



## **CITY COUNCIL**

1. Call Meeting of City Council to Order
  - 1.1 Pledge of Allegiance
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda  
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
  - 4.1 Approve minutes of August 26, 2019 meetings
  - 4.2 Approve payment of claims
  - 4.3 Approve removing Karen Hallquist from the Economic Development Commission
  - 4.4 Approve appointing Sarah Molnau to the Economic Development Commission
5. Public Hearings
6. Old Business
7. New Business
  - 7.1 Approve Resolution 2019-22, Special Benefit Levy
  - 7.2 Approve Resolution 2019-23, Approving 2019 Preliminary Property Tax Levy
  - 7.3 Approve Resolution 2019-24, Approving 2020 Preliminary Budget; Schedule Truth In Taxation Public Hearing
  - 7.4 Curfman Trucking CUP Compliance: 600 Railroad Street West
  - 7.5 Approve Rescheduling November 11, 2019 Regular City Council Meeting
8. Council Member & Mayor Reports
9. Adjournment

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

## **UPCOMING MEETINGS / EVENTS**

- September 11 Economic Development Commission – 6:00 p.m.
- September 12 Commissions Open Meeting Law Training Session
- September 19 Senior Advisory Committee – 9:00 a.m.
- September 17 Parks and Recreation Commission – 4:45 p.m.
- September 18 Safety Committee – 2:00 p.m.
- September 23 Work Session, EDA, City Council – 6:00 p.m.
- October 1 Planning Commission – 6:00 p.m.
- October 2 Manufacturer's Week – Sackett Waconia Luncheon & Tour (noon to 1:00)
- October 9 Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:30 p.m.
- October 14 Personnel Committee – 5:00 p.m.
- October 14 City Council – 6:00 p.m.



ATTENDEES: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms

STAFF: Steve Helget, Kelly Hayes, Tony Voigt

OTHERS: Ally Clark, Michael Clark, Mike & Kelly Kipling, Jean Ewing, Paul Mayer, Kaarin Foede, Karen Hallquist, Steph Falkers, Cynthia Smith-Strack, Laurie Hilgers, Shelley Kendrick, Claudia Stahlke, Riley Corrigan, Anna Karels, Andy & Julie Wigfield, Russ Smith

1. Call Meeting of City Council to Order  
Meeting was called to order by Mayor Lagergren at 7:05pm with all members present.

2. Approve Agenda  
No additions or changes.

*Motion: CH/CS to approve the agenda. Vote 5 – 0. Motion carried.*

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

3.1 Shelley Kendrick, Ecumen CEO/President

Shelley Kendrick, former COO and now CEO of Ecumen, introduced herself. She stated that Ecumen has decided to let go of a few of their managed sites but assures the council that they do not intend to drop The Harbor/Haven.

Resident Paul Meyer, 838 Elm Street West, requested additional patrol in his neighborhood. People entering the west side of NYA on Elm Street are not slowing down. The Sheriff's Department will be notified of the concerns.

4. Consent Agenda

4.1 Approve minutes of August 12, 2019 meeting

4.2 Approve payment of claims

4.3 Direct Support Professionals Recognition Week Proclamation

*Motion: MM/DS to approve the consent agenda as printed. Vote 5 – 0. Motion carried.*

5. Public Hearings - none

6. Old Business

6.1 Public Service Building Clean-Up Report

Public Service Director, Tony Voigt, gave an update of the cleaning project. The majority of things have been removed or put somewhere else. They now have a dumpster located in the back of the building.

7. New Business

7.1 Consider Sinclair Food Mart Outdoor Storage Clean-up Deadline Extension Request

Russ Smith of Sinclair Food Mart requested an extension to clean up the property located at 503 Faxon Road North. The deadline was September 8 and he asked for an additional month.

*Motion: CH/CS to extend the zoning code violation for Sinclair Food Mart Outdoor from September 8 to push back one month to October 8, 2019. Vote 5 – 0. Motion carried.*

7.2 Adopt Ordinance No. 321, Auto Repair Use and approve the Summary Publication

Planning Commission held public hearings to amend Chapter 12 of the City Code pertaining to Auto Repair Use in the RC-1, C-3 and Light Industrial District.

*Motion: CH/DS to adopt Ordinance No. 321. Vote 5 – 0. Motion carried.*

*Motion: CH/MM to publish a summary of Ordinance 321. Vote 5 – 0. Motion carried.*

- 7.3 Approve Resolution 2019-20, Lionshead Specialty Tire and Wheel Interim Use Permit  
Planning Commission held a public hearing and recommends Resolution 2019-20, an Interim Use Permit for Lionshead Specialty Tire. The request is because they have outgrown their facility and do not have any other options at this time. The maximum number of trailers allowed will be six. The trailers will be loaded and ready to go for distribution. Difference between Interim Use Permit and Conditional Use Permit is that a Conditional Use Permit stays with the land and not with the owner. An Interim Use Permit can be revoked by the City and it can have an end date on it.

Councilperson Dick Stolz voiced his concerns about allowing outdoor storage. He does not feel as though outdoor storage is decent to look at and that we should not be allowing it in our community.

*Motion: CH/CS to approve Resolution 2019-20, a resolution approving an interim use permit to allow outdoor storage of trailers at 717 Faxon Road. Vote 4 – 1, DS opposing. Motion carried.*

- 7.4 Consider acquisition of Tax Forfeited Property  
Carver County approved the tax forfeiture of 518 Elm St W and appraised the land value at \$7,000. Due to the length of time that it would take for a public auction, Andy and Julie Wigfield who own the abutting property, had requested that the City consider acquiring the property and then selling it to them. Councilmember McPadden would be comfortable with the City acquiring the property and selling it to them. The council reviewed the three possible actions that could be taken and decided it would be best to make a recommendation to Carver County to restrict the sale to only the abutting property owners.

*Motion: DS/CH to request Carver County to restrict the sale of the property 518 Elm St W, parcel number 580500750 to the abutting property owners. Vote 5 – 0. Motion carried.*

- 7.5 Approve Economic Development / Marketing Director Hiring  
The City Council had approved to post the position of the new Economic Development / Marketing Director position. Seven resumes/applications were received and four interviews were held. The Personnel Committee recommends hiring Karen Hallquist as the Economic Development /Marketing Director.

*Motion: CS/CH to approve hiring Karen Hallquist as the Economic Development / Marketing Director at pay grade 14, step 2, and working 32 hours per week, contingent on the results of the background check. Vote 5 – 0. Motion carried.*

- 7.6 Approve Accounting Clerk and Office Assistant Job Descriptions  
With the restructuring of the office, new job descriptions were created. Alicia Menzel was the Administrative Assistant and Eloise Swanson was the temporary Assistant. The Personnel Committee recommends approving the new job descriptions: Alicia Menzel, Accounting Clerk and Eloise Swanson, Office Assistant.

*Motion: CH/CS to approve the Accounting Clerk job description and to promote Alicia Menzel to the Accounting Clerk position at a pay grade 11, step 8, with an effective date of June 24, 2019. Vote 5 – 0. Motion carried.*

*Motion: CH/CS to approve the Office Assistant job description and to hire Eloise Swanson as a permanent employee at pay grade 6, step 3, with an effective date of June 24, 2019. Vote 5-0. Motion carried.*

- 7.7 Approve Brent Aretz Retirement  
Brent Aretz, Public Service Lead and employee since September 1, 1985, submitted his letter of resignation. In his letter he requested that the City continue to pay for his family health insurance through the end of the year as it would be a cost savings to the City if he resigned as of September 30, 2019 instead of waiting until December 31, 2019. The Personnel Committee reviewed Brent's request. The overall savings to the City would be between \$1,300 and \$5,500 (depending on the new lead's salary and insurance options).

*Motion: DS/CS to approve Brent Aretz's retirement with the effective date of September 30, 2019, and to approve continuing to pay the City's portion of his family health and dental insurance through December 31, 2019. Vote 5 – 0. Motion carried.*

- 7.8 Approve Resolution 2019-21, Carver County All Hazard Mitigation Plan  
The Carver County All Hazard Mitigation Plan is updated by Carver County every five years and allows the City to qualify for FEMA assistance.

*Motion: MM/CH to approve Resolution 2019-21, Adoption of the Carver County All-Hazard Mitigation Plan. Vote 5 – 0. Motion carried.*

7.9 Approve Crown College Baseball Facility Use Agreement

Crown College asked the City if their team could use the Sports Complex baseball field for their 2019 fall practices and one alumni game on October 6, 2019.

*Motion: MM/DS to approve the Recreation Agreement between the City of Norwood Young America and Crown College. Vote 5 - 0. Motion carried.*

7.10 Approve The Preserve 5<sup>th</sup> Addition Letter of Credit Reduction

The Development Agreement between the City and Loomis House required a security deposit equal to 125% of the estimated total of all costs of the improvements. Loomis Homes is requesting the letter of credit be reduced to \$0 effective upon the City receiving a warranty bond.

*Motion: CS/CH to approve reducing the Loomis Homes' Irrevocable Letter of Credit to \$0 upon receipt of a warranty bond. Vote 5 - 0. Motion carried.*

8. Council Member & Mayor Reports

CS - No updates.

CH - Planning Commission meeting switch to September 4 due to holiday.

MM - Thank you to the over 300 volunteers that worked on Stiftungsfest.

DS - No updates.

CL - Senior Center opened August 22 and had 43 people attend in attendance. It will be open the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month from 10:00am - 2:00pm at the Lion's Shelter. Plan is to have lunch available on the 3<sup>rd</sup> Wednesday of each month.

9. Adjournment

*Motion: MM/CS to adjourn at 8:11pm. Vote 5 - 0. Motion carried.*

Sincerely Submitted,

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Carol Lagergren, Mayor

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Kelly Hayes, City Clerk/Treasurer



## CITY COUNCIL WORK SESSION MINUTES

August 26, 2019 – 6:00 p.m.

City Council Meeting

ATTENDEES: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms

STAFF: Steve Helget, Kelly Hayes, Tony Voigt

OTHERS: Ally Clark, Michael Clark, Mike & Kelly Kimpling, Jean Ewing, Paul Mayer, Kaarin Foede, Karen Hallquist, Steph Falkers, Cynthia Smith-Strack, Laurie Hilgers, Shelley Kendrick, Claudia Stahlke, Riley Wingan, Anna Karels, Andy & Julie Wigfield, Russ Smith

1. Call Meeting of City Council Work Session to Order

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

2. Approve Agenda

No changes or additions.

*Motion: CH/CS to approve the agenda. Vote 5 – 0. Motion carried.*

2.1 2020 Highway 212 Mill & Overlay and County Road 33/Highway 5 Roundabout Project

Representatives from MNDot and Carver County reviewed plans for the 2020 highway projects: Highway 212 Underpass project, Highway 212 Mill & Overlay project, County Road 33/Highway 5 Roundabout project. Discussion included the steps of the projects and the proposed detours. For the south side of Highway 212, the proposed detour will send traffic to Elm Street. Truck traffic will be detoured to Railroad Street. MNDot has a website page that will give updates and people also have the ability to sign up for email alerts. Go to: [mndot.gov/metro/projects/hwy212nya](http://mndot.gov/metro/projects/hwy212nya)

2.2 2040 Comprehensive Plan

Stephanie Falkers, SRF Consulting Group, gave an update on the 2040 Comprehensive Plan. A draft plan was given to the Met Council. During their reviewal, they gave a few additional requirements of the plan. Once the plan is complete, it will go back to the Met Council for approval and then it will return to the City Council for final adoption.

3. Adjournment

*Motion: DS/MM to adjourn at 7:04pm. Vote 5 – 0. Motion carried.*

Sincerely Submitted,

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Carol Lagergren, Mayor

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Kelly Hayes, City Clerk/Treasurer



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

**To Be Approved: September 9, 2019**

**Payroll EFT/Prepays** **\$19,692.56**  
(Check Sequence #29678;29695;505537-505565)

**Claims Pending Payment** **\$115,013.40**  
(Check Sequence #29679-29721)

**Grand Total** **\$134,705.96**



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: September 9, 2019  
SUBJECT: Economic Development Commission Member Removal

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With the hiring of Karen Hallquist as the City's Economic Development / Marketing Director, the City Council needs to approve a motion to remove her as a member of the Economic Development Commission.

**Suggested Motion:**

**Motion to remove Karen Hallquist from the Economic Development Commission.**



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: September 9, 2019

SUBJECT: Economic Development Commission Appointment

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Sarah Molnau has applied to serve on the Economic Development Commission. Currently there are two vacancies on the Commission.

**Suggested Motion:**

**Motion to appoint Sarah Molnau to the Economic Development Commission.**





TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: September 9, 2019  
SUBJECT: 2020 Preliminary Property Tax Levy and General Fund Budget

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Enclosed is the proposed 2020 Preliminary Budget which reflects a \$333,487 or 12.82% property tax levy increase. The total preliminary levy is \$2,935,657. Also enclosed is Resolution 2019-23 which sets the preliminary property tax levy and Resolution 2019-24 which adopts the 2020 preliminary General Fund Budget. State law requires the City to approve the preliminary 2020 property tax levy and Budget prior September 30<sup>th</sup>.

Proposed is to set the public hearing on the proposed final 2020 Property Tax Levy and Budget for 6:00 p.m., December 9, 2019, in the City Council Chambers.

**Suggested Motions:**

**Motion to approve Resolution 2019-23, A Resolution Adopting A Year 2019 Preliminary Property Tax Levy for the City of Norwood Young America For Collection in 2020.**

**Motion to approve Resolution 2019-24, A Resolution Adopting the 2020 Preliminary General Fund Operating Budget for the City of Norwood Young America.**

**Motion to schedule the Truth In Taxation public hearing on the 2020 Property Tax Levy and Budget for 6:00 p.m., December 9, 2019.**

*Norwood Young America*



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: September 9, 2019  
SUBJECT: Curfman Trucking CUP Compliance: 600 Railroad Street West

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At the September 4, 2019 regular Planning Commission meeting, the Commission discussed a request from Steve Curfman, Curfman Trucking, to extend the compliance timeline authorized prior to the end of 2018 (see enclosed letter). The extension pertains to Mr. Curfman's property located at 600 Railroad Street West operated by Steve Curfman as Curfman Trucking. Mr. Curfman was to bring the site to compliance with a previously issued conditional use permit by July 1, 2019. The property remains out of compliance. The property owner has requested an extension to November 1, 2019. The Planning Commission is forwarding Mr. Curfman's request without a recommendation.

A copy of the conditional use permit allowing outdoor storage is attached. To be complying the following items need to be addressed. It is noted additional items could be discovered and required if a thorough on-site review of the property is conducted. Also attached are pictures taken of the site on September 5, 2019.

1. The CUP Resolution requires "Outdoor storage of tires, mulch, boulders, pallets, stones, and rocks is allowed provided items are stored in a designated bunker. A maximum of ten (10) bunkers each sized a maximum of twenty (20) feet by twenty (20) feet with a height no greater than five (5) feet if constructed of wood or eight (8) feet if constructed of concrete shall be allowed. The bunkers shall be located as depicted in the site plan attached hereto as Exhibit B. The storage bunker containing tires shall always be covered in a manner suitable to prevent water from pooling in tires. Outdoor storage of all other material or items on site is expressly prohibited".

Bunkers meeting the specifications need to be placed around outdoor storage of tires, mulch, boulders, pallets, stones, rocks, etc.

2. The CUP Resolution requires stockpiles of aggregate must be contained by solid, continuous bunker walls with a minimum height of five feet which are constructed and maintained in a manner that the aggregate material is always dependably contained.

*Norwood Young America*

Bunker walls must be provided, and the volume of materials allowed to be stored on site must meet CUP standards.

**Suggested Motion:**

**Motion to approve the compliance timeline for the Curfman Trucking Conditional Use Permit, for 600 Railroad Street West to November 1, 2019.**