

CITY COUNCIL AGENDA
January 13, 2020 – 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 items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one or more of the items is made prior to the motion being made. Anyone present at the meeting may request an item to be removed from the Consent Agenda for discussion. Please inform the City Council when they approve the meeting agenda of your request to have an item removed for discussion.)
 - 4.1 Approve minutes of December 23 meeting
 - 4.2 Approve payment of claims
 - 4.3 Approve Fire Firefighter Hiring (Anna Boote)
5. Public Hearings
 - 5.1 Ordinance No. 322, Amending Fee Schedule for Fiscal Year 2020
 - 5.2 Ordinance No. 323, Disposal of Unclaimed Property
6. Old Business
 - 6.1 Curfman Trucking CUP Compliance Update – 600 Railroad Street West
 - 6.2 Public Service Department Property Clean-Up Report
7. New Business
 - 7.1 Approve Resolution 2020-01, Organization of the City of Norwood Young America
 - 7.2 Approve Annual Fire Department Report and Review 2019
 - 7.3 Adopt Ordinance No. 322, Amending Fee Schedule for Fiscal Year 2020 and approve Summary Publication
 - 7.4 Adopt Ordinance No. 323, Disposal of Unclaimed Property and approve Summary Publication
 - 7.5 Approve Pay Equity Report
 - 7.6 Accept Public Service Technician Resignation and authorize filling the Vacancy
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: Carvery County Sheriff's Office December report; December Building Permit Report.

UPCOMING MEETINGS / EVENTS

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|-------------|--|
| January 15 | Annual Fire Service Townships Meeting – 6:00 p.m. |
| January 16 | Senior Advisory Committee – 9:00 a.m. |
| January 20 | Martin Luther King Jr. Day – City Offices Closed |
| January 21 | Parks and Recreation Commission – 4:45 p.m. |
| January 27 | Work Session, EDA, City Council – 6:00 p.m. |
| January 28 | Chamber of Commerce Annual Banquet @ Northside Grill – 5:30 p.m. |
| February 4 | Planning Commission – 6:00 p.m. |
| February 10 | Personnel Committee – 5:00 p.m. |
| February 10 | City Council – 6:00 p.m. |
| February 12 | Economic Development Commission – 6:00 p.m. |
| April 8 | Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:30 p.m. |



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

STAFF: Steve Helget, Karen Hallquist

OTHERS:

1. Call Meeting of City Council to Order

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

2. Approve Agenda

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

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

4. Consent Agenda

4.1 Approve minutes of December 9, 2019 meeting

4.2 Approve payment of claims

4.3 Accept Dewey Hormann's Resignation

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

5. Public Hearing - none

6. Old Business - none

7. New Business

7.1 Resolution 2019-32, 2019 Budget Amendment

Each year the council is required to amend the budget if there are any significant changes (+/- \$5,000).

Motion: CH/DS to approve Resolution 2019-32, 2019 Budget Amendment, as amended. Vote 5 – 0. Motion carried.

7.2 SummerWood of Chanhassen Transportation of Passengers Agreement

Motion: DS/CS to accept the SummerWood of Chanhassen Transportation of Passengers Agreement. Vote 5 – 0. Motion carried.

7.3 Schedule Public Hearing on Disposal of Unclaimed Property Ordinance

Stolz questioned if things like this are required to be in the City Code. Lagergren asked if the section is approved, does it apply to property that the City has already obtained. Helget is going to contact the City Attorney on both of these questions.

Motion: DS/CS to schedule a public hearing for 6:00pm, January 13, 2020 for the purpose of considering an ordinance adding Section 130 to the City Code relating to disposal of unclaimed property. Vote 5 – 0. Motion carried.

7.4 Liability Insurance Coverage Waiver

Motion: CH/MM to not waive the monetary limit on municipal tort liability established by MN Statute 466.04. Vote 5 – 0. Motion carried.

7.5 Review City Administrator Annual Performance Evaluation

Each council member completed review of City Administrator Helget. Scores were tabulated and averaged. Lagergren and Heher met with Helget on December 19, 2019, to review.

Strengths: Fiscal Management, Adherence to Policy, Availability to Council & Staff.

8. Council Member & Mayor and Staff Reports

CS – none

CH – none

MM – EDC discussed enhancing appearance of City and continuing to work on downtowns with the Small Cities Grant. Also discussed the 2020 Highway 212 project.

CL – MN didn't receive the \$25 million grant for completing Highway 212 to four lanes from NYA to Cologne. Brenda Lano from the Carver County CDA said that the Small Cities Grant applications will be available January 3, 2020, for businesses to pick up from City Hall.

9. Adjournment

Motion: MM/CH to adjourn at 6:24pm. Vote 5 – 0. Motion carried.

Sincerely Submitted,

Carol Lagergren, Mayor

Kelly Hayes, City Clerk/Treasurer



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

To Be Approved: January 13, 2020

Payroll EFT	<u>\$97,557.56</u>
(Check Sequence 505703 - 505783)	

Voided check
None

Prepays - none

Claims Pending Payment	
(Check Sequence 30049 – 30117)	<u>\$156,032.74</u>

Grand Total	<u>\$253,590.30</u>
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TO: Mayor Lagergren and Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: January 13, 2020
RE: Firefighter Hiring – Boote

The Personnel Committee and members of the Fire Department interviewed Anna Boote. She recently moved to Norwood Young America from Mayer. Anna had numerous hours of training and instructing while being on the Mayer Fire Department since 2013.

RECOMMENDATION:
A motion to hire Anna Boote as a firefighter.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk-Treasurer
DATE: January 13, 2020
SUBJECT: Ordinance No. 322, 2020 Fee Schedule, Public Hearing

A public hearing has been scheduled for the purpose of reviewing and updating the Fee Schedule located in Chapter 20 of the City Code.

At a previous City Council meeting, a Council member questioned what is required to be included in the City Code. In respect to the Fee Schedule, according Jay Squires, City Attorney, the Fee Schedule is not required to be included in the City Code but could be adopted in the form of a resolution.

Proposed is to also discuss whether to keep the Fee Schedule in the City Code or adopt in the form of a resolution and not have to hold a public hearing to make amendments to it.

Recommended Motions:

Motion to adopt Ordinance No. 322, an ordinance amending the Fee Schedule in Chapter 20 of the Norwood Young America City Code.

Motion to approve the summary of Ordinance No. 322 and its publication.

ORDINANCE NO. 322

AN ORDINANCE AMENDING THE FEE SCHEDULE IN CHAPTER 20 OF THE NORWOOD YOUNG AMERICA CITY CODE

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY
ORDAINS:

WHEREAS, by Ordinance No. 185, the City Council adopted language for Chapter 20 "Fees", authorizing and establishing certain fees, charges, costs and rates for licenses, permit applications, information, services, and other matters required or provided by the City; and

WHEREAS, the Fee Schedule for the said year was adopted and set forth as "Schedule A" in Section 2000.02 "Fee Schedule" as part of Ordinance No. 185; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Carver County, Minnesota that the Fee Schedule established and authorized in Chapter 20, Section 2000.02, Schedule A, of the Norwood Young America City Code, adopted by Ordinance 185, is amended under this Ordinance No. 322, dated January 13, 2020, a copy of which is attached and on file in the office of the City Clerk/Treasurer, is hereby approved and shall become effective upon its publication.

Adopted by the City Council this 13th day of January 2020.

CITY OF NORWOOD YOUNG AMERICA

Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer



2019 FEE SCHEDULE

BUSINESS SERVICES / MISCELLANEOUS

Staff Time - Regular Hours	per hour	50.00
Staff Time - After Hours	per hour	75.00
Public Notice		75.00
Comprehensive Plan Amendment/Change	fee + escrow*	500.00
City Code Amendment	Fee may be waived if the amendment benefits the entire community.	250.00
Notary Public		N/C
Golf Cart Permit	?	?
ATV Permit	?	?
On-Site Parking Permit	per vehicle, per year	10.00
Copy Cost	per page	0.25
Fax Cost	per page	1.00
Credit Card Payment Fee	5% of charge amount	5%
Laminating Costs	per page, up to size 8 1/2 x 11	2.50
Certification Fee	per assessment	25.00
Special Assessment Search		30.00
Returned Check Charge		35.00
Peddler License	annual license	50.00
Solicitor License	annual license	50.00
Transient Merchant License	annual license	50.00
Waste Hauler Permit	tri-annual	100.00
Fire Works - Temporary Tent/Stand		350.00
Fire Works - Permanent Store		100.00
Cemetery Lot - Resident		400.00
Cemetery Lot - Non-Resident		600.00
Fire Dept. Emergency Call (non-resident of fire district)	per call	500.00
Fire Department Service Call - Billing Rate	1st hour - minimum of 1 hour	500.00
Fire Department Service Call	each additional hour	300.00
Right Of Way Permit - business		50.00
Right Of Way Permit - residential		25.00

FINES & VIOLATIONS

False Alarm - rolling 12 month period

First three offenses	Warning
4th offense	50.00

5th offense	100.00
6th offense	150.00
each additional offense increases in increments of \$50	
Sprinkling Ban Violation	
1st offense	Warning
2nd offense	50.00
3rd offense	100.00
each additional offense	200.00
Towing and Storage of Vehicles	Actual Cost
Nuisance Violation - rolling 12 month period	
1st offense	Warning
Offenses thereafter	administrative penalty + cost of abatement
Administrative Penalty	
1st offense	Warning
2nd offense	115.00
3rd offense	130.00
4th offense	150.00
each additional offense increases in increments of \$50	
Abatement Fees	Actual Cost

PLANNING - Application fees may require additional legal, engineering and associated costs.

Infrastructure Deposit (refundable)	Amount may be different based on development	900.00
Excavation Permit		Actual Cost
Fill Permit		Actual Cost
General Sign Permit (no plan review required)	60.00 permit + 1.00 surcharge	61.00
Residential Demolition Permit	100.00 permit + 1.00 surcharge	101.00
Commercial Demolition Permit	200.00 permit + 1.00 surcharge	201.00
Conditional Use Permit - Residential		200.00
Conditional Use Permit - Non-Residential		300.00
Interim Use Permit - Residential		200.00
Interim Use Permit - Non-Residential		300.00
Rezoning Application		350.00
Zoning Amendment		300.00
Variance - Residential		200.00
Variance - Non-Residential		300.00
Street/Alley/Easement Vacation Application Fee		150.00
Annexation Application Fee		300.00
Storm Water Plan		250.00
Wetland Mitigation Plan	Fee + Escrow	100.00

Parking Reduction		100.00
Application for Appeal		150.00
Carver County Recording Fee		46.00
Site Plan Review	fee + escrow**	300.00
Lot Split		200.00
Boundary Line Adjustment		100.00
Sketch Plat Review	fee + escrow***	200.00
Subdivision * Preliminary Plat	fee + \$10 per lot	350.00
Subdivision *Final Plat	fee + \$10 per lot	250.00
Planned Unit Development (PUD)	in addition to plat fees	
Sketch Plan	fee + escrow*	200.00
General Concept Plan	fee + escrow	400.00
Final Plan		300.00
Plan Amendment		300.00
Developer Escrow Deposit (required payment by certified check)		
*Developer Escrow Deposit	up to	2000.00
**Developer Escrow Deposit - Site Plan Review		5000.00
**Developer Escrow Deposit - Site Plan Review Tacoma W Indusl Park		15000.00
***Developer Escrow Deposit - Development Review paid at Sketch Plan		10000.00

PARK DEDICATION

Single Family	See Chapter 11 of the City Code for fee.
Two Family	See Chapter 11 of the City Code for fee.
Townhome	See Chapter 11 of the City Code for fee.
Multi-Family	See Chapter 11 of the City Code for fee.
Commercial/Industrial	See Chapter 11 of the City Code for fee.
Basin Connection	Actual Cost

If City Council determines land shall be dedicated, the following requirements shall be met:

Residential Subdivisions	10% of total property area
Non-Residential Subdivisions	5% of total property area

BUILDING PERMITS

Building Permit Fee Calculation

See the MN State's Uniform Building Code for full list of valuation.

Valuation	\$1 to 500	25.85
	\$501 to 2000	\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and including 2,000
	\$2001 to 25,000	\$76.25 for the first 2000 plus 15.40 for each additional 1000 or fraction thereof, to and including 25,000
	\$25,001 to 50,000	\$430.45 for the first 25,000 plus 11.11 for each additional 1000 or fraction thereof, to and including 50,000
	\$50,001 to 100,000	\$708.20 for the first 50,000 plus 7.70 for each additional 1000 or fraction thereof, to and including 100,000
	\$100,001 to 500,000	\$1,093.20 for the first 100,000 plus 6.16 for each additional 1000 or fraction thereof, to and including 500,000

\$500,001 to 1,000,000	\$3,557.20 for the first 500,000 plus 5.23 for each additional 1000 or fraction thereof, to and including 1,000,000
\$1,000,001 and up	\$6,172.20 for the first 1,000,000 plus 4.02 for each additional 1000 or fraction thereof

Building Department Inspection Fees

Building Permit Fee	100% of above fee schedule + state surcharge
Residential Plan Check Fee	65% of building permit fee
Commercial Plan Check Fee	65% of building permit fee
Building Permit Investigation Fee	Work done without a permit. Fee is up to the actual permit amount.
Reinspection Fees/Additional Inspection fees	Each inspection 45.00
Pre-Move Structure Inspections	per hour + mileage expense from inspector's office 45.00
Moved-In House Permit Fee	fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage 250.00
Mobile Home Move-In Permit	250.00
Moved-In Shed/Garage	fee + permit, plan review, state surcharge, fees for foundation, interior remodel, addition, garage 125.00
Heating/Cooling Permit - Residential	per fixture + \$1.00 state surcharge 60.00
Heating/Cooling Permit - Commercial	Based on value, 1997 fee schedule + 10%
Plumbing Permit	per fixture + 1.00 state surcharge 61.00
Residential Plbg Fixture Change Out (water heater/softener)	\$15.00 + \$1.00 state surcharge 16.00
Commercial/Industrial Plumbing Plan Review	See the MN State's Uniform Building Code for list of valuation.

GENERAL PERMITS (minor residential alteration)

Rewindow	60.00 permit + 1.00 state surcharge	61.00
Reside	60.00 permit + 1.00 surcharge	61.00
Reroof	60.00 permit + 1.00 surcharge	61.00
Fence - 7 feet tall or more	based on value	61.00
Fence - under 7 feet tall	zoning permit required	n/c

RENTAL DWELLINGS

Rental Dwelling Inspection	minimum	54.00
<i>Based on the number of units per address</i>		
3 - 5 units	per unit	18.00
6 - 10 units	per unit	17.00
11 - 20 units	per unit	15.75
21 - 40 units	per unit	14.75
41 - 100 units	per unit	13.50
101 - 200 units	per unit	12.50
200+ units	per unit	11.25
Rental Dwelling Reinspection fee - beyond 1st follow-up	each	45.00
Unlicensed Rental Dwelling Fines		250.00
Unlicensed fine	per day/per unit, charged until license is obtained	10.00
Rental Dwelling Violation		50.00

UTILITY CONNECTION CHARGES		
Water main Trunk Charge	per ERU	3900.00
Water main Trunk Charge - townhome/twinhome	per ERU	2500.00
Sewer main Trunk Charge	per ERU	3900.00
Sewer main Trunk Charge - townhome/twinhome per ERU	per ERU	2500.00
Water Hook-up Charge		125.00
Sewer Hook-up Charge		125.00
Storm Sewer Trunk Charge	per ERU	750.00
Barnes Lake Outlet	per ERU	250.00
Tacoma Ave N Improvement Fee		634.00
SAC/WAC Fees	See Spreadsheet	
3/4" Residential Water Meter	includes meter, horn, swivels & remote	410.00
1" Residential Water Meter	includes meter, horn, swivels & remote	475.00
1 1/2" Commercial Water Meter	includes meter, flange, & remote	1470.00
2" Commercial Water Meter	includes meter, flange, & remote	1670.00
3" Commercial Water Meter	includes meter, flange, & remote	2030.00
3/4" Residential Water Meter	meter only	180.00
1" Residential Water Meter	meter only	240.00
1 1/2" Commercial Water Meter	meter only	1350.00
2" Commercial Water Meter	meter only	1550.00
3" Commercial Water Meter	meter only	1950.00
5/8 x 3/4 Meter Horn	each + sales tax	85.00
1" Meter Horn - no lead	each + sales tax	120.00
3/4 Swivel - no lead	each + sales tax	15.00
1" Swivel - no lead	each + sales tax	19.00
1" Male Swivel - no lead	each + sales tax	20.00
1" Solder Swivel - no lead	each + sales tax	20.00
Single Port Radio	each + sales tax	140.00
Dual Port Radio	each + sales tax	155.00
1 1/2" flange	each + sales tax	40.00
2" flange	each + sales tax	40.00
3" flange	each + sales tax	50.00
Remote Reader	replacement	250.00
Non-Seasonal Disconnect/Reconnect Charge	each	75.00
Seasonal Disconnect/Reconnect Charge	each	50.00
Curb Box Cover	each + sales tax	115.00

UTILITY RATES

Late Payment Penalty	% of unpaid balance	10%
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Water

Residential Water Base Charge	per unit, per month	16.00
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Commercial Water Base Charge	per unit, per month	28.00
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Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
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	Tier II - 6,001 to 52,000 gallons used	4.46
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	Tier III - 52,001 to 88,000 gallons used	5.25
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	Tier IV - 88,001+ gallons used	6.77
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Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
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	Tier II - 6,001 to 52,000 gallons used	4.46
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	Tier III - 52,001+ gallons used	5.25
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Water Plant Charge	per unit, per month	8.20
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Water Sales	private truck	25.00
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	per 1000 gallons for NYA residents	3.60
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	per 1000 gallons for non-residents	8.30
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Sewer

Residential Sewer Base Charge	per unit, per month	9.00
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Commercial Sewer Base Charge	per unit, per month	9.00
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Residential Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16
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Commercial Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16
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Sewer Plant Charge	per unit, per month	5.00
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Storm Water Drainage

REC Unit	per month	4.90
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Special Parcels

Impervious Area	per month	18.44/acre
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Pervious Area	per month	5.81/acre
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SF Attached (Townhouse)	per month	2.47
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Commercial/Industrial

0%-50% Impervious	per month	8.98/acre
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>50%-75% Impervious	per month	13.69/acre
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>75% Impervious	per month	16.84/acre
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Open Space	per month	5.81/acre
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EQUIPMENT – All equipment requires operation by City Staff. Staff time is not included in fee. 1 hour minimum unless otherwise noted.

City Staff Operation Fee	per hour	50.00
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City Staff Operation Fee (after hours)	per hour	75.00
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Bobcat S-250	per hour	100.00
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Bucket Truck	per hour	150.00
Bus	per hour	25.00
Camera equipment	per hour	100.00
Dump Truck	per hour	100.00
Flail Mower	per hour	90.00
Jetter	per hour	300.00
Jetter plus Vacuum	per hour	500.00
Loader	per hour	150.00
Mower	per hour	50.00
Pick Up Truck	per hour	50.00
Push Camera	per occurrence	50.00
Rotary Mower	per hour	60.00
Snow Plow	per hour	150.00
Street Sweeper	per hour	150.00
Tanker w/ pump	per hour	100.00
Tractor	per hour	90.00
Vacuum	per hour	250.00
Utility Vehicle w/weed sprayer	per hour	50.00
Loader mounted snow blower	per hour	100.00
String Trimmer	per hour	50.00
Chainsaw	per hour	50.00
Line Striper	per hour	75.00
Brush Chipper	per hour	100.00
Utility Vehicle w/plow	per hour	100.00
4" pump	per hour	50.00
Salt	per ton	76.00
Trailer	per hour	50.00

LIQUOR LICENSE - Liquor licenses run from July 1 - June 30

On-Sale

Intoxicating Liquor	per year	1200.00
Wine	per year	100.00
Sunday Liquor Sales	per year	200.00
Pavilion Intoxicating Liquor	must have an NYA On-Sale Intoxicating Liquor License	
		N/C
3.2 Beer / Malt Liquor	per year	150.00
Temporary (1 - 3 day event or up to 12 days in calendar year)	per year	25.00
Extended hours - 2am	per year	500.00

Off-Sale

Intoxicating Liquor	per year	200.00
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3.2 Beer / Malt Liquor	per year	50.00
Miscellaneous Liquor License		
Consumption & Display Permit	per year	100.00
Malt Liquor or Set Up Holder Permit	per year	250.00
Liquor License Investigation Fee - new license	per year	500.00
Liquor License Investigation Fee - established renewal license	per year	100.00

ANIMALS

Animal License or Duplicate Animal License	per year	5.00
Unlicensed fine	per fine	50.00
Animal pick-up charge	per event	50.00
Impound Expenses		Actual Cost
Animal running at large or creating nuisance		
1st offense		10.00
2nd offense		50.00
3rd offense		150.00
each additional offense		250.00
Backyard Chickens Permit	Biennial	50.00

ADULT USE

Adult Use License Fee	per year	1500.00
Adult Use Investigation Fee	per year	500.00

RENTAL FACILITIES

Willkommen Park Pavilion

Rental Fee	per day	400.00
NYA Civic Group	per day	N/C
Local Non-Profit (must have proof 501-3c Form)	per day	150.00
Damage Deposit (required prior to event date)		300.00
Sound System	per event	50.00
Scheduled Early Entry / Exit	per day	250.00
Early / Late Entry - Two weeks or less prior to event date	per day	125.00
Willkommen Park Gazebo	per event	50.00

Recommended addition of Tap Rental Fee of \$30. The fee would cover the cost of the tap cleaning following the use. A lock would be added to the beer miester and the tap would be kept inside of it. Renters choosing to rent the tap will be given a key for access (just as it is done for the sound system).

Roy Clay Community Building

Rental Fee	per day	125.00
NYA Civic Group	per day	N/C
Local Non-Profit (must have proof 501-3c Form)	per day	75.00
Damage Deposit (required prior to event date)		200.00

Lion's Shelter

Rental Fee	per day	125.00
NYA Civic Group	per day	N/C
Local Non-Profit (must have proof 501-3c Form)	per day	75.00
Damage Deposit (required prior to event date)		200.00

Legion Pool Park

Rental Fee	per day	125.00
NYA Civic Group	per day	N/C
Local Non-Profit (must have proof 501-3c Form)	per day	75.00
Damage Deposit (required prior to event date)		200.00

WEST CARVER COMMUNITY POOL

Family Season Pass	Up to 5 people - must live at the same address	125.00
	each additional family member	15.00
Single Season Pass		75.00
Child Care Pass		200.00
Family / Child Care Pass	include child care clients + 5 family members	250.00
	each additional family member	15.00
Daily Admission	per day	5.00
10 Pass Punch Card	10 day pass	35.00
Group Rate (ten or more people)	10 people	35.00
	each additional person	3.00
Birthday Party	1.5 hours, up to 25 guests, includes one treat per person	125.00
Swim Lessons		
Regular		45.00
Private		150.00
Semi-Private	per student, max of 3	75.00
Family - Sibling	max of 3 students in similar level	150.00

The pool fees are not required to be in the fee schedule and may be removed as long as the fees are posted at the pool.

**City of Norwood Young America
Summary of Ordinance No. 322**

The City of Norwood Young America has adopted Ordinance No. 322, thereby amending Chapter 20, Section 2000.02 Fee Schedule - Schedule A, of the Norwood Young America City Code. The purpose of this ordinance is to establish certain fees, charges, costs and rates in Schedule A for the year 2020.

This ordinance becomes effective upon its adoption and publication. The ordinance was adopted by the City Council on January 13, 2020.

A copy of the complete ordinance is available for review at the Norwood Young America City Office, located at 310 Elm Street West.

Kelly Hayes
City Clerk-Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 13, 2020

SUBJECT: Ordinance No. 323, Disposal of Unclaimed Property

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At the City Council's December 23rd regular meeting, the Council scheduled a public hearing for their January 13th meeting, for the purpose of considering an ordinance for the disposal of unclaimed property that lawfully comes into the City's possession. The Council discussed and reviewed a draft ordinance at the December 23rd meeting. Two questions were raised during Council's discussion and the following are those questions and responses from the city attorney.

- 1) Does this have to be in the form of an ordinance, or could it be a City policy?
Minnesota Statutes section 471.195 states that "Any city may by ordinance provide for the custody and disposal of property lawfully coming into its possession in the course of municipal operations and remaining unclaimed by the owner." Based on this statutory authority, the City should do this through an ordinance rather than a City policy.
- 2) Would the new ordinance be retroactive and include property that is currently in the City's possession?
This ordinance applies retroactively to property already in the City's possession. However, the 60-day time period should begin on the date the ordinance becomes effective.

In respect to disposal of unclaimed vehicles, Section 730.05 of the City Code references state statute 168B which covers abandoned vehicles and towing. In accordance with MN Statute 168B.051, an impounded vehicle is eligible for disposal or sale after 15 days if the vehicle is determined to be a junk vehicle or an abandoned vehicle. If an unauthorized vehicle is impounded (due to a City Code violation), the impounded vehicle is eligible for disposal or sale 45 days after notice to the owner.

Enclosures include:

1. MN Statute 471.195, Unclaimed property; Disposal
2. Section 730 of City Code pertaining to Junk, Abandoned, and Unauthorized Vehicles,
3. MN Statute 168B.051, Sale; Waiting Periods.

Norwood Young America

Suggested Motions:

Motion to adopt Ordinance No. 323, an ordinance adding Section 130 to the City Code relating to the Disposal of Unclaimed Property.

Motion to approve the Summary of Ordinance No. 323 and its publication.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 13, 2020

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 9th meeting that his plan is to remove the pile of concrete and bituminous material by November 1st 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.

At the November 12, 2019 regular City Council meeting, the Council discussed a request from Mr. Curfman to extend the compliance deadline again and the Council agreed to extend it to January 1, 2020 to in order install the bunkers and crush the rubble pile.

At the time of this memo, Mr. Curfman has not completed the bunkers but stated to me he would before the January 13th Council meeting. Mr. Curfman stated he would attend the meeting.

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.

Suggested Motions if determined not in compliance:

Motion to approve extending the compliance timeline for the Curfman Trucking Conditional Use Permit, for 600 Railroad Street West to _____, 2020

Motion to commence revocation procedures of the Curfman Trucking Conditional Use Permit, for 600 Railroad Street West and to schedule a public hearing for 6:00 p.m., February 10, 2020 to consider such.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: January 13, 2020

SUBJECT: Public Service Department Property Clean-up Report

I am still attempting reach an agreement with Caver County to store Fire Department/Stiftungsfest items on their property north of town on County Road 33. Currently, I don't have another alternative. Public Service staff has been working on tree trimming around the community and will be working on the trees behind the shop soon in order to allow room to get the concrete removed next spring. I currently do not have the aggregate bunkers covered or a better place to store them. We will continue efforts this spring when the frost is out of the ground and we can continue the cleanup.



TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: January 13, 2020

RE: Resolution 2020-01 Organization of the City

In accordance with state statute, Cities at their first meeting of the year are required to perform certain functions. Specific items include:

- Designating the City's official newspaper for publishing ordinances and other matters as required by law.
- Selecting official depositories of City funds.
- Elect an acting mayor from among the councilmembers to perform the duties of the mayor in her absence.
- Appoint council members to the City commissions and boards.
- Review the Council's bylaws or rules of procedures and make any necessary changes.

Attached is Resolution 2020-01 which addresses the above items and other items historically addressed in the City's organizational resolution.

- Council member names have been highlighted to identify the 2019 Council Member Representatives.
- Words in red are updates from the prior year.
- Words with a line through them are words that shall be deleted.

Proposed is to review, discuss and modify by the Council.

Suggested Motion:

Motion to approve Resolution 2020-01, a resolution relating to the organization of the City of Norwood Young America.

RESOLUTION 2020-01

RESOLUTION RELATING TO THE ORGANIZATION OF THE CITY OF NORWOOD YOUNG AMERICA

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

Section 1. **Official Depository.**

Subsection 1. Financial Institutions.

Pursuant to Minnesota Statutes, Chapter 118, the City Council designates the following financial institutions as official depositories for

Municipal Funds:

- a) Citizens State Bank of Norwood Young America
- b) **Old National Bank** ~~Klein Bank~~
- c) Bankers' Bancorporation
- d) U. S. Bank National Association

Investment Brokers:

- a) Morgan Stanley
- b) RBC Wealth Management
- b) Northland Securities
- c) 4M Fund sponsored by LMC
- d) Edward Jones
- e) BBE Community Investment Partners
- f) U. S. Bank National Association

Subsection 2. Financial Signatures.

Officers of the City with signatory authority on the City's financial accounts and holdings include: City Clerk/Treasurer Kelly Hayes, City Administrator Steve Helget, Mayor ~~Tina Diedrick~~ **Carol Lagergren** and Council Member **Mike McPadden**.

Section 2. **Official Newspaper.**

Pursuant to Minnesota Statutes, Section 412.831, the City Council designates the following newspaper as the official newspaper of the City: ~~Norwood Young America Times~~ **News & Times**. The Mayor and Clerk are authorized and directed to enter into agreements with the official newspaper for the publication of items required by law to be published.

Section 3. **Acting Mayor.**

Pursuant to Minnesota Statutes, Section 412.121, Council member **Mike McPadden** is appointed Acting Mayor and is to perform the duties of the Mayor during the Mayor's disability or absence from the city, or if there is a vacancy, until a successor has been appointed.

Section 4. **Acting City Administrator.**

The City Clerk/Treasurer is appointed Acting City Administrator during the Administrator's absence from the city.

Section 5. **Employees Identified/Appointed.**

Subdivision 1. Full-Time City Employees in Supervisory Roles

City Administrator - Steven Helget
City Clerk/Treasurer - Kelly Hayes
Public Service Director - Tony Voigt

Subdivision 2. Volunteer Fire Fighters.

All Firefighters will receive \$10 an hour for responding to fire/emergency calls and mandatory trainings. Payment will be paid out to each firefighter in a lump sum, in December for December of the prior year to November of the current year. **quarterly.**

Subdivision 3. Fire Department Officers.

In addition to the \$10 per hour for responding to fire/emergency calls and mandatory trainings, Fire Department Officers will receive the following wage based on the entire year of service in said position:

Fire Chief	Steve ZumBerge	\$3100	Captain 1	Scott Blom	\$1600
Chief 2	Mark Thomas	\$2100	Captain 2	Kevin Raether	\$1600
Chief 3	Chris Glander	\$2100	Captain 3	Andy Wigfield	\$1600
Chief 4	Brad Droege	\$2100	Captain 4	David Orr	\$1600
Secretary	Alyssa Ulrich	\$1850	Treasurer	Jesse Molnau	\$1475

Subdivision 4. Norwood Young America Firefighter's Relief Association Officers.

President	Paul Lano
Vice-President	Kevin Raether
Secretary	Chris Glander
Treasurer	Jesse Molnau
Trustees	Jason Franck, Dave Orr

Section 6. **City Council Compensation.**

Subdivision 1. Mayor Salary.

The monthly salary of the Mayor is \$350.

Subdivision 2. Council Member Salary.

The monthly salary of each Council member is \$250.

Subdivision 3. Council Pay Dates.

The salaries of the Mayor and Council members are payable in June and December.

Subdivision 4. Council Reimbursement.

The Mayor and each member of the Council may be reimbursed for actual and necessary expenses incurred in attending (1) meetings at which they represent the City in an official capacity; and (2) training sessions and other meetings at which attendance has been approved in advance by the Council.

Section 7. **Regular Council Meetings.**

The regular meetings of the City Council of Norwood Young America are held on the second and fourth Monday of every month in the City Hall Council Chambers commencing at 6:00 p.m. On the fourth Monday the meeting shall begin with a work session, and the regular meeting shall immediately follow. If the work session meeting is not held, the regular meeting shall commence at 6:00 p.m.

Section 8. **Regular Economic Development Authority Meetings.**

The regular meeting of the Norwood Young America Economic Development Authority is held on the fourth Monday of each month at 6:00pm, following the City Council Work Session, in the City Council Chambers at City Hall.

Section 9. **City Attorney.**

The firm of Rupp, Anderson, Squires, & Waldspurger, P.A. is designated as the City Attorney and provides civil legal services with Jay Squires as lead attorney.

Section 10. **Bond and Economic Development Counsel.**

The firm of Kennedy & Graven Chartered is recognized as the City's Bond and Economic Development Counsel.

Section 11. Financial Consultant.

The firm Ehlers & Associates, Inc. is recognized as the City's Financial Consultant.

Section 12. Engineer.

The firm Bolton & Menk, Inc. is recognized as the City's general City Engineer.

Section 13. Auditor.

The firm Abdo, Eick & Meyers LLP is the City's contracted auditor.

Section 14. Insurance Agent.

Citizens Insurance Services is the insurance agent with Jeff Hebeisen as principal agent.

Section 15. Building Official.

The firm of Metro West Inspection Services is the City's contracted provider of building official/inspector services.

Section 16. Health Officer.

Lakeview Clinic is the health officer.

Section 17. Emergency Management Director.

The Fire Chief is the Emergency Management Director.

Section 18. Assessor.

Carver County is recognized as performing the functions as City Assessor.

Section 19. Police.

Carver County Sheriff's Department is the City's contracted provider of law enforcement services.

Section 20. Fee Schedule.

The fee schedule for the year 2020 was adopted as ~~Ordinance #314 on December 10, 2018.~~ **Ordinance 322 on January 13, 2020.**

Section 21. Township Fire Service Contracts.

The charge to participating townships for fire protection in the year 2020 shall be \$150.00 per unit for the townships of Young America, Hancock, Camden, Waconia, and Benton.

Section 22. Association of Carver County Elected Leaders (ACCEL).

Dick Stolz is appointed to the ACCEL.

Section 23. Local Government Workgroup.

Tina Diedrick is appointed to the Local Government Workgroup.

Section 24. Highway 212 Southwest Corridor Transportation Coalition.

Dick Stolz is appointed to the Southwest Corridor Transportation Coalition.

Section 25. Highway 5 Corridor Study Group.

Tina Diedrick is appointed to the Highway 5 Corridor Study Group.

Section 26. Stiftungsfest Board.

Mike McPadden is appointed to the Stiftungsfest Board.

Section 27. MnDOT PAC.

Tina Diedrick is appointed to the MnDOT Political Advisory Committee (PAC).

Section 28. **Personnel Committee.**

Tina Diedrick and **Craig Heher**, City Council representatives, are appointed to the Personnel Committee.

Section 29. **Railroad Coalition.**

Mike McPadden is appointed to the Railroad Coalition.

Section 30. **Safety Committee.**

Charlie Storms, City Council rep, is appointed to the Safety Committee.

Section 31. **Rental Housing License Appeals Board.**

Craig Heher, City Council representative; ~~Bill Grundahl, Planning Commission rep;~~ and Steve ZumBerge, Fire Chief, are appointed to the Rental Housing License Appeals Board.

Section 32. **Committees and Commissions.**

Citizens-at-large that are appointed to the following Commissions and Committees will receive a yearly \$200 stipend for attending at least 75% of the meetings. Representatives and/or employees for City, County, Housing, Contractors and School Districts are not eligible for the yearly stipend.

Subdivision 1. Planning Commission.

Commission Members: Bill Grundahl, Mike Eggers, Paul Hallquist, John Fahey, Jerry Barr

- * **Craig Heher** - City Council representative.

Subdivision 2. Economic Development Commission.

Commission Members: ~~Karen Hallquist, Jason Winter, Theresa Peterman,~~ Tonya Noeldner. **Sarah Molnau**

- * **Tina Diedrick** and **Mike McPadden** - City Council Representatives
- * Kaarin Foede – NYA Chamber of Commerce Representative
- * Mike Eggers – Planning Representative

Subdivision 3. Parks & Recreation Commission.

Commission Members: Sharilyn Feltmann, Karla Hormann, Jim Zellmann

- * **Charlie Storms** - City Council Representative
- * Paul Hallquist - Planning Commission Representative
- * Julie Kuenzel - School District 108 Representative

Subdivision 4. Senior Advisory Commission.

Commission Members: Laurie Hilgers, Bonita Heilman, JR Hoernemann, LaVonne Kroells, Carolyn Durbin, Brenda Schmitz, ~~Ray Kraemer,~~ Lois Schultz, Tom Simmons, **Kay Hampshire, Cathleen Williams, Sandra**

Roepke

Dick Stolz - City Council Representative

Adopted by the City Council this 13th day of January 2020.

~~Tina Diedrick,~~ **Carol Lagergren**, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer



TO: Mayor Lagergren and Council Members

FROM: Steve Zumberge, Fire Chief

DATE: January 13, 2020

RE: Accept Annual Fire Report and Review 2019

The Norwood Young America 2019 Fire Report will be presented for review and acceptance.

The upcoming Annual Township meeting will be previewed.

The state of the Fire Department will also be discussed.

Proposed Motion:

Motion to Accept the Norwood Young America Fire Department 2019 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: Alyssa Ulrich, Norwood Young America Fire Department Secretary
Re: Total of call hours and meeting/drill attendance for current fire fighters 2019

All members made there 14 required drills, 2 required meetings, 1 required form of fire prevention and their 20 percent of calls this year. These members were also exceptions.

1. Steve Noll- Rescue Reserve
2. Steve Buckentin- Rescue Reserve
3. Paul Dhoore- Rescue Reserve
4. Pete Luskey- Rescue Reserve
5. Kevin Sullivan- Rescue Reserve
6. Joe Kube- Rescue Reserve
- Tony Voight- Rescue Reserve
7. Mark Grover - Rescue Reserve
8. Matt Schlenk- First Year - Did not serve a full year
9. Jonathan Wulf- First Year - Did not serve a full year
10. Dave Bargmann - First Year - Did not serve a full year
11. Thomas Warnock- Resigned

There are 7 reports as follows:

1. Spreadsheet of drills and meeting for the year
2. Incident type report- shows what type of calls made up the 342 (Including Duty Crews) total calls that we responded to between 1/01/2019-12/31/2019
3. ImageTrend Reports (Incident Type Report, Incident Type by District, Incident Time of Day by District, and Incident Day of the Week by District)
4. Officers meeting minutes
5. General meeting minutes

If you have any questions or concerns, please feel free to contact me at (952) 836-7647.

Thank you for your support,

Alyssa M. Ulrich

NYA FD Secretary



TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: January 13, 2020
RE: Pay Equity Reporting

Every three years the City is required to submit a Pay Equity Implementation Report to Minnesota Management & Budget. The report is due by January 31, 2020, and the information included in the report is effective as of December 31, 2019.

SUGGESTION:

Motion to approve the Pay Equity Implementation Report.

Compliance Report

Jurisdiction: Norwood Young America
310 Elm Street W
PO Box 59
Norwood Young America MN 55368

Report Year: 2020
Case: 1 - 2020 data (Private (Jur Only))

Contact: Kelly Hayes

Phone: (952) 467-1807

E-Mail: cityclerk@cityofnys.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	6	4	2	12
# Employees	9	4	6	19
Avg. Max Monthly Pay per employee	4,991.87	4,571.65		4,246.43

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 88.89 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	2	1
b. # Below Predicted Pay	4	3
c. TOTAL	6	4
d. % Below Predicted Pay (b divided by c = d)	66.67	75.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 11	Value of T = -0.547
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = (\$53)

b. Avg. diff. in pay from predicted pay for female jobs = \$27

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 9.00

B. Avg. # of years to max salary for female jobs = 9.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

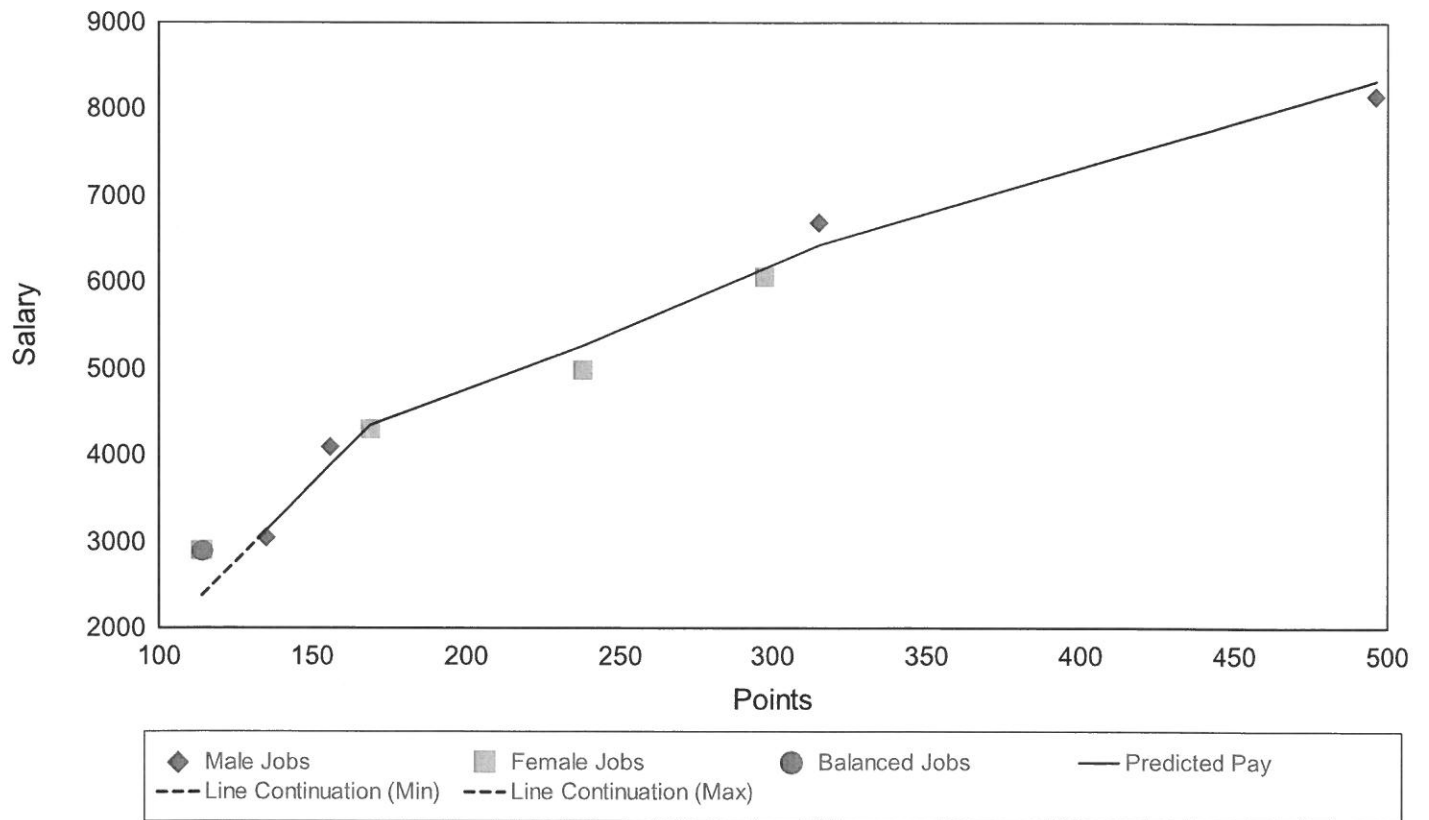
A. % of male classes receiving ESP 0.00 *

B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Predicted Pay Report for Norwood Young America
Case : 2020 data

12/18/2019



Job Class Data Entry Verification List

Case: 2020 data

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
16	Custodian	1	2	B	114	\$2,330.88	\$2,911.44	9.00		
17	Bus Driver	2	1	B	114	\$2,330.88	\$2,911.44	9.00		
19	Office Assistant - Part-Tim	0	1	F	114	\$2,330.88	\$2,911.44	9.00		
18	Public Service Worker Par	1	0	M	135	\$2,446.99	\$3,057.01	9.00		
3	Public Service Technician	1	0	M	156	\$3,285.77	\$4,103.74	9.00		
5	Public Service Technician	3	0	M	169	\$3,450.40	\$4,309.97	9.00		
20	Accounting Clerk	0	1	F	169	\$3,450.40	\$4,309.97	9.00		
23	Public Service Lead	2	0	M	238	\$3,994.57	\$4,989.31	9.00		
24	Economic Dev / Marketing	0	1	F	238	\$3,994.57	\$4,989.31	9.00		
8	City Clerk/Treasurer	0	1	F	297	\$4,865.11	\$6,075.87	9.00		
9	Public Service Director	1	0	M	315	\$5,363.79	\$6,698.64	9.00		
10	City Administrator	1	0	M	496	\$6,533.10	\$8,158.95	9.00		

Job Number Count: 12



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: January 13, 2020
SUBJECT: Resignation of Public Service Technician Bill Koch

Bill Koch has worked as a Public Service Technician since October of 2018. On December 30, 2019, Bill submitted his letter of resignation; his last day was Friday, January 10, 2020.

We wish Bill the best and thank him for his year of service.

The Personnel Committee reviewed the Public Service Technician job description and recommends posting the open position. The anticipated timeline would be as follows:

1/14/2020	post position
1/14 – 1/30/2020	accept applications
1/31/2020	schedule interviews of the top scored candidates
2/3/2020	hold interviews
2/5/2020	make offer
2/10/2020	bring recommendation of hire to the council

Recommendation:

A motion accepting the resignation of Bill Koch.

And

A motion approving the posting of the Public Service Technician position.

Norwood Young America