



WORK SESSION

1. Call Meeting of City Council Work Session to Order
 2. Approve Agenda
 - 2.1 Accessory Dwelling Units
 3. Adjournment
-

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 2.1 Approve minutes of October 28, 2019 meeting
 3. Adjournment
-

CITY COUNCIL

1. Call Meeting of City Council to Order
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.)
 - 3.1 Mark Metz, Carver County Attorney - 2020 Prosecution Contract
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 November 12, 2019 meeting
 - 4.2 Approve payment of claims
 - 4.3 Knights of Columbus Application to Conduct Excluded Bingo
5. Public Hearing
6. Old Business
 - 6.1 Resolution 2019-27, 503 Faxon Road N. Nonconforming Use Determination
 - 6.2 Public Service Building Clean-Up Report
7. New Business
 - 7.1 Surface Water Management Plan
 - 7.2 Resolution 2019-28, 417 2nd Avenue SE Variance and Lot Split
 - 7.3 Election Polling Place Relocation Proposal
 - 7.4 Approve 2020 Prosecution Contract
 - 7.5 Approve 2020 GIS Analyst Shared Position Agreement
 - 7.6 Approve 2020 - 2021 Contract for Police Services
 - 7.7 Wastewater Plant Valves Replacement Purchase Proposal
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: West Carver Lions Club donation for Pavilion tables.

UPCOMING MEETINGS / EVENTS

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. (Truth In Taxation Hearing for 2020 Budget and Property Tax Levy)
December 11 Economic Development Commission - 6:00 p.m.
December 17 Parks and Recreation Commission - 4:45 p.m.
December 19 Senior Advisory Committee - 9:00 a.m.
December 23 Work Session, EDA, City Council - 6:00 p.m.
December 24-25 Christmas Holiday - City Office Closed
January 8 Joint Meeting - City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board - 6:30 p.m.

November 20 Safety Committee - 2:00 p.m.



To: Honorable Mayor Lagergren
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Strack Consulting, LLC

Date: November 26, 2019

Re: Work Session Discussion – Accessory Dwelling Unit Framework

The Planning Commission reinitiated discussion of potential to provide for accessory dwelling units after receiving a request from a citizen. The PC had initially discussed ADU in 2015 but decided to defer additional discussion until interest from the public was documented.

The Commission has developed a framework for potentially allowing ADU and seeks input from the City Council prior to spending time developing code amendment language.

Consulting staff will present additional information and members of the Commission have been invited to the work session to provide insight and context to the discussion.



CITY COUNCIL ECONOMIC DEVELOPMENT AUTHORITY

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

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order

1.1 Pledge of Allegiance

Meeting was called to order by Mayor Carol Lagergren at 6:20pm with the absence of Council Member Mike McPadden.

2. Approve Agenda

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

2.1 Approve minutes of September 23, 2019 meeting

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

3. Adjournment

Motion: DC/CH to adjourn at 6:21pm. Vote 4-0. Motion carried.

Sincerely Submitted,

Carol Lagergren, Mayor

Karen Hallquist, Economic Development Marketing Director



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

CITY STAFF: Steve Helget, City Administrator, Tony Voigt, Public Service Director

OTHERS PRESENT: Steve Curfman, Jake Saulsbury, Bolton & Menk

CITY COUNCIL

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Carol Lagergren at 6:01pm with all members present.

1.1 Pledge of Allegiance

2. Approve Agenda

Motion: CH/CS to remove 6.2 (Resolution 2019-27, 503 Faxon Rd N Nonconforming Use Determination) from the agenda per Helget's request. Vote 5-0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - None

(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

Motion: MM/CS to approve consent agenda as written. Vote 5-0. Motion carried.

5. Public Hearings - None

6. Old Business

6.1 Curfman Trucking CUP Compliance Update – 600 Railroad Street West

Helget reported the progress of the Curfman Trucking CUP Compliance at 600 Railroad Street West of which the deadline was November 1, 2019. To date, bunkers have not been installed and the pile of concrete and bituminous material is still present, however, the pile of tires has been removed. Steve Curfman, owner of Curfman Trucking, reported the tires are being stored in a shed with intentions to permanently remove them in a cycle of two times per year. Curfman has a contract with a company from Albertville, MN to be on site to crush the concrete as the original plan of working with Patterson Company did not plan out. Council confirmed, in the Resolution 2017-15 Approving a Conditional Use Permit to Allow Accessory Outdoor Storage at 600 Railroad Street West, the intent of the allowed three bunkers with up to 3,500 cubic yards of material and height of 25 feet is not only to control the amount of product but also as a visual point of reference for Curfman to use when filling the bunkers. Council agreed to extend the deadline of the non-compliance CUP for adding bunkers and removing the rubble pile.

Motion: CH/CS to approve extending the compliance timeline for the Curfman Trucking Conditional Use Permit, for 600 Railroad Street West to January 1, 2020. Vote 5-0. Motion carried.

7. New Business

7.1 Street and Utility Reconstruction Scoping Study

Jake Saulsbury, Bolton & Menk, presented his proposal for a Street and Utility Reconstruction Scoping Study. Norwood Young America was working on Infrastructure Management Plans from 2002-2013, however, was put on

hold in 2013. Saulsbury reviewed these old infrastructure plans and worked with city staff to determine six projects as a focus of the exercise:

- South Street (entire section) & Reform Street (South Street to Elm Street)
- SE 2nd Avenue (5-way intersection to Shady Lane) & Lift Station Replacement
- Northeast Area (all streets north of Main Street, east of Central Ave & west of 5th Ave)
- SW 4th Ave (entire section), Colonial Cir (entire section) & Webster Street (west of 4th Ave)
- Merger Street (Hill Street to Hwy 212)
- Railroad Street (Reform Street to Faxon Road)

Saulsbury reported the Lump Sum fee to complete a Scoping Study consisting of sewer televising review, sewer manhole inspections, watermain/past project review, project scope recommendations, and estimated project costs is \$28,600. Saulsbury suggested the study start in 2020, with summer of 2020 as being a time to do a feasibility per project. This would be enough time to plan for reconstruction projects starting in 2021. Saulsbury commented on MnDOT having grant opportunities in 2020 for major city roadways as a potential outside financial source. Tony Voigt, Public Service Director, reported that every spring he evaluates road conditions to determine mill and overlay or sealcoating options in helping to preserve and maintain the longevity of the city streets. Council commented on the need to look at all streets and not just the bad ones in order to keep track of the status of each. Lagergren also requested the addition of all of SE 2nd Avenue and to not stop at Shady Lane.

Motion: CS/MM to approve Bolton & Menk's Street and Utility Reconstruction Scoping Study which will include all city streets for the cost not to exceed \$30,000. Vote 5-0. Motion carried.

7.2 Personnel Handbook Amendments

The Personnel Committee reviewed dental, life, and short/long-term disability benefits for employees who are expected to work a minimum of 30 hours per week year-round. Currently, it is only offered to employees who work a minimum of 40 hours per week. Also considered was Personal Time Off (PTO) and paid holidays to employees who work a minimum of 30 hours per week year-round, at a pro-rated amount (80%) based on the number of hours worked. 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.

Motion: CH/CS to approve the amendments to the Personnel handbook as presented and make them retroactive to September 9, 2019. Vote 5-0. Motion carried.

7.3 Rescind Resolution 2019-24 and Approve Resolution 2019-25

Helget reported there was a clerical issue with the said resolutions being out of sequence. All verbiage in the resolutions will remain the same.

Motion: MM/DS 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 7th Street. Vote 5-0. Motion carried.

Motion: DS/MM 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 7th Street. Vote 5-0. Motion carried.

8. Council Member & Mayor and Staff Reports

SH – Newsletter was sent out with info on snow removal and parking.

DS – Attended Metro Mobility with discussion on bus service and expanding the use

MM – EDC meeting tomorrow, Stiftungsfest has no meetings in November and December

CH – Planning Commission had a public hearing about a lot split, also discussed Accessory Dwelling Units

CS – No

CL – Attended Veteran's Day Program, commented on upcoming CHS Play and Senior Center

9. Adjournment

Motion: CH/CS to adjourn at 7:17pm. Vote 5-0. Motion carried.

Respectfully Submitted,

Carol Lagergren, Mayor of Norwood Young America

Karen Hallquist, Economic Development Marketing Director



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

To Be Approved: November 25, 2019

Payroll EFT **\$15,165.39**
(Check Sequence 505647 - 505665)

Prepays - none

Claims Pending Payment **\$264,165.33**
(Check Sequence 29905 - 299??)

Grand Total **\$279,330.72**



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: November 25, 2019
RE: Application to Conduct Excluded Bingo - Knights of Columbus

The Knights of Columbus submitted an LG240B Application to Conduct Excluded Bingo. This permit authorizes the organization to conduct lawful bingo gambling in 2020 at Church of Ascension. The Minnesota Gambling Control Board requires the City Council to approve the permit application before a permit is issued.

Recommendation: **A motion to approve the Application to Conduct Excluded Bingo for Knights of Columbus.**



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: November 25, 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: November 25, 2019
SUBJECT: Public Service Building Clean-Up Report

Tony Voigt, Public Service Director, will provide an update at the meeting on their progress of cleaning up the area behind the Public Works garage.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: November 25, 2019
SUBJECT: Surface Water Management Plan

In November 2018, the City Council approved hiring Bolton & Menk to update the City's Surface Water Management Plan. One of the Metropolitan Council's requirements with the submittal of the 2040 Comprehensive Plan, is to include an updated Surface Water Management Plan. The last update was completed in 2013.

Jake Saulsbury, Bolton & Menk, will be in attendance to provide a review and presentation on the updated Surface Water Management Plan.

Recommended Motion:

Motion to approve the Surface Water Management Plan update.



To: Honorable Mayor Lagergren
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Consulting Planner

Date: November 26, 2019

Re: Variance and Lot Split: 417 2nd Avenue SE – Randy Marttinen

Applicant: Randy Marttinen

Subject Address: 417 2nd Ave SE

Property ID: 580111600

Zoning Class: R-2 Medium Density Single Family Residential

Request: Variance
Approval of Minor Subdivision

Representative: Randy Marttinen

Attachments: Application
Certificate of Survey
Site Map



BACKGROUND

Randy Marttinen, owner of property at 417 2nd Avenue SE, proposes a split of the parcel. The subject parcel is a double frontage lot meaning it has an improved street on two parallel sides. The subject parcel is an historic lot that is legally defined as existing to the centerline of the adjacent roadways. In other words, the roadways were not dedicated to the public when defined.

A front setback, if measured from the edge of the roadway easement is legal, non-conforming. Section 1100.11, Subd. 1 of the City Code which requires lots petitioned for simple lot division comply with the dimensional requirements of the under lying zoning district. Since the existing lot is legal non-conforming the Applicant has applied for a variance to the subdivision standard.

A current certificate of survey illustrating an existing house, fence, and detached garage is attached.

EXAMINATION OF CODE REQUIREMENTS

Section 1210.04 of the City Code pertains to issuance of variances.

A variance from the literal provisions of the Code may be approved where strict enforcement would cause practical difficulties. Practical difficulties when used in connection with the granting of a variance means:

1. The property owner proposes to use the property in a reasonable manner not permitted by the Code.
2. The plight of the landowner is due to circumstances unique to the property and not created by the landowner.
3. The variance, if granted will not alter the essential character of the locality.

Variances to allowable uses of property are not allowed, variances to performance standards such as setbacks may be considered. Economic considerations alone do not constitute a practical difficulty.

Potential Findings Supporting Variance Issuance

- The property exists as an oversized, double frontage lot subject to existing right of way easements.
- The variance is not for the use of the property.
- The property is zoned R-2 Medium Density Single Family Residential. The proposed resulting parcels are consistent with lot size, width, and all dimensional requirements with the exception of front yard setback for an existing dwelling.
- The proposed lot split will not materially affect the existing legal nonconforming front yard setback.
- The 2008 Comprehensive Plan supports infill development and lot redevelopment. The proposed split will create a new buildable lot in an area with a full complement of municipal services present.

Potential Findings Opposing Variance Issuance

- The existing legal non-conforming setback does not constitute a circumstance unique to the physical dimensions of the property, existing environmental conditions, or topographic limitations.
- The desire of the property owner to sell the parcels individually relates to an economic condition; economic conditions cannot be sole reason for granting a variance.

RECOMMENDATION:

The Planning Commission held a public hearing on the proposed variance and lot split on November 6, 2019. Please find the draft meeting minutes attached for your reference.

The Planning Commission approved two separate motions. The first recommending the City Council conditionally approve a variance to Section 1100.11, Subd. 1 of the City Code. The second recommending the City Council approve the simple lot split.

The Commission's recommendation was contingent on the following:

1. The variance is applicable to Parcel Number 580111600.
2. No further intensification of existing non-conforming front yard setback for proposed Parcel B is allowed. Structures proposed for resulting Parcel A shall achieve required setbacks.

3. The existing fence as illustrated on the accompanying certificate of survey dated October 2, 2019 shall be removed prior to sale of Parcel A.
4. Variance approval will expire one (1) year from the date of approval if the property split is not recorded at the Carver County Recorder's Office.

ACTION

The City Council is to consider and act on the requests from Mr. Marttinen for a variance and a simple lot split. A sample RESOLUTION is attached for consideration.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: November 25, 2019
RE: Election Location

Following the 2018 elections, Head Judge Elroy Latzig and myself sat down to discuss what things went well during the election and how we could improve for the 2020 election. Below are a few things that we thought could be improved on:

1. Parking – Without a parking lot at the Willkommen Memorial Park Pavilion, some people have to walk blocks in order to find a place to park.
2. City Clerk Location – Throughout the day, I receive emails from Carver County on things that need to be relayed to the Head Judge. Since there isn't a computer/internet access at the Pavilion, I am constantly driving back and forth to give the judges information that they need.
3. Copy Machine – There are times that having a copy machine would be extremely useful at the election location. When something needs to be copied, currently I receive a call from Elroy and I drive back and forth to make a copy.

Our discussion leads us to the recommendation of having the 2020 Elections located at City Hall Council Chambers. The reasons for this recommendation:

1. Parking – Voters would be able to use the parking lot and would not be required to walk blocks away.
2. City Clerk Location – With my office being at City Hall, I would be able to run back and forth with information from Carver County. Also, I can be there at a moment notice if additional help is needed or if questions arise.
3. Copy Machine – The City Hall copy machine, and access to office supplies would be easily accessible.

On the reverse side is a drawing of what it may look like to have the elections moved to the Council Chambers at City Hall.

RECOMMENDATION:

To approve City Hall at 310 Elm Street West as the location 2020 Election location.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: November 25, 2019
SUBJECT: 2020 Prosecution Contract

Enclosed is the proposed 2020 Prosecution Contract. The only change from the 2019 Contract is the service fee. In 2019 the service fee was \$4,743.57 and in 2020 the fee is proposed to be \$4,211.52. Also enclosed is a copy of the 2019 Contract.

Recommended Motion:

Motion to approve the 2020 Prosecution Contract with Carver County.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: November 25, 2019
SUBJECT: 2020 Carver County GIS Analyst Shared Position Agreement

Enclosed is the proposed 2020 Carver County GIS Analyst Shared Position Agreement. The only change from the 2019 Agreement is the hourly service rate. In 2019 the service rate was not to exceed \$52.00 per hour and in 2020 the hourly rate is proposed to not to exceed \$55.45. The hourly fee could be less depending on the 2020 pay increase the County gives its GIS representative who serves the City. In 2019, the actual hourly rate was \$49.50 per hour. Also enclosed is a copy of the 2019 Agreement.

Recommended Motion:

Motion to approve the 2020 Carver County GIS Analyst Shared Position Agreement.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: November 25, 2019
SUBJECT: 2020 – 2021 Contract for Police Services

At the November 18th special City Council meeting, the Council reviewed the proposed 2020 – 2021 Contract for Police Services with Sheriff Kamerud and Commander Wollin present. Enclosed is a copy of the proposed contract.

Recommended Motion:

Motion to approve 2020 – 2021 Contract for Police Services.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: November 25, 2019
RE: Replacement valves at Wastewater Treatment Plant

We currently have some older valves at the Wastewater Treatment Plant that are becoming very hard to turn. Recently we had a wrench break upon operating one of the valves and an employee was injured. I am looking to purchase replacements and have staff change out the valves as time permits. We have identified 13 valves that are not easy to turn and have 2 that are not operating at all due to broken parts internally. I solicited reputable suppliers and priced out valves that we currently have in operation and know they make a good product. I have not received pricing back at the time this memo was prepared, but I should have them to present to the Council at the meeting. The cost to replaces one valve ranges from \$727 - \$1,196 a piece not including install or hardware.

Recommended Motion:

Motion to purchase replacement valves from the most competitive supplier at a cost not to exceed \$8,000

Norwood Young America



TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: November 25, 2019

RE: Donation from the NYA West Carver Lions

On November 18, 2019, the City received a letter from the NYA West Carver Lions, along with a check for \$500. The letter requested that the \$500 donation be used to replace some of the tables at the Pavilion that are in poor condition. They also requested that the new tables be available by December 7, 2019, for "Breakfast With Santa". The donation covered the cost of 7 tables which have already been purchased and brought to the Pavilion.

Thank you to the NYA West Carver Lions for the \$500 donation for Pavilion tables.

Recommendation:

No action is required.