



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.)

3.1 Sheriff Deputy Jordan Voigt Quarterly Report

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 25, 2021 meeting
- 4.2 Approve payment of Claims
4. Public Hearings
 - 4.1 Ordinance No. 332, Amending Fee Schedule for 2021
5. Old Business
6. New Business
 - 6.1 Adopt Ordinance No. 332, Amending Fee Schedule for 2021
 - 6.2 Consider Oak Lane/2nd Avenue Project Financing
 - 6.3 Approve Resolution 2021-03, Ordering Improvement and Preparation of Plans
 - 6.4 Approve Quote to Repair Wastewater Treatment Plant Digester Pump
 - 6.5 Schedule a Public Hearing to consider Business Subsidy Policy Revision
 - 6.6 Consider Wilson Street Sidewalk Installation
 - 6.7 Approve Employee Handbook Amendments
7. Council Member & Mayor and Staff Reports
8. 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: January Building Permit Report.

UPCOMING MEETINGS / EVENTS

- | | |
|-------------|---|
| February 10 | Economic Development Commission – 6:00 p.m. |
| February 15 | Presidents' Day – City Offices Closed |
| February 16 | Finance Committee – 3:00 p.m. |
| February 16 | Parks and Recreation Commission – 4:45 p.m. |
| February 17 | Safety Committee – 2:00 p.m. |
| February 18 | Senior Advisory Committee – 9:00 a.m. |
| February 22 | EDA, City Council, Work Session – 6:00 p.m. |
| March 2 | Planning Commission – 6:00 p.m. |
| March 8 | Personnel Committee – 5:00 p.m. |
| March 8 | City Council – 6:00 p.m. |



Attendees: Carol Lagergren, Charlie Storms, Craig Heher, Mike McPadden, and Alan Krueger
Staff Present: Steve Helget (City Administrator), Cynthia Smith-Strack (Planning Consultant), and Angela Brumbaugh (Clerk-Treasurer)

Others: Tim Fahey, Perry Forst, Chris Lake, Mike Barto, Bob Smith, Randy Clark, Norwood Electric, Jessica Gorres, Mike Eggers, George Holden, Chris Lake

1. Call Meeting of City Council to Order

Mayor Lagergren called the virtual meeting to order at 6:07pm. Roll call of attendance: All Council were in attendance.

2. Approve Agenda

One change for the agenda is #7.2 should be Ordinance No. 330 instead of 331.

Motion: CS/CH to approve the agenda with the change to 7.2. Roll call vote. Motion passed 5-0

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

4. Consent Agenda

4.1 Approve minutes of January 11, 2021 meeting.

4.2 Approve payment of Claims.

4.3 Approve Parks & Recreation Commission Member Resignation (Justin Mayo)

Motion: CS/CH to approve consent agenda. Roll call vote. Motion passed 5-0.

5. Public Hearing

6. Old Business

6.1 Consider Request to Waive Rental Dwelling Unlicensed Fines

Lagergren explained how the rental license fines were calculated stating the rental needed a new license as of 2019. Our ordinance gives us the ability to set administrative fines of \$250 plus \$10 per day per unit until the rental license is obtained. \$50,920 was certified for taxes which covered through June 5th, 2019 Mr. Holden came and requested the Council reconsider this amount.

- Holden asked for a civil penalty of \$7,240.
- Plus \$200 to abate the original certified amount.
- New amount is based on the \$250 fine plus \$10 per building per day as opposed to per unit.
- Helget stated this document would be recorded at Carver County as the full fine is stayed for 5 years.

Motion: CH/CS to approve the consent order between Mr. Holden and the City of Norwood Young America. Roll Call vote. Motion passed 5-0.

7. New Business

7.1 Approve Resolution 2021-02, 304 Main Street East Conditional Use Permit

- Smith-Strack stated Michael Barto requested the conditional use permit.
- Building use would be for software development.
- No heavy equipment used except for an electric forklift.

- No outdoor storage.
- Business currently employees 5 full-time and 8 part-time. Staff is often working remotely.
- Planning Commission held a public hearing on January 5th and received information from two members of the City.
- Planning Commission is recommending approval based on the conditions listed in the permit.
- Storms asked what is the treatment that is described. Barto stated there is no treatment that is done just light assembly.
- Smith-Strack stated that is just all of the conditions under light manufacturing.
- McPadden asked what the opposition was.
- Heher stated it was the truck traffic in and out of the lot and could the truck traffic be handled on 1st Street NE as the road isn't the best.
- Helget stated he did get one phone call asking if there would be any firearms or ammunition.
- Smith-Strack stated her understanding is it is air soft technology with some ammunition on site but there will not be any live firearms stored onsite. Barto agreed with that.

Motion: CH/MM to approve Resolution 2021-02, A Resolution approving a Conditional Use Permit to allow limited manufacturing and assembly at 304 Main Street East. Roll Call vote. Motion passed 5-0.

7.2 Adopt Ordinance 330, Shoreland Overlay District and Zoning Map Amendment and approve Summary Publication

Smith-Strack stated this has been an area of a lot of discussion. Worked with the DNR to develop language for the Old Town Shoreland District.

- We have two districts in the boundary R3 and C3.
- Public hearing was held January 5th and recommend approval.
- Heher stated a letter was received from the DNR approving it.
- Heher stated this allows residents that live in the R3 area allows them to use up to 35% instead of 25%. It is a benefit to the businesses to allow more usage of their property.
- Lagergren stated the benefit allows properties to expand their home and business.

Motion: CH/MM to Approve Ordinance No. 330, Ordinance Amending Chapter 12 of the City Code by amending section 1240.01 pertaining to the Shoreland Management Overlay District and Section 1225.02 the Zoning Map to provide for the Old Town Shoreland Overlay District. Roll Call vote. Motion passed 5-0.

Motion: CH/MM to approve the Summary of Ordinance 330. Roll Call vote. Motion passed 5-0.

7.3 Adopt Ordinance No. 331, Rezoning of Railroad and Reform Street Properties and approve Summary Publication.

Smith-Strack stated the City is proposing to rezone the first tier of lots North of Railroad Street West between Reform and Progress Street.

- Rezoning from C3 to RC1 to better fit the property to existing uses and offers more opportunities for the Businesses.
- There are five properties effected.
- Planning commission held a public hearing on January 5th and recommend this is done.
- This offers more opportunities and goes better with what is already there.

Motion: CH/CS to Approve Ordinance No. 331, Rezoning certain Property from C-3 Downtown District to RC-1 Residential/Neighborhood Commercial District. . Roll call vote. Motion passed 5-0.

Motion: CH/MM to approve the Summary of Ordinance 331. Roll Call vote. Motion passed 5-0.

7.4 Approve awarding quote for Wastewater Treatment Plant Trickling Filters Pump Valve Replacement

- Helget stated there is a memo in the packet from Tony Voigt.
- We have a valve that needs to be replaced.
- During inspection it was determined there was a bad valve.
- The check valve is designed so material doesn't flow backwards.
- Two quotes were requested:
 - WW Goetsch - \$5,479.00
 - Electric Pump - \$10,957.25
- This would come from Maintenance budget.

Motion: CS/CH to accept WW Goetsch's quote to replace the check valve and expansion joint in the Trickling Tower Pump Building at \$5,479. Roll call vote. Motion passed 5-0.

8. Council Member & Mayor and Staff Reports

Heher (Planning Commission): There is still an opening on the Planning Commission.

Krueger: Wasn't able to attend Stiftungsfest meeting but talked with Paul Lano. There will be a parade. Selling Hamburgers, kickball tournament, craft sale, baseball tournament. Everything is based on the Governor's decisions and they will adjust to whatever is determined there.

Senior Advisory officers were re-elected. Discussed a lot about the vaccination and a lot need to be done and they are concerned.

Storms (Parks and Rec): Parks Board last Tuesday and discussed Old Town updates and solicited bids from three companies. Lengthy discussion on Trail Lighting for 212 Trail. We have determined where to put park benches and how many lights needed. Tony is putting together a bid specification. Learned there is another donor for park benches. Openings on the Parks Board.

McPadden (EDC): Nothing to report but there is a lot of things going on in town. Hopefully we will hear about new businesses and 2021 is a busy year.

Lagergren (Mayor): On Conference Call with County and currently we have only used about 45% of the vaccine given to MN. Part of it is the logistics of getting it to the Senior Citizens to be sure it is given to the most vulnerable. They will be moving to the next tier, people over 65, Educators, Day Care Workers, etc. There are only 9 pilot centers in MN. Closest is St. Cloud. The plan is to open up places closer. Appointments open up on Tuesday at noon. There are only 6,000 appointments available and they had 200,000 phone calls. We are currently at the same place where other City's are, and people are trying to move to regular meetings end of February. Hallquist and Lagergren met with the school to discuss artwork in the tunnel. Another food event on February 3rd from 1-2:30p.m.

Helget (City Administrator): County stated they are going to establish a weekly newsletter which can be signed up on the website. The Public Service Department is working on the hockey rink to get it flooded but it has been a challenge.

9. Adjournment

Motion: CS/CH to adjourn at 6:46 PM. Roll call vote. Motion passed 5-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



Attendees: Carol Lagergren, Charlie Storms, Craig Heher, Alan Krueger, and Mike McPadden
Staff Present: Steve Helget (City Administrator), and Angela Brumbaugh (Clerk-Treasurer)
Others: Lyndon Robjent, Carver Co Engineering, Planning Commission Members: Cynthia Smith-Strack, Bob Smith, Mike Eggers, Bill Grundahl, Paul Hallquist, and John Fahey (past member),

Call Meeting of Work Session to Order

Mayor Lagergren called the meeting to order at 6:47 p.m. Roll call of attendance: All members were present.

1. Approve Agenda

Motion: CH/CS to approve the agenda, as submitted. Roll call vote. Motion passed 4-0.

2. 2021 Highway 212 4-Lane Expansion Project Presentation

Lyndon Robjent shared an update on Hwy 212. The County has been working with the Cities and Townships for many years to improve the highway and wanted to give an update.

- The goal was always to get the highway improved.
- A Coalition was formed in 1957.
- It was a game changer to get the highway completed up to Johnathan Carver Parkway.
- Interchange in Chaska
- Significant safety projects have taken place because of the high crash rates: Cologne, there were 7 fatalities there.
- NYA had the round about completion at 5 and 33. The Safes Schools grant to help with funding.
- Two big phases left to do: Dahlgren Township and Benton Township
- Goals are to eliminate the freight bottleneck: 1,300-1,900 trucks travel per day.
- 10 Fatal crashes in the last 10 years.
- Four of the crashes are at the Bongards intersection. This is about 2 ½ to 3 times the State average.
- The road was constructed in 1929.
- A GPS study was completed. It shows that 74 out of 84.
- Expand Access to Employment is a goal – 212 is the backbone of the County.
- Goal is to complete a 4-lane expansion in the two phases and stop the bottle neck. Improve road safety.
- At the Bongards intersection looking at a bridge.
- County took over the lead in 2010 from MN DOT.
- County has gone after many grants. In 2017 County adopted a sales tax.
- County has gotten \$2.9 million in grants.
- Hoping to receive a billed grant.
- Have received grants through MN Funding Requests.
- Received \$3.5 million for phase 2 at Bongards intersection.
- Phase 1 details
 - a. Almost 100,000 tons of dirt needs to be removed.
 - b. MN DOT policy that mumble strips need to be used.
 - c. Significant water treatment ponding facilities
 - d. Project is now fully funded and will be billed this summer.
 - e. Going to be trying to build without closing the highway.

- f. The phase one funding is about \$50 million. The grants are about \$22 million, and MN DOT is contributing 19 million.
- g. County sales tax is putting in \$9 million.
- h. Right of Way acquisition has been completed.
- i. Need to do an agreement with the State.
- j. Will have to do a tree clearing project ahead of time. Can only cut trees down during certain times so planning on doing that early so as to not hold up the project.
- k. The road should be done all of the way to Cologne by late summer of 2022.
- l. Phase 2 is the Cologne from Norwood Young America portion.
- m. Road will look the same. Project is more expensive because the soil is more difficult to construct a highway.
- n. The GAP cost would be approximately \$46.8 million with the Total conceptual cost at \$68 million.
- o. The potential GAP funding is:
 - i. State Legislature - \$17,500,00
 - ii. BUILD - \$25,000,000
 - iii. County - \$2,000,000
 - iv. MN DOT - \$2,300,000
- p. Met Council has given \$3.5 million.
- q. Goal is to get a bridge at Bongards, but that portion would cost \$17.5 million.
- r. If the bridge can't be done, then a Reduced Conflict Intersection will be done.
- s. Goal is to get construction started 2024.
- t. The bridge at Bongards is a 2024 project in itself.
- u. There is a website if anyone wants information. Go to Carver County and Public Works.

4. City Council and Planning Commission Joint Meeting

4.1 Discuss Expansion of Non-Conforming Uses

Smith-Strack stated this is a check-in before the Planning Commission would bring a proposed Ordinance to a Public Hearing.

- Started discussion about 9 months ago of where to have flexibility when it comes to businesses that have nonconforming uses or structures.
- It was sent over to Attorney Jay Squires for his opinion.
- Proposing four different approaches to non-conforming:
 - As a right – A structure too close to a lot line you could expand every area except the side that is too close.
 - Administrative Review – If you want to expand the portion that is too close to a lot line.
 - Non-conforming expansion permit-Require a review by Planning Commission and approved by City Council. Would get opinions from adjacent property owner. No public hearing would be required.
 - Variance – a proposal that could be looked at under a variance.
- McPadden asked if this is for existing non-conforming uses.
- Smith-Strack stated it is for existing non-conforming. It could be for lots of records, structures, or actual use of the property.
- Lagergren stated her experience is typically non-conformance is typically documented when they try to sell their property or do some level of expansion. So, this is for any documented in the future.
- Smith-Strack stated nonconforming is how it exists currently is not allowed under the City Code.
- Lagergren stated but it was allowed at the time it was built. Smith-Strack confirmed that.
- Used to be we were afraid of any expansion in case of being sued by other property owners.
- We are trying to add flexibility to the code.
- Storms stated anything to speed up past planning is a good thing so that we don't discourage a new property owner.

- McPadden stated he just wants to be sure someone doesn't buy a piece of property and then find out later they can't do what they wanted with it because of conformance.
- Smith-Strack stated typically we would look at rezoning or code amendment.
- Would have to amend the fee schedule to include the permit fee. Probably minimal like re-roofing.

4.2 Discuss C-2, General Commercial, consider amending to allow Indoor Storage with CUP/PUD

- Individual interested in pursuing an indoor storage in a C2 district.
- It was discussed with Attorney Jay Squires.
- Amending the C2 District which is the main corridor district along highway 212 would need to take place.
- Flexibility built into the code.
- City can say no to a Planned Unit Development but not a Conditional Use Permit.
- If amending some proposed language could be:
 - A PUD is approved in conjunction with the CUP.
 - Would need to have a fully enclosed heated drive-in area.
 - All storage units would need to be accessed from the interior only.
 - No outdoor storage of tenants' goods or wares.
 - Hours of operations.
 - Structure must be equipped with motion sensor lighting.
 - Must have a security system.
 - Facility must include a restroom for the tenants.
 - Architectural standards.
 - Potential dangerous or hazards couldn't be stored.
 - Overnight parking of vehicles are trailers are prohibited.
 - Limiting the size of the lot.
- Bob Smith stated there was a lot of discussion on the aesthetics on the outside of the building.
- Heher stated they discussed allowing outdoor storage especially in that stretch of the highway.
- McPadden stated he would like to see a better use of the area than storage.
- Perry Frost stated his one thought a complimentary business to an indoor storage could possibly be a U-Haul business and would have to be considered with some of the proposed language. He does feel the market will drive what the best use is for space.
- Storm stated he is wondering if we can't work with some where the building is sitting empty or idle so long. Highway 212 development is still 4-5 years and then there is a lag behind that for business.
- Krueger stated he feels we should look at the market, someone should have some expertise in that area.
- Heher stated there is some value to hold to our vision. There have been incidences where we waited and ended up with something with a better use for an area.
- Lagergren stated she feels we have a lot of senior population and there is a need for more storage as people downsize. She recognizes the 212 corridor. If we can put things into place and make it an appealing part of our landscape, we need to look at how we can balance it.
- Storm feels we should have planning continue to look at it.
- McPadden stated he feels there are better places in town but doesn't feel he can support storage in the C-2 area.
- Heher stated he was a reluctant yes at planning but after giving it some time feels there are better place than the C-2 and would be a no.
- Krueger stated he feels it should go further and go another round.
- With three yes and 2 no, Lagergren asked planning to look at it further and also more on the PUD.

Motion: CH/CS to adjourn at 8:08 PM. Roll call vote. Motion passed 5-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



more than a place, it's home.

VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: February 8, 2021

Payroll EFT

Check # 506427 - 506441 \$ 18,465.48

Voided Checks

Check # 31446, 31577, 31578 \$ -

Prepays

Check # -

Claims Pending Payment

Check # 31536 - 31576, 31579-31580 \$ 224,620.78

Wire Transfer

Bond Trust Service \$ 60,612.50

Wire Transfer Fee \$ 25.00

*This was wired for the 2020 Housing Revenue Bond. The Harbor is issuing us a check at the end of the week.

Cardmember e-check

Grand Total \$ 303,723.76

CITY OF NORWOOD YOUNG AMERICA

02/04/21 3:48 PM

Page 1

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
31536	02/04/21	ASPEN MILLS			
E 101-42200-417		Uniform	\$240.35		
		Total	\$240.35		
31537	02/04/21	BANYON DATA SYSTEMS INC			
E 101-41400-437		Maintenance Contract	\$775.00	161303	FIXED ASSESTS, POS, RETRAK SUPPORT
		Total	\$775.00		
31538	02/04/21	BOLTON & MENK, INC			
E 496-43100-303		Engineering Fees	\$9,272.50	0263735	OAK LANE
E 101-41500-303		Engineering Fees	\$62.00	0263736	MISC ENGINEERING
E 495-43100-303		Engineering Fees	\$4,223.00	0263737	2ND AVE LIFT STATION
		Total	\$13,557.50		
31539	02/04/21	BRADEN, LEAH			
E 101-45200-432		Refund	\$400.00		PAVILION REIMBURSEMENT
		Total	\$400.00		
31540	02/04/21	BRUERS, DALE			
E 101-45200-432		Refund	\$400.00		REIMBURSE PAVILION RENTAL
		Total	\$400.00		
31541	02/04/21	CARQUEST AUTO PARTS			
E 101-45200-221		Repair/Maintenance Equip	\$16.14	222750	LUBE SPIN-ON
E 101-43100-221		Repair/Maintenance Equip	\$24.03	222798	OIL FILTER, LUBE
E 101-45200-221		Repair/Maintenance Equip	\$16.14	222798	
E 101-43100-210		Operating Supplies	\$142.74	222909	HYDR, GREASE, 30W
E 101-43100-210		Operating Supplies	\$7.39	222910	THREAD GAGE
E 101-43100-221		Repair/Maintenance Equip	\$205.55	222927	HYD HOSE, ENDS, ABRASION SLEEVE
E 101-43100-221		Repair/Maintenance Equip	\$19.37	222928	DUST PROTECTOR
E 101-43100-221		Repair/Maintenance Equip	\$7.56	222937	PIPE BUSHING
E 602-49450-221		Repair/Maintenance Equip	\$49.72	223064	LUBE
E 602-49450-221		Repair/Maintenance Equip	\$76.69	223066	FUELFILTER
E 101-45200-221		Repair/Maintenance Equip	\$45.81	223279	AIR FILTERS
E 602-49450-221		Repair/Maintenance Equip	\$161.49	223317	BATTERY, TERMINALS
E 101-43100-223		Repair/Maintenance Bldg/	\$9.78	223319	SIMPLE GREEN, CLEAN RITE PU
E 101-43100-221		Repair/Maintenance Equip	\$6.41	223384	DUST PROTECTOR
E 602-49450-223		Repair/Maintenance Bldg/	\$15.97	223390	GREASE ZERK SET
E 101-43100-221		Repair/Maintenance Equip	\$48.75	223434	WIRE CABLE, HEAT SHRINKS, PLUG
E 101-43100-221		Repair/Maintenance Equip	\$59.00	223443	HEAT SHRINKS
E 101-43100-221		Repair/Maintenance Equip	\$11.30	223446	CABLE CLAMP, HEAT SHRINK
E 101-43100-221		Repair/Maintenance Equip	\$49.98	223495	WINTER BLADE
E 602-49450-221		Repair/Maintenance Equip	\$4.89	223844	PRIME GUARD ATF
E 601-49400-221		Repair/Maintenance Equip	\$4.89	223844	
E 101-43100-210		Operating Supplies	\$104.13	224148	HEAT SHRINKS, PIGTAIL, LED, SOCKETS
E 101-43100-210		Operating Supplies	\$9.00	224315	TIE DOWNS
E 101-43100-221		Repair/Maintenance Equip	\$13.87	224316	DRINK HOLDER, SOCKETS
E 101-43100-210		Operating Supplies	\$4.88	224344	SOCKET

CITY OF NORWOOD YOUNG AMERICA

02/04/21 3:48 PM

Page 2

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,115.48		
31542	02/04/21	CARVER COUNTY			
E 101-41320-350		Print/Publishing/Postage	\$200.00		ABATE SPECIAL ASSESSMENTS
E 101-43100-226		Signs	\$4,102.87	PW5483	2020 SIGNS
E 101-42100-311		County Police Contract	\$1,053.81	SHERI00349	4TH QTR POLICE CONTRACT
Total			\$5,356.68		
31543	02/04/21	CARVER COUNTY CDA			
E 101-46500-457		Small Cities Grant	\$81,833.20		SMALL CITIES GRANT
Total			\$81,833.20		
31544	02/04/21	CARVER COUNTY RECORDER			
E 225-46500-453		Deferred Loan/Grant	\$73.08		REPAYMENT AGREEMENT
E 101-41400-350		Print/Publishing/Postage	\$46.00		HOLDEN AGREEMENT
Total			\$119.08		
31545	02/04/21	CENTER POINT			
E 101-41940-383		Gas Utilities	\$678.54		
E 101-42200-383		Gas Utilities	\$266.94		
E 101-43100-383		Gas Utilities	\$1,807.39		
E 101-45200-383		Gas Utilities	\$506.35		
E 601-49400-383		Gas Utilities	\$439.22		
E 602-49450-383		Gas Utilities	\$1,562.11		
E 101-49860-383		Gas Utilities	\$25.64		
Total			\$5,286.19		
31546	02/04/21	CENTRAL AUTO REPAIR			
E 602-49450-221		Repair/Maintenance Equip	\$55.06	157289	JETTER TRUCK
Total			\$55.06		
31547	02/04/21	CITY OF SHAKOPEE			
E 101-42100-311		County Police Contract	\$2,100.00	9946	SW METRO DRUG TASK FORCE
Total			\$2,100.00		
31548	02/04/21	COMMUNITY EDUCATION DIST #108			
E 101-45200-441		Recreation Program	\$2,000.00		SUMMER REC PROGRAM
Total			\$2,000.00		
31549	02/04/21	CORE AND MAIN			
E 601-49400-229		Water Meters	\$332.27	N564730	OMNI REGISTER
E 601-49400-223		Repair/Maintenance Bldg/	\$830.17	N599010	HYD EXT
E 601-49400-223		Repair/Maintenance Bldg/	(\$413.11)	N663615	CREDIT RETURNED STANDPIPE
Total			\$749.33		
31550	02/04/21	DROEGE, BRAD			
E 101-42200-210		Operating Supplies	\$155.57		BATTERIES
Total			\$155.57		
31551	02/04/21	FASTENAL			
E 601-49400-223		Repair/Maintenance Bldg/	\$112.65	MNWAC6834	SS HCS FHN

CITY OF NORWOOD YOUNG AMERICA

02/04/21 3:48 PM

Page 3

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$112.65		
31552	02/04/21	GLENCOE FLEET SUPPLY			
E 101-45200-221		Repair/Maintenance Equip	\$67.58	52393	PORT POLY VALVE
E 101-43100-221		Repair/Maintenance Equip	\$33.35	52505	HOSE BARB, COUPLER, ADAPTER
Total			\$100.93		
31553	02/04/21	JOHN, ANTOINETTE			
E 601-49400-432		Refund	\$18.38		OVERPAYMENT OF UTILITY BILL
Total			\$18.38		
31554	02/04/21	KNUTH, ERIC			
E 601-49400-432		Refund	\$14.78		OVERPAYMENT OF UTILITY BILL
Total			\$14.78		
31555	02/04/21	KWIK TRIP INC.			
E 101-43100-212		Motor Fuels	(\$11.30)		FUEL DISCOUNT
E 101-42200-212		Motor Fuels	\$50.35	6071841	FIRE DEPT FUEL
E 101-45200-212		Motor Fuels	\$2.80	6104409	NL PREM
E 101-43100-212		Motor Fuels	\$52.64	6104439	OXY87
E 101-43100-212		Motor Fuels	\$53.19	6104620	OXY87
E 101-43100-212		Motor Fuels	\$62.03	611373	OXY87
E 101-43100-212		Motor Fuels	\$58.78	6131230	UNL88
E 101-43100-212		Motor Fuels	\$67.24	6133261	OXY87
E 101-43100-212		Motor Fuels	\$35.37	6138784	OXY87
E 101-43100-212		Motor Fuels	\$47.83	6144080	OXY87
E 101-43100-212		Motor Fuels	\$64.56	6144948	OXY87
E 101-45200-212		Motor Fuels	\$12.14	6147189	DEF
Total			\$495.63		
31556	02/04/21	LANO EQUIPMENT			
E 101-45200-221		Repair/Maintenance Equip	\$25.46	57592	PRELUBE
E 101-43100-221		Repair/Maintenance Equip	\$37.16	57661	SENSOR, RIVET
Total			\$62.62		
31557	02/04/21	LMCIT			
E 101-41110-151		Workers Comp: Insurance	\$160.91		2021 WORK COMP INSURANCE
E 101-41400-151		Workers Comp: Insurance	\$3,282.53		2021 WORK COMP INSURANCE
E 101-41940-151		Workers Comp: Insurance	\$1,222.90		2021 WORK COMP INSURANCE
E 101-42200-151		Workers Comp: Insurance	\$16,412.63		2021 WORK COMP INSURANCE
E 101-43100-151		Workers Comp: Insurance	\$25,841.84		2021 WORK COMP INSURANCE
E 101-45200-151		Workers Comp: Insurance	\$6,307.60		2021 WORK COMP INSURANCE
E 101-49860-151		Workers Comp: Insurance	\$3,025.07		2021 WORK COMP INSURANCE
E 601-49400-151		Workers Comp: Insurance	\$3,733.07		2021 WORK COMP INSURANCE
E 602-49450-151		Workers Comp: Insurance	\$4,376.45		2021 WORK COMP INSURANCE
Total			\$64,363.00		
31558	02/04/21	LOFFLER COMPANIES, INC.			
E 101-41400-437		Maintenance Contract	\$89.50	28646593	COPIER RENT
Total			\$89.50		

CITY OF NORWOOD YOUNG AMERICA

02/04/21 3:48 PM

Page 4

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31559	02/04/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$1,473.83	INV8374480	MANGE 8 USERS
		Total	\$1,473.83		
31560	02/04/21	METRO WEST INSPECTION SERVICES			
E 101-42400-312		Building Inspection Fee	\$6,985.82	44229	INSPECTIONS
		Total	\$6,985.82		
31561	02/04/21	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$184.45	60636	DYED DIESE
E 101-45200-212		Motor Fuels	\$92.23	60636	DYED DIESE
E 601-49400-212		Motor Fuels	\$92.23	60636	DYED DIESE
E 602-49450-212		Motor Fuels	\$92.23	60636	DYED DIESE
		Total	\$461.14		
31562	02/04/21	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$135.15	A-121114	LEGION PARK
		Total	\$135.15		
31563	02/04/21	MN FIRE SERV CERTIFICATION BD			
E 101-42200-207		Training Instructional	\$120.00	8331	FIREFIGHTER II
		Total	\$120.00		
31564	02/04/21	MN PUBLIC FACILITIES AUTHORITY			
E 601-49400-611		Bond Interest	\$17,645.37		GO BONDS INTEREST
		Total	\$17,645.37		
31565	02/04/21	MN STATE FIRE CHIEFS ASSOC			
E 101-42200-433		Dues and Subscriptions	\$580.00	2219	MEMBERSHIP RENEWAL
		Total	\$580.00		
31566	02/04/21	MN VALLEY ELECTRIC COOPERATIVE			
E 601-49400-381		Electric Utilities	\$833.56		640 TACOMA BLVD WATER TOWER
E 101-43100-380		Street Lighting	\$99.32		STREET LIGHTS
E 602-49450-381		Electric Utilities	\$44.62		LIFT STATION
		Total	\$977.50		
31567	02/04/21	MOLNAU TRUCKING LLC			
E 101-43100-437		Maintenance Contract	\$165.00	2958	SNOW HAULING
		Total	\$165.00		
31568	02/04/21	NAPA			
E 601-49400-221		Repair/Maintenance Equip	\$4.69	297736	GREASE FITTING
E 101-42200-221		Repair/Maintenance Equip	\$22.98	297877	HATCH
		Total	\$27.67		
31569	02/04/21	NORTH CENTRAL INTERNATIONAL			
E 602-49450-221		Repair/Maintenance Equip	\$412.16	28863	COOLANT LEAK
		Total	\$412.16		
31570	02/04/21	NYA TIMES			

CITY OF NORWOOD YOUNG AMERICA

02/04/21 3:48 PM

Page 5

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49800-350		Print/Publishting/Postage	\$212.00	815138	BUS DRIVER
E 101-41320-350		Print/Publishting/Postage	\$45.36	815695	ORD AMEND
E 101-41320-350		Print/Publishting/Postage	\$45.36	815696	APPLICANT PH
E 101-41320-350		Print/Publishting/Postage	\$60.48	815697	CUP
E 101-49800-350		Print/Publishting/Postage	\$192.00	816034	BUS DRIVER
E 101-41400-350		Print/Publishting/Postage	\$30.24	816641	ORDINANCE AMEND
		Total	\$585.44		
31571	02/04/21	PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221		Repair/Maintenance Equip	\$189.23	99453	U-21 REPAIRS
		Total	\$189.23		
31572	02/04/21	RITEWAY			
E 601-49400-200		Office Supplies	\$548.60	21-30157	UTILITY BILLING
E 602-49450-200		Office Supplies	\$548.60	21-30157	UTILITY BILLING
		Total	\$1,097.20		
31573	02/04/21	SCHNEIDER EXCAVATING & GRADING			
E 101-43100-500		Capital Outlay	\$4,000.00	SE2346	DITCH CLEANING 3RD AVE/2ND ST
E 101-43100-500		Capital Outlay	\$7,550.00	SE2347	DITCH CLEANING FRIENDSHIP PARK
		Total	\$11,550.00		
31574	02/04/21	US POSTAL SERVICE			
E 101-41400-350		Print/Publishting/Postage	\$24.00		ADDITION OUNCE STAMPS
		Total	\$24.00		
31575	02/04/21	UTILITY CONSULTANTS			
E 602-49450-217		Lab Fees	\$471.85	107834	CBOD/TSS TESTING
		Total	\$471.85		
31576	02/04/21	VERIZON WIRELESS			
E 101-45200-321		Telephone	\$81.03		
E 101-43100-321		Telephone	\$189.08		
E 601-49400-321		Telephone	\$84.79		
E 602-49450-321		Telephone	\$183.70		
E 101-42200-321		Telephone	\$175.05		FIRE DEPT
		Total	\$713.65		
		10100 CHECKING	\$223,015.94		

CITY OF NORWOOD YOUNG AMERICA

02/04/21 3:48 PM

Page 6

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
---------	------------	-------------	--------	---------	---------

Fund Summary

10100 CHECKING

101 GENERAL FUND			\$157,381.29		
251 HARBOR / HAVEN			\$125.86		
275 CAPITAL			\$4,748.00		
407 TAX INCREMENT 1-5 PEACE VILLAG			\$25,551.61		
423 TAX INCREMENT DISTRICT 3-3 V#2			\$39.31		
424 TAX INCREMENT DISTRICT 3-4 WMI			\$39.31		
425 TAX INCREMENT DISTRICT 3-5 V#3			\$39.31		
431 TIF District 3-6			\$39.31		
522 2020 GO Bond			\$182.00		
601 WATER FUND			\$9,425.61		
602 SEWER FUND			\$34,306.32		
603 STORM WATER UTILITY			\$823.70		
614 CABLE TV FUND			\$175.00		
832 DONATIONS - VFW			\$2,489.63		
833 DONATIONS - LEGION			\$514.79		
			\$235,881.05		

CITY OF NORWOOD YOUNG AMERICA

02/05/21 9:50 AM

Page 1

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
31579	02/05/21	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$139.65		FEBRUARY WATER BILL
E 602-49450-350		Print/Publishing/Postage	\$139.65		FEBRUARY WATER BILL
E 603-49500-350		Print/Publishing/Postage	\$139.65		FEBRUARY WATER BILL
		Total	\$418.95		
31580	02/05/21	WASTE MANAGEMENT			
E 101-43100-223		Repair/Maintenance Bldg/	\$1,185.89		DUMPSTER SERVICE
		Total	\$1,185.89		
		10100 CHECKING	\$1,604.84		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$157,381.29
251 HARBOR / HAVEN	\$125.86
275 CAPITAL	\$4,748.00
407 TAX INCREMENT 1-5 PEACE VILLAG	\$25,551.61
423 TAX INCREMENT DISTRICT 3-3 V#2	\$39.31
424 TAX INCREMENT DISTRICT 3-4 WMI	\$39.31
425 TAX INCREMENT DISTRICT 3-5 V#3	\$39.31
431 TIF District 3-6	\$39.31
522 2020 GO Bond	\$182.00
601 WATER FUND	\$9,425.61
602 SEWER FUND	\$34,306.32
603 STORM WATER UTILITY	\$823.70
614 CABLE TV FUND	\$175.00
832 DONATIONS - VFW	\$2,489.63
833 DONATIONS - LEGION	\$514.79
	<u>\$235,881.05</u>



TO: Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, Clerk-Treasurer
DATE: February 8, 2021
RE: Ordinance No. 332 – Amending the Fee Schedule for 2021

Attached is the Fee Schedule with recommended changes for 2021 highlighted in yellow and summarized below:

1. Carver County Recording Fee – Change from \$46 to “Based on Carver County Fee Schedule” – We have been finding that the fees are not always \$46 and have actually paid more, such as \$74. By leaving this open we can get reimbursed whatever the County charges us.
2. Equipment [heading] – To be sure we make it clear that the City does not rent out equipment we added wording on that heading.

We did do comparisons of our building permit fees and CUP/IUP and special building permits such as reroof, windows, etc., based on the information the Finance Committee did not have any recommendations for change. Included with this information is the comparison data for your review.

Attached is Resolution 2021-01 with the information listed. The Council names have been highlighted so you will know who was in that position in 2020.

RECOMMENDATION: Motion to approve Ordinance No. 332 Amending the Fee Schedule for 2021.

RECOMMENDATION: Motion to approve summary of Ordinance No. 332 Amending the Fee Schedule for 2021.

Norwood Young America

ORDINANCE NO. 332

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 February 8, 2021, 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 8th day of February 2021.

CITY OF NORWOOD YOUNG AMERICA

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, Clerk/Treasurer

**City of Norwood Young America
Summary of Ordinance No. 332**

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 2021.

This ordinance becomes effective upon its adoption and publication. The ordinance was adopted by the City Council on February 8, 2021.

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

Angela Brumbaugh
City Clerk-Treasurer



2021 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	annual license	10.00
ATV Permit	annual license	10.00
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	0.05
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
Variance - Residential		200.00
Variance - Non-Residential		300.00
Street/Alley/Easement Vacation Application Fee		150.00
Annexation Application Fee		300.00
Annexation Township Reimbursement Fee		250 per acre
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 Based on Carver County Fee Schedule	
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 Indust 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	See Chapter 11 of the City Code for fee.
	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

Valuation	Fee	Notes
\$1 to 500	25.85	per valuation.
\$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
Violation fee	per day / per unit, charged until corrections are complete	10.00

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		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	0.10
Water		
Residential Water Base Charge	per unit, per month	16.00
Commercial Water Base Charge	per unit, per month	28.00
Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46
	Tier III - 52,001 to 88,000 gallons used	5.25
	Tier IV - 88,001+ gallons used	6.77
Commercial Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46

	Tier III - 52,001+ gallons used	5.25
Water Plant Charge	per unit, per month	8.20
Water Sales	private truck	25.00
	per 1000 gallons for NYA residents	3.60
	per 1000 gallons for non-residents	8.30
Sewer		
Residential Sewer Base Charge	per unit, per month	9.00
Commercial Sewer Base Charge	per unit, per month	9.00
Residential Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16
Commercial Sewer Usage Charge	per 1,000 gallons - based on average water used in winter qtr	7.16
Sewer Plant Charge	per unit, per month	5.00
Storm Water Drainage		
REC Unit	per month	4.90
Special Parcels		
Impervious Area	per month	18.44/acre
Pervious Area	per month	5.81/acre
SF Attached (Townhouse)	per month	2.47
Commercial/Industrial		
0%-50% Impervious	per month	8.98/acre
>50%-75% Impervious	per month	13.69/acre
>75% Impervious	per month	16.84/acre
Open Space	per month	5.81/acre

EQUIPMENT - All equipment requires operation by City Staff. Staff time is not included in fee. 1 hour minimum unless otherwise noted.
In the case of a natural disaster, the following rates would be charged. Equipment is not available for rent in any other circumstances.
All equipment requires operation by City Staff. Staff time is not included in the Equipment Fee.

City Staff Operation Fee	per hour	50.00
City Staff Operation Fee (after hours)	per hour	75.00
Bobcat S-250	per hour	100.00
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
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
Tap Rental / Cleaning	per event	30.00
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
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
<i>Legion Pool Park</i>		
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 teacher 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

****Delete entire schedule****

FEE COMPARISON

CUP/IUP

	Residential	Commercial
NYA	\$ 200.00	\$ 300.00
Carver County	* \$ 400.00	\$ 400.00
Waconia	\$ 125.00	\$ 275.00
Chanhassen	\$ 325.00	\$ 425.00
Cologne	* \$ 255.00	\$ 255.00
New Germany	* \$ 75.00	\$ 75.00
Mayer	* \$ 500.00	\$ 500.00
Victoria	* \$ 500.00	\$ 500.00
Watertown	* \$ 500.00	\$ 500.00

* Only one fee shown, for this purpose of comparison used on both Residential and Commercial Columns.

Special Building Permits (reroof, window, etc)

NYA	\$ 60.00
Waconia	Based on value
Chanhassen	?
Cologne	\$ 80.00
New Germany	\$ 50.00
Mayer	\$ 75.00
Victoria	\$ 75.00
Watertown	\$ 75.00



Date: February 8, 2021
 To: Members of the City Council
 From: Finance Committee
 Re: Oak Lane/2nd Avenue Road Construction Project

The Council has had several conversations regarding the Oak Lane and 2nd Avenue/Lift Station road construction projects. Tonight a decision needs to be made on two separate issues:

- Issue #1: Should the Council direct Bolten and Menk to apply for the Local Road Improvement Project (LRIP) Grant?
- Issue #2: What projects should be completed in the summer of 2021?

Issue #1 - application for LRIP Grant

On January 14th, the Council was presented with information on a Local Road Improvement Program Grant by Bolten and Menk. The grant can be up to \$1.25 million, however, a smaller grant \$500,000 - \$600,000 has a better chance of receiving funding.

Recommendation - application	Recommendation - no application
<ul style="list-style-type: none"> • Grant would reduce yearly bond payments by \$60,000 on a 10 year bond 	<ul style="list-style-type: none"> • Awarded grants are announced in May which would delay construction to end of summer or summer of 2022 • Additional cost to city if grant is awarded is \$50,000 plus increase in construction costs of \$70,000 - \$90,000 • Potential cost of a second bond issue is \$15,000 to \$20,000

Grant Criteria: local road construction or reconstruction projects with local, regional, or statewide significance that cannot reasonably be funded through other revenue sources. Regionally significant projects support economic development, core business districts (of all applicant types), freight movement including farm to market routes, benefit to the trunk highway or county road, or connection to a regional tourist destination.

- Bolten and Menk's success rate is 58% from 2017 and 2018 solicitations.

Norwood Young America



Issue #2 - projects for summer of 2021

Oak Lane Project total estimated cost: **\$882,403**
Less private assessed amount **253,177**
Less 2013 Infrastructure Fund **51,939**
Total cost for Oak Lane Project **\$577,287**
TEN YEAR BOND AT 1.70% ~ \$60,000/year
Half would be assigned to water/sewer fund

Second Avenue/Lift Station total estimated cost: **\$1,802,414**
Less private assessed amount **189,601**
Less current Street Improvement Projects Fund balance **312,000**
Less 2020 end of year General Fund surplus **250,000**
Total cost for Second Avenue/Lift Station **\$1,050,813**
TEN YEAR BOND AT 1.70% ~ \$170,000/year
Slightly above half would be assigned to water/sewer fund

Outstanding Debt Payment Schedule
 (based on 2021-2025 Financial Plan - Preliminary Levy Amounts)

	2019	2020	2021	2022	2023	2024	2025
G.O	872,262	765,574	873,574	606,064	563,359	515,447	527,941
Water		60,357	60,667	60,414	60,657	59,616	31,277
Sewer		155,940	153,556	151,079	153,630	144,023	120,655
Storm-water		45,993	46,000	45,395	45,324	44,596	36,442
Less TIF		39,039	37,909	37,327			

10 year bond on \$1.5 million dollars is approximately \$170,000 payable in 2022.
Monies available for additional levy as bonds are paid off is \$482,500 in 2022.

Norwood Young America



**Outstanding Debt Schedule
(based on 2021-2025 Financial Plan)**

	2019	2020	2021	2022	2023	2024	2025
G.O	9,405,000	8,835,000	7,841,144	6,768,722	5,780,097	4,757,450	3,893,921
Water	4,233,625	3,803,972	3,383,050	2,988,871	2,584,305	2,168,043	1,899,788
Sewer	1,309,375	1,067,660	817,438	562,039	297,230	26,139	16,923
	14,948,000	13,706,632	12,041,632	10,319,632	8,661,632	6,951,632	5,810,632

In 2021, bonds ended: (water fund) 2020 Bonds - 2010B refunding

**In 2022, bonds ended: (GO fund) Refunding Bonds Series 2016A
Crossover Refunding 2008A - Street Improvement**

**In 2024, bonds ended: (water fund) GO Water Revenue Bonds 2012A
(GO fund) GO Capital Improvement Bond 2013B**

Norwood Young America

City of Norwood Young America, MN

2021 General Obligation Bonds - Improvement Projects

Levy Estimates - Net of Assessments

Assumes current market tax-exempt rates plus 50 bps

Term Option

Bonds backed by Levy and Assessments

True Interest Cost Calculation

10 years	8 years	5 years
2,000,000.00	2,000,000.00	2,000,000.00
1.59%	1.50%	1.42%

Collection Year

Annual Bond Levy Estimate

Year 1	174,631.05	228,872.74	381,250.05
Year 2	177,039.49	226,767.49	384,921.12
Year 3	175,401.49	229,959.49	381,561.12
Year 4	178,911.12	227,728.24	383,241.12
Year 5	177,021.12	225,365.74	384,663.87
Year 6	174,921.12	227,990.74	(50,141.13)
Year 7	177,756.12	224,911.62	(50,141.13)
Year 8	174,957.87	226,680.87	(50,141.13)
Year 9	177,194.37	(50,141.13)	(50,141.13)
Year 10	173,886.87	(50,141.13)	(50,141.13)
Totals:	1,761,720.60	1,717,994.66	1,664,931.60

Annual Assessment Revenue:	50,141.13	50,141.13	50,141.13
Average Annual Levy:	176,172.06	227,284.62	383,127.45
Total Bond Interest Expense:	155,363.75	113,720.00	63,183.75

City of Norwood Young America, MN

2021 General Obligation Bonds - Improvement Projects

Levy Estimates - Cash Fund Assessments

Assumes current market tax-exempt rates plus 50 bps

Term Option

Bonds backed by Levy (No Assessments)

True Interest Cost Calculation

10 years	8 years	5 years
1,500,000.00	1,500,000.00	1,500,000.00
1.61%	1.52%	1.46%

Collection Year

Annual Bond Levy Estimate

Collection Year	10 years	8 years	5 years
Year 1	168,603.75	207,973.50	324,849.00
Year 2	169,089.38	209,020.88	326,282.25
Year 3	167,871.38	207,466.88	323,762.25
Year 4	171,827.25	205,815.75	326,334.75
Year 5	170,409.75	209,317.50	323,452.50
Year 6	168,834.75	207,322.50	-
Year 7	172,273.50	210,278.25	-
Year 8	170,157.75	207,616.50	-
Year 9	167,879.25	-	-
Year 10	170,688.00	-	-
Totals:	1,697,634.75	1,664,811.75	1,624,680.75

Annual Assessment Revenue:

Average Annual Levy:

Total Bond Interest Expense:

-	-	-
169,763.48	208,101.47	324,936.15
116,795.00	85,535.00	47,315.00

City of Norwood Young America, Minnesota
 Schedule of Property Taxes Levied
 For the Years Ended December 31, 2019 Actual and 2020 to 2025 (Estimated)

			2019 Levy Amounts
Property Taxes Levied for General Purposes			
101	101-41000-31010	General Fund	\$ 1,545,108
101	101-41000-31800	Additional levy as bonds are paid off	-
Total General Fund Operating Levy			1,545,108
Property Taxes Levied for Debt Service			
501	501-49330-31010	2010 Infrastructure Debt Service	31,187
517	517-49331-31010	Public Project Lease Rev Bonds	148,418
518	518-49330-31010	G.O Refunding Debt Service	254,787
519	519-49330-31010	2011A G.O Refunding Debt Service	94,587
520	520-49330-31010	2013B Infrastructure Debt Service	171,811
521	521-49330-31010	2016A G.O. Refunding Debt Service	149,212
522	522-49330-31010	2020 GO Bonds - underpass project	-
601	601-49400-31010	Water fund 2010B G.O. Refunding	22,260
590	590-49330-31010	Potential Levy (2021 street projects)	-
<i>Subtotal</i>			872,262
Property Taxes Levied for Capital Replacement Fund			
275	275-49300-31010	Capital outlay reserve fund	184,800
Total Taxes Levied - General Levy			2,602,170
Tax Levy Increase (Not including EDA)			9.95%
522	522-49330-31011	EDA levy	51,272
Total Taxes Levied			\$ 2,653,442
Operational Percent Increase (Decrease) in Levy			15.6%
Debt Percent Increase (Decrease) in Levy			2.2%
Capital Percent Increase (Decrease) in Levy			4.6%
EDA Percent Increase (Decrease) in Levy			8.4%
Total Percent Increase (Decrease) in General Levy			9.9%

2020	2021	2022	2023	2024	2025
Levy Amounts	Prelim Levy Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
\$ 1,573,083	\$ 1,605,533	\$ 1,619,415	\$ 1,684,748	\$ 1,751,409	\$ 1,819,417
		482,500	553,000	630,000	648,000
1,573,083	1,605,533	2,101,915	2,237,748	2,381,409	2,467,417
30,048	-	-	-	-	-
146,318	148,943	151,436	148,549	150,334	151,961
128,889	-	-	-	-	-
94,587	-	-	-	-	-
171,811	166,981	167,034	166,929	-	-
146,902	144,592	38,246	38,246	38,246	148,496
135,389	413,058	249,348	209,635	326,867	227,484
21,630	-	-	-	-	-
875,574	873,574	606,064	563,359	515,447	527,941
487,000	538,000	400,000	400,000	400,000	400,000
2,935,657	3,017,107	3,107,979	3,201,107	3,296,856	3,395,358
12.8%	2.8%	3.0%	3.0%	3.0%	3.0%
55,916	60,140	63,147	66,304	69,620	73,101
\$ 2,991,573	\$ 3,077,247	\$ 3,171,126	\$ 3,267,411	\$ 3,366,475	\$ 3,468,458
1.8%	2.1%	30.9%	6.5%	6.4%	3.9%
0.4%	-0.2%	-30.6%	-7.0%	-8.5%	2.4%
163.5%	10.5%	-25.7%	0.0%	0.0%	0.0%
9.1%	7.6%	5.0%	5.0%	5.0%	5.0%
12.7%	2.9%	3.1%	3.0%	3.0%	3.0%



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: February 8, 2021
SUBJECT: 2nd Avenue Lift Station and Street Improvement Project

At the December 28, 2020 regular City Council meeting, the Council held a public hearing on the proposed 2nd Avenue Lift Station and Street Improvements Project. Jake Saulsbury, Bolton & Menk, made a presentation on the proposed Project.

The Council consented to continue its discussion on the 2nd Avenue Project after the Finance Committee has discussed the project financing and presented options to the Council.

Enclosed for Council consideration is Resolution 2021-03, Ordering Improvement and Preparation of Plans for the 2nd Avenue Project.

Recommended Motion:

Motion to approve Resolution 2021-03, Resolution Ordering Improvement and Preparation of Plans.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2021-03**

**RESOLUTION ORDERING IMPROVEMENT
AND PREPARATION OF PLANS**

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

WHEREAS, the Norwood Young America City Council at their November 23, 2020 regular City Council meeting approved Resolution 2020-35, which fixed a date for a public hearing on the proposed 2nd Avenue Lift Station and Street Improvements project, which includes the replacement of the existing lift station, and street, drainage and utility improvements of 2nd Avenue between Central Avenue and the northern Devonshire Drive intersection; and

WHEREAS, ten (10) days' mailed notice and two (2) weeks' published notice of the hearing was given, and the hearing was held in the City Council Chambers at Norwood Young America City Hall, 310 Elm St W, via Zoom Meeting, on December 28, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby adopts the following:

1. The City Council has been advised by the consulting engineer that said improvement is necessary, cost-effective, and feasible as detailed in the Feasibility Study.
2. Such improvement is hereby ordered as proposed in the City Council Resolution adopted on November 23, 2020.
3. The engineer, Bolton & Menk, Inc., shall prepare plans and specifications for the making of such improvements.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted by the City Council this 8th day of February 2021.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: February 8, 2021
RE: Repair Digester Recirculation Pump at the Wastewater Treatment Plant

At the Wastewater Treatment Plant, the recirculation pump started to leak at the Digester Building. Upon inspection we discovered the pump at some point had been modified from its original design. The pump was originally plumbed for fresh water to be circulated through the pump to help keep the bearings and seals' cool. Without this cooling water the pump eventually started leaking.

I received quotes from Electric Pump and WW Goetsch to pull the pump and break it down to determine what repairs need to be completed. I solicited from these two companies due to our positive experiences in the past and proven reliability in their repairs. Electric Pump offered a lower quote to pull the pump for further inspection. Upon inspection they identified several parts in the pump needing to be replaced. The pump is currently at Electric Pump's shop pulled apart waiting for approval to do the repairs.

For the Council's consideration, enclosed is Electric Pump's quote to perform the repairs. I have also included a replacement cost if we were to purchase a new pump. I feel the repair would be a better option considering all the hard parts in the pump are in good condition. We have had a lot of success in the past with rebuilding pumps.

Currently we are using the Digester transfer pump to circulate the material in the digester. We had the controls re-configured and re-valved the system to make this work. The downside to this configuration is we lost our automatic overflow of the digester to the storage tanks. Staff needs to monitor this daily and drain as necessary to ensure the digester does not overflow. The recirculation pump is needed to circulate material through a heat exchanger to maintain the temp around 92-92 degrees. We need the material this warm to increase anaerobic digestion to reduce pathogens in our bio solids before we can send them to storage. If we lose heat in this digester, we run the risk of the tank turning septic and would be required to dispose of the material in a landfill. This would be an expensive consequence.

According to Electric Pump, it will take about 4 - 6 weeks to get the pump parts. Electric Pump confirmed they will be able to put the pump back together soon after they are approved to move forward, and the parts are received.

Recommended Motion:

Motion to approve Electric Pump's quote to repair the Digester Recirculation Pump at the Wastewater Treatment Plant in the amount of \$7,675.50.

Norwood Young America

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0182216
QUOTE DATE: 1/11/2021
EXPIRE DATE: 2/11/2021

SALESPERSON: STEVEN FORSYTHE
CUSTOMER NO: 4671800
QUOTED BY: JEN
RPR HAYWARD GORC

QUOTED TO:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

JOB LOCATION:
CITY OF NORWOOD YOUNG AMERICA
510 EAST ELM ST
WWTP
NORWOOD, MN 55368

CONFIRM TO:
TONY VOIGHT 320-761-5008

*** QUOTE ORDER - DO NOT PAY***

CUSTOMER P.O.	SHIP VIA BESTWAY	F.O.B.	TERMS NET 30 DAYS			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
RE: REPAIR HAYWARD GORDON MODEL XR3-11 SN 295584 AT WWTP						
*2041001001	EACH	1.00	0.00	0.00	2,389.00	2,389.00
						SLEEVE #2B/C P FRAME, 316 SS
*4161000909	EACH	1.00	0.00	0.00	1,000.00	1,000.00
						GLAND PLATE #2 2B/C P FRAME
*416100240128	EACH	1.00	0.00	0.00	774.00	774.00
						RETAINING COLLAR
*50623128	EACH	1.00	0.00	0.00	2.00	2.00
						O RING #128 BUNA N
*52556028	EACH	1.00	0.00	0.00	31.00	31.00
						GASKET 1/16" X5-3/4" OD 3-1/8" ID
*5411603000	EACH	1.00	0.00	0.00	823.00	823.00
						MECH SEAL 2" T1 SGL
*73210009	EACH	2.00	0.00	0.00	3.00	6.00
						SET SCREW SKT 1/4-20 UNC X
*73510003	EACH	4.00	0.00	0.00	31.00	124.00
						STUD 3/8" - 16UNC X 2 1/4" 1/2-2A
*73810029	EACH	4.00	0.00	0.00	2.00	8.00
						HEX NUT 3/8" - 16 UNC 316SS
*74610003	EACH	4.00	0.00	0.00	2.00	8.00
						FLATWASHER 3/8" 316SS
*50623152	EACH	1.00	0.00	0.00	2.00	2.00
						O RING #152 BUNA N
*50623384	EACH	1.00	0.00	0.00	23.00	23.00
						O RING #384 BUNA N
*50149002	EACH	1.00	0.00	0.00	263.00	263.00
						BEARING 6409
*50149017	EACH	2.00	0.00	0.00	233.00	466.00
						BEARING 7311.BEP
*50349020	EACH	1.00	0.00	0.00	40.00	40.00

*** Continued ***

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0182216
QUOTE DATE: 1/11/2021
EXPIRE DATE: 2/11/2021

SALESPERSON: STEVEN FORSYTHE
CUSTOMER NO: 4671800
QUOTED BY: JEN
RPR HAYWARD GORT

QUOTED TO:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

JOB LOCATION:
CITY OF NORWOOD YOUNG AMERICA
510 EAST ELM ST
WWTP
NORWOOD, MN 55368

CONFIRM TO:
TONY VOIGHT 320-761-5008

*** QUOTE ORDER - DO NOT PAY***

CUSTOMER P.O.	SHIP VIA BESTWAY	F.O.B.	TERMS NET 30 DAYS			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
		OIL SEAL CR19760				
*50349030	EACH	1.00	0.00	0.00	63.00	63.00
		OIL SEAL CR17754				
*50523002	EACH	1.00	0.00	0.00	150.00	150.00
		RUBBER SLINGER JM 11983				
*50623159	EACH	1.00	0.00	0.00	4.00	4.00
		O RING #159 BUNA N				
*50623251	EACH	1.00	0.00	0.00	9.00	9.00
		O RING #251 BUNA N				
*4121500401	EACH	1.00	0.00	0.00	351.00	351.00
		BASE RING #2B/C PF TEFLON				
*73810019	EACH	2.00	0.00	0.00	2.00	4.00
		NYLOCK NUT 3/8-16 UNC 316SS				
*BUSH	EACH	1.00	0.00	0.00	257.00	257.00
		SEAL HOUSING				
/PSDS	HOUR	2.75	0.00	0.00	135.00	371.25
		PUMP LABOR,SEWAGE OR SUBMERSIB				
/PSRF	HOUR	2.75	0.00	0.00	135.00	371.25
		PUMP LABOR-SEWAGE/SUBMERSIBLE				
/ENVI	EACH	1.00	0.00	0.00	60.00	60.00
		OIL & ENVIRONMENTAL				
/MISC	EACH	1.00	0.00	0.00	76.00	76.00
		MISC. SHOP SUPPLIES				

** REPAIR PARTS ARE CURRENTLY(4 TO 6) WEEKS OUT ARO
**

THIS QUOTE DOES NOT INCLUDE FREIGHT AND
INSTALLATION

*** Continued ***

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0182216
QUOTE DATE: 1/11/2021
EXPIRE DATE: 2/11/2021

SALESPERSON: STEVEN FORSYTHE
CUSTOMER NO: 4671800
QUOTED BY: JEN
RPR HAYWARD GORC

QUOTED TO:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

JOB LOCATION:
CITY OF NORWOOD YOUNG AMERICA
510 EAST ELM ST
WWTP
NORWOOD, MN 55368

CONFIRM TO:
TONY VOIGHT 320-761-5008

*** QUOTE ORDER - DO NOT PAY***

CUSTOMER P.O.	SHIP VIA BESTWAY	F.O.B.	TERMS NET 30 DAYS			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT

TONY IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE
OR WOULD LIKE TO GO AHEAD WITH AN ORDER PLEASE FEEL
FREE TO CONTACT US.

THANK YOU, JAYNE NELSON
jaynen@electricpump.com

CC: STEVEN FORSYTHE 612-840-9499

All return goods must have written approval from Electric Pump, Inc.
before returning. Credit will not be issued without written approval and
if applicable there will be a Restock Fee.

Net Order:	7,675.50
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	7,675.50

ABOVE PRICING EFFECTIVE FOR 30 DAYS

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0182332
QUOTE DATE: 1/29/2021
EXPIRE DATE: 2/26/2021

SALESPERSON: STEVEN FORSYTHE
CUSTOMER NO: 4671800
QUOTED BY: JEN
REPLACEMENT HAYWARD GORDON

QUOTED TO:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

JOB LOCATION:
CITY OF NORWOOD YOUNG AMERICA
PO BOX 59
NORWOOD, MN 55368

CONFIRM TO:
TONY VOIGHT 320-761-5008

CUSTOMER P.O.	SHIP VIA BESTWAY	F.O.B.	TERMS NET 30 DAYS	AMOUNT
ITEM NUMBER			QUANTITY UNIT	
RE: REPLACEMENT HAYWARD GORDON XR3 (11) BARE PUMP FOR YOUR EXISTING HAYWARD GORDON MODEL XR3-11 SN 295584 AT WWTP				26,033.00

*HAYWARD GORDON XR3 (11) BARE PUMP

1.00 EACH

** WET END: ASTM A532 SUPER NI-HARD CASING, IMPELLER AND WEARPLATE **
** SEAL: JOHN CRANE TYPE 1 SINGLE SEAL (SC/SC) - CLEAN WATER FLUSH REQUIRED **
** PORTS/FLANGES: 4" SUCTION X 3" DISCHARGE - 125#RF **
** LESS MOTOR, DRIVE, GUARD, BASE/COVERPLATE **

** BARE PUMP IS CURRENTLY (16 TO 18) WEEKS OUT ARO **

THIS QUOTE DOES NOT INCLUDE FREIGHT AND INSTALLATION

TONY IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE OR WOULD LIKE TO GO AHEAD WITH AN ORDER PLEASE FEEL FREE TO CONTACT US

THANK YOU, JAYNE NELSON
jaynen@electricpump.com

CC: STEVEN FORSYTHE 612-840-9499

All return goods must have written approval from Electric Pump, Inc. before returning. Credit will not be issued without written approval and if applicable there will be a Restock Fee.

Net Order:	26,033.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total	26,033.00

ABOVE PRICING EFFECTIVE FOR 30 DAYS



TO: Mayor Lagergren and NYA Council Members

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: February 8, 2021

SUBJECT: Schedule a Public Hearing to consider Business Subsidy Policy Revision

Background

The City Council adopted Resolution No. 2004-50 "Resolution Adopting a Revised Business Subsidy Policy in Compliance with Minnesota Statutes" on September 27, 2004. The purpose of a business subsidy policy is to allow a municipality the authority to financially assist new business development or redevelopment by providing economic development incentive programs such as Tax Abatement, Tax Increment Financing (TIF) and/or MN DEED programs. For a business to receive a business subsidy, they must achieve certain criteria – some of which are listed below:

- Increase tax base
- Comply with the City's 2040 Comprehensive Plan
- Commitment to continue in city for at least five years after benefit date
- Meet wage and job creation goals

The NYA Economic Development Commission (EDC) reviewed all aspects of the Resolution No. 2004-50 to ensure compliance with the requirements of State law, specifically Minnesota Statute 116J.993 – Criteria for granting, processing, and reviewing applications of business subsidies for private development, and Minnesota Statute 116J.995 -Statutory limitations of business subsidies and public hearing requirements. The review also included options for determining criteria for qualified wage and job creation goals for the development.

The EDC also reviewed business subsidy policies from the Cities of Waconia and Chanhassen. Both cities present their business subsidies in the format of a formal City resolution with Business Subsidy Guidelines. The EDC used both samples to develop the proposed policy. Ultimately, the format will be more beneficial for presentation to potential business inquiries.

One requirement to amend the business subsidy policy is the City Council and EDA must hold a public hearing. Proposed is to schedule a hearing for the Council's February 22nd regular meeting.

Recommended Action:

Motion to schedule a public hearing for 6:00 p.m., February 22, 2021 for the purpose of considering the revised Business Subsidy Policy.

RESOLUTION NO. 2004-50

RESOLUTION ADOPTING ~~A REVISED BUSINESS SUBSIDY POLICY~~ POLICY GUIDELINES IN COMPLIANCE WITH MINNESOTA STATUTES

WHEREAS, the City of Norwood Young America, has been granted powers by the State legislature to assist business development in the city by providing business subsidies, and;

WHEREAS, the business ~~subsidy~~ subsidies must be in compliance with the requirements of State law, specifically Minnesota Statutes 116J.993 - 116J.995, and

WHEREAS, it is the purpose of this resolution to ~~revise the existing~~ approve revised Business Subsidy ~~Policy~~ Guidelines to comply with current State requirements,

WHEREAS, ~~this policy~~ these guidelines will apply only to subsidies as defined or limited by State law, although the City reserves the right to employ ~~this policy~~ these guidelines to evaluate projects not specifically covered by State law;

~~NOW, THEREFORE, BE IT RESOLVED by~~ WHEREAS, the Norwood Young America Economic Development Authority ~~of the City of Norwood Young America, Minnesota, shall consider~~ considers requests for business assistance on behalf of the City of Norwood Young America ~~using the following~~ for using the Business Subsidy Guidelines attached ~~Business Subsidy Guidelines~~ as Exhibit A.

NOW, THEREFORE, be it resolved by the City Council of the City of Norwood Young America as follows:

1. ~~PURPOSE~~

A. — ~~WHEREAS, it is~~ ~~The purpose of this document is to establish~~ 1. The Business Subsidy Guidelines establishing the City of Norwood Young America's (hereinafter referred to as "City") criteria for granting of business subsidies, as defined in Minnesota Statutes 116J.993, Subdivision 3, for private development are hereby approved. These ~~criteria~~ guidelines shall be used as a guide in processing and reviewing applications requesting business subsidies.

B. — ~~WHEREAS, T~~ the 2. The criteria set forth in ~~this document~~ the Business Subsidy Guidelines are guidelines only. The City reserves the right in its discretion to approve business subsidies that vary from the criteria stated ~~herein~~ herein if the City determines that the subsidy nevertheless serves a public purpose.

~~WHEREAS, all~~ 3. All business subsidies shall be reviewed and approved by the Economic Development Authority and City Council. In addition, any business subsidy for \$150,000 or greater will be subject to a public hearing.

- C. ~~WHEREAS, The~~ 4. The City may amend ~~this document~~ the Business Subsidy Guidelines at any time. Amendments to ~~these criteria~~ the Business Subsidy Guidelines are subject to public hearing requirements pursuant to Minnesota Statutes, Sections 116J.993 through 116J.995.

~~2. STATUTORY LIMITATIONS~~

- A. ~~In accordance with the Business Subsidy Criteria, Business Subsidy requests must comply with applicable State Statutes. The City's ability to grant business subsidies is governed by the limitations established in Minnesota Statutes 116J.993 through 116J.995.~~

~~3. PUBLIC POLICY REQUIREMENT~~

- A. ~~All business subsidies must meet a public purpose other than increasing the tax base. Job retention may only be used as a public purpose in cases where job loss is imminent and demonstrable.~~

~~4. BUSINESS SUBSIDY APPROVAL CRITERIA~~

- A. ~~All new projects approved by the City should meet the following minimum approval criteria. However, it should not be presumed that a project meeting these criteria would automatically be approved. Meeting these criteria creates no contractual rights on the part of any potential developer or the City.~~
- B. ~~The business subsidy shall be provided within applicable state legislative restrictions, debt limit guidelines, and other appropriate financial requirements and policies.~~
- C. ~~The project must be in accord with the Comprehensive Plan and Zoning Ordinances or required changes to the plan and ordinances must be under active consideration by the City at the time of approval.~~
- D. ~~Business subsidies will not be provided to projects that have the financial feasibility to proceed without the benefit of the subsidy. In effect, business subsidies will not be provided solely to broaden a developer's profit margin on a project. Prior to consideration of a business subsidy request, the City may undertake an independent underwriting of the project to help insure that the request for assistance is valid.~~
- E. ~~Prior to approval of a business subsidies financing plan, the developer shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project and other information or data that the City or its financial consultants may require in order to proceed with an independent underwriting.~~

- F. ~~Any developer requesting a business subsidy should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed.~~
- G. ~~The developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management and to initiate repayment of the business subsidy, if applicable.~~
- H. ~~A recipient of a business subsidy must make a commitment to continue in the City for at least five years after the benefit date.~~
- I. ~~Any business subsidy will be the lowest possible level and least amount of time necessary, after the recipient maximizes the use of private debt and equity financing first.~~
- J. ~~Recipients of any business subsidy will be required to meet wage and job goals determined by the City on a case-by-case basis, giving consideration to the nature of the development, the purpose of the subsidy, local economic conditions and similar factors. However, for purposes of meeting the requirements of state law, the wage floor for wages to be paid for the jobs required shall be \$12 per hour. The City will seek to create jobs with higher wages as appropriate for the overall public purpose of the subsidy.~~
- K. ~~All business subsidies shall be reviewed and approved by the Economic Development Authority and City Council. In addition, any business subsidy for \$100,000 or greater will be subject to a public hearing.~~
- L. ~~In granting a business subsidy, the Grantor shall enter into a subsidy agreement with the recipient that provides the information, wage and job goals, commitments to provide necessary reporting data and recourse for failure to meet goals required by the Statutes.~~

5. ~~PROJECT EVALUATION CRITERIA~~

- A. ~~All requests will be evaluated under the general criteria in Section 1 to 4 and the specific criteria in this Section. Changes in local markets, costs of construction, and interest rates may cause changes in the amounts of tax increment subsidies that a given project may require at any given time.~~
- B. ~~Some criteria, by their very nature, must remain subjective. However, wherever possible "benchmark" criteria have been established for review purposes. The fact that a given proposal meets one or more "benchmark" criteria does not mean that it is entitled to funding under this policy, but rather that the City is in position to proceed with evaluations of (and comparisons between) various business subsidy requests, using uniform standards whenever possible.~~
- C. ~~Following are the evaluation criteria that will be used by the City:~~

1. ~~All business subsidy requests should optimize the private development potential of a site.~~
2. ~~All business subsidy requests should obtain the highest possible private to public financial investment ratio. For Tax Increment requests, the City establishes a limit of 5 to 20 percent of total project costs to be funded by TIF for manufacturing/warehouse projects. Housing and retail/commercial projects shall be reviewed on an individual basis.~~
3. ~~All business subsidy requests should create or retain the highest feasible number of jobs on the site at the highest feasible wages.~~
4. ~~All redevelopment subsidy requests should create the highest possible ratio of property taxes paid before and after redevelopment. Given the different circumstances in the City, this ratio will vary widely. However, under normal circumstances, the City will expect at least a 1:2 ratio of taxes paid before and after redevelopment.~~
5. ~~All business subsidy requests will be reviewed to determine the feasibility to provide the City with equity participation in new developments (through a share of the profits), or to treat the business subsidy as a second mortgage with fixed payments.~~
6. ~~All business subsidy requests involving displacement of low and moderate income residents should give specific attention to the re-housing needs of those residents. Normally, this should be done as a part of the business subsidy. Adequate solutions to these re-housing needs will be required as a matter of public policy.~~
7. ~~All business subsidy requests will need to meet the "but for" test. Business subsidies will not be granted unless the need for the City's economic participation is sufficient that, without assistance the project could not proceed in the manner as proposed.~~
8. ~~Business subsidies will not be used when the developer's credentials, in the sole judgment of the City, are inadequate due to past track record relating to completion of projects, general reputation and/or bankruptcy, or other problems or issues considered relevant by the City.~~
9. ~~Business subsidies will not normally be used for projects that would generate significant environmental problems in the opinion of the local, state or federal governments.~~

Adopted by the Economic Development Authority this 27th day of September, 2004.

CITY OF NORWOOD YOUNG AMERICA

Michael McPadden, Mayor

ATTEST:

Susan K. Iverson, City Clerk-Treasurer

~~Wage Goals were updated with current minimum wage standards on~~ _____

EXHIBIT A

Business Subsidy Guidelines

[To be inserted]



*City of
Norwood Young America
Business Subsidy Guidelines*

Amended _____, 2020

City of Norwood Young America Business Subsidy Guidelines

General Purpose

Economic development incentives are financial tools that enable the City of Norwood Young America and the Norwood Young America Economic Development Authority to provide opportunities and benefits for its businesses and residents. All references in this document to the “City of Norwood Young America” or “City of NYA” shall be understood to include the Norwood Young America Economic Development Authority. Incentives can take a variety of forms, including, but not limited to: grants, tax increment financing, tax abatement and sewer access credits. The City of Norwood Young America provides economic development incentives in order to achieve its long-range vision of creating a diverse and sustainable economic base. This is achieved in part through the creation and retention of quality, high paying jobs. A diverse and sustainable economy offers opportunity for improved quality of life for the residents of Norwood Young America. Economic development projects may also achieve other worthwhile goals. For instance, some projects provide value to the community in the forms of infrastructure improvements, stabilization of business districts or neighborhoods, or concentration of selected industries.

The City of Norwood Young America reserves the right to approve or reject subsidies for projects on a case-by-case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting the guidelines in this document does not guarantee the award of business assistance to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

The City of Norwood Young America can deviate from these guidelines for projects that supersede the objectives identified herein. Any applicant who is not in good standing with the City, in regard to licenses, fees or other specific charges, will not be considered for business subsidies.

Objectives

The City of Norwood Young America may consider offering a business subsidy of more than \$150,000 to new or existing development with certain requirements. The City may also offer financial incentives or programs at a lesser amount with specific guidelines for that program. In order for a project to qualify for a \$150,000 or more business subsidy, it must achieve one or more of the following objectives:

- To increase the City's tax base.
- To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits. Preference will be given to higher paying jobs that also provide benefits such as health care coverage.
- To support projects that provide value in the forms of needed transportation and other utility infrastructure improvements that would be completed in conjunction with the project.

- To encourage additional unsubsidized private development in the area, either directly or indirectly through "spin off" development.
- To facilitate the development process and to achieve development on sites which would not otherwise be developed but for the use of a business subsidy.
- To remove blight and/or encourage redevelopment of commercial and industrial areas that will result in high-quality redevelopment and private reinvestment.
- To offset increased cost of redevelopment (i.e. contaminated site clean-up) over and above the costs normally incurred in development.
- To create opportunities for a diversification of housing stock available within the community.
- To support a project that will improve the quality of life in the City by providing a desirable good or service and addressing an unmet demand in the community.
- To contribute to the implementation of other public policies, as adopted by the City from time to time, such as the promotion of energy conservation, and decreasing capital and/or operating costs of local government.
- To support the retention and/or adaptive re-use of buildings of historical or architectural significance.

Economic Development Incentive Programs

The application and subsequent use of these programs is at the discretion of the NYA City Council, and may include additional applications, policies and procedures.

1. **MN DEED Programs:** There are a variety of programs available through the State of Minnesota DEED division. They include the Job Creation Fund and Minnesota Investment Fund, among others. In order for a business to utilize these programs it is typical for MN DEED to ask for support and cooperation from the city. NYA has worked with MN DEED in the past on projects and would consider the use of these programs in the future on a case-by-case basis.
2. **Tax Increment Financing:** The City of NYA is granted the power to utilize tax increment financing (TIF) by the State of Minnesota. The fundamental purpose of TIF is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through TIF. The City utilizes "pay-as-you-go" TIF, which relies on the developer to pay for the up-front project costs with reimbursement from tax increment.
3. **Tax Abatement:** The City of NYA is granted the power to utilize tax abatement by the State of Minnesota. The fundamental purpose of tax abatement is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through the tax abatement. The City utilizes "pay-as-you-go" Tax Abatement, which relies on the developer to pay for the up-front project costs with reimbursement from tax abatement.
4. **Other:** State or local programs

Guidelines for Subsidies

Municipal

- Municipal subsidies may be used for on-site retail or service businesses if the project demonstrates that it will result in a substantial increase in tax base and a significant improvement in quality employment.
- The project must be consistent with the City's Zoning and Comprehensive Plan.
- The project must result in the retention of existing jobs that would be lost "but for" the proposed development or result an increase and diversification in local jobs. Specific wage and job goals will be determined by the City on a case-by-case basis giving consideration to the nature of the development, the purpose of the subsidy, local economic conditions and similar factors.

Project Type	Commercial	Industrial
Job Creation Goal	At least 3 FT or FTE	1 FT or FTE for each \$25,000 in assistance provided
Wage Goal	At least 125% of State or Federal Minimum Wage*	At least 150% of State or Federal Minimum Wage*

*Whichever is higher

- Municipal subsidies will not be used for speculative non-owner-occupied projects that have letters of intent or pre-leasing agreements for less than 80 per cent of the available leasable space.
- Municipal subsidies will not be used for commercial/industrial projects that have a history of inconsistent compliance with applicable environmental rules and regulations.
- The developer shall be responsible for all costs incurred by the City.
- A recipient of a municipal subsidy must make a commitment to continue in the City for at least five years after the benefit date.

Housing

- Municipal subsidy may be utilized to assist the city in meeting its commitment, to the Met Council Livable Communities Initiatives for new housing units developed to meet defined long-term affordability requirements.
- Projects must meet Minnesota Housing Finance Agency (MHFA) tax credit development requirements.
- The management company must be approved by the City for the length of the district.
- A change in project ownership requires prior written approval by City for the length of the district.
- Municipal subsidy may be utilized only to leverage MHFA tax credits or similar assistance.
- Minimum of 30% equity investment in the project by the owner is required.
- Payment of a non-refundable application will be required.
- Reserve requirement for long-term capital improvements -\$300 per unit/per year.
- A developer must have previous favorable experience developing and operating affordable housing developments.
- Maximum term of 10 years to 15 years dependent on rent requirements (e.t the lower the rent, the longer the term).
- The developer shall be responsible for all costs incurred by the City.

Application Process

1. Applicant should retain and be assisted by qualified financial consultants and/or underwriters, and legal counsel.
2. Prior to approval of a business subsidies financing plan, the developer shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project and other information or data that the City of its financial consultants may require in order to proceed with an independent underwriting.
3. Construction of the project shall not be commenced until the City has given preliminary approval to the application for financing. Any advanced planning or construction completed will be done at the sole risk of the applicant.
4. Applicants should complete the appropriate planning application, and include a plan and/or narratives that outline the following:
 - a. The specific request (program, amount)
 - b. The reasoning and need for assistance
 - c. Description of the company
 - d. A concept plan and description of the project
 - e. The number of jobs created and total compensation (breakdown of wages and benefits)
 - f. Impact to the tax base
 - g. Other impacts to the community
 - h. Traffic demands
 - i. Infrastructure demands and/or needs
 - j. Any additional information that would be helpful to staff and City Council
5. Development must be of the highest quality with high quality building materials and landscaping as agreed between the City of the Developer.
6. If establishing a TIF district, the developer must pay all costs of establishing the district unless the City agrees to allow costs to come out of the district.
7. All projects must be consistent with NYA's Comprehensive Plan and any other similar plan or guide for development of the community.
8. The City reserves the right to:
 - a. Request additional information
 - b. Deny any application
 - c. Select a third-party administrator to assist in the management of the process.

Additional Information

1. City staff will review the data and make preliminary recommendations to the City Council as to compliance of the application and proposed project with City objectives, and business subsidy criteria, and Comp Plan.
2. After evaluation of the formal recommendation, the City Council will consider approval of the establishment of the Business Subsidy and hold the appropriate hearings.
3. All applications and the supporting materials and documents shall become the property of the City.

DRAFT



TO: Honorable Mayor Lagergren and City Council Members
 FROM: Steven Helget, City Administrator
 DATE: February 8, 2021
 SUBJECT: Consider Wilson Street Sidewalk Installation

The Parks & Recreation Commission has evaluated the installation of sidewalk from Elm Street to Kehrer Park to connect to the new trail that was installed with the 2020 Highway 212 Underpass Project. The proposed sidewalk would connect to the trail on the south end of Kehrer Park where it intersects with Wilson Street and currently dead ends.

The goal is to provide adequate sidewalk/trail access to the underpass making it a destination for pedestrians and bicyclists alike.

The City Council approved budgeting \$30,000 in the 2021 Budget for the installation of sidewalk on Wilson Street.

The Parks & Recreation Commission considered three options for expanding the City's current sidewalk system to connect to the Kehrer Park trail. Proposed is a 5-foot-wide sidewalk with a 5-foot-wide boulevard. Enclosed are illustrations of the three options.

Option 1

Install sidewalk on the east side of Reform Street from Railroad St. to Wilson St. and then easterly on the north side of Wilson St. to Kehrer Park.

Pros	Cons
<ul style="list-style-type: none"> ➤ Can tie into existing sidewalk on Reform St. ➤ Most of Reform St. sidewalk is in satisfactory condition 	<ul style="list-style-type: none"> ➤ No room for a sidewalk in front of Pro Auto Repair ➤ Utility poles on Wilson St. would have to be relocated ➤ More costly project option

Option 2

Install sidewalk on the north side of Wilson Street from Morse St. westerly to Kehrer Park.

Pros	Cons
<ul style="list-style-type: none">➤ There is existing sidewalk on Morse St. from Elm St. to Highway 212➤ Access to Kehrer Park trail is located on same side of street➤ More pedestrian traffic currently utilizing Morse St. than Reform St.➤ Most of Morse St. sidewalk is in satisfactory condition	<ul style="list-style-type: none">➤ Three impacted Wilson St. property owners are not in favor of sidewalk on their side of the street➤ Utility poles on Wilson St. would have to be relocated➤ Will require 3 to 4 trees to be removed➤ City would have to remove snow on Wilson St. and possibly Morse St. due to existing retaining wall

Option 3

Install sidewalk on the south side of Wilson Street from Morse St. westerly to Kehrer Park.

Pros	Cons
<ul style="list-style-type: none">➤ Property owners are acceptable to sidewalk installation on their side of street➤ There is existing sidewalk on Morse St. from Elm St. to Highway 212➤ More pedestrian traffic currently utilizing Morse St. than Reform St.➤ Most of Morse St. sidewalk is in satisfactory condition➤ No utility poles exist	<ul style="list-style-type: none">➤ Access to Kehrer Park trail located on opposite side of street. Cross walk could be installed➤ Garage/shed would have to be removed➤ May require a temporary construction easement with CenturyLink property➤ City would have to remove snow on Wilson St. and possibly Morse St. due to existing retaining wall

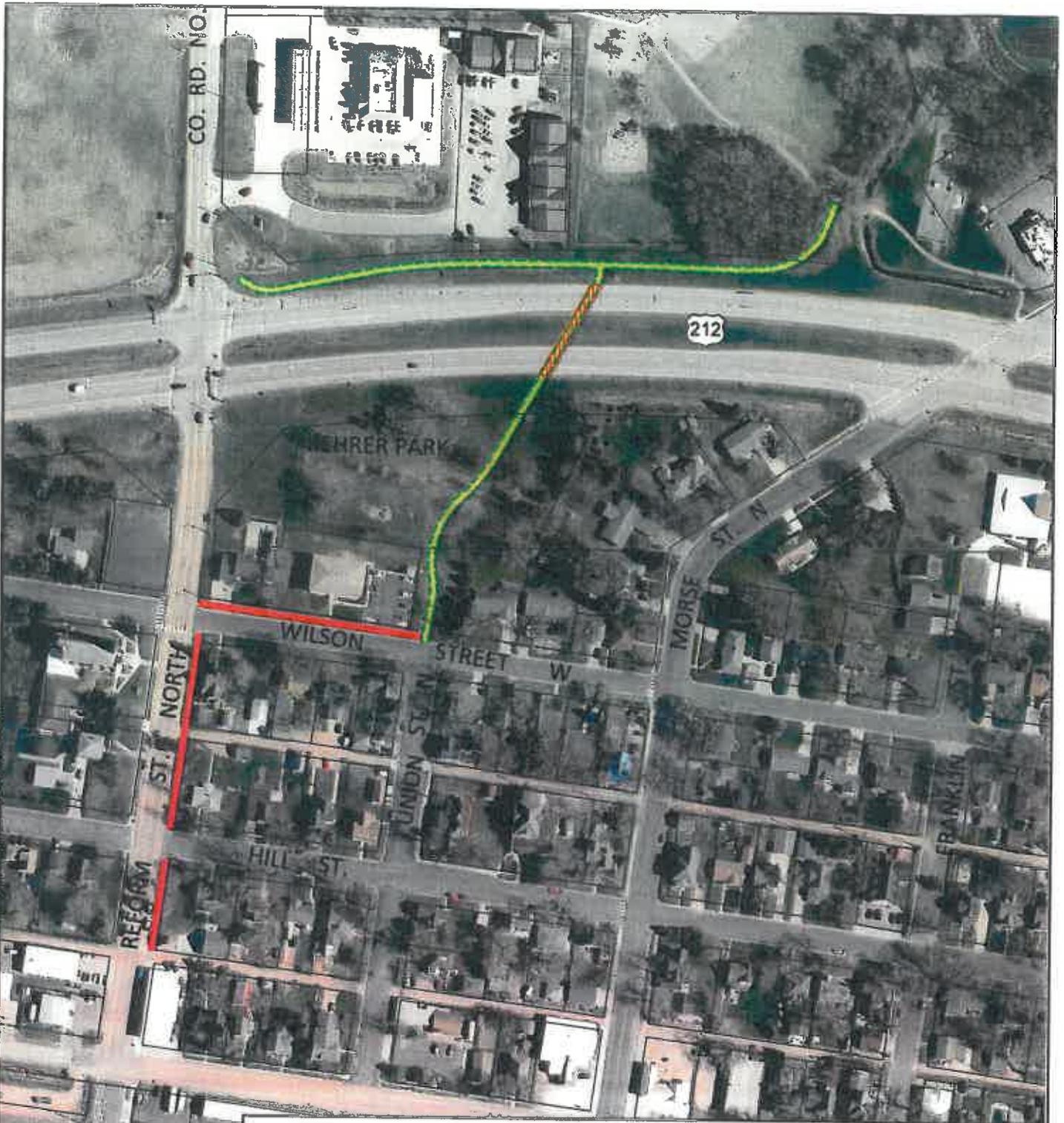
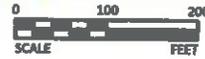
The Parks & Recreation Commission is recommending Option 3. The estimated cost of the project is \$30,000 to \$50,000.

Proposed is the City Council make the following determinations:

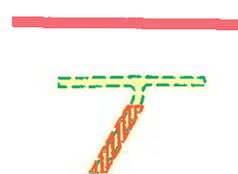
1. Whether to pursue soliciting quotes to install sidewalk to connect to the Kehrer Park trail.
2. Whether to pursue Option 3 to install sidewalk on the south side of Wilson Street.

Recommended Motion: Motion not required. City Council can consent to solicit quotes or not and direct staff accordingly.

Norwood Young America



LEGEND



PROPOSED CITY SIDEWALK LOCATION

TRAIL & PEDESTRIAN UNDERPASS TO BE COMPLETED WITH 2020 212 PROJECT

N:\NOVA\2385710 - misc\2020 Sidewalk-312 Trail\Fig-085710-Sidewalk-312 Trail Construction.dwg 2/18/2020 1:00 pm



LEGEND



-  PROPOSED 5' CONCRETE SIDEWALK
-  PROPOSED 5' BOULEVARD
-  PROPOSED TRAIL TO KEHRER PARK
-  EXISTING POWER POLES
-  EXISTING WATER SERVICES

H:\NOVA\CL235710 - misc\2020 Sidewalk-212 Trail Connect\bm-2.dwg 5/5/2020 4:13 PM



Date: February 8, 2021
To: Members of the City Council
From: Personnel Committee
Re: Employee Handbook

The Personnel Committee has spent months reviewing the current handbook and aligning it to the recommendations of the League of Minnesota Cities template. The following significant changes are recommended:

Under Definitions

(page 6) **NON EXEMPT EMPLOYEE:** Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek and ~~2.0 times their regular hourly wages for all worked holidays.~~

(page 6) **PART TIME EMPLOYEE:** Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. **In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.**

(page 7) **TRAINING PERIOD (ALSO CALLED PROBATIONARY PERIOD):** A ~~six~~ **twelve** month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is ~~the last part of the selection process~~ **an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work. In the first few months, you will meet with your supervisor frequently to discuss you progress and at six and twelve months, you will have a formal review. During this training period, there will be frequent meetings with a supervisor to discuss progress and at the end of six months, a formal review will be conducted. An employee serving his/her initial probationary period may be** disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Norwood Young America



Training begins on your first day of employment with an orientation process in which you will learn about city policies and procedures, take a tour of the city, and meet co-workers. Then you will begin to learn your job by training with your supervisor or a co-worker. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six months, you will have a formal review.

Under Features of the Recruitment System

(page 8) The city administrator or designee will recommend to the City Council if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. ~~When a position becomes available, it will be posted both internally and externally.~~ This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Under Training Period (also called Probationary Period)

(page 10) Training periods apply to new hires, transfers, promotions, and rehires. Training periods are ~~six~~ twelve months in duration but may be extended up to an additional six months, subject to City Council approval. ~~by, for example, an unpaid leave of absence.~~

Under Layoff

(page 11) In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. ~~The city administrator, the Personnel Committee, and department supervisors will make decisions about layoffs based on the city's needs and on the performance, knowledge, skills, and abilities of employees first, and seniority will be used as a secondary consideration. The Personnel Committee shall submit a list of employees to be laid off to the City Council for final approval.~~ Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the city administrator, subject to approval by the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

Norwood Young America



Under Core Hours

(page 12) The department hours that employees (exempt and non-exempt) are expected to work are Monday through Friday:

- Administration: 8:00 AM to 4:30 PM
- Public Service Parks/Streets: ~~7:00 AM to 3:30 PM~~ 6:30 AM to 3:00 PM
- Public Service Utilities: ~~6:30 to 3:00 PM~~

Under Comp Time

(page 14) The maximum balance of compensatory time for employee is ~~120~~100 hours. Once an employee has reached a balance of ~~120~~100 hours of compensatory time, no further compensatory time may accrue. All further overtime will be paid.

Under Comp Time Pay Out

(page 15) Employees will be allowed to cash out accrued comp time at their current rate of pay twice a year with a deadline for submitting the request by June 30th and November 30th.

Under Exempt (Non-Overtime-Eligible) Employees

(page 16) Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisor. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work forty (40) or more hours per week. Exempt employees do not receive extra pay for the hours worked over forty (40) in one workweek.

(Page 17) All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

(page 18) Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. ~~With the exception, if the exempt employee has already worked forty (40) hours in the workweek, or eighty (80) hours in the pay period, PTO does not need to be used.~~ Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8:00 AM to 4:30 PM, Monday through Friday, requirement. Exempt employees must communicate their absence to the city administrator or his/her designee.

Norwood Young America



Tuition Reimbursement

(page 20) Employees must reimburse the city if they voluntarily leave employment within ~~twenty-four (24)~~ **twelve (12)** months of receiving tuition reimbursement from the city.

Under Personal Time Off

(page 20) **PTO leave replaces individual sick leave and vacation leave and combines them into a single benefit program. Annual leave does not replace city observed holidays, funeral leave, jury duty, military leave, or court leave. Employees accrue annual leave based on the length of service with the city.**

PTO leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the city needs to ensure that service to the public and work requirements are not adversely impacted.

Under Elections/Voting

(page 27) An employee selected to serve as an election judge pursuant to Minnesota law will be allowed time off without pay ~~or take PTO~~ for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice.

Under Regular Leave without Pay

(page 27) The city administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council. ~~to a maximum of one (1) year.~~

(page 28) To qualify for leave without pay, **an employee need not have used all PTO leave earned unless the leave is for medical reasons.** An employee may retain up to forty (40) hours of PTO leave earned when the leave is for medical reasons, including a Parenting Leave.

Under Discipline

(page 41) An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies. ~~The City Council must approve this action~~

Under Travel and Meal Allowance

(page 44) Expenses for meals, **including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages.** ~~when training occurs over a meal time. Gratuity and alcoholic beverages do not qualify for reimbursement.~~

Norwood Young America



Under Outside Employment

(page 45) An employee needs to disclose his outside employment to his supervisor and City Administrator.

Under Cell Phone Policy

(Page 47) All employees are expected to follow applicable local, state and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call.

(Page 48) ~~Personal use numbers, calls and text messages included on the cell phone billing records are not considered government data, therefore, they are not public.~~

Recommendation: Motion to approve the amended Employee Handbook.

Norwood Young America



City of Norwood Young America

Employee Handbook

First Adopted 1997
Revised February 2021

INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Norwood Young America. ~~These policies do not establish contract terms and should not be construed as contract terms.~~ **They should not be construed as contract terms for any city employees.** No supervisor or City representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to this provision. Nothing in this Personnel Handbook, or in other City policies which may be communicated to the employee, constitutes a contract of employment for any city employee. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City Council. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current city policy at all times.

Except as otherwise prohibited by law, the City of Norwood Young America Council has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

- Elected Officials
- City Attorney
- Members of City Boards, Commissions, and Committees
- Consultants and Contractors
- Volunteers, except **as specifically noted** for paid-per-call Firefighters

Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law. These policies serve as an information guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the city administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

EEO Policy Statement

The City of Norwood Young America is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Norwood Young America will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Data Practices Advisory

Employee records are maintained in a location designated by the City Clerk ~~Administrator~~. Personnel data is retained in the following locations, among others: personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practice

Media Requests

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No city employee is authorized to speak on behalf of the city without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a designee to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The City finished street cleaning on 16 streets in the northwest corner of the City this past week" instead of "The City is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the city administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

PERSONAL COMMUNICATIONS AND USE OF SOCIAL MEDIA

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Remember that what you write or post is public and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- The City of Norwood Young America expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to

a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.

- If you publish something related to city business, identify yourself and use a disclaimer such as, "I am an employee of the City of Norwood Young America. However, these are my own opinions and do not represent those of the City of Norwood Young America.
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the City (e.g., City of NYA Cop).

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least ~~30~~ 20 hours per week on a regular basis.

Core Hours

The core hours that all employees are expected to work.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit

As permitted by state law, all City employees are required to participate in direct deposit.

Employee

An individual who has successfully completed all stages of the selection process, including the training period.

Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The City contributes a matching 7.65 percent on behalf of each employee. These amounts may change if required by law.

Fiscal Year

The period from January 1 to December 31.

Full-Time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Hours of Operation

The City Hall's regular hours of operation are Monday through Friday, from 8 a.m. to 4:30 p.m.

Immediate Family

An employee's spouse, child or stepchild, parent or step-parent, in-law, sibling, grandchild and grandparent.

Management Employee

An employee who is responsible for managing a department or division of the City.

Non-Exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek ~~and 2.0 times their regular hourly wages for all worked~~ holidays.

Part-Time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. **In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.**

Pay Period

A **fourteen (14)** day period beginning at 12:00 a.m. (**midnight**) on Saturday through 11:59 p.m. on Friday, **fourteen (14)** days later.

PERA (Public Employees Retirement Association) Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

Promotion

Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee

Employees who work only part of the fiscal year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits **or credit for seniority**. **In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties.**

Service Credit

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave **will** create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits **or credit for seniority**. **In order to comply with health care reform law while avoiding penalties, part-time**

employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

Training Period (also called Probationary Period)

A ~~six~~ **twelve** month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is ~~the last part of the selection process~~ **an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six and twelve months, you will have a formal review. During this training period, there will be frequent meetings with a supervisor to discuss progress and at the end of six months, a formal review will be conducted. An employee serving his/her initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.**

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Training begins on your first day of employment with an orientation process in which you will learn about city policies and procedures, take a tour of the city, and meet co-workers. Then you will begin to learn your job by training with your supervisor or a co-worker. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six and twelve months, you will have a formal review.

Transfer

Movement of an employee from one City position to another of equivalent pay.

Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Saturday through the following Friday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., fire department, park and recreation department).

EMPLOYEE RECRUITMENT & SELECTION

Scope

The city administrator or a designee will manage the hiring process for positions within the city. ~~The Personnel Committee will conduct the interview process and make a recommendation to the City Council.~~ While the hiring process may be coordinated by staff, The City Council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The city administrator or designee will recommend to the City Council if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. ~~When a position becomes available, it will be posted both internally and externally.~~ This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the City administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing and Examinations

Applicant qualifications may be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam.

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

The City Council or designee ~~with recommendation from the Personnel Committee,~~ will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Pre-Employment Medical Exams

The city administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the city administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the city administrator or designee, ~~the Personnel Committee~~, and the department **hiring** supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The city has the right to make the final hiring decision based on qualifications, abilities, experience and the city's **City of Norwood Young America** needs.

Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator, in consultation with the Personnel Committee, will determine the level of background check to be conducted based on the position being filled.

Training Period (also called Probationary Period)

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires.

Training periods are ~~six~~ **twelve** months in duration but may be extended up to an additional ~~six months, subject to City Council approval.~~ **by, for example, an unpaid leave of absence.**

ORGANIZATION

Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, **examples of performance criteria**, minimum requirements, desirable training and experience, supervisory responsibilities (if any) and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position, the existing job description is reviewed by the city administrator or designee, ~~the Personnel Committee,~~ and the department **hiring** supervisor to ensure the job description is an accurate reflection of the position **and the stated job qualifications do not present artificial barriers to employment.** Any revisions to the job description are subject to approval by the City Council.

A current job description will be provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the city administrator ~~and Personnel Committee followed by approval from the City Council.~~

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the city administrator.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city administrator ~~and Personnel Committee,~~ subject to final approval by the City Council.

Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. ~~The city administrator, the~~

~~Personnel Committee, and department supervisors will make decisions about layoffs based on the city's needs and on the performance, knowledge, skills, and abilities of employees first, and seniority will be used as a secondary consideration. The Personnel Committee shall submit a list of employees to be laid off to the City Council for final approval.~~ Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the city administrator, subject to approval by the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

The City Administrator and ~~Personnel Committee~~ will make decisions about layoffs based on the city's needs and on the performance, knowledge, skills, and abilities of employees first, and seniority will be used as a secondary consideration. The ~~Personnel Committee~~ City Administrator will submit a list of employees to be laid off to the City Council for final approval.

HOURS OF WORK

Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the city administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments.

(MOVED) Part-time, seasonal, and temporary positions: In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Effective January 2018, employees in part-time and temporary positions will not be permitted to work more than 28 hours/week, including hours worked and paid leave (such as annual leave or holiday leave). All shifts, including schedule trades or pick-up shifts, must be pre-approved by the supervisor. Unpaid furloughs may be imposed on employees who exceed 28 hours/week. Working a shift without prior approval may result in discipline, up to and including termination of employment. In some rare instances, a part-time, seasonal, or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

Core Hours

To ensure employee availability to the public the city serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during their regularly scheduled department hours unless away from the work site for a work-related activity or approved leave.

The department hours that employees (exempt and non-exempt) are expected to work are Monday through Friday:

- Administration: 8:00 AM to 4:30 PM
- Public Service ~~Parks/Streets: 7:00 AM to 3:30 PM~~ 6:30 AM to 3:00 PM
- ~~Public Service Utilities: 6:30 to 3:00 PM~~

Exceptions to these hours may include approved Personal Time Off (PTO) or leave request and off-site meetings or trainings. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40-hour workweek. Likewise, if an employee is scheduled to work on the weekend, they will be required to take off equivalent hours during the same workweek.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks. Exceptions must be approved by the supervisor or city administrator.

Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the city may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or city administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the city administrator, on the use of meal breaks and rest periods.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use PTO or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Public Service employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the city administrator.

COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. 13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. 181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. 181.172 (d).

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651)284-5070 or (800) 342-5354.

Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the ~~city clerk/treasurer~~ **city administrator** of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc. ~~When paydays fall on a holiday, checks are normally issued the day before the holiday.~~

Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for the position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their timesheets. To comply with the provisions of the federal and state Fair Labor Standards Acts (FLSA), hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a **bi-** weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Overtime/Compensatory Time

The City of Norwood Young America **has established this overtime policy to** will comply with applicable state and federal laws governing accrual and use of overtime. The city administrator, with Council approval, will decide whether each position is designated as "exempt" or "non-exempt" from earning overtime according to the FLSA laws.

Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over forty (40) in one workweek. PTO and paid holidays do not count toward "hours worked". Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

The workweek begins at 12:00 AM on Saturday and runs until the following Friday night at 11:59 PM.

The city administrator and/or the department **Employee's** supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. ~~Exceptions are subject to city administrator approval.~~

(MOVED) All employees, in all departments, may be required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Overtime

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

Overtime earned will be paid at the rate of time-and-one-half. Overtime is paid for actual hours worked that exceed forty (40) hours in a workweek. Hours such as PTO, Holiday, funeral, compensatory time, or any other hours that are physically not worked will not be included as hours towards overtime.

~~Overtime earned will be paid at the rate of time and one-half. Overtime is paid for actual hours worked that exceed forty (40) hours in a workweek. Hours such as PTO, holiday, funeral, compensatory time, or any other hours that are physically not worked will not be included as hours towards overtime.~~

Comp Time

In lieu of being paid overtime, an employee may request to have this time recorded as compensatory (comp) time. Compensatory time is paid time off at the rate of one-and one-half hours off for each hour of overtime worked. The maximum balance of compensatory time for employee is ~~120~~**100** hours. Once an employee has reached a balance of ~~120~~**100** hours of compensatory time, no further compensatory time may accrue. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The city clerk/treasurer will maintain compensatory time records. **All** compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Comp Time Pay Out

Employees will be allowed to cash out accrued comp time at their current rate of pay twice a year with a deadline for submitting the request by June 30th and November 30th.

Call-Back

Non-exempt employees that are required to work for emergency purposes, will be paid a "call back" wage at their overtime rate of pay. Call-back pay is earned when an employee is requested to return to work due to an emergency after he/she has left work. Call-backs occur when the supervisor contacts the employee to return to work or when an alarm is received via the city issued cell phone. Call-back pay begins when the employee returns to work. A minimum of one (1) hour will be paid for all call-backs. This time must be distinguished on the timecard. Employees that are called in to plow snow will qualify for call back pay on non-scheduled work days.

On-Call

Employees that are required to be on-call to answer alarms for the water-sewer plants, will receive a \$100 per week stipend for being on-call. The on-call employee is required to stay within a 30-mile radius of the city.

Flex Time

To be good stewards of the city's money, employees that are required to work during the weekend will be required, unless overtime accrual is pre-approved by the city administrator, to flex this time during the pay week. In the same sense, employees that are required to come in earlier or stay late may be asked to flex their time within the same pay week to avoid overtime accrual.

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisor. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work forty (40) or more hours per week. **Exempt employees do not receive extra pay for the hours worked over forty (40) in one workweek.**

There are certain circumstances where an exempt employee may receive additional wages above their regular salary:

- **On-Call:** Exempt employees that are part of the weekly rotation for water/sewer emergencies will receive \$100 for being on-call for the week.
- **Call-Back:** Exempt employees that are called back to work, after they have left for the day, will receive call-back pay at their regular rate of pay for all hours worked. This does not include meetings or other scheduled events.

- **Holiday:** Exempt employees that are required to work on the holiday will receive their regular rate of pay for all hours worked.

Exempt employees are paid on a salary basis. This means they received a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed. ~~With the exception, if the exempt employee has already worked forty (40) hours in the week or eighty (80) hours in the pay period, PTO does not need to be used.~~

The City of Norwood Young America will only make deductions from the weekly salary of an exempt employee in the following situations:

- ~~The employee is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave. The~~ **employee is in a position that earns PTO leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.**
- **The employee is absent for a full workweek and, for whatever reason, the absence is not changed to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).**
- The very first workweek or the very last workweek of employment within the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- **The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:**
 - **Paid leave has not been requested or has been denied.**
 - **Paid leave is exhausted.**
 - **The employee has specifically requested unpaid leave.**
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Norwood Young America may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and under this program make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Norwood Young America will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. ~~With the exception, if the exempt employee has already worked forty (40) hours in the workweek, or eighty (80) hours in the pay period, PTO does not need to be used.~~ Absences of less than four (4) hours do not require use of paid-leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8:00 AM to 4:30 PM, Monday through Friday, requirement. Exempt employees must communicate their absence to the city administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue.

If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the city administrator for specific situations as determined necessary.

PERFORMANCE REVIEWS

An objective performance review system will be established by the city administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Health, Dental, Life Insurance, Short-Term/Long-Term Disability

The city will contribute a monthly amount toward group health, dental, life insurance, and short-term/long-term disability benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council. New employees are required to complete forms regarding benefits within the first thirty (30) days of employment.

Insurance benefits will begin the first day of employment. Unless there is a qualifying status change (birth, adoption, marriage, divorce, termination of employment, or death) benefits cannot be changed except during open enrollment. For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Clerk/Treasurer.

In accordance with federal health care reform laws and regulations, while avoiding penalties, the city will offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work thirty (30) or more hours per week or the equivalent of 130 hours or more per month. The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Clerk/Treasurer.

Health Savings Account

The city will contribute a monthly amount toward a Health Savings Account (HSA). The amount will be determined annually by the City Council. Employees are required to set up their HSA through a bank or company of their choice and submit the account information to the City Clerk within the first thirty (30) days of employment.

Retirement/PERA

The city participates in the Public Employee Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. In addition, employees may independently participate in ICMA or other retirement plans approved by the City Council, with no contribution from the city. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city

matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the City Clerk/Treasurer. Employees have the option of directing these dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).

Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be a full-time employee in good— standing and have been employed by the city for at least one year. All requests for tuition reimbursement must be pre-approved and will be considered on a case-by-case basis by the city administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not), OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The city will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the city if they voluntarily leave employment within ~~twenty-four (24)~~ **twelve (12)** months of receiving tuition reimbursement from the city.

HOLIDAYS

The city observes the following official holidays for all regular full-time employees:

- New Year's Day
- Independence Day
- Friday after Thanksgiving
- MLK, Jr Day
- Labor Day
- Christmas Eve Day
- Presidents Day
- Veterans Day
- Christmas Day
- Memorial Day
- Thanksgiving Day
- One (1) Floating Holiday

Official Holidays commence at ~~midnight~~ **the beginning of the first shift** of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter. When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for city operations/facilities that are closed on holidays.

Regular full-time employees will receive 8 hours of holiday pay **for official holidays** at their ~~regular rate of pay~~ **normal straight time rates**, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.

Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

~~In addition to holiday pay, employees that are required to work on the official holiday will be paid at the overtime rate of pay for all hours worked. Employees that are required to work on the observed holiday will be paid at their regular rate of pay.~~ Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.

Employees wanting to observe holidays other than those officially observed by the city may request to use either PTO leave or unpaid leave for such time off.

LEAVES OF ABSENCE

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers’ compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city’s leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Personal Time Off (PTO)

PTO leave replaces individual sick leave and vacation leave and combines them into a single benefit program. Annual leave does not replace city observed holidays, funeral leave, jury duty, military leave, or court leave. Employees accrue annual leave based on the length of service with the city.

PTO leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the city needs to ensure that service to the public and work requirements are not adversely impacted.

Regular full-time employees will accrue Personal Time Off (PTO) pursuant to the following chart based on the employee’s continuous years of employment or as approved by the City Council. PTO is accrued on the first paycheck following the month’s end (example: January’s PTO will be accrued on the first paycheck in February).

~~An employee will not earn any PTO for any pay period unless he/she is employed by the city on the last scheduled work day of the pay period.~~ Annual leave will not accrue during unpaid leaves. PTO requests must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and city administrator. PTO can be requested in increments as small as one hour up to the total amount

of the accrued leave balance. PTO is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Years of Service	Accrual Rate	Maximum Accrual
Less than one year	8 hours per month	
One through five years	11 hours per month	132 hours
Six through 10 years	14 hours per month	168 hours
11 through 19 years	18 hours per month	216 hours

Employees may voluntarily donate a portion of their PTO to assist another employee who has exhausted all of their PTO. The donation will be hour for hour at the lower rate of pay of the two employees. Both employees must be in good standing. All PTO donations must be approved by the city administrator.

~~Upon separation of employment, if the departing employee is in "good standing", the city will pay the employee for the value of the employee's accrued PTO time at the employee's current rate of pay. If the employee is terminated for misconduct or fails to provide a two-week written notice of resignation, the employee is not considered to be in "good standing" and will forfeit any right the employee otherwise may have had to the payout of the PTO time.~~ **Employees leaving the city in good standing will receive 100 percent of their annual leave balance as compensation (applicable taxes will be withheld). Employees have the option of directing these dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law.**

~~*Effective February 1, 2016, employees with 20 or more years of service will no longer be entitled to PTO beyond the amount accrued by employees with 11 through 19 years of service. Notwithstanding the previous sentence, employees who have already reached 20 or more years of continuous service as of January 31, 2016, will continue to accrue PTO at the rate of 21 hours per month with a maximum accrual of 252 hours.~~

Medical Certification

Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position.

A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

Returning to Work After a PTO for a Medical Absence

After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. PTO may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it has been required by the city.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member (an employee's spouse, child or stepchild, parent or step-parent, in-law, sibling, grandchild and grandparent). This paid leave will not be deducted from the employee's leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Unpaid Leave

Unpaid leaves may be approved in accordance with the city personnel policies. Employees must normally use all accrued PTO and compensatory time prior to taking an unpaid leave.

If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the city administrator. Insurance benefits will remain in effect during unpaid leave. PTO leave will not accrue during an unpaid leave.

Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of PTO accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees may be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The ten (10) days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued PTO or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed for at least one year prior to the leave request are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with the birth or adoption of a child are eligible for up to twelve (12) weeks of unpaid leave. ~~For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave~~ **and** ~~must begin within twelve (12) months of the birth or adoption of the child; except that.~~ In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable. ~~In the case of both spouses working for the same employer, each eligible employee is entitled to 12 weeks of parental leave per 12-month period.~~

Employees are required to use accrued leave (i.e., PTO, compensatory time, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay

the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the city administrator with the approval of the City Council.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conference Leave

Any employee who has worked ~~at least half time~~ **or more** ~~during the 12-month period immediately preceding the leave,~~ may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use PTO leave hours for this absence but are not required to do so.

Bone Marrow/Organ Donation Leave

Employees working an average of twenty (20) or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. **This leave will not be deducted from their PTO.**

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law will be allowed time off without pay ~~or take PTO~~ for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice.

All employees eligible to vote at a regularly scheduled **-State general** election, at an election to fill a vacancy in the office of United States Senator or Representative, ~~an election to fill a vacancy in nomination for a constitutional office, or an election to fill a vacancy in the office of State Senator or Representative~~ **-or in a Presidential primary**, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay

The city administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council. ~~to a maximum of one (1) year.~~

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or PTO. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue PTO based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued PTO and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, **an employee need not have used all PTO leave earned unless the leave is for medical reasons.** An employee may retain up to forty (40) hours of PTO leave earned when the leave is for medical reasons, including a Parenting Leave. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the City Council.

Given the employee eligibility requirements, even though all cities are covered by the FMLA, only employees in cities with more than 50 employees have the potential to qualify for FMLA protected leave. Thus, only cities with 50 or more employees generally include an FMLA policy in their personnel policies.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will **attempt to** provide a ~~pregnant~~ female employee who requests reasonable accommodation **with the following** because of health conditions related to her pregnancy **or childbirth**: ~~with the following accommodations:~~

- More frequent restroom, food, and water breaks;
- Seating; ~~and/or~~
- Limits on lifting over 20 pounds; **and/or**
- **Temporary transfer to a less strenuous or hazardous position, should one be available.**

~~If a female employee requests additional reasonable accommodations because of health conditions related to her pregnancy or childbirth,~~ **Unless such accommodations impose an undue hardship on the city,** the city will engage in an interactive process with respect to the employee's request for a reasonable accommodation.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

SEXUAL HARASSMENT PREVENTION

General

The City of Norwood Young America is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act **and other related employment laws.**

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees, **volunteers, members of boards and commissions, and elected officials** sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute §363A.03 **01**, subdivision **43 41**, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct ~~or communication~~ is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct ~~or communication~~ is used as a ~~factor in decisions affecting an individual's employment;~~ **or the basis for an employment decision affecting an individual's employment; or**
- Such conduct ~~or communication~~ has the purpose or result of **substantially unreasonably** interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate ~~conduct~~ **behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves** include ~~but are not limited to:~~ unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome ~~and~~ **or** repeated action of an individual against another individual, using sexual overtones ~~as a means of creating stress.~~

Expectations

The City of Norwood Young America recognizes the need to educate its employees, **volunteers, members of boards and commissions, and elected officials** on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from ~~unwanted~~ **offensive behavior or** harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

- ~~Immediate~~ **A** supervisor;
- City administrator;
- Mayor or city councilmember.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is ~~also~~ encouraged to take the following steps, **if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.:**

- ~~1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.~~
- ~~2. Document the occurrences of harassment.~~
- ~~3. Submit the documented complaints to your supervisor, city administrator, mayor, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.~~
- ~~4. Document any further harassment or reprisals that occur after the initial complaint is made.~~

- 1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.**
- 2. In some situations such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.**

3. To reiterate, it's important you notify a supervisor, the city administrator, the mayor or councilmember of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator, the mayor or the city attorney.

The city urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management **takes these complaints seriously, and** has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the city administrator. If the City Administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

~~Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.~~

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, Subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Special Reporting Requirements

When the supervisor is the alleged harasser, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is the alleged harasser, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action. If a councilmember is the alleged harasser, the report will be made to the city administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Retaliation

The City of Norwood Young America will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, ~~barring any extenuating circumstances,~~ please report your concern immediately to any of the following:

1. Immediate supervisor;
2. City Administrator;
3. Mayor or City Councilmember
4. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will report ~~follow the response process within "Supervisor's Response to Allegations of Disrespectful Workplace Behavior" including reporting the allegations within two business days~~ to the city administrator, or if the complaint is against the City Administrator will report to the City Attorney, who will decide how to proceed in addressing the claim/complaint.

RESPECTFUL WORKPLACE POLICY (includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace and other city-sponsored social events.

The city acknowledges ~~that~~ this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city ~~personnel including regular and temporary~~ employees, volunteers, firefighters, **members of boards and commissions** and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect that employees **to** accept verbal **and other** abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or ~~they~~ **the employee** may defuse the situation themselves, including ending the contact.

If there is a concern ~~ever~~ **about** the possibility of physical violence, **the individual should use his/her discretion to call 911, and as soon as feasible,** a supervisor ~~should be contacted immediately. When extreme conditions dictate, 911 may be called.~~ Employees should leave the area immediately when violence is imminent unless their duties require them to remain **(such as police officers)**. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following ~~types of disrespectful behaviors cause a disruption in the workplace and are, in many instances, unlawful:~~ **are unacceptable and therefore prohibited, even if not unlawful in and of themselves:**

Violent behavior: includes the use of physical force, harassment, **bullying** or intimidation.

Discriminatory behavior:

includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, **pregnancy, gender-biased statements such as stereotypes about women or men,** marital status, age, sexual orientation, **gender identity, or gender expression, familial status** or status with regard to public assistance.

Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

Sexual harassment: can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct or communication of a sexual nature when:

- Submitting to the conduct ~~or communication~~ is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct or communication is used as ~~a factor in decisions affecting an individual's employment~~; or **the basis for an employment decision affecting an individual's employment**; or
- Such conduct ~~or communication~~ has the purpose or result of ~~substantially~~ **unreasonably** interfering with an individual's ~~employment~~ **work performance** or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual! This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. **The harassment policy applies to social media posts, tweets, etc. that are about or may be seen by employees, customers, etc.**
- Requests or demands for sexual favors. This includes subtle or obvious__ expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Names and Pronouns:

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or

concealed from view within a locked unattended personal vehicle while that person is working on city property.

- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

In some situations with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive to be reported immediately to allow for corrective action to be taken through education, and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the city administrator, the mayor or council member of promptly of your concerns. In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, city administrator, or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days promptly to a supervisor or the city administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator or the mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations ~~within two business days~~ **promptly** to the city administrator, ~~and an investigation will be conducted.~~ **who will determine whether an investigation is warranted.** A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. **The person being interviewed may have someone of his/her own choosing present during the interview.** Typically, the investigator will obtain **a the following** description of the incident, including date, time and place, ~~and the following:~~

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the city administrator about the allegations **(assuming the allegations do not involve the city administrator).**

Step 4. **In most cases,** as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations **and** the alleged violator will have the opportunity to answer questions and respond to the allegations. **The City will follow any other applicable policies or laws in the investigatory process.**

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city administrator who will ~~assume the responsibility for~~

~~investigation and discipline.~~ determine how to proceed in addressing the complaint as well as appropriate discipline.

If the city administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the **City Attorney who will confer with the mayor and/or city councilmember, and City Council** ~~who will confer with the city attorney,~~ regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees ~~and department heads~~ must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive work days may be considered a resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

Severance Pay

Employees who leave the employment of the city in good standing by retirement or resignation will receive pay for 100 percent of unused PTO.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Norwood Young America. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The supervisor and/or the city administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the city administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The city administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and retained elsewhere, and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the city administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies. ~~The City Council must approve this action.~~

Dismissal

The city administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, **who has completed his/her initial probationary period**, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE PROCEDURE

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, **the date at which the incident allegedly occurred**, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, **the date at which the incident allegedly occurred**, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city administrator within seven (7) days after the supervisor's response is due. The city administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the city administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the

~~employee may elect to treat the~~ grievance ~~will be treated~~ as denied at that step and ~~employee may elect to~~ immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION & TRAINING

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The city will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will be eligible for payment under this policy when the subject matter relates directly to the employee's duties or directly relates to a reasonable promotional opportunity within the same field. The employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The supervisor and the city administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator and/or City Council.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the city administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, **including sales tax and gratuity**, will be reimbursed **according to this policy. No reimbursement will be made for alcoholic beverages.** ~~when training occurs over a meal time. Gratuity and alcoholic beverages do not qualify for reimbursement.~~ The maximum allowed coverage per meal is: \$8.00 breakfast, \$12.00 lunch, \$15.00 supper. Expenses over these amounts will not be reimbursed. Employees must complete an Employee Expense Form and attach the receipt to receive reimbursement.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Norwood Young America regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city administrator.

Any city employee accepting employment in an outside position that is determined by the city administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved PTO or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- **An employee needs to disclose his outside employment to his supervisor and City Administrator.**
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

City employees may be on the city fire department. If an employee is working and responds to a fire call/alarm during the employee's normal core work hours, the employee will continue to receive the employee's current city wage. If the fire call extends past the employee's core hours, the employee's city wage will cease and from there the employee will log hours as a firefighter and be paid accordingly through the fire department. Non-core work hours as a firefighter should not be logged on the employee's city timesheet.

DRUG FREE WORKPLACE

In accordance with federal law, the City of Norwood Young America has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis.

CELL PHONE POLICY

This policy is intended to define acceptable and unacceptable uses of city issued ~~cell phones~~ **cellular telephones**. Its application is to ensure ~~cell-phone~~ **cellular telephone** usage is consistent with the best interests of the city without unnecessary restriction of

employees in the conduct of their duties. This policy is implemented to prevent the improper use or abuse of cell phones and to ensure that city employees exercise the highest standards of propriety in their use.

General Policy

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that: ~~The City Administrator will determine which positions require a cell phone. The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Supervisors will be responsible for enforcement within their departments. Employees will be provided: a phone, charger, and protective cover—paid for by the City. Seasonal and temporary employees are not eligible for City cell phones or reimbursement. All additional costs and overage charges incurred by the employee may be deducted from the employee's paycheck.~~

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with city-issued phones to facilitate the provisions of this policy.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions.

City provided cell phones that are damaged or lost due to employee carelessness will be replaced at the employee's expense.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of personal resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Employees receiving a City owned cell phone are prohibited from the following:

- using equipment for personal profit or gain;
- transmitting, receiving or distributing pornographic, obscene, abusive or sexually explicit materials;
- violating any city policy, local, state or federal law or engaging in any type of illegal activity;
- engaging in any type of harassment or discrimination.

~~Phone Set-Up~~

~~The City will set up the phone by creating a "Gmail" and an "iTunes" for each employee. The employee will be given a copy of the account names and passwords. Employees are not to change the accounts or passwords that the City sets up. If an account or password is changed without the City's knowledge, disciplinary action may occur. The City owned cell phone is the property of the City and information on the device can be accessed by the City at any time, at the discretion of the City Administrator.~~

~~Employees who abuse or misuse the City owned cell phones may be subject to disciplinary action. Personal use of cell phones is permitted so long as the use in no way limits or interferes with the conduct of work of the employee or other employees. If an employee has excessive personal use of a cell phone which causes the City to go over the allowable minutes/data in the plan, the City may charge the employee the overage expense. The overages will be calculated by the allowable minutes/data divided equally amongst those that have a phone in the phone plan.~~

~~Personal use numbers, calls and text messages included on the cell phone billing records are not considered government data, therefore, they are not public.~~

Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone

records and possibly the phone itself in order to provide the data that is being requested. Therefore the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

Procedures

It is the objective of the City of Norwood Young America to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Responsibility

The city administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

CREDIT CARD POLICY

As per MN Statute 471.382, the Norwood Young America City Council may authorize the use of a credit card by an employee otherwise authorized to make a purchase on behalf of the City. If the City employee makes a purchase by credit card that is not approved by the City Council, the employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts. The City credit card should be used as a "last resort" form of payment.

Employees authorized to use the City of Norwood Young America's credit card include the following positions: City Administrator, City Clerk/Treasurer, Public Services Director and Fire Chief. Individual purchases over \$1,000.00 will require prior Council approval.

Employees authorized to use the City of Norwood Young America's fuel credit card(s) include: Public Services Department, and Fire Department Personnel. Purchases shall be for vehicle fuel, oil and other items related to the operation of the vehicle or that department.

SAFETY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee as provided by the City.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender. Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

