



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 January 27 and 31, 2020 meetings
 - 4.2 Approve payment of claims
5. Public Hearings
6. Old Business
 - 6.1 Highway 212 Underpass / Highway 5/25/CSAH 33 Roundabout Project Update
 - 6.2 Public Service Department Property Clean-Up Report
7. New Business
 - 7.1 Consider Annexation Fee Waiver Request
 - 7.2 Review City Code Chapter Two Amendments and Schedule Public Hearing
 - 7.3 Approve Public Service Technician Hiring
 - 7.4 Approve Posting Seasonal Positions
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 January report; January Building Permit Report.

UPCOMING MEETINGS / EVENTS

February 12	Economic Development Commission – 6:00 p.m.
February 17	Presidents' Day – City Offices Closed
February 18	Parks and Recreation Commission – 4:45 p.m.
February 20	Senior Advisory Committee – 8:30 a.m.
February 24	Work Session, EDA, City Council – 6:00 p.m.
March 3	Presidential Primary Election
March 4	Planning Commission – 6:15 p.m.
March 9	Personnel Committee – 5:00 p.m.
March 9	City Council – 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.



City Council Workshop Minutes

January 27, 2020 – 6:00 p.m.

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

ABSENT: none

STAFF: Steve Helget – City Administrator, Kelly Hayes – City Clerk, Tony Voigt – Public Service Director

OTHERS: Wade Scott, Mitchell Scott, Nick Anhut, Dan Stender, Roz Dean, Cynthia Smith-Strack

1. Call Meeting of City Council Work Session to Order

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

2. Approve Agenda

2.1 Review Chapter 2 of the City Code

Mayor Lagergren made recommendations of changing Chapter 2 of the City Code. Recommendations include:

- putting sections in an order where all commissions would be grouped together
- all committees would be grouped together
- creating a Finance Committee to review budget and fee schedule before those are brought to the council
- representatives that attend commission meetings would not be a voting member (ad-hoc)
- adding to the Senior Advisory Commission section.

Council member Mike McPadden asked if a finance committee was necessary.

Other changes recommended by the council include:

- Section 230 City Administrator 230.04 k – changing the amount to \$5,000 that the City Administrator has the authority to sign for
- Section 240 Fire Department 240.02 removing the line “The new members shall be elected by a majority vote of the members of the fire department, subject to the approval of the election by the City Council.”
- Section 240 Fire Department 240.03 officers = 3 Assistant Chiefs and 4 Captains
- Section 257 Safety Committee 257.03 change Public Works Department to Public Service Department, add Fire Chief.
- Section 259 Personnel Committee 259.04 Replace Personnel Policy to Employee Handbook.
- Section 260 Civil Defense 260.014 remove “Civil Defense Plan adopted from time to time by the Council as found in the Appendix to this code” and replace with Carver County Emergency Plan.

The council requested that these updates be made and brought to the next council meeting to schedule a public hearing.

3. Adjournment

Motion: CH/DS to adjourn at 6:37pm. Vote 5 – 0. Motion carried.

Carol Lagergren, Mayor

Kelly Hayes, City Clerk/Treasurer

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

ABSENT: none

STAFF: Steve Helget – City Administrator, Kelly Hayes – City Clerk/Treasurer, Tony Voigt – Public Service Director

OTHERS: Wade Scott, Mitchell Scott, Nick Anhut, Dan Stender, Roz Dean, Cynthia Smith-Strack

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:48pm with all members present.

2. Approve Agenda

Remove 7.9 Schedule a Public Hearing to consider Amendments to Chapter 2 of the city Code.

Add 7.10 Clean and Televising sanitary sewer for project scoping.

Move adjournment to 10 and replace 9 with a closed meeting to discuss preliminary charges/allegations of an employee.

Motion: CH/MM to approve the agenda with the changes. Vote 5 – 0. Motion carried.

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

Resident Roz Dean had asked why she received a parking ticket recently when the snow event on that day did not have more than 2 inches.

4. Consent Agenda

4.1 Approve minutes of January 13, 2020 meeting

4.2 Approve payment of claims

4.3 Knights of Columbus Street Closing Request

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

5. Public Hearing - none

6. Old Business - none

7. New Business

7.1 Approve Resolution 2020-02, Appoint Election Judges

Motion: MM/DS to approve Resolution 2020-02, a resolution appointing election judges. Vote 5 – 0. Motion carried.

7.2 Approve Resolution 2020-03, 600 Railroad Street W. Conditional Use Permit

Steve Curfman, the owner of 600 Railroad Street W, applied for a conditional use permit to allow for retail truck repair. Mr. Curfman stated that he understands that vehicles cannot be parked on the property for more than 30 days.

Motion: CH/CS to approve Resolution 2020-03, approving retail truck repair in an existing structure at 600 Railroad Street W. Vote 5 – 0. Motion carried.

7.3 Resolution 2020-04, Scheduling Public Hearing for issuance of General Obligation Refunding Bonds

Motion: MM/CH to approve Resolution 2020-04, calling a public hearing to consider the pledge of the general obligation of the city of Norwood Young America, Minnesota to the payment of refunding bonds to be issued by the Norwood Young America Economic Development Authority. Vote 5 – 0. Motion carried.

7.4 Resolution 2020-05, Scheduling Public Hearing for issuing bonds for the Highway 212 Underpass Project

Motion: CH/CS to approve Resolution 2020-05, Scheduling Public Hearing relating to the adoption of a street reconstruction Plan and the issuance of street reconstruction bonds thereunder. Vote 5 – 0. Motion carried.

7.5 Award Drainage Ditch Clean-Out Quote

Proposals were requested and received from four companies to clean 1,340 feet of drainage ditch: Hennig Excavating \$11,800, add \$2,250 if dirt is trucked out of town, Litzau Excavating \$21,750, Schneider Excavating \$32,500, WM Mueller and Sons \$44,300.

Motion: MM/CH to award the Drainage Clean-out Project to Hennig Excavating for \$15,050 and to direct the City Administrator and City Attorney to execute a contract with Hennig Excavating for. Vote 5 – 0. Motion carried.

7.6 Approve Bucket Truck Chassis Purchase

On April 9, 2019, the City Council approved purchasing a 2019 Ford F-550 chassis. We were placed on the build list, but before our truck was built, the manufacturer ran out of fuel tanks to complete the truck.

Motion: CS/CH to approve purchasing a 2020 Ford F-550 chassis from Midway Ford in the amount of \$39,974.69. Vote 5 - 0. Motion carried.

7.7 Approve Eagle Scout Project to install Flagpole in Friendship Park

Local Eagle Scout, Mitchell Scott, presented his proposed Eagle Scout project. The project includes installing a flagpole, LED lighting and a concrete base at Friendship Park. Money that he raised would be used. The Parks & Recreation Commission approved moving forward with the project. The project would commence this spring as the weather permits.

Motion: DS/CS to approve Mitchell Scott's Eagle Scout project to install a flagpole in Friendship Park. Vote 5 - 0. Motion carried.

7.8 SW Coalition Letter of Support

The SW Corridor Transportation Coalition has requested a letter of support from jurisdictions located on or who utilize Highway 212.

Motion: DS/CH to approve the letter of support. Vote 5 - 0. Motion carried.

~~7.9 Schedule Public Hearing to consider Amendments to Chapter 2 of the City Code~~

7.10 Clean and Televiser Sanitary Sewer Mains

It is recommended having sewer pipes cleaned and televised to see if any sanitary sewer lines should also be replaced. Two proposals were obtained to have 15,000 feet cleaned and televised: Hydro Klean \$20,270, American Environmental \$53,900.

Motion: CH/MM to hire Hydro Klean to clean and televise 15,000 feet of sanitary sewer pipe for the amount of \$20,270 for the 2021 street recon projects scoping study. Vote 5 - 0. Motion carried.

8. Council Member & Mayor and Staff Reports

DS - Senior Advisory Commission. Senior living communities are full with waiting list. Senior Center is doing well.

CS - Parks & Recreation Commission. Selected officers. Future projects: Friendship restroom, Pavilion doors replacement, Old Town, benches on Highway 212 sidewalk/trails. Also, Artisan Fair proceeds will go towards park projects.

Safety Committee. Discussed AWAIR and had a tour of the water plant.

CH - Planning Commission. No updates.

MM - Stiftungsfest. Planning another family night on Thursday of the celebration.

SH - City will be mailing winter newsletter soon.

CL - Fire Department. Looking at purchasing a ladder truck in 2022.

Personnel Committee. Accepting Public Service Technician applications until noon on January 30.

Motion: CH/MM to close the meeting at 7:57pm. Vote 5 - 0. Motion carried.

9. Closed Meeting

10. Adjournment

Motion: MM/DS to adjourn at 9:00pm. Vote 5 - 0. Motion carried.

Carol Lagergren, Mayor

Kelly Hayes, City Clerk/Treasurer



City Council Minutes
January 31, 2020 – 7:00 a.m.
Special City Council Meeting

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

ABSENT: Charlie Storms

STAFF: Steve Helget, City Administrator

OTHERS: None.

1. Call Meeting of City Council to Order

Mayor Lagergren called the special meeting to order at 7:00am with all members present except Charlie Storms.

2. Approve Agenda

Motion: CH/DS to approve the agenda. Vote 4 – 0. Motion carried.

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

4. Consent Agenda

4.1 Approve payment of Claims

Mayor Lagergren stated the City's debt service payments were mistakenly left off the list of Claims from the last regular Council meeting and they need to be approved as the payments are due February 1st.

Motion: DS/MM to approve the consent agenda. Vote 4 – 0. Motion carried.

5. Public Hearings

6. Old Business

7. New Business

8. Council Member & Mayor and Staff Reports

9. Adjournment

Motion: MM/CH to adjourn at 7:01am. Vote 4 – 0. Motion carried.

Carol Lagergren, Mayor

Kelly Hayes, City Clerk/Treasurer



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

To Be Approved: February 10, 2020

Payroll EFT **\$17,680.08**
(Check Sequence 505802 – 505817)

Voided check
30166 - \$200.00
29988 - \$32.77

Prepays
30162 - 30172 - \$2200.00 **\$2,200.00**

Claims Pending Payment
(Check Sequence 30173 – 30215) **\$25,569.12**

Grand Total **\$45,449.20**



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: February 10, 2020
SUBJECT: Highway 212 Underpass / Highway 5/25/CSAH 33 Roundabout Project Update

Diane Langenbach and Curt Kobilarcsik, MnDOT, and Andrew Engel, Carver County Public Works, will be present to provide an update on the Highway 212 Underpass and the Highway 5/25/CSAH 33 Roundabout Project. Some of the items to be covered will include:

1. Bid Letting Schedule and answer question "what if bids come in high"
2. Staging Schedule
3. Contract Structure – who will the City be contracting with MnDOT or Carver County
4. What is the estimate time period when City will have to make its first payment for the construction work completed
5. Estimated Construction Cost update
6. Morse Street Closing

Suggested Motion:

No motion suggested. Informational item only.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Services Director
DATE: February 10, 2020
SUBJECT: Public Service Department Property Clean-Up Report

At this time, we have not received confirmation from Carver County to utilize their property for storage of Stiftungsfest related items currently being stored on City property. Many trees have been removed which will now allow a contractor access to the concrete materials to be removed. Quotes will be solicited later this spring for removal of the concrete.

Recommended Motion:

No action required. Informational item only.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: February 10, 2020
SUBJECT: Consider Annexation Fee Waiver Request

Ron Blum, Melchert Hubert Sjodin, is representing JAM Real Estate, LLC who is the owner of the property located at the northeast intersection of Highway 212 and Tacoma Avenue (Parcel No. 110130410). JAM Real Estate desires to annex the 62.71-acre parcel into to the city for development purposes. Mr. Blum has submitted a request on behalf of JAM Real Estate for the City Council to waive the \$250 per acre annexation fee which would be \$15,678.

In accordance with the Orderly Annexation Agreement between the City and Young America Township, the City will compensate the Township for the permanent loss of taxable property from the Township tax rolls at \$250 per acre. The City Council approved passing this fee along to the property owner petitioning for the annexation. The annexation fee was added to the City's 2019 Fee Schedule.

At this time, the City has not received a Petition for Annexation for the subject parcel.

No Council action is required if it consents to not waive the fee.

Suggested Motion:

Motion to waive the \$250 per acre annexation fee for Parcel 110130410 upon receipt of a Petition for Annexation.



more than a place, it's home.

CITY OF NORWOOD YOUNG AMERICA JAM Real Estate LLC

Map Date: 2/6/2020





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: February 10, 2020

SUBJECT: Review City Code Chapter 2 Amendments and Schedule Public Hearing

At the January 27th Work Session meeting, the Council reviewed Chapter 2 of the City Code. Based on the consented changes, enclosed is an update of Chapter 2 with the discussed changes.

Proposed is to review the changes to Chapter Two and to schedule a public hearing for the purpose of considering the amendments.

Recommended Motion:

Motion to schedule a public hearing for 6:00 p.m., March 9, 2020 for the purpose of considering amendments to Chapter 2 of the City Code.



CHAPTER 2. ADMINISTRATION

Section 200 – In General

200.01 Authority. The City of Norwood Young America, located in Carver County, Minnesota is a municipal corporation incorporated by the laws of the State of Minnesota on January 1, 1997, and incorporates the former independent municipalities of Norwood and Young America. By virtue of its incorporation under the laws of the State, the City operates under the Minnesota Statutes Chapter 412, and any other applicable State Statutes conferring powers and duties upon municipalities.

200.02 Optional Plan “A.” Having held an election on the subject, the City shall operate under the Optional Plan “A” form of government as authorized in Minnesota Statutes, Chapter 412.

200.03 Meetings of the Council.

Subd. 1 Regular Meetings. The City Council shall meet on the second and fourth Monday of every month in the City Hall 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. *(Amended by Ord. 282, 10/10/2016) (Amended by Ord. 318, 02/11/2019) (Amended by Ord. 320, 8/12/19)*

Subd. 2 Special Meetings. A special meeting may be called by the Mayor or by any two councilmembers pursuant to the notice requirements of Minnesota Statutes § 471.705 at such time and place and for such purposes as stated in the notice of the meeting.

Subd. 3 Emergency Meetings. When the health, safety, or welfare of the city or its residents would be unduly endangered or subject to imminent harm by any delay, the Council may convene an emergency meeting without advance notice to discuss how to handle the emergency situation.

200.04 Address. The official address for the City shall be:

City of Norwood Young America
310 Elm Street West
Norwood Young America, MN 55368 *(Amended by Ord. 226, 1/24/2011)*

Section 210 – Elections

210.01 Date of Regular City Election. The regular City election shall be held biennially on the first Tuesday after the first Monday in November of every even-numbered year.

210.02 Terms of Mayor and Councilmembers. After the first regular biennial election, the term for the office of Mayor shall be two years and the terms for the offices of Councilmembers shall be four years. The terms of office for the first biennial election held in November 1996 shall be as provided by Special Law Chapter 302 of the 1996 Legislature.

Section 220 – Mayor and Councilmembers Salaries

220.01 Mayors Salary. The salary of the Mayor shall be \$350 per month. *(Amended by Ord. 310, 10-8-18)*

220.02 Councilmembers Salary. The salary of each Councilmember shall be \$250 per month. *(Amended by Ord. 310, 10-8-18)*

Section 230 – City Administrator

230.01 Purpose. In order to provide the City with a more efficient, coordinated, responsible and responsive municipal government, the position of City Administrator shall be hereby established.

230.02 Scope. The City Council shall provide policy guidance and general direction to the City Administrator who shall serve as the Chief Administrator Officer of the City. The Administrator shall be responsible for the administrative direction of all departments and offices of the municipal government, subject only to statutory and/or municipal code or ordinance limits which may apply. It shall be the intent of this Section that the City Administrator shall have clear authority to administer the day-to-day operations of the municipal government, subject only to the restrictions noted above.

230.03 Appointment. The City Administrator shall be appointed by the City Council. The City Administrator shall be chosen solely on the basis of his or her training, experience and executive and administrative qualifications. *(Amended by Ord. 244, July 8, 2013)*

230.04 Duties. In addition to the general duties and responsibilities set forth in this Section, the City Administrator shall:

- A. Be responsible for preparation of the annual City budget in accordance with the guidelines as may be provided by the City Council, and in coordination with all department heads;
- B. Keep the Council informed of the financial condition of the City. Recommend action as appropriate, prepares and implements financial guidelines;
- C. Keep informed concerning current developments in the field of municipal administration, and from time-to-time submit recommendations or suggestions to improve the municipal government;
- D. Keep informed concerning State and Federal legislation affecting the City, and submit appropriate reports and recommendations to the City Council;
- E. Keep informed concerning the availability of State and Federal funds for local programs, and assist department heads and the City Council in procuring the funds;
- F. Be responsible for the employment, training, direction and supervision of all personnel assigned to the Municipal Government, and for making recommendations to the City Council on appointments and promotions of personnel;
- G. Be responsible for the administrative direction and supervision of all employees of, consultants to, and vendors doing business with the City;
- H. Serve as the personnel officer for the Municipal Government. As such, he or she shall keep complete and up-to-date personnel records, to include specific job descriptions for all City employees, recommend salary and wage scales for City employees not covered by collective bargaining agreements, develop and enforce standards of performance by City employees, assure that all City employees have proper working conditions, work closely with department heads to promptly resolve any personnel problems or grievances, and act as the City's representative in conducting collective bargaining negotiations;
- I. Work closely with all department heads to ensure that such personnel and other City employees receive adequate opportunities for training to improve their knowledge and skills, and act as the

- approving authority for all requests by City employees to attend conferences, meetings, training schools, etc. pertaining to their employment;
- J. In coordination with the Mayor, prepare the agenda for all meetings of the City Council, together with such supporting data as may be required. Nothing in this Section shall be construed as to give the City Administrator authority to limit or in any way prevent matters from being considered by the Council;
 - K. Act as purchasing agent for the City and be responsible for making all purchases in accordance with the approved municipal budget. The Administrator shall have the authority to sign purchase orders for budgeted routine services, equipment and supplies for which the cost shall not exceed ~~one~~ **five** thousand dollars. All claims resulting from orders placed by the City shall be audited for payment by the Council. The Administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the Council;
 - L. Perform all duties as prescribed by the job description and such other duties as may be prescribed by law or required by ordinance or resolution adopted by Council, including attending all meetings of the Council and such other boards, commissions, and committees as assigned by the Council, and performing all statutory duties of the City Clerk except as otherwise assigned by this Code or action of the Council.

Section 240 – Fire Department

240.01 Fire Department. The Norwood Young America Fire Department created shall be hereby established.

240.02 Size. The Norwood Young America fire department shall be limited to a full complement that shall not exceed 45 members. Any person at least eighteen years of age and capable of passing the required physical requirements adopted by the City shall be eligible for membership by voluntary enlistment in the fire department. The new members shall be ~~elected by a majority vote of the members of the fire department, subject to the approval of the election~~ **appointed** by the City Council. Each new member shall serve a one-year probation period. At the end of the probation period, the City Council shall give final approval to the new member. Each firefighter shall be required to pass a periodic physical test in order to remain eligible to serve on the department.

240.03 Appointment of Fire Chief and other Offices. The fire chief ~~and other officers~~ shall be ~~elected by a majority vote of all fire department members and shall be approved~~ **appointed** by the City Council. ~~The fire chief shall hold his or her office for the full term of one (1) year unless removed from office within the period by the City Council for cause.~~ The department, **with Council approval**, may also appoint the following officers:

- A. **Three Assistant Chiefs and Four Captains**
- ~~B. Two Deputy Chiefs~~
- C. Treasurer
- D. Secretary

The Fire Chief and other officers shall serve two (2) year terms, starting January 1st following appointment.

240.04 Duties of Fire Chief. The following shall be the duties of the fire chief:

- A. See that all equipment of the fire department be kept in a fit condition for use at all times;
- B. Manage and control the department during times of fire or any public emergency for which the department shall be called upon to act;
- C. Investigate and recommend to the City Council such additional ordinances or amendments to existing ordinances, as he or she may deem necessary for safeguarding life and property against fire;
- D. Require teachers of public, private and parochial schools and educational institutions to have nine (9) fire drills per year, and to keep all doors and exits unlocked during school hours.
- E. Other duties that shall be delegated by the City Council from time-to-time.

240.05 Power and Authority of Chief. The fire chief shall have the following powers and authority.

- A. The fire chief shall have the power and authority to appoint such subordinate officers as he or she may deem advisable and to clothe them with authority to act for and in his or her place during his or her absence or disability.
- B. The fire chief or any other officer in command shall have the power to call upon any bystander to assist in fighting fires and such person so called upon shall render such assistance as ordered by the officer.
- C. The fire chief shall have the authority to dispatch such equipment and firefighters to other communities when there shall be a mutual aid agreement in effect. At no time, however, shall the fire chief dispatch such equipment and firefighters that he or she cannot afford adequate protection for this City.

240.06 Relief Association. The fire department shall have the authority to organize a relief association, elect the association's president and any other officers, adopt a constitution and by-laws not inconsistent with any laws or ordinances or resolutions adopted by the City Council, and to do all things necessary to promote the welfare of the fire department.

Section 250 – Planning Commission

250.01 Establishment of Commission. The planning commission for the City shall be hereby established. The commission shall be the City planning agency.

250.02 Composition. The planning commission shall consist of seven (7) members: **one (1) Council member and six (6) members of the community.** Members of the commission shall reside within the city. *(Amended by Ord. 157, 1-12-04)*

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the Council. *(Amended by Ord. 157, 1-12-04)*
- B. ~~Of the planning commissioners first appointed, two shall be appointed for a one year term, two shall be appointed for a two year term, and three shall be appointed for a three year term. All terms shall expire on January 1 of the appropriate year. Their successors~~ **Members** shall be appointed for terms of three years, expiring January 1 of the appropriate year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. *(Amended by Ord. 157, 1-12-04)*

250.03 Organization, Meetings, Etc.

- A. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. A commission member shall act as secretary of the planning commission.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month. *(Amended by Ord. 108, 5-27-1997)*

250.04 Powers and Duties of the Commission. The planning commission shall be the planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes § 462.351 – 462.364. It shall also exercise the duties conferred upon it by this Section. *(Amended by Ord. 108, 5-27-1997)*

250.05 Zoning Ordinances; Public Hearings. No zoning ordinances, subdivision ordinances, or amendments thereto shall be adopted by the Council until a public hearing has been held thereon by the planning commission upon notice as provided in Minnesota Statutes § 462.357, Subdivision 3. Public hearings shall be conducted pursuant to the procedure listed in Section 250.05, Subd 1 through Subd. 8 below.

Subd. 1 Chairperson Shall Explain the Procedure to be Followed. Before opening the public hearing, the chairperson shall explain the procedure to be followed before the hearing begins. The chairperson shall explain that the hearing is a formal procedure, that everyone will be given an opportunity to participate, and that comments should be germane and concise. If many people share the same viewpoint, the chairperson shall encourage the appointment of a spokesperson to avoid repetitive testimony.

Subd. 2. Open the Public Hearing. The chairperson shall indicate that the public hearing is opened.

Subd. 3. Staff Presentation. City staff shall identify the subject property, describe the nature of the application, present the zoning and planning issues, and explain the action to be taken by the planning commission, board of appeals, or city council. The commission, board, or council members should ask the staff questions to ensure that they fully understand the information presented. City staff shall entertain questions from the applicant, general public or other interested parties about the information presented.

Subd. 4. Applicant Presentation. The applicant shall have the opportunity to present his or her case, including but not limited to factual information to demonstrate the proposal's compliance with the city's comprehensive plan, zoning and/or subdivision standards. The planning commission, board of appeals, or city council shall ask the applicant whatever questions they have about the proposal. The public shall have the opportunity to ask questions of the applicant.

Subd. 5. Statements from the Public. The chairperson shall ask for statements from the public in support of the application. The chairperson shall then seek statements from the public in opposition to the application. The chairperson shall encourage the presentation of factual evidence for public consideration.

Subd. 6. Conclude the Public Hearing. After all evidence has been received and everyone has been given opportunity to be heard, the chairperson shall conclude the public hearing.

Subd. 7. Discussion. Upon conclusion of the public hearing, the planning commission, board of appeals, or city council shall discuss the proposal.

Subd. 8. Action. The planning commission or board of appeals shall make a recommendation to the city council on the application. If the hearing is before the city council, the council shall either deny or approve the application. The matter may also be continued for further consideration. *(Amended by Ord. 186, 1-8-2007)*

250.06 Plats: Approval. Any plat of land submitted to the Council for approval shall be referred to the planning commission for review and recommendation. *(Amended by Ord. 108, 5-27-1997)*

250.07 Board of Appeals and Adjustments. The ~~planning commission~~ **City Council** shall serve as the Board of Appeals and Adjustment for the City. The decisions of the Board on matters within its jurisdiction shall be advisory to the Council. Following the hearing, the Board shall make its order deciding the matter and shall serve a copy of such order upon the appellant or petitioner by mail. The Board shall at the same time submit a copy of its decision to the Council which shall have final authority to approve, reject, or modify the decision of the Board. *(Amended by Ord. 108, 5-27-1997)*

Section 255 251 – Economic Development Commission

255.01 Establishment of Commission. The economic development commission for the city shall be hereby established. *(Amended by Ord. 115, 7-27-1998)*

255.02 Composition. The economic development commission shall consist of nine (9) members: two (2) City Council members, one (1) Planning Commission member, one (1) **ad hoc (non-voting)** representative of the Chamber of Commerce, and five (5) members of the local community representing, but not limited to, local business and industry. **Voting** Members of the commission shall reside or be employed within the city. *(Amended by Ord. 226, 1-24-11) (Amended by Ord. 256, 2-9-15)*

- A. All members appointed by the City Council may be removed by a three-fifths vote of the Council. *(Amended by Ord. 157, 1-12-04)*
- B. All terms shall expire on January 1 of the appropriate year. The City Council member, Planning commission member and representative of the Chamber of Commerce shall be appointed annually. All other commissioners shall be appointed for a term of three years. Of the five commissioners serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. *(Amended by Ord. 157, 1-12-04)*

255.03 Organization, Meetings, Etc.

- A. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. A commission member shall act as secretary of the economic development commission.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The

commission shall submit to the City Council a monthly report of its work during the preceding month. *(Amended by Ord. 115, 7-27-1998)*

255.04 Duties and Responsibilities of the Commission. The duties and responsibilities of the economic development commission shall be as follows:

- A. Advise the City Council on matters concerning commercial and industrial development within the city.
 - B. Assist the City with preparations and advice regarding economic development marketing plans, programs, and strategies.
 - C. Help to coordinate economic development efforts with various groups active in the city.
 - D. Aid and advise the City Council and Planning Commission regarding the orderly development of areas suitable for commercial and industrial development.
 - E. Recommend to the City Council and Planning Commission policies and actions regarding commercial and industrial expansion, development, and attraction.
 - F. Develop long and short-term strategies for commercial and industrial development within the city.
 - G. Review proposed development proposals.
 - H. Assist in the preparation and implementation of plans for business retention.
 - I. Perform other duties, functions, and studies as directed by the City Council.
- (Amended by Ord. 115, 7-27-1998)*

Section 256 252 – Parks & Recreation Commission

256.01 Establishment of Commission. The parks and recreation commission for the City shall be hereby established. *(Amended by Ord. 144, 10-22-2001)*

256.02 Composition. The parks and recreation commission shall consist of seven (7) members: one (1) City Council member, one (1) Planning Commission member, one (1) **ad hoc (non-voting)** representative from School District 108, and four (4) members of the local community. Members of the commission shall reside ~~or be employed~~ within the city. *(Amended by Ord. 157, 1-12-04)*

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the Council. *(Amended by Ord. 157, 1-12-04)*
- B. All terms shall expire on January 1 of the appropriate year. The City Council member, Planning Commission member and representative of School District 108 shall be appointed annually. All other commissioners shall be appointed for a term of three years expiring January 1 of the appropriate year. Of the four commissioners serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. *(Amended by Ord. 157, 1-12-04)*

256.03 Organization, Meetings, Etc.

- A. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. A Commission member shall act as secretary of the commission.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The

commission shall submit to the City Council a monthly report of its work during the preceding month. *(Amended by Ord. 144, 10-22-2001)*

256.04 Powers and Duties of the Commission. The parks and recreation commission shall be the park and recreational planning and maintenance advisory agency for the City of Norwood Young America. The duties of the commission are as follows, but not exclusively:

- A. Advise the City Council in park acquisition, development and abandonment matters.
 - B. Advise the City Council in regard to recreational programming.
 - C. Recommend to the City Council rules and regulations for use of any park, recreational or leisure facilities.
 - D. Maintain the City of Norwood Young America Comprehensive Parks Plan.
 - E. Consider proper names for park and recreation areas and make such recommendations to the City Council.
 - F. Conduct studies and investigations as specifically directed or delegated by the City Council.
 - G. Represent the City Council at appropriate meetings.
 - H. Review special requests for use of recreational facilities for the City Council.
- (Amended by Ord. 144, 10-22-2001)*

Section 257 260 – Safety Committee

257.01 Establishment of Committee. The Safety Committee for the city shall be hereby established.

257.02 Purpose. The purpose of the Safety Committee shall be to promote safety and health in the workplace and to eliminate workplace hazards that may cause any injury or illness.

257.03 Composition. The Safety Committee shall consist of five (5) members: one (1) City Council member, one (1) representative of the Administration staff, one (1) representative of the Public Works ~~Services~~ Department, ~~one (1) representative of the Public Utilities Department,~~ the Fire Chief, and the City Administrator.

257.04 Organization, Meetings, Etc.

- A. The committee shall elect a chairperson from among its appointed members for a term of one year; and the committee may create and fill such other offices as it may determine. A committee member shall act as secretary of the Safety Committee.
- B. The committee shall establish a regular meeting schedule.

257.05 Duties and Responsibilities. The duties and responsibilities of the Safety Committee shall be as follows:

- A. Review the results of work place safety inspections to identify and analyze hazards.
- B. Review accident and injury reports to identify and analyze hazards.
- C. Review and act upon safety and health related concerns, suggestions, and needs communicated by employees and supervisors.
- D. Review work place hazard assessments.
- E. After conducting safety reviews suggest and document better work practices, repairs, safety training and communication.
- F. Conduct semi-annual walk-through safety inspections.
- G. Identify and communicate specific safety and health related needs and improvements to the employer, supervisors and employees.
- H. Administer "A Workplace Accident Injury Reduction Program (AWAIR)"

(Amended by Ord. 260, 4-27-15)

Section 258 253 - Senior Advisory Commission

258.01 Establishment of Commission. The Senior Advisory Commission for the City of Norwood Young America shall be hereby established. (Established by Ord. 297, 01-08-2018)

258.02 Composition. The Senior Advisory Commission shall consist of a minimum of nine (9) up to a maximum of fifteen (15) members of which one shall be a City Council Member. ~~The Senior Advisory Commission shall consist of at least nine (9) members: one (1) City Council member, two (2) ad hoc (non-voting) representatives from Peace Village/The Harbor, and at least six (6) members of the local community.~~ The majority of the commission shall be at least 55 years of age ~~and have a genuine interest in and an appreciation for issues affecting senior citizens.~~ ~~Voting members shall reside within the city.~~

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the City Council.
- B. The City Council member shall be appointed annually. All other Commission members shall be appointed for a (3) year term. All terms shall expire on January 1 of the appropriate year.
- C. The Norwood Young America City Administrator or their designee will serve as a liaison to the Commission.

258.03 Organization, Meetings, Etc.

- A. The Commission shall annually appoint from its members a Chairperson, a Vice Chairperson, and a Secretary.
- B. ~~The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month.~~
- C. ~~A majority of the appointed members shall constitute a quorum.~~
- D. ~~If a vacancy should arise on the Commission, the seat shall be filled for the remainder of the term, through appointment by the City Council.~~

258.04 Powers and Duties of the Commission. The purpose of the Senior Advisory Commission is to provide senior citizens with a valuable resource, which can be used to effectively communicate the social, economic, recreational, cultural, and personal needs of the city's senior population. The Senior Advisory Commission's primary powers and duties include the following:

- A. To provide an open forum where information on important community senior issues can be received and discussed.
- B. To act as a liaison for the senior community to local government and other private organizations.
- C. To educate the rest of the community on issues affecting senior citizens through the publication of materials and within open public forums where senior views can be accurately represented.
- D. To explore and assist in the development of senior projects and programs, which promote positive relationships between senior citizens and the community.
- E. To build community consensus in advocating for specific senior projects or programs.

- F. To advise the City Council on issues concerning senior citizens and to recommend appropriate solutions.
- G. To provide feedback to the City Council assessing the current and future needs of the senior citizen community for program planning purposes.

Section 259 261 – Personnel Committee

259.01 Establishment of Commission. The Personnel Committee for the City of Norwood Young America shall be hereby established. *(Established by Ord.315, 01-14-2019)*

259.02 Composition. The Personnel Committee shall consist of five members: The Mayor, one (1) City Council representative, the City Administrator, and the City Clerk and the Public Services Director. ~~The Mayor, City Administrator, City Clerk and the Public Service Director are automatically appointed via their positions.~~ The Council representative shall be appointed annually by the City Council. ~~The Mayor shall serve as Chairperson.~~

259.03 Organization, Meetings, Etc.

- A. The Personnel Committee shall meet on a monthly basis on the 2nd Monday of the month at 5:00pm and as needed.
- B. ~~The Mayor shall serve as Chairperson.~~

259.04 Powers and Duties of the Commission. The purpose of the Personnel Committee is to provide oversight regarding the City's ~~Personnel Policy~~ Employee Handbook, employees' compensation and benefits structure, and hiring of new employees.

The duties and responsibilities of the Personnel Committee are as follows:

- a. Oversee and review the City's ~~Personnel Policy~~ Employee Handbook, monitor employment law changes, and recommend Personnel Policy amendments to the City Council as appropriate.
- b. Annually review and provide feedback regarding the City's overall approach to compensation and benefits for staff and make recommendations to the City Council.
- c. Review performance reviews of staff.
- d. Review as needed high-level disciplinary actions of City employees, especially those that result in suspension or termination.
- e. Participate in the hiring process of new employees to include, but not limited to, application review, interviewing, and recommendation to the City Council. Participate in the appointments of Fire Department officers.

Section 260 Civil Defense

260.01 Adoption of Plan by Reference. In the case of emergencies or natural disasters, the City shall follow the ~~Civil Defense Plan adopted from time to time by the Council as found in the Appendix to this Code.~~ Carver County Emergency Operations Plan.

Section 261 Restriction on Use of the “City of Norwood Young America” City’s Official Seals and Logos

261.01 Definitions. As used in this Chapter, the following shall mean:

City Name. City of Norwood Young America, City of Norwood Young America, MN, or Norwood Young America, MN.

Corporate Seal. Contains the words “City of Norwood Young America Corporate Seal, Carver County, Minnesota” typecast in a circular format.



Organization. Intended to and shall mean and include all formal and informal groups, associations, and aggregates of persons, groups and/or associations which are not themselves legal entities, whether singular and plural.

Person. Intended to and shall mean and include any and all persons, whether natural or corporate, and all other entities and organizations, whether singular or plural.

Property. Means all real property as well as all tangible and intangible personal property.

261.02 Regulations Governing Use. It shall be unlawful for any person to use the name, logos, or official seal of the City of Norwood Young America, whether directly or indirectly, expressly or by implication, in a way that creates the perception that the city, and/or departments, agencies or programs, are involved in, or supports or endorses in any way, a person or organization in any pursuit, activity, or thing of any kind whosoever, including but not limited to causes or events.

License for use. Nothing in this article shall restrict the City Administrator from entering into a licensing agreement with any person or organization for the use of the city’s name, logos or official seal for any purpose and without monetary consideration, provided such licensing agreement is in writing and signed by the City Administrator. However, the City Administrator, may from time to time be authorized by resolution of the City Council to enter into licensing agreements with revenue generating potential on behalf of the city for the use of the city’s name, logos or official seal.

261.03 Injunction for unauthorized use. In the event that person intends to use the City’s name, logo and/or official seal without the City’s consent, the City shall have the right to seek an injunction to prevent such use. In the event that a person uses the City’s name, logo or official seal without the City’s consent, the City shall have the right to an injunction to prevent future use as well as damages for the unauthorized use of the City’s name, logo or official seal.

261.04 Administrative Penalty. In addition to the right to seek an injunction, the City may issue an administrative citation as provided by Section 120.04 of the City Code. *(Amended by Ord 307, 9-10-18)*

Section 262 – Finance Committee

259.01 Establishment of Commission. The Finance Committee for the City of Norwood Young America shall be hereby established. (*Established by Ord.315,)*

259.02 Composition. The Finance Committee shall consist of three members: The Mayor, one (1) City Council representative, and the City Administrator. The Council member shall be appointed annually by the City Council.

259.03 Organization, Meetings, Etc.

- A. The Finance Committee shall meet monthly and as needed.
- B. The Mayor shall serve as Chairperson.

259.04 Powers and Duties of the Commission. The purpose of the Finance Committee is to provide oversight regarding the City's Budget and Fee Schedule. The Committee will act as an advisory board to the City Council and staff regarding short- and long-term financial planning; financial policies and practices; local, state, and national trends in finance and economy; legislative issues; and quarterly financial reports and comprehensive annual financial report.

The duties and responsibilities of the Finance Committee are as follows:

- a. Oversee the City Budget through monthly statements and make recommendations to the City Council.
- b. Oversee the Fee schedule and make recommendations to City Council.
- c. Review current short and long-term investments and the current investment policy on a quarterly basis.



TO: Mayor Lagergren and Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: February 10, 2020
RE: Hiring of Public Service Technician

18 applications were received by the deadline for the Public Service Technician position that became available after the approval of accepting Bill Koch's resignation. Five interviews were scheduled for February 5, 2020. Four interviews were held; one applicant backed out prior to the interview. It is the recommendation of the Personnel Committee to offer the Public Service Technician position to _____.

RECOMMENDATION:

A motion to hire _____ as a Public Service Technician 1 at paygrade 10, step _____, contingent on the results of a background check.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: February 10, 2020
RE: Posting Seasonal Positions

The Personnel Committee discussed posting jobs for summer employment as the City has already received inquiries (for both Public Services and the West Carver Community Pool). It is recommended to post the seasonal jobs and to start accepting applications.

SUGGESTION:

Motion to approve posting the summer seasonal positions.