

CITY COUNCIL AGENDA

October 14, 2019 – 6:00 p.m.
City Council Meeting

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 September 23, 2019 meeting
 - 4.2 Approve payment of claims
 - 4.3 Approve resignation of Dennis Paulson, on-call bus driver
 - 4.4 Approve NYA West Carver Lions Club Temporary Intoxicating On-Sale Liquor License (Harvest Moon Wine & Food Extravaganza)
 - 4.5 Approve Church of the Ascension LG230 application to Conduct Off-Site Gambling
 - 4.6 Approve Economic Development Commission Resignation
 - 4.7 Approve Scheduling Public Hearing for Delinquent Utilities and Special Assessments
 - 4.8 Approve Fire Fighter Hiring
5. Public Hearings
6. Old Business
 - 6.1 Highway 5/25/CSAH 33 Roundabout Project
 - 6.2 Curfman Trucking CUP Compliance Update – 600 Railroad Street West
7. New Business
 - 7.1 Consider 519 Elm Street W. Home Occupation Violation Compliance Extension
 - 7.2 Consider Live-Outdoor Music Proposal for Prospective Business
 - 7.3 Consider Outstanding Bonded Indebtedness Refinancing Options
 - 7.4 Consider Highway 212 Right Turn Lane to Heritage Strip Mall request to MnDOT
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: Carver County Sheriff's Office September Report.

UPCOMING MEETINGS / EVENTS

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|-------------|---|
| October 15 | Parks and Recreation Commission – 4:45 p.m. |
| October 17 | Senior Advisory Committee – 9:00 a.m. |
| October 25 | Harvest Moon Wine & Food Extravaganza |
| October 28 | Work Session, EDA, City Council – 6:00 p.m. |
| November 5 | Planning Commission – 6:00 p.m. |
| November 12 | Personnel Committee – 5:00 p.m. |
| November 12 | City Council – 6:00 p.m. |
| November 13 | Economic Development Commission – 5:00 p.m. |
| November 20 | Safety Committee – 2:00 p.m. |

January 8

Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:30 p.m.



CITY COUNCIL WORK SESSION MINUTES

September 23, 2019 – 6:00 p.m.

City Council Meeting

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

STAFF: Steve Helget, City Administrator, Tony Voigt, Public Service Director, and Karen Hallquist, Economic Development / Marketing Director.

OTHERS PRESENT: Russ Smith, Sheriff Deputy Matt Arnst and John Gamades and Jessica Klaustermeier of OrangeBall Creative.

1. Call Meeting of City Council Work Session to Order
Meeting was called to order by Mayor Lagergren at 6:00 p.m. with all members present.

2. Approve Agenda
No changes or additions.

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

2.1 Snow Removal.

Staff reviewed the snow removal procedures & parking in residential and commercial areas of town. The Council consented to continue residential snow rules of no parking on city streets until snow is cleared curb to curb. Staff raised the question of whether to tow or ticket vehicles on side streets during a snow event? Discussion was held regarding downtown areas that included signage and parking in commercial areas. What areas of town are considered downtown? The question was asked what do business owners think of parking on the downtown streets. Council wants to bring this back to the October 28th meeting; they want a policy in place for the November newsletter. Council asked what is the snow plow routes; what areas are done first, second, etc. The Council also discussed damage to private property caused by a snowplow truck. Voigt stated we currently fix mailboxes if they were actually hit by the plow/truck. If the mailbox was hit by snow we will not fix it. Lawn repairs are fixed if it is damage from the trucks/plow blade. Staff brought up cleaning of snow on sidewalks that abut residential properties.

3. Adjournment

Motion: MM/CS to adjourn at 6:47 p.m. Vote 5 – 0. Motion carried.

Sincerely Submitted,

Carol Lagergren, Mayor

Steven Helget, City Administrator



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

STAFF: Steve Helget, Tony Voigt, Karen Hallquist

OTHERS: Russ Smith, Rob Hagerstrom, Sheriff Deputy Matt Arnst, John Gamades and Jessica Klaustermeier of OrangeBall Creative.

1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

Meeting was called to order by Mayor Lagergren at 6:50pm with all members present.

2. Approve Agenda

Additions: 7.4 Void Claim, 7.5 Norwood Complex Softball Backstop Project

Motion: MM/CS to approve the agenda with the additions. Vote 5 – 0. Motion carried.

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

3.1 Deputy Matt Arnst Quarterly Report

Deputy Arnst reported they have had extra traffic enforcement on Elm Street to County Road 31 the last few months due to increased speeding. The digital speed limit sign will be moved and monitored. He also reported they are patrolling the city composite site during random times of the day in order to deter illegal dumping by commercial entities. Arnst suggested securing this area during non-business hours and establishing certain hours for the residents of NYA to do their composite drop offs. Arnst also commented on the preparations for the upcoming snow removal in the downtown districts. His suggestion is to continue the current procedure of cleaning off sidewalks, then sides of streets to allow business parking during business hours and remove the center snow during non-business hours. Arnst also suggested to adopt language to open up city parking lots for off-street parking during snow removal.

3.2 2019 Manufacturer's Week Proclamation

Mayor Lagergren read the 2019 Manufacturer's Week Proclamation and list the local manufacturing businesses in Norwood Young America.

4. Consent Agenda

4.1 Approve minutes of August 14, 27, and September 9, 2019 meetings

4.2 Approve payment of claims

4.3 Fire Department Rescue Reserve Hiring – Pete Luskey

CS requested a correction be made on the Special Council Meeting minutes to list the New Holland "tractor" as a New Holland "snowblower." The Council consented to removing the payment of claims from the Consent Agenda.

Motion: CS/DS to approve the consent agenda. Vote 5 – 0. Motion carried.

5. Public Hearings – none

6. Old Business

6.1 Public Service Building Clean-Up Report

Voigt reported that clean up is continuing along with working on areas to store trailers, coupon booths, benches and picnic tables. He is checking with Carver County if there is extra storage.

7. New Business

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

Administrator Helget reported the original clean up deadline was September 9, 2019 and Council agreed to extend it to October 8, 2019. After conversation with property owner Russ Smith, Helget will be researching when the City Code changed to restrict outdoor storage and how much said property was allowed for outdoor storage at that time. All records of allowable storage will be filed with the property information.

Motion: DS/MM to approve new deadline for clean-up of outdoor storage to October 30, 2019. Vote 5 - 0. Motion carried.

7.2 Consider OrangeBall Creative 2020 Highway 212 Construction Marketing Proposal

Representatives John Gamades and Jessica Klaustermeier from OrangeBall Creative were present to review their marketing campaign proposal, terms, and communications throughout the project.

Motion: CS/MM to approve OrangeBall Creative 2020 Highway 212 Construction Marketing Proposal with the adjustment of 30 terms. Vote 5 - 0. Motion carried.

7.3 Approve Oak Grove Snow Removal Proposal

Administrator Helget reported the City of Norwood Young America bid the snow removal for 2019-2020 season with all fees to be increased by \$5 except the bobcat and payload fees which will remain the same.

Helget was given permission to sign off on contract when returned.

Motion: CS/DS to approve the Oak Grove Snow Removal Proposal for the 2019-2020 season with the increased \$5 fee changes. Vote 5 - 0. Motion carried.

7.4 Approve Payment of Claims

Oversight of an overpayment of check #29699 to Mini Biffs as Chamber owed part of this bill. New check #29723 reissued.

Motion: CS/CH to approve voided check 29699. Vote 5-0. Motion carried.

Motion: MM/DS to approve payment of claims. Vote 5-0. Motion carried.

7.5 Norwood Sports Complex Softball Fence Backstop Project

Public Services Director Tony Voigt gave an update on the Central Softball Boosters intentions of the backstop project. The booster club received a matching MN Twins Community Fund Grant to help pay for the project which addresses safety issues with the current backstops. Helget will draft a written agreement between the City and Booster Club which outlines responsibilities and liability issues.

Motion: DS/MM to approve Central Raiders SB organization to continue their improvements at the Norwood Sports Complex fields, to allow Century Fence to install the new backstop fencing, and allow Steinhagen Enterprises to remove the old fencing and taking responsibility for any damages with tile lines and hole borrow, and include an agreement with the City of Norwood Young America.

8. Council Member & Mayor and Staff Reports

KH - Grocery store update, billboard replacement

SH - Air Products and Chemicals

DC - Harbor update, city bus availability, NYA Senior Center participation, Community Gardens

MM - EDC discussed Manufacturer's tour and luncheon, new commissioner Sarah Molnau, budgeting, Small Cities Development Program Grant, monument signs, Joint Meeting, Springfest Artisan Fair, 2020 goals.

CH - none.

CS - Parks Commission discussed the warming house, Friendship Park building, Old Town budget, sidewalk connectivity plan, backstop at complex, pool budget, preliminary approval for Eagle Scout project at Friendship, NYA Legion park equipment, pavilion supports.

CL - Personnel Committee met, new benefits info to be brought to Council, State Fire Marshall information.

9. Adjournment

Motion: MM/CS to adjourn at 8:16pm. Vote 5 - 0. Motion carried.

Sincerely Submitted,

Carol Lagergren, Mayor

Karen Hallquist, Economic Development / Marketing Director



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

To Be Approved: October 14, 2019

Payroll EFT **\$18,087.75**
(Check Sequence 505586-505605)

Prepays

29775 - Delta Dental	\$	1,632.15
29776 - Health Partners	\$	12,533.35
29777 - CNH Capital	\$	21.00
29778 - U S Postal Service	\$	406.00
		<u>\$ 14,592.50</u>

Claims Pending Payment **\$60,455.57**
(Check Sequence 29779 - 29817)

Grand Total **\$93,135.82**



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: October 14, 2019
SUBJECT: Resignation of Dennis Paulson

On-Call bus driver, Dennis Paulson, has requested to resign from his position effectively immediately. Dennis has been an employee of the City since August 2, 2017.

Recommendation:

A motion approving the resignation of Dennis Paulson.

AND

A motion to approve posting for the on-call bus driver position.



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: October 14, 2019
SUBJECT: Temporary Liquor License – Harvest Moon

The NYA West Carver Lions Club is requesting a temporary intoxicating on-sale liquor license. They have scheduled a Harvest Moon Wine Tasting event on Friday, October 25, 2019, at the Willkommen Memorial Park Pavilion.

Recommendation:

A motion approving a temporary intoxicating on-sale liquor license for the NYA West Carver Lions Club.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: October 14, 2019

RE: Ascension Catholic United Council - LG230 Application to Conduct Off-Site Gambling

Ascension Catholic United Council has submitted an LG230 Application to Conduct Off-Site Gambling. This permit authorizes the organization to conduct lawful gambling by raffle and bingo for not more than 12 events and not to exceed 36 days from October 15, 2019 to October 14, 2020. The Minnesota Gambling Control Board requires the City Council to approve the permit application before it issues the permit.

Recommendation: A motion to approve the Lawful Gambling LG230 Application to Conduct Off-Site Gambling for Ascension Catholic United Council.



TO: Economic Development Commission
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: Oct 14, 2019
SUBJECT: Resignation of Teresa Peterman

Economic Development Commissioner Teresa Peterman, has resigned from her position on the Norwood Young America Economic Development Commission effective October 11, 2019.

Recommendation:
A motion approving the resignation of Teresa Peterman.

Norwood Young America



TO: Mayor and City Council Members
FROM: Alicia Menzel, Accounting Clerk
DATE: October 14, 2019
SUBJECT: Public hearing for delinquent utilities and special assessments

The council holds a public hearing to receive objections and consider the proposed certification of delinquent utilities and special assessments (fees for lawn abatement, etc.).

Delinquent utilities and special assessments are assessed to the property owners' real estate taxes if not paid by November 15, 2019.

Proper notices will be sent to all affected property owners.

Requested Action: Motion to call for a public hearing on assessments for delinquent utilities and special assessments on certain properties on Monday, October 28, 2019 at 6:00 p.m.

Norwood Young America

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



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: October 14, 2019
SUBJECT: Approve Fire Fighter Hiring

Representatives of the Fire Department and Personnel Committee interviewed Matt Schlenk for the position of Fire Fighter with the Fire Department and recommend his hiring.

Suggested Motion:

Motion to hire Matt Schlenk as a Fire Fighter contingent upon successful completion of a background investigation, physical, and agility test.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 14, 2019

SUBJECT: Highway 5/25/CSAH 33 Roundabout Project

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Andrew Engel and Darrin Mielke representing Carver County Public Works will be present to provide an update on the plans for the 2020 Highway 5/25/CSAH 33 Roundabout Project. In addition, the following other items will be presented

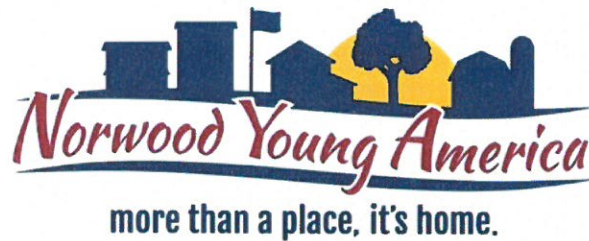
1. Approval of the enclosed Joint Powers Agreement (JPA) between the City and Carver County. This agreement outlines the duties and responsibilities of each agency. It also outlines the costs associated (see the enclosed spread sheet). The City's cost share is an estimate based on the County's 95% plans completion.
2. Approval of the enclosed Resolution 2019-24, Limited Use Permit (LUP) for the 10' wide bituminous trail to be installed along Reform Street. Approval of this resolution is a MnDOT requirement for all trails located within, or partially within MnDOT's right-of-way. The purpose of LUP is primarily to reflect that the trail is located within the right-of-way by permit, and not to be considered for future park projects which will avoid any future environmental implications. It also outlines the responsibilities of the City and MnDOT in the construction and maintenance of the trail.
3. Authorization for the City Engineer to sign the plans. This is how municipal consent is handled for County projects within the city limits.

Suggested Motions:

Motion to approve the Joint Powers Agreement with Carver County for Construction on County State Aid Highway 33.

Motion to approve Resolution 2019-24, City of Norwood Young America Limited Use Permit with the State of Minnesota, Department of Transportation for a Non-Motorized Recreational Trail in the Right-of-Way of Trunk Highway 5/25 Highway 212 to 7th Street

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 14, 2019

SUBJECT: Curfman Trucking CUP Compliance Update – 600 Railroad Street West

At the September 9, 2019 regular City Council meeting, the Council considered and approved a request from Steve Curfman to extend the compliance deadline for his Conditional Use Permit for his property located at 600 Railroad Street to November 1, 2019. The Council also directed that a progress update be provided by staff at the October 14th meeting. A report will be provided at the meeting.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 14, 2019

SUBJECT: Consider 519 Elm Street W. Home Occupation Violation Compliance Extension

Derek and Katie Jensen are the owners of the property located at 519 Elm Street W. Upon inspection of their property it was determined that the vehicles and trailers affiliated with their home occupation are being stored outdoors on the property.

The property in question is zoned R-3, Medium Density Mixed Residential and home occupations is a permitted accessory use. According to Section 1245.09 (Home Occupations) of the City Code, contractor storage yards are prohibited. It is considered a violation of the City's Zoning Code for the business-related vehicles and trailers to be parked outdoors on the subject property.

Enclosed is a copy of the letter and attachments sent to Mr. and Mrs. Jensen on September 20, 2019. In accordance with Section 120 of the City Code, for violations of the City's Zoning Code, the property owners have 30-days from the issuance of the written notice of the violation to: 1) come into compliance, 2) request an administrative hearing, or 3) provide the city administrator with satisfactory written evidence of efforts towards compliance.

Mr. and Mrs. Jensen are requesting the City Council consider extending the compliance deadline.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 14, 2019

SUBJECT: Consider Live-Outdoor Music Proposal for Prospective Business

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Derek and Katie Jensen are considering the purchase of the Heritage Strip Mall and establishing the "Copper Canyon Bar & Grill." They desire to have live outdoor music multiple days, every week. They are seeking authorization for live outdoor music.

Enclosed is a copy of Section 440 of the City Code pertaining live music requirements for the sale and consumption of alcoholic beverages outside the premises occupied by the licensee. In addition, is a copy of Section 660 of the City Code pertaining to noise as a nuisance.

Proposed is to hear Mr. and Mrs. Jensen's business plans and their proposal for the live outdoor music. In addition, to review the City Code pertaining to a licensed alcoholic beverage establishment with live outdoor music and discuss whether to authorize the outdoor live music.

Suggested Motion:

No suggested motion.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 14, 2019

SUBJECT: Consider Outstanding Bonded Indebtedness Refinancing Options

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The City utilizes Ehlers as its financial consultant and one of their roles is to monitor the City's outstanding bonded indebtedness and to identify refinancing/refunding opportunities. Enclosed is a memo from Nick Anhut, Ehlers, which identifies 5 bonds that are either callable now or will be next year. Mr. Anhut will review the refunding options, potential interest savings, and Bond Rating consideration.

In respect to the City's Bond Rating, the last bond rating was completed by Standard's & Poor's in 2016. Enclosed is a copy of that report.

Mr. Anhut will also be prepared to discuss options for the 2020 bond issuance for the Highway 212 Underpass Project.

Suggested Motion:

No motion is suggested at this time. Proposed is the City Council consent to whether it desires to proceed with refinancing/refunding the three bonds that are callable now and whether to hire a Bond Rating company.

Norwood Young America



TO: Mayor Carol Lagergren and NYA City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: October 14, 2019

SUBJECT: Hwy 212E Right Turn Lane to Heritage Strip Mall Request to MnDOT

Background

Over the past decade, the city of Norwood Young America has had multiple businesses decline construction or relocation to Railroad Drive or the Heritage Strip Mall area due to access limitations from Highway 212 east. MnDOT traffic engineers have previously stated they do not favor a right turn lane because there is adequate access from Railroad Street and their preference is, for traffic safety purposes, to remove accesses from Highway 212 versus adding them.

Norwood Young America has very few bare-land commercial properties located within the city limits and this accessibility issue limits the economic growth of a major commercial property. The visibility from Highway 212 to Railroad Street is acceptable, however the “how to get there” factor is the challenge. Unfortunately, MnDOT is at the 95% completion of the design plans for the 2020 Highway 212 Mill & Overlay project. It is unlikely MnDOT will be able to incorporate a right turning lane into the project because of the timing factor, however, this limitation needs to be brought to their attention again due to the negative economic impact it has for the current and prospective business community.

Suggested City Council Action:

It is City staff's recommendation to have the City Council make a formal written request to MnDOT representatives to review this limited accessibility issue to the Heritage Strip Mall.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: October 14, 2019
SUBJECT: Public Services Lead Position Hiring Recommendation

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One October 8, 2019 the Personnel Committee interviewed two candidates for the Public Services Lead position and offered the position to one of the candidates. The Committee is recommending the hiring Randy Clay at a starting pay of Grade 14, Step 7 (\$26.73 per hour).

Suggested Motion:

Motion to hire Randy Clay for the Public Services Lead position at a starting pay of Grade 14, Step 7, contingent upon successful completion of a background investigation and with the condition that he obtain a certified pool operator or pesticide applicator's license prior to the end of his probationary period.