISCIPLINARY ACTION

The Pool Manager will take Disciplinary Action for violating any rules or duties included in this manual and the job description. These violations may include, but are not limited to:

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

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

Safety & Emergency Plan

WHISTLE SIGNALS

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

INCIDENT REPORTS

Incident Reports must be completed for incidents of any sort. They must be filled out completely and accurately. The person completing the form should sign their first and last name with initials. Sheets should be given to the manager on duty. **Following a 911 call, immediately contact City Hall or the City Clerk.** The Minnesota Department of Health must be contacted within 24 hours.

CONCUSSION TRAINING

Individuals working with youth must take the CDC's online Concussion Training at http://www.cdc.gov/concussion/HeadsUp/online_training.html before Click on "Take the Training." The training will take approximately 30 minutes. Upon completion, you must print the certificate with your printed name and turn it into the pool manager.

EMERGENCY ACTION PLAN (EAP)

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

WATER EMERGENCIES

- Survey the scene and safely enter the water.
- Determine the condition of the victim - distressed, active or passive.
- Perform an appropriate rescue.
- Move the victim to safety.
- Remove the victim from the water.
- ***The guards should not talk to anyone other than the on-duty staff regarding the rescue and the victim's status. Do not answer any questions from the media.***
- Chain of command notification - The lifeguard who made the rescue notifies the manager on duty. With a severe injury or death, the manager on duty will notify City Hall at 952-467-1800 or City Clerk at 218/255-2872 as soon as possible.
- The lifeguard who made the rescue fills out the report completely and accurately as soon as possible but must complete it before the end of the shift.
- The lifeguard checks the equipment and supplies used in the rescue. Any damaged or missing items should be replaced or reported to City Hall. If the facility was cleared during the incident, all required equipment must be back in place before reopening.
- Corrective action taken - Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area.
- Reopen the facility if it has been closed.

DROWNING IN PROGRESS

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

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

LAND EMERGENCIES

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

LIFE THREATENING EMERGENCY- (spinal injury or unconscious victim)

Water:

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

Land:

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

FIRE EMERGENCY

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

WEATHER EMERGENCY

Definitions

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

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

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

Action To Take During Weather Emergency

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

MISSING CHILD EMERGENCY

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

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

BOMB THREATS

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

BIOHAZARD RESPONSE GUIDELINES

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

Contact the following if there is a biohazard issue:

On-Call Staff 952-769-7284 / City Clerk 952-467-1800 or 218-255-2872

VOMIT OR FORMED STOOL

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

DIARRHEA

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

EMERGENCY ACTION GUIDE

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



West Carver Community Pool
INCIDENT REPORT

PERSONAL DATA

Name _____ Date of Birth _____

Address _____ Phone _____

If under 18, Name of Parent/Guardian and Phone _____

INCIDENT DATA

Date of Incident _____ Time of Incident _____

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

CARE PROVIDED

The injured person: ☐ Accepted assistance from the employee ☒ Refused assistance from an employee

Name of staff that provided care _____

Was Emergency Medical Services called? YES ☐ NO ☐

If minor, was the parent called? YES ☐ NO ☐

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

In detail, describe the care that was provided _____

Employee Signature

Date

Manager Signature

Date



West Carver Community Pool
BANDAGE REPORT

Date _____ Time _____ Staff Initials _____

Name _____ Date of Birth _____ Phone _____

Location of bandage (circle one)

Left Foot Left Leg Left Arm Left Hand Other _____

Right Foot Right Leg Right Arm Right Hand

Any information that you feel is pertinent:



West Carver Community Pool
BOMB THREAT RESPONSE

Date _____

Time call received _____

Phone Number _____

Staff Name _____

Questions to ask the caller:

When will the bomb explode? _____

Where is the bomb? _____

What does the bomb look like? _____

What will cause it to explode? _____

Why was the bomb put here? _____

Who are you? _____

The exact wording of the threat:

CALL 911

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

Male Female
Young Old Middle-Age Age guess _____

Voice

Deep Soft Raspy Accent Intoxicated Nervous

Background Noise

None Traffic Train Music Voices Static

Office Factory P.A. System Other (describe): _____

Threat Language

Well-spoken Foul Irrational Incoherent Message Read

Other:

Time Call Ended _____

After calling 911; contact the City Clerk at 952-467-1800 or 218/255-2872



I (print name) _____, have received the 2023 West Carver Community Pool Manual from the City of Norwood Young America. I will adhere to the policies of this manual. If I have any questions or concerns, I will contact the Pool Manager or the City Clerk.

Employee Signature

Date

Manager (or City Clerk) Signature

Date