



CITY COUNCIL AGENDA

June 15, 2020 – 6:00 p.m.

Special City Council Meeting

Zoom Meeting Link

<https://us02web.zoom.us/j/2334797500>

Meeting ID: 233 479 7500

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.)
5. Public Hearings
6. Old Business
7. New Business
 - 7.1 Consider Young America Cardinals Request
 - 7.2 Approve Resolution No. 2020-18,
 - 7.3 Approve City Clerk-Treasurer Job Description and Authorize advertising to 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: None.

UPCOMING MEETINGS / EVENTS

- June 16 Parks and Recreation Commission – 4:45 p.m.
- June 18 Senior Advisory Committee – 9:00 a.m.
- June 22 Work Session, EDA, City Council – 6:00 p.m.
- July 7 Planning Commission – 6:00 p.m.
- July 13 Personnel Committee – 5:00 p.m.
- July 13 City Council – 6:00 p.m.
- July 15 Economic Development Commission – 6:00 p.m.



To: Members of the City Council
From: Steve Helget, City Administrator
Re: Request from Young America Cardinals
Date: June 15, 2020

Jeremy Stender, representing the Young America Cardinals, has requested the use of Willkommen Park field for baseball games. Attached please find their request as well as documentation from the Minnesota Baseball Association. The team has also provided a copy of their insurance policy, which is available to council members upon request.

The Minnesota Baseball Association website addresses their position at this time (available on the last two pages of the handout) with the following disclaimer at the bottom of the page:

The Minnesota Baseball Association Board notes that the Minnesota Department of Health is not recommending games or competitions at this time, and any teams seeking to participate in games must additionally follow any local rules and appropriate MDH guidelines for Adult Organized Sports, and participation is at their own risk and liability.

We have reached out to City Administrators and Mayors throughout the county asking for their response to similar requests. That information will be shared at the Council meeting.

Recommendation:

Approve a letter to the MBA stating that we are insured and will allow the use of city fields for our town baseball team to play exhibition and league games.

Approve the use of city baseball fields to align to the most current recommendations of the Department of Health.

Norwood Young America



TO: Mayor Lagergren, Norwood Young America City Council, Administrator Helget

FROM: Young America Cardinals Baseball Club

DATE: Friday, June 12th, 2020

RE: Playing baseball on city parks

Thank you for taking the time to hear from our baseball club.

The Young America Baseball Club requests to allow play of baseball games at Willkommen Park, effective immediately. Along with the Minnesota Baseball Association (MBA), we have adopted a COVID-19 Preparedness Plan that will be strictly enforced. The plan will be posted in dugouts, our concession stand, throughout the park and announced over P.A. prior to every game.

In addition to this, an attached self-check form will be offered at the gate for all people entering the park. If they answer yes to anything on the screening checklist they will not be allowed in the gate and will be asked to leave.

We appreciate the city for their assistance in allowing us to move forward with our previous burger nights in the park. Just like when we hosted those events, we will once again put the health and well-being of our guests and fans at the forefront for these games.

Baseball meets the requirement set forth by the state of less than 25 individuals participating at any one time. We also can maintain our crowds to less than 250 people for public gatherings and safely socially distance all in attendance. Our lone goal is to play baseball in a safe and responsible manner for everyone involved.

Thank you again!

MINNESOTA BASEBALL ASSOCIATION COVID-19 PREPAREDNESS PLAN

- 1.) Encourage social distancing by spectators inside the park. The size of our stadiums makes this easy to accomplish**
- 2.) Social distancing of players in dugouts, bullpens and outside the dugout to the outfield side if needed.**
- 3.) Hand sanitizer available in both dugouts and at concession stand.**
- 4.) No handshakes, high fives or unneeded contact of any kind.**
- 5.) Players should avoid sharing gear.**
- 6.) Players will label and bring their own water or sports drink. No water fountains may be used under any circumstance.**
- 7.) No spitting of any kind this includes sunflower seeds, chewing tobacco, etc.**
- 8.) Facemasks and gloves may be worn by players, fans and umpires.**
- 9.) Facemasks and gloves must be worn by all concession workers.**
- 10.) Umpires can choose to stand behind the catcher or pitcher.**

These guidelines will be posted in dugouts and read by the PA announcer before every game.

Visitor and Employee Health Screening Checklist

Have you had any of the following symptoms recently that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- Fever (100.4°F or higher), or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

If you have answered yes to any of the symptoms listed below, please do not enter any city property. Please go home and isolate yourself from others and contact your doctor for medical advice.

I sign that I am not experiencing any symptoms of COVID-19. Legal guardians of minor children must sign in their place. Signature (Sign and Print): _____

Date: _____

Address: _____ Telephone: _____

If signing for a minor please print their name and your relationship to them: _____

Attest (for office use only): _____ Title: _____ Date: _____

While we wait for the Governor to open Minnesota Baseball the MBA board has decided to move forward for teams to start playing exhibition and league games if they send an email to the MBA from one of the following.

1. City council/administrator
2. School board/AD/ superintendent
3. Privately owned fields' baseball association president

The letter must state that they are insured and approving the use of their facility by their local town teams. The MBA is not authorizing the opening of concession stands, that must be approved by the governor or by the local municipality ie. School district/baseball association. All letters should be emailed to Mike Nagel at mikenagel2020@gmail.com. Once he sends an approval email of the submitted documents, teams will then be allowed to start playing immediately. Teams playing without permission will be subject to sanctions and or fines.

Below is a list of parks approved to hold activities as of Friday morning, June 12th at 9:45 a.m.

Hampton; Spring Hill, Bird Island, Cokato, St. Martin, Waterville, Roscoe, Midway, Freeport, Milroy
Yankees, Milroy Irish, Farming, Deer Creek, Sobieski, Pierz, Paynesville, Elrosa, Adrian, Isanti

If you are not on this list do not use your park to host games or scrimmages. All teams using their park agree to follow the MBA covid-19 preparedness plan and must give everyone entering the park a checklist form. Concession stands are not allowed to be used unless you get clearance from local health authorities.

Any questions regarding this process should be emailed to Gary Schleper at gschleper@ingraphics.com

*The Minnesota Baseball Association Board notes that the Minnesota Department of Health is not recommending games or competitions at this time, and any teams seeking to participate in games must additionally follow any local rules and appropriate MDH guidelines for Adult Organized Sports, and participation is at their own risk and liability.



To: Members of the City Council
 From: Finance Committee
 Re: Required Funding for Hwy 212/Underpass/CSAH 33 and Ladder Truck
 Date: June 15, 2020

On June 9, 2020, the Finance Committee reviewed the proposed costs for the following projects in 2020:

Funding the Ladder Truck

Total cost:	\$758,000
Less capital expenditure shifts to 2021/22	(173,000)
Less use of capital fund balance	(100,000)
Less 24.53% contribution from townships	<u>(185,000)</u>
TOTAL FUNDING NEEDED	\$300,000

Funding the Highway 212/Underpass/CSAH 33 Reconstruction Project

Total city cost of Underpass:	\$2,548,000
Total city cost of Highway 212:	358,595
Total city cost of CSAH 33:	289,194
TOTAL CITY COST	\$3,195,789
Less Safe Routes to School Grant	(1,225,000)
Less MnDOT contribution	(650,000)
Less collected monies from NYA	(200,000)
Less KWIK Trip contribution to costs	(40,000)
Less grant from Carver County	(300,000)
Additional Contribution	(66,650)
TOTAL FUNDING NEEDED	\$ 714,129

Recommendation:

Request additional funding for \$1,000,000. Payments to come from savings on bond refinance (approximately \$100,000 per year) and new monies from TIF District (approximately \$175,000 per year). At this time, no property tax increase required.

Norwood Young America



TO: Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: June 15, 2020
SUBJECT: Resolution No. 2020-18, \$6,145,000 General Obligation Street Reconstruction and Refunding Bonds, Series 2020A

Nick Anhut, Ehlers, will participate in the virtual meeting to review Resolution No. 2020-18, \$6,145,000 General Obligation Street Reconstruction and Refunding Bonds, Series 2020A. Enclosed is Resolution No. 2020-18. Kennedy & Graven is still reviewing the proposed resolution and there may be some changes presented at the meeting.

Suggested Motion:

Motion to approve Resolution No. 2020-18, A RESOLUTION RATIFYING THE SALE OF GENERAL OBLIGATION BONDS, SERIES 2020A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$_____; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; PROVIDING FOR THEIR PAYMENT; AND PROVIDING FOR THE REDEMPTION OF BONDS REFUNDED THEREBY



To: Members of the City Council
From: Personnel Committee
Re: City Clerk/Treasurer Job Description
Date: June 15, 2020

On June 8, 2020, the Personnel Committee reviewed the City Clerk/Treasurer job description. Attached is a copy of the recommended updates.

The biggest change was to the formatting of Essential Functions. The new format divides the duties of the position into the aligned categories: city clerk, city treasurer, human resources coordinator, customer service and other duties as assigned.

Recommendation:

Approve the updated job description for City Clerk/Treasurer position.

Approve posting for City Clerk/Treasurer position.

Norwood Young America



CITY CLERK / TREASURER

Department: Administration
Supervisor: City Administrator
Pay Grade: 16
FLSA Status: Exempt

GENERAL DEFINITION OF WORK

The City Clerk / Treasurer performs specialized and technical work to perform all of the routine tasks associated with accounts payable, accounts receivable, payroll, and human resources. This position is responsible for all statutory clerk and treasurer duties and supervises administrative staff.

EXEMPT STATUS and HOURS OF WORK

City Hall is open from 8:00am – 4:30pm.

~~The majority of the hours that the City Clerk / Treasurer works are during the City Hall hours. Exceptions to these hours may include approved Personal Time Off (PTO), approved leave, meetings, trainings, or any other event that requires different hours. Because this is an exempt position, as defined by the FLSA requirements, the City Clerk / Treasurer usually works a minimum of 40 hours a week. He/She has the ability to adjust or flex hours over 40 hours a week or 80 hours a payperiod. Unless pre-approved by the City Administrator, adjusted or flexed hours must be completed within the same payperiod.~~

The City Clerk/Treasurer is a full-time exempt position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Three to five years of ~~office administration~~ experience **in accounting, financing, human resources or related field**
- Valid Minnesota Driver's License

Desired Qualifications

- Previous experience as a City Clerk or other municipal administration position
- Degree in accounting, financing, human resources or related field
- Experience using an automated accounting system
- Previous experience as a supervisor or benefits administrator

ESSENTIAL FUNCTIONS

- **Serves as city clerk:** coordinates election process; prepares a variety of reports and submits with payments to appropriate state and federal agency; processes permits and licenses to include liquor licenses; ensures public notices and announcements are prepared and published; provides clerical and logistical support for City Council meetings; participates in the preparation of agendas and information packets; attends, records and takes minutes of City Council meetings.
- **Serves as city treasurer:** participates in the annual audit; assists with annual budget process and makes recommendations where appropriate; assists with the assessment process; and certifies regular and special levies to the County Auditor; reconciles bank accounts and statements, ~~manages cash flow, follows City policy~~

~~to invest excess funds~~; coordinates and participates in accounts payable, accounts receivable, and utility billing; co-signs outgoing checks.

- **Provides customer service:** answers and responds to incoming telephone calls and emails; handles requests for public information **(with the City Administrator)**; investigates and responds to citizens questions **and** complaints, ~~nuisance violations~~; schedules rental facilities ~~and swimming pool~~; and serves as notary public for city and **as a public service.**
- **Serves as human resources coordinator:** maintains applications, ~~handbook~~ and **employee files**; **maintains updates to employee handbook**; coordinates and implements the employee benefit plan, disability and leave of absence paperwork, **workers comp**; termination and unemployment records; files insurance claims and tracks the workers' comprehensive plan; processes payroll; **and** submits required payroll and unemployment reporting to state and federal agencies, administers W-2s, W-3s, and 1099s.
- ~~Performs duties of other administrative staff in addition to or in their absence.~~
- Performs other duties and responsibilities as assigned by the City Administrator and **City Council, to include, but not limited to, supervision of some office staff.**

KNOWLEDGE, SKILLS AND ABILITIES

It is critical that the City Clerk/Treasurer have strong customer service, bookkeeping, computer and analytical skills. He/She must have the ability to plan, organize, prioritize and multi-task and have the knowledge or the ability to learn: government accounting/bookkeeping, policies, standards, practices, reporting and procedures with the ability to ensure these are done in an accurate and timely manner.

The City Clerk/Treasurer is a supervisory position, thus the ability to lead staff is of the utmost importance. Excellent communication skills, verbally and ~~in writing~~ **written**, using an appropriate degree of maturity, tact, persuasion, and conflict resolution is required; along with the ability to establish and maintain effective working relationships with a wide variety of groups and individuals.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

This position may be required to work beyond normal hours, evenings and weekends and may be required to travel and attend trainings and meetings within and outside the City.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a Utility Biller to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using

sense of touch.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date