



CITY COUNCIL AGENDA

Monday, January 22, 2024

5:00 p.m. Workshop

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. Workshop
 - 1.1 Building Permit Fees

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 December 11, 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.)
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 January 8, 2024, City Council Meeting
 - 6.2. Approve Payment of Claims
 - 6.3. Ascension Knights of Columbus—Road Closing Request
7. PUBLIC HEARING
8. OLD BUSINESS
9. NEW BUSINESS
 - 9.1. Resolution 2024-05 Carver County Public Health SHIP Grant Project Application Approval
 - 9.2. Resolution 2024-06 A Resolution Acknowledging the Receipt and Acceptance of Councilmember Alan Krueger's Resignation and Declare the Council Seat Vacant Effective January 8, 2024—Administrator Aukrust

- 9.3. Resolution 2024-07 A Resolution Appointing Election Judges for the 2024 Elections—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director
- 9.4. The Harbor 2023 Review and 2024 Budget Review—Laurie Hilgers, Executive Director Cornerstone Mgmt.
- 9.5. 2023 Commissions Annual Report & 2024 Goals—Karen Hallquist, CED Director
- 9.6. 2023 Fire Department Annual Review—Fire Chief Zumberge

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.

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

February 6th	Planning Commission Meeting	6:00 PM
February 12th	City Council Meeting	6:00 PM
February 14th	Economic Development Commission Meeting	6:00 PM
February 15 th	Sr. Advisory	9:00 AM
February 20 th	Park and Rec Commission Meeting	5:30 PM
February 26 th	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM



TO: Mayor Lagergren & City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: January 22, 2024

SUBJECT: Work Session - Building Permit Fees

There is a misnomer that the City of Norwood Young America has high building permit fees. Staff did a building permit comparison to other cities in Carver County. The comparisons were based on a \$350,000 single-family home built within city limits. Comparable costs shown are fixed costs based on approved fee schedules. There are variable costs such as electrical, plumbing, and heating based per home.

Another variable is development fees.

What is a development fee? *"A development fee is a charge imposed on developers. The funds pay for costs of providing public facilities to new development. New development usually requires new or improved facilities for roads, parks, utilities, pathways, libraries, and schools."* Institute for Local Government www.ca-ilg.org

How these fees are paid is between the developer and the city and city code (i.e. minimum of 10% of the total area of the property or a cash payment equal to the estimated market value of the same).

The Economic Development Commission reviewed this information on December 13, 2023, along with the Planning Commission review on January 2, 2024, meeting.

Discussion Only

2023 Permit Price Comparison on a 350k new build home (2023 Fee Schedules)**

	NYA	Carver	Cologne	Waconia	Mayer	Watertown
Building Permit Fee	\$2,633.20	\$2,465.97	\$2,618.55	\$2,752.81	\$2,633.20	\$2,874.15
Plan Check Fee	\$1,711.58	\$1,602.88	\$1,702.05	\$1,789.33	\$1,711.58	\$1,868.20
State Surcharge	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
Plumbing minimum	\$80.00	\$70.00	\$108.00	\$61.00	\$226.00	\$75.00
Mechanical minimum	\$80.00	\$70.00	\$211.00	\$177.00	\$301.00	\$75.00
Subtotal	\$4,679.73	\$4,383.85	\$4,814.60	\$4,955.14	\$5,046.78	\$5,067.35
City/Misc Fees						
Storm Sewer	\$750.00	\$3,608.00		\$2,900.00		\$2,254.00
Storm Sewer access				\$400.00		
Sewer hook-up	\$125.00	\$1,009.00	\$140.00	\$110.00	\$100.00	\$60.00
Water hook-up	\$125.00		\$140.00	\$150.00	\$100.00	\$57.00
Sewer/Water permit			\$130.00	\$200.00		
SEC fee			\$140.00			
Water meter 3/4"	\$203.50	\$660.00	\$500.00	\$500.00	\$545.00	\$195.00
SAC fee (when seperated)				\$2,485.00		
WAC fee (when seperated)						
Sewer Trunk (SAC)(MCES)	\$3,900.00	\$2,485.00	\$4,000.00	\$3,300.00	\$4,920.00	\$5,230.00
Water Trunk (WAC)	\$3,900.00	\$9,167.00	\$5,000.00	\$5,100.00	\$4,920.00	\$4,416.00
Infrastructure fee	\$900.00					
Administrative fee		\$35.00				\$60.00
Site Inspection fee		\$40.00		\$145.00		\$60.00
Erosion control fee			\$30.00			
Landscape escrow					\$2,500.00	
License lookup						\$5.00
Subtotal	\$14,583.23	\$21,387.85	\$14,754.60	\$20,240.14	\$18,131.78	\$17,404.35

*NYA has specific subdivisions subject to addl sewer/water development fees from \$1373.23 not to exceed \$36,781.82

*NYA has specific subdivisions subject to park dedication and/or trail fees based on development agreements.

*Plbg & Mech fees shown are the minimum - they are based on what is installed.

2023 Permit Price Comparison on a 350k new build home

	<u>NVA</u> (General)	<u>Budahn Property**</u> (Meadows)	<u>Brand Lake Highland*</u> (Emma Street)	<u>Heape Property**</u> (Tacoma/Hwy 212)
Building Permit Fee	\$2,633.20	\$2,633.20	\$2,633.20	\$2,633.20
Plan Check Fee	\$1,711.58	\$1,711.58	\$1,711.58	\$1,711.58
State Surcharge	\$175.00	\$175.00	\$175.00	\$175.00
Plumbing minimum	\$80.00	\$80.00	\$80.00	\$80.00
Mechanical minimum	\$80.00	\$80.00	\$80.00	\$80.00
Subtotal	\$4,679.73	\$4,679.73	\$4,679.73	\$4,679.73
City/Misc Fees				
Storm Sewer	\$750.00	\$750.00	\$750.00	\$750.00
Storm Sewer access				
Sewer hook-up	\$125.00	\$125.00	\$125.00	\$125.00
Water hook-up	\$125.00	\$125.00	\$125.00	\$125.00
Sewer/Water permit				
SEC fee				
Water meter 3/4"	\$203.50	\$203.50	\$203.50	\$203.50
SAC fee (when seperated)**		\$3,414.58	pd by developer	\$2,322.17
WAC fee (when seperated)**		\$2,454.24	pd by developer	\$1,425.31
Sewer Trunk (SAC)(MCES)	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Water Trunk (WAC)	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Infrastructure fee	\$900.00	\$900.00	\$900.00	\$900.00
Administrative fee				
Site Inspection fee				
Erosion control fee				
Landscape escrow				
License lookup				
Park Dedication*		10% land to city	\$1,250.00	TBD
Trail Fee*		10% land to city	\$1,769.00	TBD
CR 134 Fee**		\$634.00		\$634.00
Barnes Lake Outlet Fee**		\$250.00		\$250.00
Subtotal	\$14,583.23	\$22,336.05	\$17,602.23	\$19,214.71

** As of 2023

** As of 2023

** Administration is to follow up on this**

**NVA has specific subdivisions subject to addl sewer/water development fees from \$1373.23 not to exceed \$36,781.82

*NVA has specific subdivisions subject to park dedication and/or trail fees based on development agreements.



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

December 11, 2023 – 6:00 PM
City Council Chambers
310 Elm Street West
Norwood Young America MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Mike McPadden, Charlie Storms

ABSENT: Brooke Allen, Alan Krueger

STAFF: Andrea Aukrust, City Administrator, Karen Hallquist, Community and Economic Development Director, Mitchell Thiesfeld, City Clerk/Finance Director, Mark Streich, Public Service Director, Steve Zumberge, Fire Chief

OTHERS: Josh Eckstein and Philip Schrupp, Bolton & Menk, Hannah Rybak, Planning Consultant (WSB), Twyla Hermann, 136 Elm St. E, Terry & Dawn Koloc, 124 E Railroad St., Rachel & Brent Farber, 26 NE 1st St., Collin Kido, 125 E Railroad St., Adam Colander, 3111 W Railroad St., Steve Follett, 420 W Railroad St., Mark Van Gelder, 315 Elm St. W, Dean Traver, 113 Lake St. W, Charlie Wickenhauser, 125 E Railroad St., Corey & Emilee Metcalf, 324 W Railroad St./211 Reform St., Jean Ewing, Reform St., Jason Thimsen, 133 Lake St., Tatianna Kosak, 209 Washington St.

2. Call EDA Meeting to Order

Mayor Lagergren called the EDA meeting to order at 5:59 PM with three members present.

2.1 Pledge of Allegiance

The Pledge of Allegiance was said by all present

2.2 Approve Agenda

Motion: CS/MM to approve the agenda as submitted. Motion passed 3-0.

2.3 Approve minutes of the November 27, 2023, meeting

Motion: MM/CS to approve the minutes as submitted. Motion passed 3-0.

2.4 Resolution 2023-02 Authorizing the Levy of A Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and Approval of a Budget for Fiscal Year 2024

Motion: MM/CS to approve Resolution 2302, Authorizing the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 and approval of the Budget for Fiscal Year 2024. Motion passed 3-0.

2.5 Adjournment

Motion: MM/CS Motion to adjourn at 6:02 p.m. Motion passed 3-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk/Finance Director



CITY COUNCIL MINUTES
January 8, 2024 – 6:00 p.m.
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

CITY COUNCIL MEETING

Attendance:

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

ABSENT: Alan Krueger

STAFF: Andrea Aukrust, City Administrator, Karen Hallquist, Community and Economic Development Director, Mitchell Thiesfeld, City Clerk/Finance Director, Mark Streich, Public Service Director

OTHERS: Josh Eckstein, Bolton & Menk, David Flavin, Citizens Insurance, Larry Panning, NYA, Ron Kroells, NYA, Joy Schneider, NYA, Andy Wigfield, NYA, Diane Mackenthun, NYA, Mary Balzum, NYA, Mary Abelle, LaVonne Kroells, NYA, Conner Smith, NYA, Sharilyn Feltmann, Marie Jein, NYA

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

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

- The Pledge of Allegiance - *was said by all at the beginning of the meeting.*

4. APPROVE AGENDA

CS/BA motion to approve the agenda. Motion passed 4-0.

5. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT –

- Ron Kroells, 403 Fifth St. Court SW
 - Representing the people in the heritage center
 - Wondering why they can't move in when mold is removed
- Andy Wigfield, 524 Elm St. W
 - Expressed concern about sidewalks
 - Sidewalk by his property has raised significantly from weather
 - Wondering why it is the homeowner's responsibility to repair sidewalk
 - Stated that someone had broken three ribs after tripping on raised sidewalk
 - Finished with asking to relook at ordinance

6. CONSENT AGENDA

- Approve minutes of December 11, 2023, City Council Meeting
- Approve Payment of Claims
- Approve Payment of Claims from December 20, 2023
- Approve Payment of Claims from December 28, 2023
- Appointment of the 2023 NYAFD Officers
- Approve Reappointment of Commissioners
- Elephant Joe's 2024 Transient Permit
- Central Booster Club 2024 Gambling Permit

CS/BA motion to approve the consent agenda. Motion passed 4-0.

7. PUBLIC HEARING

- None

8. OLD BUSINESS

- None

9. NEW BUSINESS

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- LMCIT: Liability Coverage – Waiver Form—David Flavin, Agent/Citizens Insurance Services
 - Premium went up due to Annual inflation and Builder’s Risk was added due to Old Town Project
 - David recommended we keep things consistent and not open the city to extra liability with the waiver

MM/CS motion approving the city to not waive the monetary limits on the municipal tort liability established by Minn. Stat 466.04, to the extent of the limits of the liability coverage obtained from LMCIT. Motion passed 4-0.

- Resolution 2024-01 Adopting the City of Norwood Young America Organization Designations— Administrator Aukrust
 - Township Fire Service Contracts will increase from \$150 to \$160 per unit for fire protection in 2024.
 - Charlie Storms is appointed to the Safety Committee.

MM/CS Motion to approve Resolution 2024-01, A Resolution Adopting the City of Norwood Young America organization designation. Motion passed 4-0.

- Resolution 2024-02 Authorizing City Officials to Execute Payment of Claims Prior to City Council Approval—Mitchell Thiesfeld, Clerk-Treasurer/Finance Director
 - Addressed claims that were paid between the December 11th Council Meeting and the January 8th Council Meeting.
 - All claims that were paid in this time period were attached in the packet.

CS/BA Motion to approve Resolution 2024-02 Authorizing Proper City Officials to Execute Payment of Claims Prior to City Council Approval for the Year 2024. Motion passed 4-0.

- Resolution 2024-03 Ordering Improvement and Preparation of Plans: Railroad Street—Josh Eckstein, Bolton & Menk, Inc.
 - Resolution was tabled from December 11th meeting as Resolution needed four out of five votes, but only three members were present from the Council.
 - Bolton & Menk, Inc. will get started once we receive a grant.
 - We cannot start advertising until the grant is either approved or denied.

MM/CS Motion to approve Resolution 2024-03 Ordering Improvement and Preparation of Plans for the Railroad Street Infrastructure Improvement Project. Motion passed 4-0.

- Resolution 2024-04 A Resolution Receiving Feasibility Report and Calling for Hearing on Improvement: Tacoma West Industrial Park Phase 2 Improvement Project—Josh Eckstein, Bolton & Menk, Inc.
 - The City owns the entire property
 - Bolton & Menk, Inc. recommends the City follows the same procedure as the City did previously.
 - Expected timeline to start is the beginning of Spring if the project passes.

BA/CS Motion to approve Resolution 2024-04 Receiving Feasibility Report and Calling Hearing on Improvement: Tacoma West Industrial Park Phase 2 Improvement Project to take place on February 12, 2024 at 6:00 p.m. in the Norwood Young America City Council Chambers. Motion passed 4-0.

- Lawnmower Quotes and Public Services Update—Mark Streich, Public Services Director
 - Current lawn mower (2017 Jacobsen lawnmower) has \$1,200 of repairs to be done before the season starts this year.
 - Currently the City has a Kubota lawn mower.
 - A few guys went to look at the John Deere lawn mower, but they seemed to like the Kubota mower more.
 - If motion is approved, the City plans to bring the old lawn mower to an auction.

CS/BA Motion to approve the quote from Arnold's of Glencoe in the amount of \$17,000 to replace the Jacobsen lawnmower. Motion passed 4-0.

- Congressman Tom Emmer Office Hours Request—Administrator Aukrust
 - Congressman Emmer's office would like to be in the NYA City Hall from 10 a.m. to 4 p.m. one day per month.
 - An agreement with a fee is being worked out.
 - The City will allow any other elected official to do this.
 - NYA Staff is not responsible for scheduling of Congressman Emmer.

CS/BA Motion to approve the City Administrator establishing an agreement with Congressman Tom Emmer regarding monthly office hours in City Hall. Motion passed 4-0.

- Carver County Assessment Contract—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director
 - One-year agreement which the City renews each year.
 - Residential, Agricultural, and Commercial/Industrial Valuation all increased by 6% from 2023 to 2024.
 - The county will view and determine market value of a minimum of 20% of the parcels per year.
 - The City has budgeted \$28,298 for Assessor Professional Services for 2024.

MM/BA Approve the Service Agreement between the City and Carver County regarding Assessment Services for the 2024 year. Motion passed 4-0.

- Call for Public Hearing—Fee Schedule—Mitchell Thiesfeld, City Clerk-Treasurer/Finance Director
 - In order to make changes to the Fee Schedule, the City needs to hold a public hearing.
 - Staff is requesting language clarification on sewer and water access fees compared to sewer and water trunk fees.

CS/BA Motion to call for a public hearing regarding the Fee Schedule in Chapter 20 of our City Code on Monday, February 12, 2024. Motion passed 4-0.

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

BA – Park and Recreation Commission Meeting January 16th, at 5:30 p.m.

CS – Planning Commission meeting was on January 2nd. Stated that there is a misconception NYA has high fees – fees are comparable, if not lower to surrounding cities.

MM – EDC meeting has been cancelled on January 10th.

CL – Received a letter from MN DEED on the TEDI grant for TWIP2.

AA – Administrator Aukrust had stated that Alan Krueger has submitted his resignation from the Council.

11 ADDITIONAL INFORMATION

- None

11.ADJOURNMENT

MM/BA motion to adjourn at 6:45 p.m. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, City Clerk-Finance Director



more than a place, it's home.

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

To Be Approved: January 22, 2024

Payroll EFT

Check #	508512 - 508513	Supplemental Comp Time Payout	\$	1,333.55
Check #	508515 - 508533	Payroll 01/18	\$	36,294.93
Check #	508535 - 508541	Supplemental Retro Pay	\$	262.40
Check #	-			
Check #	-			

Prepays

Check #	35045 -	USPS - UB	\$	601.96
Check #	35046 -	Petty Cash	\$	250.00

Claims Pending Payment

Check #	-	Payables	\$	250,244.95
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Voided Checks

Check # 508514 , 508534
508542 , 34972
35010

Grand Total (excluding voided checks) \$ 288,987.79

NORWOOD YOUNG AMERICA

Payments

Current Period: JANUARY 2024

Payments Batch 012224PAY **\$250,244.95**

Refer 3892 CRYSTEEL TRUCK EQUIPMENT, I

Invoice					
Transaction Date	1/18/2024	CHECKING	10100	Total	

Refer 3883 ABDO

Cash Payment	E 101-41500-310	Other Professional Servi	CLIENT TRAINING - PAYROLL & BANK RECONCILIATION	\$1,232.50
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Invoice 482144 12/31/2023

Cash Payment	E 101-41500-301	Auditing and Acctg Servi	CERTIFIED AUDIT SERVICES PER AGREEMENT FOR THE YEAR ENDED 12/31/2023	\$9,000.00
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Invoice 482448 1/18/2024

Transaction Date	1/18/2024	CHECKING	10100		Total \$10,232.50
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Refer 3884 AMERICAN ENVIRONMENTAL LLC

Cash Payment	E 602-49450-310	Other Professional Servi	EMERGENCY SEWER SERVICE - CLEAR SEWER BLOCKAGE	\$3,750.00
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Invoice 3424 1/4/2024

Cash Payment	E 602-49450-310	Other Professional Servi	SEWER CLEANING - CLEAR SEWER BLOCKAGE	\$4,087.50
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Invoice 3443 1/13/2024

Transaction Date	1/18/2024	CHECKING	10100		Total \$7,837.50
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Refer 3885 ASPEN MILLS, INC.

Cash Payment	E 101-42200-417	Uniform	HACKBARTH - BUTTONS GOLD FIRE DEPT & MC GOLD METALLIC FABRIC STRAP FOR CAP	\$22.20
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Invoice 325813 1/3/2024

Cash Payment	E 101-42200-417	Uniform	ORR - COLLAR BRASS GOLD BUGLES SHIRT & JACKET	\$66.55
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Invoice 326002 1/5/2024

Cash Payment	E 101-42200-417	Uniform	SILSETH - BUTTONS GOLD FIRE DEPT, TRIM GOLD MET RANK STRIPE, LH MALTESE CROSS, PATCHES SEWN ON JACKET, LEATHER BELT, COLLAR BRASS TIE CLIP GOLD, COLLAR BRASS GOLD BUGLES ON SHIRT & JACKET	\$194.00
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Invoice 326003 1/5/2024

Cash Payment	E 101-42200-417	Uniform	BLOM - TRIM GOLD MET RANK STRIPE, LH MALTESE CROSS, PATCHES REMOVED, PATCHES SEWN ON JACKET, BELL CROWN CAP, MC GOLD METALLIC FABRIC STRAP FOR CAP, CB CAP DEVICE ROUND, COLLAR BRASS GOLD BUGLES FOR SHIRT & JACKET	\$275.55
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Invoice 326004 1/5/2024

Transaction Date	1/18/2024	CHECKING	10100		Total \$558.30
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Refer 3886 BOLTON & MENK, INC

Cash Payment	E 101-41500-303	Engineering Fees	2023 PAVEMENT REHABILITATION - PROJECT# 0C1.128833	\$3,130.00
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Invoice 0327936 12/31/2023

Cash Payment	E 101-41500-303	Engineering Fees	2024 STREET IMPROVEMENT - PROJECT# 0C1.131686	\$17,160.50
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Invoice 0327937 12/31/2023

NORWOOD YOUNG AMERICA
Payments

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Current Period: JANUARY 2024

Cash Payment	E 493-46500-303	Engineering Fees	INDUSTRIAL PARK EXPANSION - PROJECT# 0C1.124521	\$61,352.00
Invoice	0327939	12/31/2023		
Cash Payment	E 602-49450-303	Engineering Fees	WWTF UPGRADE - PROJECT# 0C1.130910	\$6,108.50
Invoice	0327940	12/31/2023		
Cash Payment	E 101-41500-303	Engineering Fees	MISC ENGINEERING - PROJECT# C12.03571	\$1,029.00
Invoice	0327941	12/31/2023		
Transaction Date	1/18/2024	CHECKING	10100	Total \$88,780.00
Refer	3887	CABLECAST COMMUNITY MEDIA		
Cash Payment	E 614-41000-314	Contracts Payments	ANNUAL SOFTWARE MAINTENANCE CONTRACT	\$800.00
Invoice	QUOTE# Q-1178	1/31/2024		
Transaction Date	1/18/2024	CHECKING	10100	Total \$800.00
Refer	3888	CARQUEST AUTO PARTS		
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	2 1/2 GAL DEXRON	\$43.77
Invoice	5927-282696	1/3/2024		
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	DUAL VALVE EXTENSION	\$27.90
Invoice	5927-282631	1/2/2024		
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	ANTIFREEZE	\$30.58
Invoice	5927-282624	1/2/2024		
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	CONV OIL 5W30 5 QT F	\$55.56
Invoice	5927-282617	1/2/2024		
Transaction Date	1/18/2024	CHECKING	10100	Total \$157.81
Refer	3889	CARVER COUNTY ATTORNEYS OF		
Cash Payment	E 101-41500-307	Prosecution Contract	CITY FINES - OCTOBER, NOVEMBER, DECEMBER	\$1,847.11
Invoice	2023037	1/2/2024		
Transaction Date	1/18/2024	CHECKING	10100	Total \$1,847.11
Refer	3890	CENTER POINT		
Cash Payment	E 101-41940-383	Gas Utilities	GAS UTILITIES - BLDGS	\$15.86
Invoice		1/5/2024		
Cash Payment	E 601-49400-383	Gas Utilities	GAS UTILITIES - WATER	\$774.82
Invoice		1/5/2024		
Cash Payment	E 602-49450-383	Gas Utilities	GAS UTILITIES - WWTP	\$77.20
Invoice		1/5/2024		
Transaction Date	1/18/2024	CHECKING	10100	Total \$867.88
Refer	3891	NYA CHAMBER OF COMMERCE		
Cash Payment	E 101-46500-433	Dues and Subscriptions	2024 MEMBERSHIP DUES	\$220.00
Invoice				
Transaction Date	1/18/2024	CHECKING	10100	Total \$220.00
Refer	3893	DIVERSIFIED PLUMBING & HEATIN		
Cash Payment	E 602-49450-223	Repair/Maintenance Bld	PLUMBING SERVICES TO INSTALL NEW FRESH AIR VENT MOTOR; WIRED SOLENOID TO WORK TOGETHER	\$787.00
Invoice	38322	1/12/2024		
Transaction Date	1/18/2024	CHECKING	10100	Total \$787.00
Refer	3894	CARDMEMBER SERVICE	Ck# 001513E 1/29/2024	

NORWOOD YOUNG AMERICA

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Payments

Current Period: JANUARY 2024

Cash Payment	E 101-41320-350	Print/Publishing/Postage	USPS - EVERY DOOR DIRECT		\$467.28
Invoice	114122	12/14/2023			
Cash Payment	E 101-41300-433	Dues and Subscriptions	GRAMMARLY - CITY ADMIN		\$180.00
Invoice	71651127	12/15/2023			
Cash Payment	E 101-41400-433	Dues and Subscriptions	GRAMMARLY - CITY CLERK		\$180.00
Invoice	71651127	12/15/2023			
Cash Payment	E 101-41320-433	Dues and Subscriptions	GRAMMARLY - CED		\$180.00
Invoice	71651127	12/15/2023			
Cash Payment	E 101-41400-200	Office Supplies	AMAZON - WIRELESS KEYBOARD AND MOUSE		\$52.78
Invoice	6151468	12/7/2023			
Cash Payment	E 101-45200-223	Repair/Maintenance Bld	AMAZON - COFFEE POT FOR PAVILION		\$44.99
Invoice	7261031	12/13/2023			
Cash Payment	E 101-41400-200	Office Supplies	AMAZON - WIRELESS KEYBOARD AND MOUSE AND CALENDARS		\$134.83
Invoice	5642602	12/12/2023			
Cash Payment	E 101-42200-437	Maintenance Contract	ACTIVE911 - ALERTING SUBSCRIPTION		\$660.00
Invoice	523217	12/4/2023			
Cash Payment	E 101-42200-200	Office Supplies	UPS - UPS GROUND SHIPMENT TO ALLSTATE SALES		\$14.50
Invoice		12/10/2023			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$1,914.38
Refer	3895	EMERGENCY MEDICAL TRAINING	-		
Cash Payment	E 101-42200-207	Training Instructional	1ST RESPONDER REFRESHER TRAINING FOR NYA FIRE		\$1,400.00
Invoice	2006	1/11/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$1,400.00
Refer	3896	EHLERS AND ASSOCIATES, INC	-		
Cash Payment	E 101-41500-310	Other Professional Servi	COUNTY AUDITOR FEE		\$4,625.00
Invoice	96262	1/9/2024			
Cash Payment	E 101-41400-310	Other Professional Servi	INTERIM STAFFING - CLERK/TREASURER		\$4,465.00
Invoice	96318	1/9/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$9,090.00
Refer	3897	GRAINGER	-		
Cash Payment	E 602-49450-221	Repair/Maintenance Eq	AIR REGULATOR AND PRESSURE GAUGE TEST		\$128.30
Invoice	9951120402	1/3/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$128.30
Refer	3898	HAWKINS WATER TREATMENT G	-		
Cash Payment	E 101-49860-216	Chemicals and Chem Pr	CHLORINE CYLINDER		\$10.00
Invoice	6665288	1/15/2024			
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	CHLORINE CYLINDER		\$10.00
Invoice	6665749	1/15/2024			
Cash Payment	E 602-49450-216	Chemicals and Chem Pr	CHLORINE CYLINDER & SULFER DIOXIDE CYLINDER		\$50.00
Invoice	6665797	1/15/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$70.00
Refer	3899	HILGERS PLUMBING & HEATING, I	-		

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Cash Payment	E 101-43100-223	Repair/Maintenance Bld	HISTORY CENTER PUMP - SET MOTOR MOUNT CUSHION, COUPLER ASSEMBLY, AND LABOR & SERVICE CALL		\$545.00
Invoice	13552	1/5/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$545.00
Refer	3900	HILLYARD FLOOR CARE SUPPLY	-		
Cash Payment	E 101-43100-210	Operating Supplies	LINER 60GAL 38X58 2MIL BLK, ARSENAL 1 SUPER SHINE-ALL, LIQUID SWABBY II BOWL CLEANER		\$623.90
Invoice	60534951	12/29/2023			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$623.90
Refer	3901	INTERNATIONAL UNION	-		
Cash Payment	G 101-21712	Union Dues	UNION DUES		\$210.00
Invoice					
Transaction Date	1/18/2024	CHECKING	10100	Total	\$210.00
Refer	3902	METRONET	-		
Cash Payment	E 101-41940-321	Telephone	PHONE - RENTAL BUILDINGS		\$129.10
Invoice		1/16/2024			
Cash Payment	E 601-49400-321	Telephone	PHONE - WATER		\$51.64
Invoice		1/16/2024			
Cash Payment	E 602-49450-321	Telephone	PHONE - SEWER		\$51.64
Invoice		1/16/2024			
Cash Payment	E 101-42200-321	Telephone	PHONE - FIRE		\$51.64
Invoice		1/16/2024			
Cash Payment	E 101-43100-321	Telephone	PHONE - PW-HSR		\$36.15
Invoice		1/16/2024			
Cash Payment	E 101-45200-321	Telephone	PHONE - PW-PARKS		\$15.49
Invoice		1/16/2024			
Cash Payment	E 101-49860-321	Telephone	PHONE - POOL		\$25.82
Invoice		1/16/2024			
Cash Payment	E 101-41940-321	Telephone	PHONE - HISTORY / FOOD		\$77.46
Invoice		1/16/2024			
Cash Payment	E 101-41300-321	Telephone	PHONE - EXECUTIVE		\$44.93
Invoice		1/16/2024			
Cash Payment	E 101-41320-321	Telephone	PHONE - COMM DEV		\$44.93
Invoice		1/16/2024			
Cash Payment	E 101-41400-321	Telephone	PHONE - CLERK		\$44.93
Invoice		1/16/2024			
Cash Payment	E 101-41940-321	Telephone	PHONE - CHAMBER		\$30.83
Invoice		1/16/2024			
Cash Payment	E 101-46500-321	Telephone	PHONE - EC DEV		\$14.98
Invoice		1/16/2024			
Cash Payment	E 101-42100-321	Telephone	PHONE - POLICE		\$74.88
Invoice		1/16/2024			
Cash Payment	E 101-45500-321	Telephone	PHONE - LIBRARY		\$74.88
Invoice		1/16/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$769.30
Refer	3903	MN VALLEY ELECTRIC COOPERA	-		

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Current Period: JANUARY 2024

Cash Payment	E 602-49450-381	Electric Utilities	LIFT STATION - ACCT# 778260400		\$11.82
Invoice		12/27/2023			
Cash Payment	E 601-49400-381	Electric Utilities	640 TACOMA BLVD WTR TWR - ACCT# 779652000		\$756.38
Invoice		12/27/2023			
Cash Payment	E 603-49500-381	Electric Utilities	13150 TACOMA AVE PUMP - ACCT# 337411311		\$122.89
Invoice		1/8/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$891.09
Refer	3904	MVTL			
Cash Payment	E 601-49400-310	Other Professional Servi	COLIFORM		\$136.00
Invoice	1234627	1/8/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$136.00
Refer	3905	MN FIRE CERTIFICATION BOARD			
Cash Payment	E 101-42200-207	Training Instructional	RETEST FEE FOR FIRE FIGHTER II - SUNDBERG		\$25.00
Invoice	12081	1/3/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$25.00
Refer	3906	MUNICIPAL EMERGENCY SERVIC			
Cash Payment	E 101-42200-240	Small Tools and Minor E	KOCHEK ADAPTERS		\$195.63
Invoice	IN1984564	12/29/2023			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$195.63
Refer	3907	MN PUBLIC FACILITIES AUTHORIT			
Cash Payment	E 601-49400-611	Bond Interest	PFA LOAN MPFA-09-0091-R-FY10		\$15,286.50
Invoice					
Transaction Date	1/18/2024	CHECKING	10100	Total	\$15,286.50
Refer	3908	NAPA			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	26PC SCREWDRIVER SET		\$27.99
Invoice	364505	1/3/2024			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	GOLD AIR FILTER		\$15.97
Invoice	364451	1/2/2024			
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	5W30 5 QUART		\$16.59
Invoice	364924	1/10/2024			
Transaction Date	1/18/2024	CHECKING	10100	Total	\$60.55
Refer	3909	PINNACLE PEST CONTROL LLC			
Cash Payment	E 101-42200-223	Repair/Maintenance Bld	PEST CONTROL - NORTH FIRE STATION		\$75.00
Invoice	000575	1/11/2024			
Cash Payment	E 101-43100-310	Other Professional Servi	PEST CONTROL - ROY CLAY / SOUTH FIRE STATION		\$75.00
Invoice	000575	1/11/2024			
Cash Payment	E 101-43100-310	Other Professional Servi	PEST CONTROL - PAVILION/PARK		\$100.00
Invoice	000575	1/11/2024			
Cash Payment	E 101-43100-310	Other Professional Servi	PEST CONTROL - HISTORY CENTER		\$75.00
Invoice	000575	1/11/2024			
Cash Payment	E 101-43100-310	Other Professional Servi	PEST CONTROL - PUBLIC WORKS SHOP		\$75.00
Invoice	000575	1/11/2024			

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Payments

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Cash Payment	E 601-49400-310	Other Professional Servi	PEST CONTROL - NORTH WATER TREATMENT	\$90.00
Invoice	000575	1/11/2024		
Cash Payment	E 101-45200-310	Other Professional Servi	PEST CONTROL - SOUTH WATER TREATMENT	\$90.00
Invoice	000575	1/11/2024		
Transaction Date	1/18/2024	CHECKING	10100	Total \$580.00
Refer	3910	PRO AUTO & TRANSMISSION REP		
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	STATE DOT INSPECTION - TRAILER - PLATE: MN 187777	\$215.82
Invoice	108033	10/18/2023		
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	STATE DOT INSPECTION - VEHICLE - PLATE: MN BY85667	\$144.12
Invoice	108065	10/20/2023		
Cash Payment	E 101-43100-221	Repair/Maintenance Eq	DRIVESHAFT UNIVERSAL JOINT - PLATE: MN 940062	\$41.46
Invoice	107196	7/10/2023		
Cash Payment	E 101-42200-221	Repair/Maintenance Eq	OIL CHANGE, ANNUAL INSPECTION-VEHICLE, INSTALL BACK-UP ALARM, SERVICE PUMP ENGINE - PLATE: MN NYA R-11	\$564.32
Invoice	107095	6/23/2023		
Cash Payment	E 101-42200-221	Repair/Maintenance Eq	MAINTENANCE GENERAL SERVICE - PLATE: MN 00	\$80.28
Invoice	107913	10/4/2023		
Cash Payment	E 101-42200-221	Repair/Maintenance Eq	ANNUAL INSPECTION-VEHICLE-T-11 - PLATE: MN FIRE T-11	\$141.07
Invoice	107649	9/1/2023		
Cash Payment	E 101-42200-221	Repair/Maintenance Eq	ANNUAL INSPECTION-VEHICLE-FIRE E-11, MOUNT AND INSTALL 2 HD TRUCK TIRES - PLATE: MN FIRE E-11	\$1,467.23
Invoice	107659	9/1/2023		
Transaction Date	1/18/2024	CHECKING	10100	Total \$2,654.30
Refer	3911	PRO IRRIGATION		
Cash Payment	E 101-45200-223	Repair/Maintenance Bld	WINTERIZATION BLOWOUT - PAVILION, VET PARK, YA BALLFIELD, NORWOOD BALLFIELD	\$400.00
Invoice	6556	12/31/2023		
Transaction Date	1/18/2024	CHECKING	10100	Total \$400.00
Refer	3912	QUILL CORPORATION		
Cash Payment	E 101-41400-200	Office Supplies	PENS, MANILA FOLDERS, PAPER CLIPS, GEL PENS	\$138.23
Invoice	36436867	1/3/2024		
Transaction Date	1/18/2024	CHECKING	10100	Total \$138.23
Refer	3913	SUN LIFE ASSURANCE COMPANY Ck# 001514E 1/18/2024		
Cash Payment	G 101-21707	Disability Insurance	STD/LTD INSURANCE	\$741.85
Invoice				
Transaction Date	1/18/2024	CHECKING	10100	Total \$741.85
Refer	3914	SCHULTZ, DAN		
Cash Payment	E 101-42200-221	Repair/Maintenance Eq	CARVER COUNTY FIRE ACADEMY MILEAGE	\$868.73
Invoice				

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Transaction Date	1/18/2024	CHECKING	10100	Total	\$868.73
Refer	3915 THOMAS, JEAN	-			
Cash Payment	E 601-49400-432 Refund	UB FINAL CALC			\$34.11
Invoice					
Cash Payment	E 602-49450-432 Refund	UB FINAL CALC			\$34.10
Invoice					
Transaction Date	1/18/2024	CHECKING	10100	Total	\$68.21
Refer	3916 ULTIMATE SAFETY CONCEPTS, IN	-			
Cash Payment	E 101-42200-210 Operating Supplies	CAL GAS, 10 PPM H CYANIDE HCN/AIR			\$191.25
Invoice	209273 12/31/2023				
Transaction Date	1/18/2024	CHECKING	10100	Total	\$191.25
Refer	3917 XCEL ENERGY	-			
Cash Payment	E 601-49400-381 Electric Utilities	ELECTRICAL UTILITIES - WATERm			\$2,570.99
Invoice	859941054 1/8/2024				
Transaction Date	1/18/2024	CHECKING	10100	Total	\$2,570.99
Refer	3918 MINN POLLUTION CONTROL AGE	-			
Cash Payment	E 602-49450-207 Training Instructional	A/B EXAM REFRESHER - MARK STREICH			\$325.00
Invoice	9900069033 1/12/2024				
Cash Payment	E 602-49450-207 Training Instructional	A/B EXAM REFRESHER - ROD JAUS			\$325.00
Invoice	9900069034 1/12/2024				
Cash Payment	E 602-49450-207 Training Instructional	WASTEWATER OPERATOR CERTIFICATION PROGRAM - CLASS B - MARK STREICH			\$55.00
Invoice					
Cash Payment	E 602-49450-207 Training Instructional	WASTEWATER OPERATOR CERTIFICATION PROGRAM - CLASS B - ROD JAUS			\$55.00
Invoice					
Transaction Date	1/18/2024	CHECKING	10100	Total	\$760.00
Refer	3919 CASH	-			
Cash Payment	G 101-10200 Petty Cash	PETTY CASH			\$11.32
Invoice					
Transaction Date	1/18/2024	CHECKING	10100	Total	\$11.32
Refer	3920 SECURITY BANK & TRUST	-			
Cash Payment	G 101-21718 HSA ACCOUNT	HSA JANUARY - ACCT# 109049			\$300.00
Invoice					
Transaction Date	1/18/2024	CHECKING	10100	Total	\$300.00
Refer	3921 HENNING EXCAVATING	-			
Cash Payment	E 601-49400-223 Repair/Maintenance Bld	REPAIRING WATER SERVICE BY APARTMENTS			\$3,832.00
Invoice	8665 1/17/2024				
Transaction Date	1/18/2024	CHECKING	10100	Total	\$3,832.00
Refer	3923 MINI BIFF	-			
Cash Payment	E 101-45200-418 Other Rentals (Biffs)	SPORTS COMPLEX - EVENT LIBERTY BLUE BIG HC & SEASONAL TUFWAY BLUE REG & WINTERIZATION			\$290.70
Invoice	A-146664 1/17/2024				
Cash Payment	E 101-45200-418 Other Rentals (Biffs)	FRIENDSHIP PARK - SEASONAL LIBERTY BLUE SMALL HC & WINTERIZATION			\$163.20
Invoice	A-146665 1/17/2024				

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Cash Payment	E 101-45200-418 Other Rentals (Biffs)	PRAIRIE DAWN PARK - SEASONAL LIBERTY BLUE SMALL HC & WINTERIZATION	\$163.20
Invoice	A-146666	1/17/2024	
Transaction Date	1/19/2024	CHECKING 10100	Total \$617.10
Refer	3924 PEACE VILLA	-	
Cash Payment	E 407-41960-455 Refunds/Reimbursemen	PEACH VILLA TIF 1-5 1ST & 2ND HALF 2023	\$83,047.38
Invoice			
Transaction Date	1/19/2024	CHECKING 10100	Total \$83,047.38
Refer	3925 ACCESS LIFTS, INC.	-	
Cash Payment	E 101-43100-310 Other Professional Servi	12V 5AH BATTERY	\$75.00
Invoice	M3178SA-34	1/15/2024	
Transaction Date	1/19/2024	CHECKING 10100	Total \$75.00
Refer	3926 MN HEALTHCARE CONSORTIUM	Ck# 001515E 1/19/2024	
Cash Payment	G 101-21706 Hospitalization/Medical Ins	43777 PASSPORT ASO 3500-0 HSA	\$9,954.84
Invoice			
Transaction Date	1/19/2024	CHECKING 10100	Total \$9,954.84

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$65,534.18
407 TAX INCREMENT 1-5 PEACE VILLAG	\$83,047.38
493 Industrial Park Land (2nd Add)	\$61,352.00
601 WATER FUND	\$23,542.44
602 SEWER FUND	\$15,846.06
603 STORM WATER UTILITY	\$122.89
614 CABLE TV FUND	\$800.00
	\$250,244.95

Pre-Written Checks	\$12,611.07
Checks to be Generated by the Computer	\$237,633.88
Total	\$250,244.95



TO: Honorable Mayor Lagergren and City Council Members

FROM: Mitchell Thiesfeld, Clerk/Finance Director

DATE: January 22, 2024

RE: Street Closure for Ascension Knights of Columbus Annual Fish Fry

Attached is a letter from Donald Whitaker requesting to close West Hill Street and Wilson Street on Friday, March 1, 2024, for the Annual KC Fish Fry.

- Verification of Liability Insurance has been done
- Previously, Deputy Voigt recommended we close Progress Street also therefore limiting the access for anyone to enter at the wrong location
- A map is enclosed to give a visual of the drive-thru fish fry
- Residents on Hill Street will be notified

Recommended Motion:

Approve closing West Hill Street, Wilson Street, and Progress Street on March 1, 2024, for the Ascension Knights of Columbus annual Fish Fry.

January 10, 2024

Dear Norwood Young America City Council,

The Ascension Knights of Columbus will be holding their Annual KC FishFry on Friday, March 1, 2024.

We are requesting the temporary closing of West Hill Street near Ascension Church to allow for the ability for a Drive-Thru route on March 1, 2024.

Closing Wilson Street will allow the KC's to setup a trailer and limit the directions of vehicles for safety reasons. Please see the attached map for the details.

Once the closure is approved, we will contact each resident on affected streets letting them know about the closure.

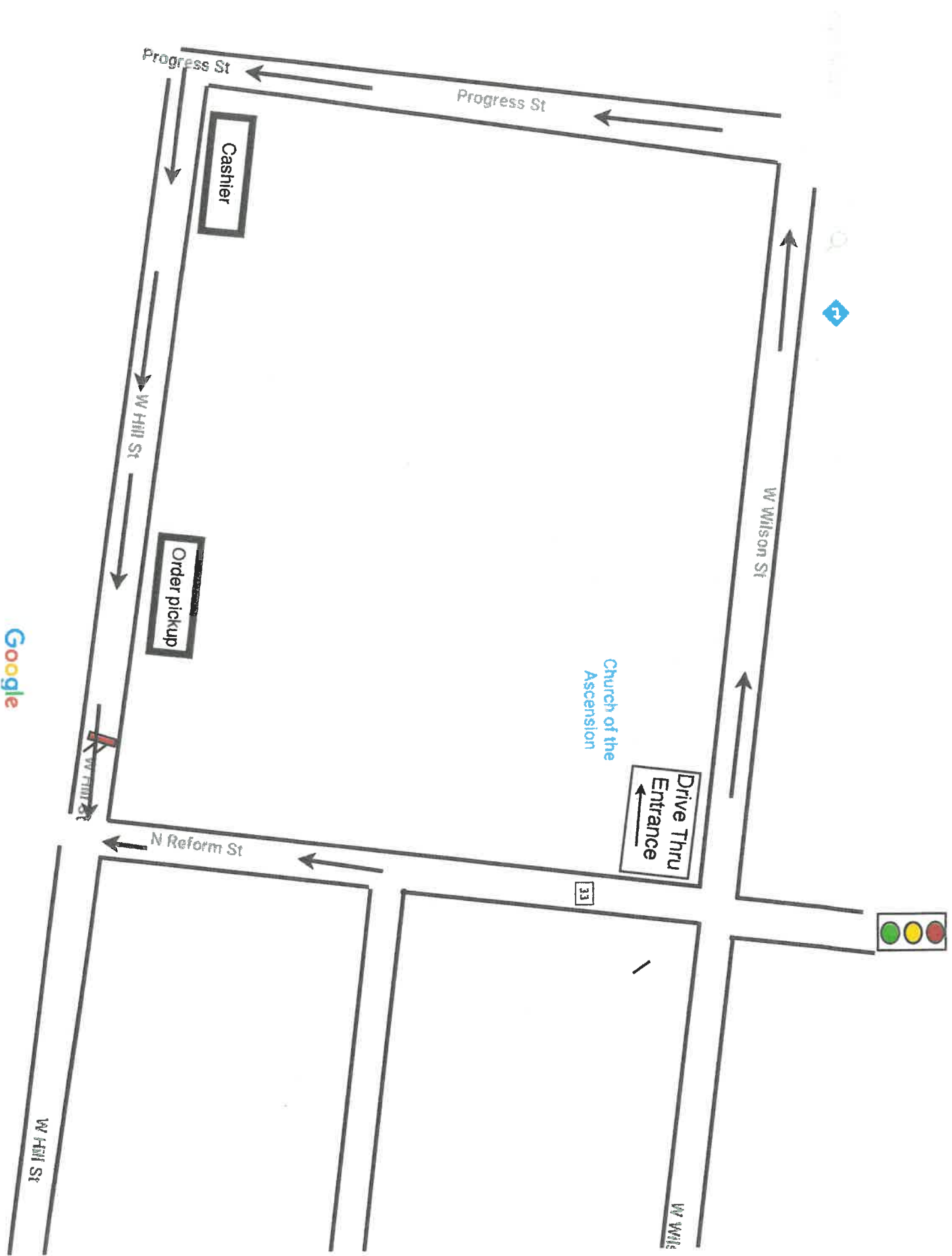
Thank you for the consideration,



Donald Whitaker

952-454-1611

Ascension Knights of Columbus



Progress St

Progress St

Cashier

W Hill St

Order pickup

W Hill St

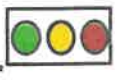
N Reform St

33

Church of the
Ascension

Drive Thru
Entrance

W Wilson St



W Hill St

W Hill St



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: January 22, 2024

SUBJECT: Resolution 2024-05; Approval of Carver County Public Health State Improvement (SHIP) Program Application

Carver County Public Health has partnered with SHIP for 2024 to offer grant opportunities for “community-driven solutions to expand opportunities for active living, healthy eating, and commercial tobacco-free living.”

Due to the demand for garden plots in the NYA Community Gardens, the NYA Senior Advisory Commission recommends installing an additional eight (8) garden plots. This addition will maximize the allowed space for the entire community garden parcel.

Staff confirmed with Central High School Principal Richard Larson and Industrial/Ag Education Department instructor Jim Mesik that the woods class would be able to construct the 8 garden plots before May 1, 2024. City public service staff will install and fill the plots with clean dirt upon completion.

All supplies for the garden plots have previously been purchased from Mayer Lumber. The total cost of the project will be \$2,430. The staff and volunteer time will cover the required 10% matching obligation to construct and install the plots. SHIP will cover up to \$3,000.

Recommended Motion

Motion to approve the Carver County Public Health State Improvement Health Program Application for additional garden plots for the NYA Community Garden.

Norwood Young America

**RESOLUTION NO. 2024-05
CITY OF NORWOOD YOUNG AMERICA**

**A RESOLUTION APPROVING THE APPLICATION FOR A
CARVER COUNTY PUBLIC HEALTH AND
STATEWIDE HEALTH IMPROVEMENT PARTNERSHIP (SHIP) PROJECT**

WHEREAS, the City of Norwood Young America has identified a proposed project within the city that meets the Statewide Health Improvement Partnership guidelines; and

WHEREAS, the city is making an application to Carver County Public Health Statewide Improvement Partnership (SHIP) for a grant of up to \$3,000 to construct eight (8) garden plots for the Norwood Young America Community Gardens; and

WHEREAS, the city will demonstrate at least a 10% in-kind match; and

WHEREAS, the funding for the grant comes from SHIP; and

WHEREAS, the proposed grant is paid out to the city within 30 days of completion and payment in full of the project; and

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

NOW THEREFORE BE IT RESOLVED that the City of Norwood Young America authorizes staff to prepare and submit a formal application for a grant from the Carver County Public Health and Statewide Health improvement Partnership (SHIP) Project, and to authorize staff to execute all the necessary documents and information necessary to complete the application.

Adopted by the City Council this 22nd day of January 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Thiesfeld, City Clerk



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: January 22, 2024

RE: Resolution 2024-06 Acknowledging the Receipt and Acceptance of Council Member Alan Krueger's Resignation and Declare the Council Seat Vacant

Enclosed is Resolution 2024-06 Acknowledging the Receipt and Acceptance of Council Member Alan Krueger's Resignation and Declare the Council Seat Vacant, effective January 8, 2024. The council may appoint someone to fill the vacancy as it desires or leave the seat open until the next election because the next election is less than a year away.

Recommended Motion:

Motion to approve Resolution 2024-06 Acknowledging the Receipt and Acceptance of Council Member Alan Krueger's Resignation and Declare the Council Seat Vacant effective January 8, 2024, authorizing the City Council to fill the vacancy.

Norwood Young America

RESOLUTION 2024-06

**A RESOLUTION ACKNOWLEDGING THE RECEIPT AND ACCEPTANCE
OF COUNCIL MEMBER ALAN KRUEGER'S RESIGNATION
AND DECLARE THE COUNCIL SEAT VACANT
EFFECTIVE JANUARY 8, 2024**

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

WHEREAS, the City of Norwood Young America is a municipal corporation incorporated by the laws of the State of Minnesota; and

WHEREAS, by virtue of its incorporation under the laws of the State of Minnesota, the City operates as a Statutory City, optional Plan "A" form of government as authorized in Minnesota Statutes, Chapter 412; and

WHEREAS, the Norwood Young America City Council consists of a mayor and four council members; and

WHEREAS, Council member Alan Krueger has submitted his resignation effective January 8, 2024; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Norwood Young America, Carver County, Minnesota, does hereby acknowledge receipt and acceptance of the resignation of Council member Alan Krueger and declare Council seat vacant effective January 8, 2024, and hereby authorizes the City Council to fill the vacancy.

Adopted by the City Council this 22nd day of January 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Thiesfeld, City Clerk-Treasurer

8 JANUARY 2024

TO ANDREA AUKUNST, CITY ADMINISTRATOR, NORWOOD,
YOUNG AMERICA, MN 55368

PLEASE ACCEPT THIS LETTER AS MY RESIGNATION
FROM CITY COUNCILMAN, EFFECTIVE TO DAY.

~~IT~~ WAS MY HONOR TO SERVE.

PEACE!

Alan W. Krueger
ALAN W. KRUEGER



TO: Honorable Mayor Lagergren and City Council

FROM: Mitchell Thiesfeld, City Clerk/Treasurer

DATE: January 22, 2024

SUBJECT: Resolution 2024-07 Appointing Election Judges for the 2024 Elections

Listed in Resolution 2024-07 are election judges for the 2024 Elections. Listed in Resolution 2022-17 are the election judges for the 2022 Elections. Many of the judges have prior experience that is valuable during the election training process and at the polling place on election days. Karen Hallquist and I also serve as Head Judges. City staff working elections receive their normal rate of pay for Election Judge services.

The election days are as follows:

- Tuesday, March 5, 2024 Presidential Nomination Primary
- Tuesday, August 13, 2024 Primary Election
- Tuesday, November 5, 2024 General Election

Recommended Motion:

Motion to adopt Resolution 2024-07 Appointing Election Judges for the 2024 Elections.

RESOLUTION 2024-07

A Resolution Appointing Election Judges for the 2024 Elections

WHEREAS, the City of Norwood Young America, in accordance with State Law, will hold a Presidential Nomination Primary Election within the City on March 5, 2024; and

WHEREAS, the City of Norwood Young America, in accordance with State Law, will hold a Primary Election within the City on August 13, 2024; and

WHEREAS, the City of Norwood Young America, in accordance with State Law, will hold a General Election within the City on November 5, 2024; and

WHEREAS, the official polling place will be at City Hall located at 310 Elm Street West, Norwood Young America, and the polls will be open from 7:00am to 8:00pm; and

BE IT FURTHER RESOLVED, that the below-listed individuals are hereby appointed to serve as election judges for the 2024 Elections and will be paid \$10.00 per hour. The individuals appointed as head judge and assistant head judge will be paid \$11.00 per hour. City staff working election judge services receive their normal rate of pay.

2024 Election Judges:

Mitchell Thiesfeld – Head Judge	Karen Kamps
Karen Hallquist – Head Judge	Spencer Kelly
Elroy Latzig – Head Judge	Faye Ernst
Gilbert Hasse Jr.	Jeremy Murray
Carolyn Hoernemann	Carol Latzig
Jean Nelson	Marlene Essig
June Plagge	Susan Goebel
Mary Spille	Eloise Swanson
Kathleen Tverberg	Gregory Kummer
Sharon Beneke	Cathleen Williams
Renee Garfunkel	Dianne Rain
Amy Corrigan	Jill Thiesfeld
Kate Zumberge	Eunice Beneke-Rucks
Jody Genz	Mary Balzum
Brittany Buchman	Susan Anderson
Abby Murphy	Curt Wilson
Mary Wilson	Joshua Sweet
Hilbert Hoof	Vicki Halliday-Schultz

BE IT FURTHER RESOLVED, that if an appointed judge cannot serve, the City Clerk/Treasurer is authorized to appoint a substitute judge.

Adopted by the City Council this 22nd day of January 2024.

Carol Lagergren, Mayor

ATTEST:

Mitchell Thiesfeld, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: January 22, 2024
RE: The Harbor 2024 Budget and 2023 Review

Enclosed is the 2024 budget information provided by Laurie Hilgers, Executive Director of Operations for The Harbor. Ms. Hilgers will also be presenting a 2023 review to the Council.

Recommended Motion:

Motion to approve The Harbor's 2024 Budget.

Norwood Young America



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Community & Economic Development Director

DATE: January 22, 2024

SUBJECT: NYA Commission 2023 Annual Reports & 2024 Goals

Enclosed are the 2023 Annual Reports for all of the Norwood Young America Commissions. Also enclosed are the proposed 2024 Goals for each Commission for Council review. The major themes of the Commissions:

- Planning & Zoning Commission
 - Preparing in all aspects for the industrial park expansion
 - Code review in preparation for housing demand
- Economic Development Commission
 - Creating opportunities for businesses in all business districts, including the Tacoma West Industrial Park and housing development in the with Hwy 212 expansion
- Parks & Recreation Commission
 - Continuing the all-park assessment to address health and safety issues.
 - Choosing “quality over quantity”
- Senior Advisory Commission
 - Continuing to educate NYA senior citizens of food resources, community activities, transportation, and quality of life attributes.

Motion:

Motion to receive the 2023 NYA Commission’s Annual Report and adopt the 2024 NYA Commission Goals.

Norwood Young America



Norwood Young America Planning & Zoning Commission 2024 Goals

In 2024, the Planning Commission will continue to conduct public hearings regarding all planning related activities, including but not limited to, amendments to the zoning ordinance, plat approval, variances, conditional use permits, etc. as requested.

Specific proposed projects for 2024 will include:

1. Update of the Zoning and Subdivision ordinances

This project is necessary to help with the clarity and flexibility of code with existing and future development. Staff will be researching options to expedite the process of updating the zoning districts (in particular) by contracting out the entire review rather than piecing out each zone. Specific items to be reviewed in preparation for an overall update include:

- a. Permitted uses in the C-3 Downtown District
- b. Evaluate residential densities by zoning district
- c. Explore potential Subdivision Ordinance updates
- d. Potential updates related to cannabis (if directed to by the City Attorney)

2. Identify land to re-guide Medium Density Residential in the Comprehensive Plan

To accommodate the industrial park expansion, approximately 80 acres of land was reguided from medium density residential to industrial. The Met Council requires the City to have a certain percentage of land designated for housing, to ensure that the City can meet its housing requirement. The Planning Commission will be reviewing the 2040 Comprehensive Plan Future Land Use Map to identify land to re-guide to Medium Density Residential to replace the land that was reguided.

3. Rezone PID 586520890

A large parcel near Young America Lake was given to the City of NYA by the State of MN. The City must make this property a nature park by 2029. The first step is to rezone the property from R-1 to P-1.

4. Platting of Tacoma West Industrial Park Expansion

The Planning Commission will work through the platting process of the Tacoma West Industrial Park Expansion when plans are completed.

Information only



Norwood Young America Planning & Zoning Commission 2023 Annual Report

BACKGROUND

The Planning Commission has reviewed and recommended many zoning and subdivision ordinances in preparation for the industrial park expansion. Staff has summarized the projects below.

Sackett-Waconia - Interim Use Permit

The PZ held a public hearing and recommended approval of an interim use permit for a temporary gravel parking lot for Sackett-Waconia. They are in the process of expansion and need additional temporary parking for an increase in their workforce until permanent plans can be finalized.

Orr Contracting - Conditional Use Permit

The PZ held a public hearing and recommended approval of a conditional use permit for light manufacturing at 114 W Elm Street for Orr Contracting. Orr does metal fabrication and welding which is a conditional use in the C-3 Downtown District.

Ordinance Amendments

The PZ reviewed and discussed the following ordinance changes over the course of nine months. A public hearing was held on November 7th followed by a recommendation to the City Council for approval.

1200.04 Definitions:

- Defined "auto condo"

1210.06 Conditional Use Permits, Subd. 3 Standards for Granting a Conditional Use Permit, (B) Specific Conditional Use Provisions:

- Added standards for auto condos
 - Auto condos are primarily for private storage and leisure
 - Provides standards for certain units that may be eligible for commercial use
- Outdoor Storage
 - Clarified screening
 - Outdoor storage not permitted in front yard

1230.11 B-1 Business Industrial District:

- Removal of B-1 Business Industrial District, due to consolidation with I-1 Light Industrial District

1230.12 I-1 Light Industrial District:

- Minor amendments related to permitted/conditional uses to facilitate the combination of the B-1 & I-1 Districts
- Minor amendments to setbacks
- Addition of architectural standards to apply to all industrial properties

1245.03 Architectural Standards for Commercial and Business Industrial

- Amended this section to pertain to commercial, Office/Institutional and Multifamily
- Removed references to industrial or business industrial

1245.04 Accessory Structures, Subd. 2 General Provisions:

- Amend building permit exclusion from 120 SF to 200 SF, per building code

1245.05 Fences:

- Remove requirement for 1-foot setback for fences
- Clarify permitting requirements
- Allow solid fencing up to 6 feet in height in corner side yards – must be no closer to front property line than the home and must be outside of the required clear sight triangle

1250.07 Access:

- Add driveway width requirements
- Clarify that only one driveway is permitted per street frontage

Section 1255 Landscaping:

- Updated landscaping requirements and standards for non-residential uses

Guidelines for Advisory Commissions

The PZ reviewed the City Council-approved Guidelines for Advisory Commissions. The guidelines address specifics for the role of a commissioner, terms, commission administration, qualifications, duties and responsibilities, and meeting procedures.



Norwood Young America Economic Development Commission 2023 Annual Report

The Norwood Young America EDC had six primary categories of goals for 2023.

1. Develop opportunities for new businesses and expansions for current businesses
2. Increase outreach and enhance relations with current businesses
3. Market Norwood Young America to current and new residents and businesses
4. Enhance partnerships with Carver County and local schools
5. Continue and investigate the enhancement of relationships and partnerships with the NYA Area Chamber of Commerce, local civic organizations, faith-based organizations, Carver County Sheriff's Department, and other non-profit groups.

The Commission has worked on many projects throughout 2023 in support of economic development within the city.

NYA Business Dashboard

The EDC is presented with the NYA Business Dashboard each month with a spreadsheet of business inquiries, business development, housing development, and community/city projects and happenings.

Welcome Packets

The new "Willkommen to Norwood Young America" packets have been distributed to new residents, realtors, and new and potential businesses. The packet has also been submitted with grant applications as a way to connect the readers with the whole story of Norwood Young America and what the community has to offer.

Central High School Job/Career Fair

The City participated in the CHS Career Fair on Friday, January 20th which was a success with students grades 6-12 visiting over 25 local business owners. The City showcased the diverse employment opportunities that a municipality offers. Job applications for 2023 West Carver Community Pool lifeguards were available with about a dozen students expressing interest.

Hutchinson Workforce Conference

Staff and Commissioner Eggers attended the Hutchinson Workforce Conference "Out of the Box & Into the Movement Education and Business: Working Together" on Friday, April 28th at the Hutchinson High School. The conference included information on "TigerPath" which is a partnership program with the EDA, HS and local manufacturers to merge traditional education with hands-on work experiences.

NYA Manufacturer's Today Event

This event was held in recognition of Manufacturer's Month of October. The EDC and Central Trades & Advisory Group held the 2nd Annual NYA Manufacturer's Today event on October 25th. The event was a success with 6 local manufacturers hosting tours to over 70 students and community members to showcase their businesses and local job opportunities to a much-needed workforce. State representatives and county commissioners were also in attendance.

Carver County CDA Community Growth Partnership Initiative Grant

The City received the 2022 award \$100,000 grant funding in August for the Tacoma West Industrial Park Phase 2 land acquisition. Staff applied for this same grant in 2023 the amount of \$100,000 to aid in infrastructure expenses for TWIP-2; however, was not selected for the award.

New Business Seminar

The EDC hosted a “new business” event in May 2023 in recognition of Small Business Week. Over 20 people attended the event which focused on home-based and start-up businesses coming to the NYA business community. Lee Hall with NextStage partnered with the EDC to host this event and served as the main presenter. A panel of local business owners were present to share their start-up stories.

Housing Study

City Council approved hiring WSB to conduct a Housing Study. Staff, on behalf of the City, applied for and was awarded a \$7,500 pre-development grant through Carver County CDA to aid in funding the \$15,000 study. Staff has reviewed a draft of the study. The final draft will be presented to the EDC and City Council at a later date.

NYA Façade Improvement Loan Program

The EDC developed a façade program with a total budget of \$20,000 for 2023.

- Eligible Uses: front façade exterior of buildings included brick replacement and repair, window and door replacement/repair, awnings, and signs, exterior steps/entrances, publicly visible & use landscaping and parking.
- 1 to 1 match of a zero-interest loan up to \$5,000
- Eligible applicants are to be located in C-2, C-3 and RC-1 zoning districts

Guidelines for Advisory Commissions

The EDA reviewed the City Council-approved Guidelines for Advisory Commissions. The guidelines address specifics for the role of a commissioner, terms, commission administration, qualifications, duties and responsibilities, and meeting procedures.

Ribbon Cutting Ceremonies

The EDC had representation at seven ribbon cuttings in 2023 to welcome new businesses.

Building Permit Fees

The EDC reviewed a comparison chart of building permit fees for NYA and other municipalities in Carver County. This information will be shared with other commissions and City Council and ultimately shared on the city website.



Norwood Young America Economic Development Commission 2024 Goals

The NYA EDC has identified the following 2024 Goals based on current and future growth opportunities:

1. **Develop opportunities for new businesses and expansions for current businesses**
 - a. Review business incentives
 - i. TWIP expansion (TIF, etc.)
 - ii. Budget for and fund up to \$20,000 in the NYA Façade Improvement Loan Program
 - b. Continue EDC Commissioner's knowledge of the scope of business opportunities by including monthly updates with the NYA Dashboard.
 - c. Identify redevelopment opportunities.
 - d. Identify needs/wants for future projects which will add to the vitality of the community.
 - i. Faxon Road Streetscape Project
 - ii. Main Street Lighting Project
2. **Increase outreach and enhance relations with current businesses**
 - a. Provide financial access to businesses grant opportunities
 - b. Continue communication with all building owners and realtors.
 - c. Promote 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. Share any such public information with the Chamber Executive Director and Chamber Board to assist the Chamber's outreach efforts in monthly ribbon cutting welcomes
 - f. Continue to encourage City's participation, involvement in, presence at, or support of, community events
3. **Increase efforts to attract housing development**
 - a. Promote available land development opportunities.
 - b. Identify redevelopment opportunities.
4. **Market Norwood Young America to current and new residents and businesses**
 - a. Promote the four-lane expansion of Hwy 212
 - b. Market the Tacoma West Industrial Park expansion
 - c. Continue efforts for pursuing food resources in NYA.
 - d. Increase marketing for vacant commercial properties.
 - i. Implement the interactive map with available sites.
 - e. Continue to share NYA Welcome Packets for developers, new businesses, and residents.
 - f. Continue collaboration with Carver County CDA in its county wide tourism planning efforts
 - g. Create professional photos of the NYA area community.
 - h. Invest in new light pole banners for the historic downtowns and Hwy 212 corridor.
 - i. Invest in a new city website.
 - j. Promote quality of life attributes (i.e., Willkommen Heritage Center, NYA Library, Parks, townball, festivals, murals, community gardens, Music in the Park, etc.)
 - 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. Collaborate with the Central Trades Advisory Group with Mfg Week and other business events
 - b. Partner with Central Schools Industrial Tech class for community projects
 - c. Continue and investigate the enhancement of relationships and partnerships with the NYA Area Chamber of Commerce, Carver County Workforce Development, local civic organizations, faith-based organizations, Carver County Sheriff's Department, non-profit groups.



NYA Parks & Recreation Commission 2023 Annual Report

The Norwood Young America Parks & Recreations Commission reviewed and discussed the following projects for 2023:

Willkommen Memorial Park, Old Town Buildings

The City Council approved the bid from RAM General Contractors in August for the construction of the New Old Town. P&R held a groundbreaking ceremony in September. The contract states the project will be done by June 30, 2024. Stiftungsfest and the Young America Cardinal have committed to requesting donations to help support the budget shortfall for the project.

Trail and Sidewalk Maintenance

Prairie Dawn Trail from Barnes Lake Dr to Preserve Blvd had routine maintenance completed in 2023.

NYA Skate Park

Staff and P&R researched the history of the skate park to get background information on the agreement with the school and make decisions on the fate of the park. In September, the P&R recommended to the City Council to decommission the park as the school owns it and any improvements made would be their responsibility.

Playground Equipment Schedule

Staff researched the installation of each playground and established a replacement schedule of every four years with a budget of \$100,000. The next playground to be replaced is Willkommen Park.

Arbor Day Celebration, Tree City USA

The P&R held an Arbor Day Celebration in early June at Prairie Dawn Park. Over 35 people, including kids, were in attendance for seven tree plantings around the basketball court. They also participated in yard games, coloring activities, and playing on the playground. Free saplings were also provided to the kids.

Memorial Tree Program

The P&R recommended a Memorial Tree Program to the City Council in August. The program allows people the opportunity to purchase a tree to honor a loved one which would be planted in a city park. The Memorial Tree Program complements the Bench Program.

Outlot A

The P&R Commissioners took a walking tour of Outlot A and drafted a potential trail and dog park design. Staff and the commission will continue this project into 2024.

West Carver Community Pool

The MDH has requested some updates with the pool including a separate area for chemical storage and other "traffic flow" accommodations when entering the pool. The City purchased an individual shed to hold the chemicals. The other requirements will be addressed in 2024 and funded with ARPA.

National Fitness Campaign

P&R Commissioners were presented with a program by the National Fitness Campaign to bring an outdoor exercise area to communities. BCBS of MN partially funds it. Commissioners will revisit this project in the coming years.

Willkommen Baseball Park

P&R Commissioners were presented with a project that the Young America Cardinals would fully fund. Brandon Stender shared details about a right-field fencing project at the baseball park. Following the New Old Town completion, more information will come on the project.

NYA Sports Complex Light Pole Project for Zellmann Park

P&R Commissioners were presented with a painting project for the light poles at Zellmann Park. P&R recommended approval to the City Council for the project to be completed in 2024. City Council denied the request; however, it is included in the City's CIP for 2025.

Casper Circle Park

The P&R recommended decommissioning of the Casper Circle Park based on lack of use, accessibility, and the aging equipment. P&R and staff will do additional research in 2024.

All-Park Assessment

A loss control consultant from the League of MN Cities inspected all of the city parks. Playground use zones and other improvements were recommended while the commission continues to do the all-park assessment.

Guidelines for Advisory Commissions

The PZ reviewed the City Council-approved Guidelines for Advisory Commissions. The guidelines address specifics for the role of a commissioner, terms, commission administration, qualifications, duties and responsibilities, and meeting procedures.



Norwood Young America Parks & Recreation Commission 2024 Goals

The NYA Parks & Recreation Commission has proposed the following goals for 2024:

1. **Create opportunities for new park amenities**
 - a. Research/develop a plan for Outlot A including dog park
 - i. Work with Bolton & Menk to develop a formal design/layout plan
 - ii. Work with DNR on grant opportunities
 - b. Complete the “new” Old Town Project
 - i. Organize a ribbon cutting to celebrate the project
 - c. Research/install disc golf to add to Prairie Dawn Park
 - d. Research additions to Willkommen Memorial Park Mural
 - e. Host an Arbor Day event

2. **Assess current park amenities and develop a plan to maintain the safety of equipment and surroundings**
 - a. Continue All-Park Assessment
 - i. Organize a commissioner tour of the parks
 - ii. Assess potential removal of Casper, Kehrer, and South Park playgrounds
 - b. Improve on health and safety issues at West Carver Community Pool per MN Dept of Health (ARPA Funds)
 - i. Replace entrance/exit doors
 - ii. Replace flooring
 - iii. Increase size of equipment room

P&R Long-term goals submitted in CIP include:

- Outlot A completion
- Tennis Courts at Friendship Park
- 2027 new playground at Willkommen Park
- Concrete South Park hockey rink – with pickle ball striping for off season use
- New signage at NYA Sports Complex
- Signage at South Park
- Concrete replacement for basketball courts



Senior Advisory Commission 2023 Annual Report

The following is a summary of meetings/activities that were completed by the Norwood Young America Senior Advisory Commission in 2023:

Every meeting

- Updates on local senior facilities occupancy and activities.
- City bus updates including shopping trips and Out & About trips
- Carver County Public Health update by Dawn Plummer
- Carver County Sheriff's Department update by Deputy Jordan Voigt
- Food Distribution & local events updates by city staff
- NYA City Council update by Alan Krueger

January

- SAC hosted a Lunch & Learn "Senior Chair Yoga" at the pavilion on January 25th. There were about 30 people in attendance. Lunch was provided by Carver Co Public Health SHIP.
- Average of 28 people at the NYA Senior Center
- Out & About trips went to quarterly in 2023 due to the lack of participation in 2022.
- City newsletter senior-specific publications
 - Community gardens
 - Fare For All details
 - Fix It Clinics
 - Winter driving reminders
 - NYA Senior Center schedule

February

- CCPH Dawn Plummer shared information on a new program supported by a grant that delivers the NYA Free Food Distribution food to seniors in NYA.
- Only 18 in attendance for the NYA Senior Center – weather was an issue
- City newsletter senior-specific publications
 - Medication disposal
 - Lunch & Learn – Chair Yoga review
 - Free Food Distribution for Seniors Delivery Service
 - NYA Senior Center schedule

March

- Out & About trip is scheduled for March 23rd to Arlington to thrift stores and lunch.
- CCPH Dawn Plummer shared information on MoveMindfully series
- Average of 27 people at the NYA Senior Center
- City newsletter senior-specific publications
 - NYA Senior Center schedule
 - Free Food Distribution for Seniors Delivery Service

April

- NYA Senior Center had 32 people in attendance.
- March Out & About was cancelled due to lack of participation
- City newsletter senior-specific publications
 - Lunch & Learn – Senior Rights
 - NYA Senior Center schedule

May

- Harbor/Haven taking care of the Music in the Park sponsorship details.
- Commissioners reviewed the Guidelines for Advisory Commissions

- Held a Lunch & Learn on May 24th for Senior Rights at Pavilion – had 36 in attendance. CCPH SHIP paid for the lunch.
- City newsletter senior-specific publications
 - Music in the Park
 - NYA Senior Center schedule

June

- June 24th Out & About trip to Hutchinson was cancelled due to lack of participation.
- City newsletter senior-specific publications
 - Senior Center schedule
 - 2023 Carver County Resources
 - Neighbors Helping Neighbors

July

- Karen Schambour with CAP Agency gave a presentation on the Meals on Wheels program that is offered in NYA. This information was also included in the July city newsletter. Both July Out & About trips were cancelled due to lack of participation.
- Commissioners discussed how they would like to do an intergenerational event in 2024
- City newsletter senior-specific publications
 - Senior Center schedule
 - Who do you call for an emergency and when
 - Senior Lunch & Learn – Senior Rights
 - Meals on Wheels

August

- CCPH Office of Aging held a conference at the MN Arboretum. Eight commissions attended and shared ideas and networked with other cities.
- New Resident “Willkommen to Norwood Young America” packets were provided to Oak Grove and Peace Villa to hand out
- City newsletter senior-specific publications
 - Senior Center schedule & specific details
 - Carver County Alert System
 - Senior Rights Lunch & Learn
 - City Bus to Stiftungsfest

September

- Lunch & Learn – Senior Rights was held at the pavilion with about 20 people in attendance.
- City newsletter senior-specific publications
 - Senior Center schedule
 - Peace Villa Open House

October

- The Out & About Trip to Cracker Barrel in Lakeview was a success with 12 riders.
- Senior Center attendance has been low
- Commissioners discussed that they would like to talk more about a columbarium at a city cemetery
- City newsletter senior-specific publications
 - Senior Center schedule
 - Willkommen Heritage Center event

November

- No meeting in November
- City newsletter senior-specific publications
 - Senior Center schedule
 - VFW/American Legion medical equipment

December

- The Harbor/Haven rented the bus for holiday light tours. There was not enough interest to do it for general citizens.
- MoveMindfully advertising has started
- Commissioners would like to see a technology Lunch & Learn to learn about QR codes
- The Commission welcomed Alan Tellers as the new bus driver and thanked Peggy Hopf for her years of service to the bus.

- City newsletter senior-specific publications
 - Senior Center schedule
 - Scam reminders from Deputy Voigt
 - MoveMindfully flier

Additional information

**All Senior related activities are printed/posted in City Hall, emailed to Oak Grove Center, Peace Villa, Harbor/Haven for distribution, posted on the City website, Facebook, and the NYA-TV.

**Average weekly City bus usage is 4.2 riders.



Norwood Young America Senior Advisory Commission 2024 Goals

=====

1. Monitor and expand housing options for seniors

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

2. Provide safe options for seniors to get around

- a. Monitor City of NYA bus trips
- b. Work with SmartLink and city staff to schedule weekly shopping trips and quarterly outings.
- c. Promote other means of transportation such as WE-CAB, TrailBlazer, etc.

3. Identify and promote education and social options for seniors

- a. Host the NYA Senior Center at the Willkommen Memorial Park Pavilion on the first and third Wednesdays of each month from September to May
- b. Organize three (3) "Lunch & Learns" topics/dates at the Pavilion
 - i. Chair Yoga
 - ii. TBD - spring
 - iii. TBD - fall
- c. Participate in the Move Mindfully for Seniors series
- d. Share information from Carver County Public Health updates health-related concerns, food resources and senior citizen wellness
- e. Share information from the Carver County Sheriff's Department about community concerns regarding senior citizens
- f. Create a quarterly insert in the City Newsletter specifically addressing senior citizen topics
- g. Utilize the NYA-TV to promote all Senior Advisory Commission activities
- h. Advertise Senior events and NYA Senior Center in the Community Ed brochures
- i. Organize a winter Senior Dance at the Pavilion
- j. Research columbarium's for local city cemeteries
- k. Provide Willkommen to NYA New Resident packets to Oak Grove and Peace Villa to give to new renters.



TO: Mayor Lagergren and Council Members
FROM: Steve Zumberge, Fire Chief
DATE: January 22, 2024
RE: Accept Annual Fire Report and Review 2023

The Norwood Young America 2023, Fire Report will be presented for review and approval.
The state of the Fire Department will be discussed.

Proposed Motion:

Motion to Accept the Norwood Young America Fire Department's 2023, Fire Report.

Norwood Young America

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

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

End of Year Report

This year, 2023, the fire department responded to 436 calls. All members made the required call percentage,

Included you will find:

1. Incident Type Report
2. Incident Type by District Report
3. Incident Type by Day of the Week Report
4. Incident Type by Time of Day Report
6. Officers Meeting Minutes
7. General Meeting Minutes
8. Fire District overview

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	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	15	3.4%	415,002	130,000	545,002
118 - Trash or rubbish fire, contained	2	0.5%			
131 - Passenger vehicle fire	1	0.2%	1		1
142 - Brush or brush-and-grass mixture fire	2	0.5%			
143 - Grass fire	3	0.7%			
161 - Outside storage fire	1	0.2%			
162 - Outside equipment fire	1	0.2%			
171 - Cultivated grain or crop fire	1	0.2%			
Total:	26	Total: 6.0%	Total: 415,003	Total: 130,000	Total: 545,003
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
3009 - Person Down	55	12.6%			
311 - Medical assist, assist EMS crew	67	15.4%			
321 - EMS call, excluding vehicle accident with injury	195	44.7%			
322 - Motor vehicle accident with injuries	6	1.4%			
324 - Motor vehicle accident with no injuries.	20	4.6%			
353 - Removal of victim(s) from stalled elevator	1	0.2%			
381 - Rescue or EMS standby	1	0.2%			
Total:	345	Total: 79.1%	Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
412 - Gas leak (natural gas or LPG)	11	2.5%			
444 - Power line down	6	1.4%			
Total:	17	Total: 3.9%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
551 - Assist police or other governmental agency	1	0.2%			
552 - Police matter	1	0.2%			
Total:	2	Total: 0.5%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
622 - No incident found on arrival at dispatch address	1	0.2%			
651 - Smoke scare, odor of smoke	7	1.6%			
Total:	8	Total: 1.8%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
733 - Smoke detector activation due to malfunction	1	0.2%			
735 - Alarm system sounded due to malfunction	30	6.9%			
740 - Unintentional transmission of alarm, other	1	0.2%			
743 - Smoke detector activation, no fire - unintentional	1	0.2%			
745 - Alarm system activation, no fire - unintentional	2	0.5%			
746 - Carbon monoxide detector activation, no CO	2	0.5%			
Total:	37	Total: 8.5%	Total: 0	Total: 0	Total: 0
Incident Type Category: 8 - Severe Weather & Natural Disaster					
815 - Severe weather or natural disaster standby	1	0.2%			
Total:	1	Total: 0.2%	Total: 0	Total: 0	Total: 0
Total:	436	Total: 100.0%	Total: 415,003	Total: 130,000	Total: 545,003

Report Filters

Basic Incident Date Time: is between '01/01/2023' and '12/31/2023'

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

Calls by District

Basic Incident Zone/District Number (FD1.32)

Total Alarms

Basic Incident Zone/District Number (FD1.32)	Total Alarms
	3
	14
Benton	15
Camden	2
Dahlgreen	1
Green Isle	2
Hamburg	11
Hancock	1
McLeod	368
Norwood Young America	1
San Fransisco	4
Waconia	14
Young America	
Total:	436

Report Filters

Agency Name: is equal to 'NORWOOD-YOUNG AMERICA'
Basic Incident Date Original (Fd1.3): is between '1/1/2023' and '12/31/2023'

Calls Breakdown by Day of Week

Day of Week	Number of Incidents
01 - Sunday	50
02 - Monday	69
03 - Tuesday	54
04 - Wednesday	59
05 - Thursday	57
06 - Friday	82
07 - Saturday	65
Total:	436

Calls by Time of Day

Basic Incident One-Hour Range Of Day 24	Number of Incidents
00:00:00 - 00:59:59	18
01:00:00 - 01:59:59	10
02:00:00 - 02:59:59	13
03:00:00 - 03:59:59	6
04:00:00 - 04:59:59	5
05:00:00 - 05:59:59	23
06:00:00 - 06:59:59	20
07:00:00 - 07:59:59	12
08:00:00 - 08:59:59	24
09:00:00 - 09:59:59	23
10:00:00 - 10:59:59	26
11:00:00 - 11:59:59	24
12:00:00 - 12:59:59	21
13:00:00 - 13:59:59	20
14:00:00 - 14:59:59	26
15:00:00 - 15:59:59	28
16:00:00 - 16:59:59	22
17:00:00 - 17:59:59	22
18:00:00 - 18:59:59	23
19:00:00 - 19:59:59	13
20:00:00 - 20:59:59	23
21:00:00 - 21:59:59	15
22:00:00 - 22:59:59	11
23:00:00 - 23:59:59	8
	Total: 436

Report Filters

Basic Incident Date - Derived (Fd1.3): is between '01/01/2023' and '12/31/2023'

Officer Meeting 1/30/2023

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

Old Business

- **Calls:** Still need to use the south entrance at Peace Villa. Engine 11 radio was not in scan mode. Has been changed. Report any issues to your chief. Be safe! We should start two vehicles with calls out to the country. Just in case the first has an issue.
- **FlowMSP:** Still working on it.
- **New Recruits:** Interview on 1/30. Callie just needs to do agility test and pass physical
- **Fire Prevention:** Trailer/Balloon – Went to Legion and VFW and received \$5000. 90-120 days before we can receive it. The trailer needs siding, windows, door, shingles, and carpet. Working with Cologne and Hamburg to acquire these materials.
- **Grants:** Have not received any new grants. Kevin will be looking at a grant through McLeod co-op. We can't do a FEMA grant without having a purchase agreement in hand.
- **Radios:** We have \$35,000 we can use to purchasing radios. We will acquire a quote, then we will need the city to approve the purchase.
- **Training Ideas:** We have \$9,900 reimbursement coming from the state.
- **Banquet:** April 29th. We will bring up options for catering Monday at drill. Then we will decide who we will use.

New Business

- **Fire Prevention/Pizza Delivery:** Will talk to Shauna to see if she wants to continue doing this. May need to go another route.
- **EMR Refresher:** Feb. 6th Last one
- **EMT Class Initial:** No date set yet. Sign up on white board at Station 1.
- **Next officers meeting:** Monday February 27, 6:30
- **Red Light Bulbs:** Station 1 has a box of red bulbs. Please take 1 or 2 to put on your outside light fixtures to show support to Pretzel.
- **Schedule:**
 - **Feb. 6th:** EMR & Fit Testing
 - **Feb. 10th:** Food handout
 - **Feb. 13th:** Hazmat
 - **Feb. 27th:** Officers Meeting
 - **Mar. 6th:** Communications/Radio
 - **Mar. 13th:** General Meeting
 - **Mar. 27th:** Officers Meeting
 - **April 3rd:** Pumping – classroom
 - **April 10th:** Pumping skills
 - **April 24th:** Officers Meeting
 - **April 29th:** Banquet

Officer Meeting 3/5/2023

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

Old Business

- **Calls:** Doing well. Keep up the good work.
- **FlowMSP:** Still working on this.
- **New Recruits:** Setting up physicals and agility tests.
- **Fire Prevention:** Trailer/Blow up house. Brad working on the blow-up house. Work on the trailer will start as weather gets nicer.
- **Grants:** Just sent in McLeod County Co-op. If we get it funds will be used for an electric fan.
- **Radios:** Steve will be talking to the city council.
- **Banquet:** April 29th. Food is set. Invites will go out this week.
- **Pizza Delivery:** : Kevin still working on logistics. Delivering from Waconia to station 1 then out to homes. March 12 @ 4pm
- **EMT Initial:** Date not set yet.
- **Township Meetings:** Next week.

New Business

- **Physical Exam:** Wednesday June 21st
- **Tanker Committee:** Will meet to discuss quotes.
- **Next Officers Meeting:** Monday March 27, 2023 @ 6:30
- **Schedule:**
 - **Mar. 6th:** Communications/Radio
 - **Mar. 12th:** Pizza Delivery
 - **Mar. 13th:** General Meeting
 - **Mar. 27th:** Officers Meeting
 - **April 3rd:** Pumping – classroom
 - **April 10th:** Pumping skills
 - **April 24th:** Officers Meeting
 - **April 29th:** Banquet

Officer Meeting 4/24/2023

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

Old Business

- **Calls:** Doing well. Keep up the good work.
- **New Recruits:** Chris knows two possible recruits if we are looking.
- **Ladder 11:** Insurance approved repairs.
- **Fire Prevention:** Trailer/Blow up house. Brad working on the blow-up house. Waiting for a fan. Work on the trailer will start as the weather gets nicer.
- **Grants:** Just sent in McLeod County Co-op application. Kevin sent in a quote for an electric fan and ground monitor.
- **Radios:** Steve will be talking to the city council.
- **Banquet:** April 29th. Food is set. Invites will come out soon.
- **EMT Initial:** Currently running.
- **Active Shooter:** Class went well.
- **Physical Exam:** Wednesday June 21st
- **Spring Burns:** 15380 142nd St
- **Food Handout:** 12:30-1:30 First Wednesday of May, June, & July.

New Business

- **Eden Prairie CV:** Two command vehicles for sale. \$20,000 each. One is available to us if we are interested.
- **Fire Truck to Children of Tomorrow:** July
- **Memorial Day:** Rescue 11 7:30 Legion Park
- **Truck Wax:** July 10th
- **Chaplin:** Looking at getting gear for Chaplin.
- **Pump Testing:** Done. Both trucks passed.
- **Station Pictures:** Getting a quote for hanging pictures at Station 1.
- **Schedule:**
 - **April 29th:** Banquet
 - **May 1st:** Pumping skills
 - **May 6th:** Hose testing 8:00
 - **May 8th:** Bomb Squad
 - **May 22nd:** Officers Meeting
 - **June 3rd:** Artisan Fair
 - **June 6th:** Wash and wax family day
 - **June 12:** General Meeting
 - **June 21st:** Physical Exams
 - **June 29th:** Officers Meeting
 - **July 10th:** Wash and Wax
 - **July 31st:** Officers Meeting

Officer Meeting 5/29/2023

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

Old Business

- **Calls:** Doing well. Keep up the good work.
- **New Recruits:** Chris knows of two interested in joining. Possible informal interview 6:30 Wednesday May 31st.
- **Ladder 11:** Waiting for parts. Expected done at end of July.
- **Fire Prevention:** Trailer – Jesse and Andrew are working on procuring materials. Set blow up house for Waconia Legion on June 14th.
- **Grants:** Ordering a new electric fan for Engine 11. Also received a DNR grant for a ground monitor and nozzles.
- **Radios:** We need batteries for our radios.
- **Banquet:** Went well.
- **EMT Initial:** Currently running.
- **Active Shooter:** Went very well.
- **Physical Exam:** Wednesday June 21st. Email was sent out for you to sign up. Make sure you sign up for a time.
- **Spring Burns:** 15380 142nd St
- **Extrication Tools:** Brad went to Legion. They gave \$2000 for cutter and \$2000 for spreader, as did the VFW. Totaling \$8000. If we only do one the VFW will only give \$2000. Look at selling the hydraulic sets. Talk to members first.
- **Food Handout:** 12:30-1:30 First Wednesday of May, June, & July.

New Business

- **Franck Donation:** \$10,000 donation from Pretzels family. Looking for ideas on what we can do with this money as a memorial to Pretzel.
- **Station 1 Half Wall:** Luke Orr won the bid to replace this wall.
- **Truck Wax Family Night:** July 10th. Todd will get 100 burgers and buns. Brad will get hotdogs. Chris will get a cake.
- **Command Vehicle SOGs:** We will have a special meeting to create SOGs.
- **Duty Officer SOGs/Activity Codes:** CAD system will be getting a new software upgrade.
- **Training Pay:** Increase pay for Drills/Meetings from 1 hour to 2 hours. Retroactive January 1st.
- **Schedule:**
 - **June 3rd:** Artisan Fair
 - **June 5th:** Vehicle Fire
 - **June 12:** General Meeting
 - **June 21st:** Physical Exams
 - **June 26th:** Officers Meeting
 - **July 3rd:** No Drill
 - **July 10th:** Wash and Wax Family Day
 - **July 31st:** Officers Meeting

Officer Meeting 7/9/2023

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

Old Business

- **Calls:** Keep up the good work.
- **Insurance Claim:** No news. They have the parts minus the ladder sections.
- **New Recruits:** No news. Chris will stay in contact with the two possible recruits.
- **Fire Prevention Trailer:** We have everything except shingles. Jesse H will coordinate the repairs. Possibly in September. Look into purchasing a trailer for the blow ups.
- **Radios:** Steve has some new batteries.
- **EMT Initial Class:** Over.
- **Truck Wax/Wash:** We should be set. Starts at 6:00 pm.
- **Physical Exams:** Steve is handing out your results.
- **Command Vehicle:** Decals have been added. We are continuing to gather everything that we want to add to the vehicle.
- **Food Handouts:** Wednesday July 12th

New Business

- **Reviews:** We will be doing reviews after 2nd Quarter percentages are out.
- **Stiftungsfest:**
- **National Night Out:** August 1st
- **Chiefs Conference:** October 18-21
- **Children of Tomorrow:** Fire truck
- **Next Officers Meeting:** July 31st
- **Schedule:**
 - **July 10th:** Wash and Wax
 - **July 31st:** Officers Meeting
 - **August 1st:** National Night Out
 - **August 4th-6th:** New Germany Softball Tournament
 - **August 7th:** Auto Extrication
 - **August 14th:** Search & Rescue
 - **Stiftungsfest:**
 - **Set Up:** August 21-23
 - **Event:** August 25th-27th
 - **Clean Up:** August 28th

Officer Meeting 7/31/2023

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

Old Business

- **Calls:** Keep up the good work. 208 calls for the first half of the year.
- **Insurance Claim:** No news. They have the parts minus the ladder sections.
- **New Recruits:** No news. Chris will stay in contact with the two possible recruits.
- **Fire Prevention Trailer:** Waiting till fall.
- **Radios:** On hold.
- **National Night Out:** August 1st – 6-7:30 – Deck gun from E21. Set up at 5:30.
- **Command Vehicle:** Has been being used. Officers at the on-call station will be using it.
- **Food Handout:** Wednesday August 2nd – meet at noon.
- **Tour De Tonka:** Saturday August 5th.
- **New Germany Softball Tournament:** Saturday 10:00 am.

New Business

- **Reviews:** Percentages are out. Will be planning soon. Chris will set up a sign-up schedule.
- **Stiftungsfest:** See schedule.
- **Hiring Process:** Scott will be heading a new hiring process.
- **Carver County Fair:** Demo Derby. Sign up on the whiteboard at Station 1.
- **Fire Fighter Memorial:** September 24th. Sign up on the whiteboard at Station 1.
- **National Night Out:** August 1st - Deck gun from E21. Set up at 5:30.
- **Chiefs Conference:** October 18-21
- **Next Officers Meeting:** September 25th
- **St. Cloud Driving School:** Sign up on whiteboard at station 1.
- **Schedule:**
 - **August 1st:** National Night Out
 - **August 4th-6th:** New Germany Softball Tournament
 - **August 7th:** Auto Extrication
 - **August 14th:** Search & Rescue
 - **Stiftungsfest:**
 - **Set Up:** August 21-23
 - **Event:** August 25th-27th
 - **Clean Up:** August 28th
 - **September 4th:** No Drill
 - **September 11th:** General Meeting
 - **September 24th:** Fire Fighter Memorial
 - **September 25th:** Officers Meeting
 - **October 2nd:** Pumping
 - **October 9th:** Cold weather emergencies
 - **October 30th:** Officers Meeting

Officer Meeting 9/25/2023

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

Old Business

- **Calls:** As of today, at 6:30 we sit at 299 calls.
- **Detail:** Going well.
- **Ladder 11:** Pierce has shipped the cables. They will then need to be installed.
- **New Recruits:** We have one person interested. We conducted an informal interview.
- **Fire Prevention Trailer:** Waiting till fall.
- **Radios:** On hold. County is working on encrypting channels.
- **Command Vehicle:** Has been being used. Officers at the on-call station will be using it.
- **Reviews:** For those who have not done theirs we will be sending out a signup. October 3rd.

New Business

- **Stiftungsfest:** Went well this year. We are looking at about \$90,000,
- **Hiring Process:** Scott will be heading a new hiring process. Start advertising January 1 – February 29. Agility testing and orientation Early March.
- **Pictures:** Scott has been talking to photographers from NYA. October 24 & 25.
- **Chiefs Conference:** October 18-21
- **Next Officers Meeting:** October 30th
- **St. Cloud Driving School:** Sign up on whiteboard at station 1. Melissa has set up for four people.
- **Children of Tomorrow:** Fire Prevention any day October 9-13.
- **Visitor:** John Trocke – Stiftungsfest funds from 2022 were donated to the FD. \$53,300.
- **Duty Boots/Pants:** Jesse will be getting samples for us to try. Scott will look into shirts.
- **Engine 11:** #7 discharge does **NOT** work.
- **Fire Fighter Memorial:** Brad says it went well. Would recommend everyone go at least once.
- **Schedule:**
 - **October 2nd:** Pumping
 - **October 6th:** Central Elementary Fire Prevention
 - **October 9th:** Air Pack Drill
 - **October 12th:** Joint Ops meeting at NYA
 - **October 13th:** St. Johns Fire Prevention & Jodi Stender Daycare
 - **October 14th:** FF Academy 24-hour class
 - **October 26th:** Cross Country Section Meet @ Baylor
 - **October 28th:** St. Johns Harvest Party 4-6
 - **October 30th:** Station Cleaning
 - **October 30th:** Officers Meeting
 - **October 31st:** Open House
 -
 - **November 6th:** Cold Weather Emergency
 - **November 13th:** MN Fire
 - **November 27th:** Officers Meeting
 - **December 4th:** General Meeting
 - **December 11th:** Duck Dinner

Officer Meeting 10/30/2023

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

Old Business

- **Calls:** 360 calls year to date.
- **New Recruits:** Steve will set up a second interview for Cole. Suggested they get duty pants and shirt immediately to look like the rest of the department when working events.
- **Fire Prevention Trailer:** Vos is working on shingling it and possibly carpet. Working on lettering as well.
- **Bounce House Trailer:** Working on a quote for putting our logo on it.
- **Radios:** We are looking into purchasing radio for the command vehicle and some portables.
- **Reviews:** Almost done.
- **Pictures:** Almost everyone has had theirs done. We are going to order 2 axes with our logo for the display.
- **Chiefs Conference:** Went well. Ask Brad, Scott, or Kevin if you'd like any details.
- **Calendars:** Jesse has been talking with the committee. They are still selling ads.
- **Officers Selection:** See the Active 911 that was sent out.

New Business

- **Waconia:** We will bring Ladder 11 with the flag for the funeral. Steve will be sending out an Active 911 with details.
- **Chaplin Gear:** Looking into ordering gear for Josh, our Chaplin.
- **Duck Dinner:** We will have Hillcrest cater it again this year.
- **Toy Drive:** In the works.
- **Smoke Detector Install:** In the preserve, it went well. We did receive about \$400 in donations.
- **Watertown Boat:** They are asking \$3000-\$3500. Looking into purchasing it with Hamburg. We will discuss it at the next drill.
- **Trucks:** Be sure trucks are ready to go after calls or other events. I.e.: full gas, full water, radios charging.
- **Schedule:**
 - **October 31st:** Open House – 5:30
 -
 - **November 6th:** Cold Weather Emergency
 - **November 13th:** MN Fire
 - **November 27th:** Officers Meeting
 -
 - **December 4th:** General Meeting
 - **December 11th:** Duck Dinner

Officer Meeting 11/27/2023

Attendance: Steve Z, Kevin R, Scott B, Todd K, Chris G

Old Business

- **Issues with Helmets/Glasses**
- **New Recruits:** Post applications January 1. PowerPoint ready for March.
- **Academy:** Members getting through it. FF 1 & 2 are done. Doing hazmat now.
- **New Boat:** Want a box used. Use a turnout gear bag. Out of service until trained with it. Waiting for a ring. Pick up a dolly.
- **Radios:** Quote for 5 portable and 1 mobile for command. \$35,000. Want city approval.
- **Reviews:** Still a couple people left to complete.
- **Pictures:** Send good to get printed. Retakes/final 3rd or 4th week in January. 5-7 pm.
- **Toy Drive:** Boxes going out this week. NYA and Cologne food shelf drives at pavilion. Food shelf has money that has been donated in years past. Collect the 12th and hand out the 14th.
- **Calendars:** 90% done. The calendar will include flyer for recruitment.
- **Selection:** Chief 4, Chief 3, Captain 3, Captain 2
- **Duck Dinner:** Invites sent out last week. Melissa is picking up meal @ 4:30.
- **Training:** Driver class this Saturday. EMR training set.
- **City Reorganization:** Mitchell Thiesfeld is the new city clerk.

New Business:

- **ISO:** December 6th at Station 1.
- **Command Vehicle Radio Name:** Command 1? Command 11?
- **Duty Officer Program:** Start days?
- **Scott:** Pump testing March or April. Pumps are dry. Stars for shirts presented at banquet (5 years?).
- **January Officers Meeting:** Write up position responsibilities.
- **Schedule:**
 - **December 11th:** Duck Dinner
 - **January 1st:** No Drill
 - **January 8th:** Right to Know/BBP/CPR @Hamburg
 - **February 5th:** EMR 1
 - **February 12th:**
 - **March 4th:** EMR 2
 - **March 11th:**

December 4, 2023, NYA Department General Meeting Minutes

Roll Call: Motion: **Todd** Second: **Matt**

Guests: None

Secretary: Payroll will end December 15th.

Treasurer: See treasurer's report.

Old Business

- **Detail:** Everything is going well. Make sure all trucks have full fuel and air tanks.
- **Training Procedures/Recent Calls:** Things are going well. Keep up the good work.
- **Duck Dinner:** 5:00 pm social hour. Invitations have been sent out. Detail Sunday December 10th.
- **Toy Drive:** Boxes are out. Collect Tuesday December 12th and set up. Cologne food shelf will be involved this year as well. Possibly shopping on Wednesday for more toys. Handout Thursday December 14th.
- **Pictures:** Scott will be talking to members if they want retakes. January 23rd 5-7 pm will be retakes.
- **New Recruit Procedure:** A flier has been created for the calendar. In January we will be advertising around town.
- **Officer Selection:** Procedure has been completed. Announcements will be at the duck dinner.
 - **Chief 4**
 - **Chief 3**
 - **Captain 3**
 - **Captain 2**
- **Burn Preserve Drainage Pond:** Look for active911 from chief Tuesday.
- **ISO Survey:** Wednesday at 3.

New Business

- **Banquet:** April 13, 2024. We will begin discussing this soon.
- **EVO Training:** The St. Cloud driving course went well. If you would like to do it let the officers know so we can put together another group to go up. There are also a couple of new ladies.
- **New City Staff:** City Clerk – Mitchel Thiesfeld.
- **Calendar Delivery:** Saturday December 16 @ 8 am.
- **Pumps are now drive and valves are open. Be sure to close them before leaving the station.**
-
- **Check the whole board for upcoming events.**
 - **December 11th:** Duck Dinner
 - **January 1st:** No Drill
 - **January 8th:** Right to Know
 - **February 5th:** EMR 1
 - **February 12th:**
 - **March 4th:** EMR 2
 - **March 11th:**
- **Next meeting:** March 11, 2024

Roll Call:

Adjourn

September 11, 2023, NYA Department General Meeting Minutes

Roll Call: Motion: **Kevin** Second: **Todd**

Guests: None

Secretary: Next payday will be in October

Treasurer: See treasurer's report.

Old Business

- **Detail:** Everything is going well. Make sure all trucks have full fuel tanks.
- **Training Procedures/Recent Calls:** Be careful around trucks on fire scenes. Especially tankers when backing up to drop tanks.
- **Smoke Trailer:** Inflatable goes to Plato and trailer to Watertown on 9/18.
- **Command Vehicle:** We have had it for about a month. It has been working out well so far.
- **Pictures:** We need to set a date. Brad is looking for a photographer. Possibly in October.
- **Pretzels Family Donation:** Scott is working with a company to install pictures at station 1 with something that states the money for the picture mounts was donated by Pretzels family.
- **Ladder 11:** Last word was a few minor things to finish up. They are going over the entire truck.
- **Stiftungsfest:** Job well done! It was similar to last year.
- **Wilkommen Park Old Town:** Stiftungsfest committee committed \$25,000 over 5 years to the new Old Town. Motion made to pay \$7,500 now and table an idea for a fundraiser in the spring.

New Business

- **Fire Prevention Calendar:** Looking for a new committee to spear head it. Mike will head it with the help of Patrick, Dave, and Tyler.
- **Plato Open House:** 9/18 - They are asking for Ladder 11 if we have it. Alternate would be Engine 11 to give rides. They also need the inflatable smoke house.
- **Trailer for inflatable smoke house:** Motion to set aside \$3,500 made by Tyler and second by Todd.
- **New Recruits:** Joe Molnau had put in his application as well as a young man who was on Bird Island FD. We are currently sitting at 27 members. The academy is going "really well!"
- **Floor:** Brad would like to see everybody in the same boots for our duty uniforms. Matt makes a motion to buy everybody duty boots. Second by Luke. Jesse will work on getting some samples. Also look into getting t-shirts.
- **Check the whole board for upcoming events.**
 - **September 12:** Baylor Park Cross Country Meet
 - **September 16/17:** Fishing/Family Fun Day. Meet at station 1 at 7 on Saturday morning. Sunday is noon to 4.
 - **September 22:** Football Chain Gang/Homecoming Parade
 - **September 24:** Firefighter Memorial
 - **September 25:** Officers meeting
 - **October 2:** Pumping/Rehab
 - **October 2:** Central Family Fun Night 4-7
 - **October 9:** Cold weather emergencies
 - **October 14:** Firefighter academy 24-hour class
 - **October 26:** Central section Cross Country Meet @ Baylor Park
 - **October 30:** Station cleaning
 - **October 30:** Officers meeting
 - **October 31:** Open house
- **Next meeting:** December 4

Roll Call:

Adjourn

Roll call taken by Kevin Raether

Secretary's report- tried to set up new email to send meeting minutes but still didn't work

Treasurer's report- see report. Motion to accept- Brad. 2nd-Kevin

Old Business

- Detail- Need to check medical bags after every call and thoroughly during detail. Brad re-stocked all of them and they were missing many things
- Training/ Recent calls. We have many outside trainers this year because of excess state monies. Next year will be different
- Smoke trailer. Donated siding is here. Jesse H is picking up windows
- County wide triage rescue training at SCALE. Went well- very good training
- Grants- DNR grant is done. We received the round up grant and Kevin has ordered an electric fan for Engine 11
- Stiftungsfest/ Old Towne fund raiser. Old Towne committee is asking for donations/ commitment to donate. With great discussion, there were some who didn't want to donate at all. Scott made a motion to have a "Stiftungsfest" burger drive through with all proceeds to the project. Steve is going to committee to see if this is acceptable or if they need a dollar commitment
- Truck committee- we discussed hiring a grant writer to apply for grants. Jesse H said we need to start now and they will begin the search
- Family night (Truck wash/ wax) July 10th at 6:00. Todd is in charge of food. Jesse H is getting wax and Chris will be getting the cake, pickles and chips

New Business

- Update by-laws? Many departments are eliminating by-laws and city HR is handling issues. We would still have relief by-laws for donations. Discussed changing meeting time from 7:00 to 6:30. Scott made motion and 2nd by Luke
- Pretzel's- Pretzel's family donated \$10k back to us from his fundraiser. Scott is working on having the picture display made for station 1. Steve made a motion to move forward with this and Matt 2nd the motion with the motion passing. Another potential idea discussed was to have a flag pole installed at station 1 with a plaque in his honor
- New recruits- Chris is discussing with 2 co-workers. Will has one person interested as well
- New rescue tool/ training mannequin. Brad approached Legion and VFW and they both gave \$2000 to cutter. We will have to pay the remainder of the cost. \$11,200-\$4000= \$7200. Mannequin- \$3800 which will accept airways and Lucas but does not give feedback. Chris made a motion and Matt 2nd to buy the one rescue tool and better mannequin which gives feedback. Motion passed
- Discussed looking for a small trailer to house new inflatable training aid and bounce house
- Medical exams- June 21st

- Scott- Carver Fire tournament has a golf tournament at the end of September. Looking for a donation to cover entry fee. Steve made motion to give \$500. Jesse H 2nd. Passed
- Scott would like to see drills paid for all from start to finish. We were getting paid for 1 hour and after discussing at the last officer meeting, Steve agreed to double that to 2 hours. After much discussion, Steve agreed to discuss it with the city administrator.
- Luke asked about getting paid for set up/ shifts and tear down of Stiftungsfest. There was very little discussion regarding this since
- Kevin read a thank you from Nolan Glander for the scholarship he was awarded
- Discussed station 2's parking lot- it needs to be seal coated and patched.
- Check the whole board for upcoming events.
- -June 14th- Waconia Legion meeting to show fire prevention inflatable

-June 26th- Officer meeting

-July 3rd- No drill

-July 10th- Wash/ wax/ family night

-July 31st- Officer meeting

-Aug (1st weekend) Softball tournament

- Next meeting is Sept 11th

- Roll call by Kevin

- Motion to adjourn

March 13, 2023, NYA Department General Meeting Minutes

Roll Call: Motion: Todd Second: Paul

Guests: Steve N – Scouts gave one free ticket for each member for the pancake breakfast Sunday.

Secretary: Next payday will be in April.

Treasurer: See treasurers report.

Old Business

- **Detail:** Groups have been updated.
- **Training Procedures/Recent Calls:** Green Isle fire. Tough environment and situation. Relaying went well. Everybody did well. Keep up the great work.
- **Duck Dinner:** December
- **Banquet:** April 29th Invites went out yesterday. Waiting on head count.
- **Smoke Trailer:** St. Boni fire April 7th. Chris will put the smoke machine back.
- **County Wide Triage Rescue Team Training:** At Scale. See handout. April 15th, 22nd, and 29th. Let chief 1 know if you are interested.
- **Grants:** Sent in for McLeod County Co-op for an electric fan to replace the gas fan.
- **Stiftungsfest:** Meet April 20th. Working on coupon booths and getting new vendors in.
- **Truck Committees:** Steve talked to the city admin. She is looking at doing an USDA loan on a new truck. We have a couple tankers in mind. Will meet again.

New Business

- **EMT Initial Class:** Starts April 11th @ 6:30. Tuesdays and Thursdays. Some Saturdays. NYA North Station.
- **Township Meetings:** March 14th
- **Annual Exams:** June 21st at North Station. Still working on signup online.
- **New Recruits:** Callie and Dan. Both respond out of Station 1.
- **Pretzel:** We want to thank everyone for what you all did. It was a great turnout. Pastor Josh did a great job talking and working with Pretzel on many occasions. It was greatly appreciated. Motion made by Todd to donate \$2000 to "To Be Continued" in honor of Pastor Josh. Second by Rollin.
- **Scholarship Winners:** Joseph Molnau, Nolan Glander, Lydia Beaver, Isabella Karels - \$375 each.
- **Floor:** Meadows are of the Preserve may be hard to get Ladder 11 down there if need be.
- **Replaced Alarms in Meadows:** Used fire prevention monies to replace detectors in vaulted ceilings the Meadows neighborhood. Motion Andy and Second by Mike. Motion carries.
- **Retired Hats:** Scott would like to order a few more for the retired members that come to the banquet and don't have a hat yet. Motioned by Todd and Second by Luke to order more.
- **Clothing Store:** Will be opening again soon. Scott will let us know when.
- **Gear:** We have two new mustang suits and two new ropes to be used only for water rescue.
- **Polo Shirts for Retired:** We would like to get shirts for the retired guys to wear to events. Scott looking into it.
 - **Check whole board for upcoming events.**
 - **March 27th:** Officers meeting
 - **April 3rd:** Pumping classroom
 - **April 10th:** Pumping Skills
 - **April 24th:** Officers Meeting
 - **April 29th:** Banquet
 - **Next meeting:** June 12th

Roll Call:

Adjourn

June 12th, 2003 General meeting

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
2022	310	-10%	NA
2023	436	+40	NA

Fire District Overview General Expenses

Total Calls for Service 2019-2023

Year	2023	2022	2021	2020	2019
Norwood Young America	368	259	284	253	265
Benton Township	14	9	10	24	22
Camden Township	15	15	10	12	16
Hancock Township	11	2	4	1	6
Waconia Township	4	5	3	9	2
Young America Township	14	20	24	19	18
Mutual Aid	10	1	5	5	8
Total	436	311	341	323	343

Percent of 2023 Budget Township/City is responsible based on Units:

Jurisdiction	Units	Percent of Budget	Cost Responsibility
Norwood Young America	NA	67.1%	\$152,600.35
Benton Township	107	7.1%	\$16,050.00
Camden Township	117	7.7%	\$17,550.00
Hancock Township	39	2.6%	\$5,850.00
Waconia Township	53	3.5%	\$7,950.00
Young America Township	181	12%	\$27,150.00
TOTAL FOR 2022	498	100%	\$227,150.35

Percent of 2024 Budget Township/City is responsible based on Units:

Jurisdiction	Units	Percent of Budget	Cost Responsibility
Norwood Young America	NA	68.1%	\$169,540.38
Benton Township	107	6.9%	\$17,120.00
Camden Township	117	7.5%	\$18,720.00
Hancock Township	39	2.5%	\$6,240.00
Waconia Township	53	3.4%	\$8,480.00
Young America Township	181	11.6%	\$28,960.00
TOTAL FOR 2023	498	100%	\$249,060.38

NYA FIRE DEPARTMENT - AS OF 12/31/2023

Expenses	2023 Budget	2023 Actual	2023 Variance	2024 Budget
E 101-42200-103 Part-Time Employees	\$52,000.00	\$47,894.00	\$4,106.00	\$55,000.00
E 101-42200-105 Fire Department Officers	\$27,000.00	\$18,731.25	\$8,268.75	\$27,000.00
E 101-42200-121 PERA/ICMA	\$100.00	\$0.00	\$100.00	\$0.00
E 101-42200-122 FICA	\$6,000.00	\$5,096.89	\$903.11	\$6,273.00
E 101-42200-131 Medical/Disability Insurance	\$200.00	\$0.00	\$200.00	\$0.00
E 101-42200-151 Workers Comp: Insurance Prem	\$31,000.00	\$24,591.09	\$6,408.91	\$26,558.38
E 101-42200-200 Office Supplies	\$500.00	\$127.13	\$372.87	\$500.00
E 101-42200-207 Training Instructional	\$15,000.00	\$23,871.49	(\$8,871.49)	\$20,000.00
E 101-42200-208 Medical-Physicals	\$5,000.00	\$4,776.00	\$224.00	\$5,000.00
E 101-42200-210 Operating Supplies	\$5,800.00	\$4,635.73	\$1,164.27	\$6,000.00
E 101-42200-212 Motor Fuels	\$4,500.00	\$3,782.55	\$717.45	\$5,000.00
E 101-42200-221 Repair/Maintenance Equipment	\$35,000.00	\$33,480.59	\$1,519.41	\$35,000.00
E 101-42200-223 Repair/Maintenance Bldg/Ground	\$5,000.00	\$5,745.50	(\$745.50)	\$5,000.00
E 101-42200-240 Small Tools and Minor Equip	\$2,000.00	\$1,643.83	\$356.17	\$2,000.00
E 101-42200-305 Other Professional Fees	\$500.00	\$1,100.00	(\$600.00)	\$1,100.00
E 101-42200-321 Telephone	\$4,200.00	\$3,301.99	\$898.01	\$3,750.00
E 101-42200-323 Radio Units	\$4,500.00	\$1,528.17	\$2,971.83	\$4,500.00
E 101-42200-331 Travel/Meeting Expense	\$2,500.00	\$1,355.85	\$1,144.15	\$2,500.00
E 101-42200-340 Advertising	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-350 Print/Publishing/Postage	\$200.00	\$0.00	\$200.00	\$0.00
E 101-42200-360 Insurance	\$11,000.00	\$12,508.85	(\$1,508.85)	\$13,760.00
E 101-42200-365 Insurance Claims	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-381 Electric Utilities	\$4,600.00	\$6,486.31	(\$1,886.31)	\$7,119.00
E 101-42200-383 Gas Utilities	\$2,500.00	\$1,494.77	\$1,005.23	\$2,500.00
E 101-42200-417 Uniform	\$3,000.00	\$1,429.77	\$1,570.23	\$2,100.00
E 101-42200-430 Miscellaneous	\$500.00	\$167.59	\$332.41	\$500.00
E 101-42200-433 Dues and Subscriptions	\$2,000.00	\$3,910.23	(\$1,910.23)	\$2,500.00
E 101-42200-437 Maintenance Contract	\$1,000.00	\$796.00	\$204.00	\$1,000.00
E 101-42200-444 Fire Relief	\$3,500.00	\$0.00	\$3,500.00	\$4,400.00
E 101-42200-500 Capital Outlay		\$0.00	\$0.00	\$0.00
E 101-42200-542 FD Equipment	\$12,000.00	\$18,694.77	(\$6,694.77)	\$10,000.00
	\$224,100.00	\$227,150.35	\$13,949.65	\$249,060.38

Revenues	2023 Budget	2023 Actual	2023 Variance	2024 Budget
R 101-42200-32180 Other Licenses/Permits	\$0.00	\$0.00	\$0.00	\$0.00
R 101-42200-33423 OTHER GRANTS	\$4,620.00	\$26,615.00	(\$21,995.00)	\$7,500.00
R 101-42200-34202 Rural Fire Protection	\$75,000.00	\$92,100.00	(\$17,100.00)	\$75,000.00
R 101-42200-34203 Accident/Rescue Call Fees	\$0.00	\$0.00	\$0.00	\$0.00
R 101-42200-34207 Fire Calls	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
R 101-42200-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00
R 101-42200-36230 Contributions and Donations	\$0.00	\$4,500.00	(\$4,500.00)	\$0.00
R 101-42200-36231 REIMBURSEMENT FOR EXPENSE	\$0.00	\$6,243.26	(\$6,243.26)	\$0.00
	\$80,620.00	\$129,458.26	(\$48,838.26)	\$83,500.00