



## **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 October 28, 2019 meetings
  - 4.2 Approve payment of claims
5. Public Hearings
6. Old Business
  - 6.1 Curfman Trucking CUP Compliance Update – 600 Railroad Street West
  - 6.2 Resolution 2019-27, 503 Faxon Road N. Nonconforming Use Determination
7. New Business
  - 7.1 Street and Utility Reconstruction Scoping Study
  - 7.2 Personnel Handbook Amendments
  - 7.3 Rescind Resolution 2019-24 and Approve Resolution 2019-25
8. Council Member & Mayor and Staff Reports
9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council: Carver County Sheriff's Office October Report.

## **UPCOMING MEETINGS / EVENTS**

- |                |  |
|----------------|--|
| November 13    | Economic Development Commission – 6:00 p.m.  |
| November 18    | Special City Council Meeting – 2020 Budget – 6:00 p.m.   |
| November 19    | Parks and Recreation Commission – 4:45 p.m.  |
| November 20    | Safety Committee – 2:00 p.m.   |
| November 21    | Senior Advisory Committee – 9:00 a.m.  |
| November 25    | Work Session, EDA, City Council – 6:00 p.m.  |
| November 28-29 | Thanksgiving Holiday – City Offices Closed   |
| December 3     | Planning Commission – 6:00 p.m.  |
| December 9     | Personnel Committee – 5:00 p.m.  |
| December 9     | City Council – 6:00 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

October 28, 2019 – 6:00 p.m.

City Council Meetings

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

ABSENT: Mike McPadden

STAFF: Steve Helget, City Administrator, Karen Hallquist, Economic Development

OTHERS PRESENT: Diane Langenbach – MnDOT Hwy 212 Project Representative, Kevin Jullie – SRF Consulting Group, Mike & Kelly Kimpling, Ally Clark, Laurie Hilgers of The Harbor, Berit Spors of Ecumen

### WORK SESSION

1. Call Meeting of City Council Work Session to Order

*Meeting was called to order by Mayor Carol Lagergren at 6:00pm with the absence of council member Mike McPadden.*

2. Approve Agenda

*Motion: CS/CH to approve the agenda. Vote 4-0. Motion carried*

- 2.1 2020 Highway 212 Mill & Overlay and Underpass Project

Kevin Jullie with SRF Consulting Group gave an update about the Underpass Project. Juling reported the final design is completed and despite the additional pylons, there will be no significant cost changes. MnDOT tested deeper soil borings to check soil capacity and nothing to do with the water table. Juling confirmed that there no concerns with water under the roadway.

Diane Langenbach, MnDOT Hwy 212 Project Representative, reported an update of the Hwy 212 Mill & Overlay Improvement Project. Earlier this fall, Carver County sent a letter to MnDOT requesting they reconsider the reconstruction of a segment of highway experiencing some settlement issues located east of Bongards. Proposed was to wait and address the issues with the 4-lane highway expansion. Carver County has been aggressively seeking funding for the project and is striving to have the funds secured within the next 6-years. MnDOT considered the County's concerns and has elected to not reconstruct the segment of Highway 212 east of Bongards but rather to mill & overlay that segment like the work that will be completed within the city of Norwood Young America.

Ms. Langenbach also announced, because Highway 212 will not be fully closed east of Bongards, MnDOT has elected not to fully close Highway 212 within the city of Norwood Young America during the construction of the Underpass. Rather the Underpass will be constructed in halves requiring only two of the four lanes to be closed at one time. This major change avoids 3-months of Highway 212 full closure. There will still be periodic traffic impacts during the project such as lane, roadway, intersection, and access closures. Due to the project changes, MnDOT is revising their traffic control plan for the project.

3. Adjournment

*Motion: DS/CS to adjourn the meeting at 6:19pm. Vote 4-0. Motion carried.*

Sincerely Submitted,

---

Carol Lagergren, Mayor

---

Karen Hallquist, Economic Development Marketing Director



CITY COUNCIL MINUTES  
October 28, 2019 – 6:00 p.m.  
City Council Meeting

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

STAFF: Steve Helget, City Administrator, Karen Hallquist, Economic Development

OTHERS PRESENT: Russ Smith, Mike & Kelly Kimpling, Ally Clark, Laurie Hilgers of The Harbor, Berit Spors of Ecumen  
CITY COUNCIL

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Carol Lagergren at 6:21pm with Council Member Mike McPadden absent.

2. Approve Agenda

*Motion: CH/CS to approve the agenda. Vote 4-0. Motion carried.*

3. Introductions, Presentations, Proclamations, Awards, and Public Comment – No public comments.

(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 October 9 and 14, 2019 meetings

4.2 Approve payment of claims

*Motion: DS/CS to approve the consent agenda. Vote 4-0. Motion carried.*

5. Public Hearing

5.1 Assessing Delinquent Utilities and Other Unpaid Invoices

Lagergren opened the Public Hearing at 6:22pm. Helget reported this public hearing was scheduled for the purpose of considering the list of properties that have delinquent utilities and other unpaid invoices with the City. Notices were mailed to all the effected property owners and invited to attend the hearing to address the City Council with any objections to the amount unpaid. All property owners have until November 15, 2019 to pay in full their bills. If no payments, the delinquent utilities or other unpaid invoices will be certified to Carver County for collection property taxes in payable 2020. All utility bills include the principle amount plus late fees. Helget explained the larger unpaid invoices are from unpaid rental licenses which are due every three years. Rental fines are \$250 per property plus every day not licensed is a \$10 per day per unit fine.

*Motion: DS/CS to close the public hearing at 6:27pm. Vote 4-0. Motion carried.*

6. Old Business

6.1 Consider Sinclair Food Mart Outdoor Storage

Helget reported the findings from research done Zoning maps and City Code changes in reference to the Sinclair Food Mart. Per the findings, the property was zoned as Commercial in 1991. In 1994, the City of Norwood Zoning Code did not identify and restrictions for outdoor storage. Upon the consolidation of the cities of Norwood and Young America in 1997, new zoning codes were recreated. At this time the Norwood Young America Zoning Code identified outdoor storage as a permitted use with a conditional use permit in the Commercial/Industrial District. Since 2008, the zoning classification allows outdoor storage with a conditional use permit in the C-2, General Commercial District. Staff was able to utilize the Carver County GIS site to view photos of the property from 2017, 1997, 1991 and 1979. Council proposed to work with Russ Smith, owner of Sinclair Food Mart property, to determine the square footage of the outdoor storage with the aerial photos from 1997 and translate to the amount of outdoor store he is able to have now. Council recommended that staff waive the deadline of outdoor storage removal until

the non-conforming use is determined. Lagergren commented the agreement of the non-confirming use storage will remain with the property should the property sell. All records to be filed at the city.

## 7. New Business

### 7.1 The Harbor 2020 Budget

Laurie Hilgers and Berit Spors of Ecumen presented the 2020 Budget for the Harbor. Hilgers reported there will be an overall \$50/month increase in rent of all units along with a 5% increase in services. There are currently 40 residents of the Harbor with six couples which adds \$62,000 to the budget because of the additional occupant per unit. In 2020 it is projected the Harbor will have a 94.5% occupancy rate which allows for 2 open apartments per month and a 3 to 4 week turnover. Total Operating Revenue is \$1,656,423 of which \$97,000 is budgeted for Capital Purchases. Hilgers confirmed that \$37,000 of capital funds were used in 2019 with the anticipation of using that same amount again for purchasing of HVAC units as needed, a mobile Hoyer lift, a commercial stove and parking lot maintenance. Net Cash Flow after Capital purchases is \$54,238 which includes a 3% increase in salaries.

Hilgers also explained the Repair & Replacement Fund (R&R Fund). The Harbor contributes \$750 per month to this fund. They have a current balance of \$88,000, with there being a minimum balance requirement of \$50,000. This fund can be drawn on for major projects such as new shingles.

Hilgers and Spors commented that the key leadership team is split between the Harbor and Haven. There has been an increase in nursing time need in the Haven. Staff is one-third at the Harbor, and two-thirds at the Haven. They will be presenting to the Peace Village board in late November to review the breakdown of departments, explanation of trends and request for funding to cover the increased nursing need at the Haven.

*Motion: CH/CS to approve The Harbor 2020 Budget. Vote 4-0. Motion carried.*

### 7.2 Outstanding Bonded Indebtedness Refinancing Options Update

Helget reported Nick Anhut, Ehlers, findings regarding the best refinancing options for the five bonds that are either callable now or will be next year. Even with the 2% interest rate at this time, it is Mr. Anhut's recommendation to wait until spring when all construction costs are finalized and save on refinancing costs to restructure the schedule now and spring. Helget confirmed that principal payments on all five bonds are due in February which we have funding for. It was agreed upon by Stolz and Council members to wait until spring to proceed with refinancing. No motion is suggested at this time.

### 7.3 2019 Holiday Decoration Project

The Economic Development Commission included monies in their 2019 Budget to include new improvements to the two historic downtown districts as part of their commitment to the Downtown Redevelopment Project. Hallquist reported to date, the amount available for improvements is \$19,860.31. Hallquist met with Missy Green, Production Supervisor and Randy Shuster, Owner of Vickerman Companies in October. Vickerman Companies has offered a partnership for new street and park decorations with a 35% discount off wholesale price. Hallquist confirmed that there are other projects to be completed in the historic downtowns according to the Redevelopment Project, however, those are long term and are still being researched, such as the municipal parking lot concerns on Elm Street and the streetlight project on Main Street. Given the partnership opportunity with Vickerman Companies, Hallquist recommended to complete the purchasing of the holiday decorations.

Hallquist, EDC Commissioner Mike Eggers, along with Norwood Young America Improvement Committee member Cheryl Hedtke, advised a list for the new decorations in both downtowns, Willkommen Memorial Park and Pavilion, Veteran's Park, Roy Clay, Lion's Shelter. Storms recommended adding holiday decorations to the new monument signs.

*Motion: CH/CS to approve the purchase of all holiday decorations for \$12,250 plus storage containers. Vote 4-0. Motion carried.*

### 7.4 Snow Removal Downtowns

Helget reported that a letter was mailed to downtown business owners requesting their input on how the City handles on-street parking during an all-day snow event. Two responses were received, one sharing that they have had no problems with parking and removal of snow and the other suggesting an Odd/Even Parking pattern for non-essential parking spots. City Attorney Jay Squires responded to a request from Helget on interpretation of City Code on snow events which result in the towing of vehicles. Council discussed there could be different interpretations on what an unauthorized vehicle refers to and who decides the vehicle is a traffic hazard.

No motion was requested at the time, however it was the consensus of the Council to enforce the City Code as it reads in Section 720.02 Restricted Parking During Snowfall & Blowing Snow and Section 730.04 Towing of Motor Vehicles which, according to Squires, together allows tagging of vehicles parked on a street during or after the snow event, and then towing them (4) hours if they remain. Or, if they are and accident or traffic hazard, they can be immediately towed without the four-hour waiting period.

#### 7.5 SWCTC Senate Bonding Committee Meeting Report

Mayor Lagergren attended the SCCTC Senate Bonding Committee Meeting at Bongards CR51 and Hwy 212 crossing on October 22, 2019. She reported that the four-lane expansion funding of Hwy 212 from Chaska to Norwood Young America has a total estimated cost of \$115million. State funding requests are currently underway and could fund the remaining \$38million. More information on the meeting is available at the SWCTC website. They will continue to ask for letters of support when needed.

#### 7.6 Resolution 2019-26, Certifying Unpaid Fees to Carver County for Collection in Payable 2020

Helget approached the Council about waiving the penalty fees for unpaid rental licenses as some of them have started the process yet have not completed the applications. He also confirmed that all delinquent utility bills and unpaid invoices have received the required multiple notices of unpaid claims. After the November 15, 2019 deadline for payment the unpaid claims will be sent to Carver County to put on their tax roll. Property owners are able to appeal this decision to council.

*Motion: DS/CH to approve a Resolution Certifying Unpaid Fees for the City of Norwood Young America to be Certified to Carver County for Collection with Payable 2020 Taxes with the deadline of November 15, 2019. Vote 4-0. Motion carried.*

#### 7.7 Compost Site Brush Pile Clean-up Proposal

Due to the large piles of brush and branches at the city compost site, it is recommended to hire Pine Products to chip and remove the compost brush pile at \$2.00 per yard with a not-to-exceed amount of \$7,000.

*Motion: CS/DS to hire Pine Products not-to-exceed \$7,000. Vote 4-0. Motion carried.*

#### 7.8 Schedule 2020 Budget Work Session meeting

Stolz requested to city staff to research the possibility of a property tax calculator available for the meeting.

*Motion: CH/DS to schedule a special City Council Budget Work Session meeting for 6:00pm on November 28, 2019. Vote 4-0. Motion carried.*

#### 8. Council Member & Mayor and Staff Reports

CS – Parks – warming house completed, backstops are done.

CH – Planning – none

CL – EDC – none

DC – SAC – city bus, TRIAD, events at the Harbor and Peace Villa

#### 9. Adjournment

*Motion: CS/CH to adjourn at 8:40pm. Vote 4-0. Motion carried.*

Sincerely Submitted,

---

Carol Lagergren, Mayor

---

Karen Hallquist, Economic Development Marketing Director



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

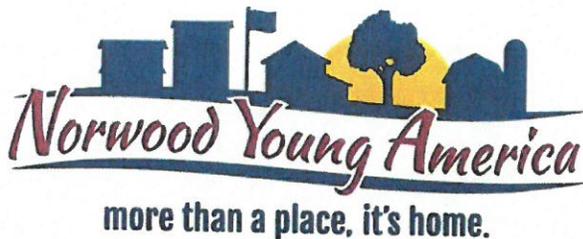
**To Be Approved: November 12, 2019**

**Payroll EFT** **\$16,171.88**  
(Check Sequence 505628 - 505646)

**Prepays**  
29860 - Security Bank and Trust \$333.34  
29861 - Xcel Energy \$1,029.64

**Claims Pending Payment** **\$1,362.98**  
(Check Sequence 29862 - 29904 ) **\$247,108.67**

**Grand Total** **\$264,643.53**



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: November 12, 2019  
SUBJECT: Curfman Trucking CUP Compliance: 600 Railroad Street West

---

At the September 9, 2019 regular City Council meeting, the Council discussed a request from Steve Curfman, Curfman Trucking, to extend the compliance deadline for his Conditional Use Permit for his property at 600 Railroad Street W. Mr. Curfman stated at the September 9<sup>th</sup> meeting that his plan is to remove the pile of concrete and bituminous material by November 1<sup>st</sup> and if it is not removed, to have bunkers installed around it. In addition, he stated that all the tires are not entirely covered, and he will have that completed too.

The Council approved a motion to extend Mr. Curfman's CUP deadline compliance to November 1, 2019 with the understanding that the pile of concrete and bituminous material be removed, or bunkers be installed around it if it remains, and the tires be enclosed.

On November 6<sup>th</sup> I toured the property with Mr. Curfman, and he showed me the bunkers that have been installed to-date, the silt fence that he has partially placed around the existing concrete and bituminous material pile, and a storage shed for his newer tires. He did not have a bunker for used tires. Attached are pictures I took on November 6<sup>th</sup>.

In accordance with Resolution 2017-15, the aggregate materials being stored near the southern property boundary must be contained on three (3) sides by solid, continuous bunker walls with a minimum height of five feet (5') which are constructed and maintained in a manner that the aggregate material is always dependably contained. No single stockpile may contain more than 3,500 cubic yards of material and exceed 25 feet in height. In respect to storing tires, the storage bunker containing tires shall always be covered in a manner suitable to prevent water from pooling in the tires.

**Recommended Possible Motions:**

**Motion to approve extending the compliance timeline for the Curfman Trucking Conditional Use Permit, for 600 Railroad Street West to \_\_\_\_\_.**

**Motion to commence revocation procedures of the Curfman Trucking Conditional Use Permit, for 600 Railroad Street West and to schedule a public hearing for 6:30 p.m., December 9, 2019 to consider such.**

*Norwood Young America*



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: November 12, 2019  
SUBJECT: Resolution 2019-27, 503 Faxon Road N. Nonconforming Use Determination

---

At the October 28, 2019 regular City Council meeting, the Council directed staff to prepare a resolution defining the continuance of the nonconforming use (outdoor storage) at 503 Faxon Road N, the Sinclair Food Mart. Enclosed is Resolution 2019-27 for the Council's consideration.

The aerial photos attached to Resolution 2019-27 are not from a survey or drawn to scale. The 1997 aerial was layered over the 2017 aerial and it is not exact. There is an existing shed near the northeast defined storage area that is shown outside the storage area. The shed did not exist on the property in 1997. Proposed is to determine if it should be included in defined outdoor storage area.

Enclosed is a copy of the staff memo that was included in the October 28, 2019 City Council agenda packet.

**Suggested Motion:**

**Motion to approve Resolution 2019-27, a Resolution determining certain Outdoor Storage as a Legal Nonconforming Use at 503 Faxon Road N.**

*Norwood Young America*



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: October 28, 2019  
SUBJECT: Street and Utility Reconstruction Scoping Study

---

Jake Saulsbury, Bolton & Menk, will be in attendance to present their Street and Utility Reconstruction Scoping Study proposal. The purpose of the study is to gather data and determine the scope of work to be completed for the identified reconstruction projects. See enclosed proposal.

**Suggested Motion:**

**Motion is to approve Bolton & Menk's Street and Utility Reconstruction Scoping Study.**

*Norwood Young America*

---

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



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: October 28, 2019  
SUBJECT: Personnel Handbook Amendments

---

The Personnel Committee recommends amending the Personnel Handbook as follows:

1. To offer dental and life insurance, and short/long-term disability to all employees who are expected to work a minimum of 30 hours per week year-round. Currently this is only offered to employees who work a minimum of 40 hours per week.
2. To offer Personal Time Off (PTO) and paid holidays to all employees who are expected to work a minimum of 30 hours per week year-round, at a pro-rated amount based on the number of hours worked.

Proposed is these amendments to the Personnel Handbook be retroactive to September 9, 2019. Enclosed are the proposed changes to the respective sections of the Handbook.

The Personnel Committee also reviewed whether to provide pro-rated benefits to employees who work less than 30 hours per week and are recommending they not be offered.

**Recommended Motion:**

**Motion is to approve the amendments to the Personnel Handbook as presented and make them retroactive to September 9, 2019.**

*Norwood Young America*



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 12, 2019

SUBJECT: Rescind Resolution 2019-24 and Approve Resolution 2019-25

---

At the October 14, 2019 regular City Council meeting, the Council approved Resolution 2019-24. This resolution number had previously been used. Proposed is rescind the motion adopting Resolution 2019-24 and approving Resolution 2019-25. The verbiage is the same.

**Recommended Motions:**

**Motion to rescind the motion approving 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 7<sup>th</sup> Street.**

**Motion to approve Resolution 2019-25, 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 7<sup>th</sup> Street**

*Norwood Young America*