



SENIOR ADVISORY COMMISSION

Agenda for May 18, 2023 – 9:00am
NYA City Hall Council Chambers

SENIOR ADVISORY COMMISSION and PARTNERS

Communicating the social, economic, recreational, cultural, and personal needs of the senior portion of the City's population.

COMMISSION MEMBERS

Carolyn Durbin*, LaVonne Kroells*, Lois Schultz*, Tom Simmons*, Kay Hampshire*, Cathleen Williams*, Mary Spille*, Elroy Latzig*, Betty Settergren*

SENIOR HOUSING ADVISORS

Ranemma Walker – The Haven, Laurie Hilgers – The Harbor, Brenda Schmitz – Peace Villa, Robin Shepard – Oak Grove

COMMUNITY/CITY REPRESENTATIVES

Alan Krueger* - City Council, Karen Hallquist – City Hall, Corp. Jordan Voigt – CC Sheriff Office, Dawn Plummer – CC Public Health
(*) voting members

1. Call meeting to order
2. Pledge of Allegiance
3. Adopt agenda
4. Approve minutes from April 20, 2023
5. Updates

Monitor and expand housing options for seniors –

- 5.1 Senior Residence Updates
 - 5.1.1 Harbor / Haven
 - 5.1.2 Peace Villa
 - 5.1.3 Oak Grove – Welcome, Robin!!

Provide safe options for seniors to get around –

- 5.2 City Bus Update
 - 5.2.1 Out & About Trip – Next one in June? Location?

Identify and promote education and social options for seniors –

- 5.3 NYA Senior Center – last day Wed, May 17th – Next open day is Wed, Sept 20th?
- 5.4 Carver County Public Health
- 5.5 Carver County Sheriff's Department

6. New Business

- 6.1 Music in the Park – SAC & Peace Villa Sponsoring on Thurs, June 29th (The Castaways)
 - 6.1.1 What is the treat? Who can help? What information (brochures/info sheets) to bring?
- 6.2 Guidelines for Advisory Commissions

7. Old Business

- 7.1.1 Lunch & Learn – Wed, May 24th – Senior Rights 11am-1pm @ Willkommen Pavilion – City Bus available and will pick up at PV/HH/OG starting at 10:30am – \$3 roundtrip

8. NYA City Council Update

9. Adjournment

Next Senior Advisory Meeting – Thursday, June 15, 2023 @ 9:00am @ City Hall

UPCOMING MEETINGS / EVENTS

May 22, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
June 6, 2023	Planning Commission Meeting	6:00 PM
June 12, 2023	City Council Meeting	6:00 PM
June 14, 2023	Economic Development Commission Meeting	6:00 PM
June 15, 2023	Sr. Advisory Meeting	9:00 AM
June 20, 2023	Park and Recreation Commission Meeting	5:15 PM
June 26, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM

Senior Advisory Commission
April 20, 2023, 9am
Minutes

Commissioners In Attendance: LaVonne Kroells, Tom Simmons, Alan Krueger (9:40) – City Council, Carolyn Durbin, Kay Hampshire, Betty Settergren, Lois Schultz, Mary Spille, Elroy Latzig

Advisors in Attendance:

Community/City Representatives: Karen Hallquist (City), Deputy Jordan Voigt (Carver Co), Dawn Plummer (CCPH)

Others:

1. Call meeting to Order

- Kroells called the meeting to order at 9:00 am.

2. Pledge of Allegiance

- All present recited the Pledge of Allegiance

3. Adopt Agenda

Motion: **??/??** to approve the agenda. Motion passed. 8-0

4. Approve minutes from January 19, 2023

Motion: **??/??** to approve the minutes. Motion passed 8-0.

5. Updates

5.1 Senior Residence Updates

a. Harbor/Haven

- Hallquist shared and email update from Hilgers: Harbor has 2 open apartment, Haven 9 open/7 reserved, Reflections is full. There are multiple open positions as a RA, dining, housekeeping, also looking for marketing person. An FT Peoples Services Specialist was hired. Internet upgrade happened. "On March 31, Ecumen announced that they will terminate their management agreement with The Harbor and The Haven on July 31, 2023. Ecumen is making this change due the ongoing operational challenges and market conditions outside of their control and thus have made the decision to close their business line that serves city, county and other government agencies. Services and staff will remain in tact and we are hopeful for a smooth transition to a new management company." Hallquist shared that the city (owner of the Harbor) and Peace Villa (owner of the Haven) are working on an RFP to send out to get proposals for a new management company.

b. Peace Villa

- Simmons shared that PV is 100% occupied and construction is about 98% completed. The new community room areas are getting used a lot. An open house date is yet to be determined.

c. Oak Grove

- Hampshire shared that the new manager Robin Shepard is training with AnneMarie. There are 2 – two bed/two bath apartments open.

5.2 City Bus Update –

5.2.1 "Out & About" Trips – Next one in June? Location? Hampshire and Settergren shared that there is not much interest as the trips are \$10 per person. Facilities are having more events in-house. Schultz shared that senior transportation is a concern everywhere, yet no one uses the city bus.

5.3 NYA Senior Center

- Kroells reported an attendance of 32! More people are coming from the community at large. Last date will be May 17th until September.

5.4 Carver County Public Health

- Plummer shared that the Carver Co Commissioners did not fund the Move Mindfully series as they did not want to use COVID relief funds to support it. There could be potential for SHIP funding. More to come. Plummer also shared there is another COVID booster available for those over 65 years old. Plummer brought resource phone number cards.

5.5 Carver County Sheriff's Department

- Deputy Voigt reported that he had no updates. Very few calls.

6. New Business –

6.1 Lunch & Learn – Wed, May 24th – Senior Rights 11am-1pm @ Willkommen Pavilion

- Hallquist will send out a flyer.

6.2 NYA Food Distributions update – moved to 1st Wed of each month 12:30pm.

- Hampshire noted that the quantity of food was different for those that received food via delivery or drive through. Plummer will follow up with Caitlin at Carver Co Public Health. Hallquist will add in the next city newsletter the fact that the food shelf also delivers. It was also noted that the next Fare For All is May 4th. Simmons shared that the number of participants for the last three events have been 113/61/60 respectively.

7. Old Business

7.1 Move Mindfully Update – see 5.4

8. NYA City Council Update

- Krueger gave the following updates:
 - Lots of regular business including insurance, fee schedule, lawn maintenance contracts
 - Small Business Seminar to be held on May 3rd at Pavilion
 - Public Hearings for Merger Street – the parking lot by Lazy Loon will be blocked off/curbed with the reconstruction road project
 - Beyond the Yellow Ribbon banquet is on April 22nd. Mayor Lagergren read proclamation.
 - LaVonne gave the Willkommen Heritage Center Annual review

9. Adjournment

Motion by TS/KH to adjourn. Motion passed 9-0.

Next Senior Advisory Meeting – Thursday, May 18, 2023 @ 9:00am @ City Hall

Submitted by:

Karen Hallquist, Community & Economic Development Director



TO: Senior Advisory Commission Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: May 18, 2023

SUBJECT: Guidelines for Advisory Commissions

The NYA City Council approved the Guidelines for Advisory Commissions at their March 27, 2023, meeting. The guidelines address the role of a commissioner, terms, commission administration, qualifications, duties and responsibilities, and meeting procedures. The guidelines will be presented to each of the current commissions, provided to new commissioners, and posted on the City website for reference.

Information Only

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com

Guidelines for Advisory Commissions



310 Elm Street West – PO Box 59
Norwood Young America, Minnesota 55368
(952) 467-1800 | Cityofnya.com

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Role of Advisory Commissions

City councils deal with many items; it is difficult to research each one in depth. Advisory commissions assist City councils by focusing on a particular area and making recommendations for the City council's action, including yearly budget items. It is not the role of the commissions to give directives to the staff on the City's day-to-day operations.

The City Council of Norwood Young America, Minnesota, has established the following standing advisory groups:

The **Planning Commission** is required by Minnesota State Statutes and reviews issues of land use planning, zoning, subdivision regulations, and requests for variances from existing regulations.

The **Parks and Recreation Commission** reviews issues related to the acquisition and development of parks and trails in the City.

The **Economic Development Commission** advises the City Council on matters concerning commercial and industrial development within the City and attracting new businesses and retaining existing ones.

The **Senior Advisory Commission** acts as a liaison for the senior community and advises the City Council on issues concerning senior citizens and recommends appropriate solutions.

The City Council cannot delegate its decision-making authority to advisory commissions. Therefore, occasionally the Council may decline to accept an advisory commission recommendation. This usually happens when the City Council has additional information about how the recommended action would affect the "bigger picture" beyond the advisory commission's purview and should not be perceived as lacking confidence in the commission. Residents are allowed to be on one board or commission at a time unless assigned to represent another commission.

Membership Rosters with Terms, Meeting Dates and Times

Planning Commission (3-year terms)

Name	Term Expires
Jerry Barr	January 1, 2025
Bill Grundahl	January 1, 2024
Mike Eggers	January 1, 2024
Paul Hallquist	January 1, 2025
Craig Heher	January 1, 2026
Open	
Charlie Storms, City Council	

The Planning Commission meets on the first Tuesday of the month at 6:00 p.m.

Parks & Recreation Commission (3-year terms)

Name	Term Expires
Sharilyn Feltmann	January 1, 2024
Bryan Rehnelt	January 1, 2024
Dan Stender	January 1, 2024
Karla Hormann	January 1, 2025
Jim Zellmann	January 1, 2025
Brooke Allen, City Council	
Bill Grundahl, Planning Commission	
Kelly Vossen (Community Education)	Advisory position

The Parks & Recreation Commission meets on the third Tuesday of the month at 5:15 p.m.

Economic Development Commission
(3-year terms)

Name	Term Expires
Andrea Gerth	January 1, 2026
Connor Smith	January 1, 2026
Jason Winter	January 1, 2024
Carol Lagergren, City Council	
Mike McPadden, City Council	
Mike Eggers, Planning Commission	
Open	
Open	
Kayla Dammann, NYA Area Chamber of Commerce	Advisory position

The Economic Development Commission meets on the second Wednesday of the month at 6:00 p.m.

Senior Advisory Commission
(3-year terms)

Name	Term Expires
Tom Simmons	January 1, 2026
LaVonne Kroells	January 1, 2024
Elroy Latzig	January 1, 2024
Mary Spille	January 1, 2024
Carolyn Durbin	January 1, 2025
Kay Hampshire	January 1, 2025
Lois Schultz	January 1, 2025
Betty Settergren	January 1, 2025
Cathleen Williams	January 1, 2025
Alan Krueger, City Council	
CDA Representative	Advisory position
Oak Grove Representative	Advisory position
Laurie Hilgers, Harbor Haven	Advisory position
Ranemma Walker, Harbor Haven	Advisory position
Brenda Schmitz, Peace Village	Advisory position

The Senior Advisory Commission meets on the third Thursday of the month at 9:00 a.m.

Commission Administration

Selection of Chair and Vice-chair

The Chairperson shall be chosen from the commission membership annually to serve for one year; provided, however, that no Chairperson shall be elected who has not completed at least one year as a member of the commission.

If the commission deems it desirable to have a Vice-chair, the same procedure will apply.

Vacancies

Vacancies are filled in the same manner as expired terms, but an appointment only lasts until the end of the unexpired term.

Advertisement

Openings may be advertised in the *News & Times*, the City website, social media, and the City Newsletter. Advertisements include a contact number and application deadline, if applicable.

Application

Application forms are available at City Hall, 310 West Elm Street, or by calling 952-467-1800 and on the City website.

Appointment

Appointments are made by the mayor and confirmed by the City Council. Elected officials may consider applicants' education, expertise, and experience, as well as all that is already represented on the commission.

Compensation

Appointed members of commissions, but not ex-officio members, receive a financial stipend based on the number of meetings attended. An I-9 form must be completed for income tax purposes. Members must attend 75% of the scheduled meetings to receive their stipend.

Resignation

Commission members who cannot complete their terms for any reason should provide written notice to the mayor and send a copy of the notice to the appropriate City liaison.

Removal

The City Council may remove appointed commission members for misfeasance, malfeasance, or nonfeasance in office.

Qualifications

Residency

All appointed members of the commissions shall be residents of the City of Norwood Young America. This excludes the Economic Development Commission.

City Employees

City employees may serve as regular or ex-officio members of commissions if there are no conflicts of interest.

Interest

Applicants should be interested in the commission activities for which they are applying. However, the interest is essential to be broader than one topic and encompasses most of the issues the commission reviews. A willingness to learn is more important than expertise in a particular field. A commissioner's responsibility is to make a recommendation to the Council for the betterment and benefit of the City. A commissioner cannot act in a manner that is self-serving and must recuse themselves from the conversation and vote when conflicts of interest are present. Conflicts of interest are broad, and commissioners should assess their conflicts from all available angles. Should a conflict of interest be found by a member of the commission or City staff member, it will be addressed.

Time Commitment

Commission meetings may only involve a few hours a month, but the time commitment for members can be substantially more. Preparation includes reviewing the agenda and City report, reading regulations related to agenda items,

visiting sites under consideration, learning about the issues, and developing a list of relevant questions prior to the meeting.

Duties & Responsibilities

Attendance

Consistent attendance at commission meetings is vital to discussion and action. Absence not only burdens the remainder of the commission but also shortchanges the people depending on the commission's decisions. Someone who cannot attend at least nine monthly meetings yearly should not apply. Members who cannot maintain that level of attendance should resign to allow the appointment of replacements who can make the appropriate time commitment.

Preparation

It is essential to review the agenda items and associated City reports before the actual meeting. That review may reveal a need for additional information or a site visit. At the very least, it will allow the commission member to think of relevant questions to ask. Commission members are also encouraged to contact the commission's City liaison with questions before a commission meeting to allow the City adequate time to provide a detailed response.

Participation

If the absence is unavoidable, a phone call or email to the City liaison is required before the meeting. The City will send a notice cancelling the meeting when there is insufficient attendance to provide a quorum. A quorum exists when half of the current commission seats are filled, plus one seat.

Each commission member's views are essential in reaching the best possible decision. The discussion raises issues and questions that improve the outcome. It is natural for new members to feel hesitant about looking foolish due to a lack of knowledge. The City liaison can help by answering questions before the meeting so new members can confidently speak.

Conduct

Commission members should be fair, firm, and factual as they review the issues before them. Members may hold different opinions and reach different conclusions than their colleagues, but such differences are not an excuse for disrespect. It is essential to listen to fellow commissioners and members of the public without interrupting or making derogatory personal remarks. Members should avoid letting occasional differences interfere with the ongoing working relationship among commission members.

Members of the public who become argumentative, disruptive, or abusive should be called to order by the commission chair. If a member of the public continues with disruptions, the commission chair shall ask them to leave the meeting so City business can continue.

Continuing Education

The City liaison can provide materials to assist commission members in learning more about the issues. There may be other learning opportunities through workshops and seminars. The City liaison can verify if funding is available and will arrange registration.

Dealing with the Public

Individual commission members should only speak on behalf of the commission if a majority of the members have authorized that role through a vote.

Commission members are encouraged to have contact with and gather information from the community. They may also be approached by neighbors or members of the public. When discussing issues outside commission meetings, commissioners should never promise that the commission or the City council will take a specific action.

Commission members should elevate public understanding and discourse by providing factual information about issues. They also can and should invite people to commission meetings so the entire commission can discuss topics. Where more information is needed, commission members are encouraged to connect members of the public with the City Administrator, who can often provide such information.

Meeting Procedures

Agenda

Agenda Preparation

The agenda packet is compiled by the City liaison and delivered the week before the meeting. It consists of an agenda with numbered discussion items and a written City or consultant report corresponding to each item. The City report contains background information and specifies what action, if any, is being requested. It usually includes a City recommendation, which the commission may or may not accept.

Getting an Item on the Agenda

Putting an issue on the agenda allows commission members to prepare for discussion, resulting in a more productive discussion. Commissioners are encouraged to bring relevant issues or topics they would like to discuss to commission meetings. At an appropriate time, the commissioner should propose that issue/topic for discussion at a future meeting. It is not the role of the commissions to give directives to the staff on the City's day-to-day operations.

Order of Business

Call to Order

At the scheduled start time, the Chairs says, "The meeting will please come to order."

Roll Call

Absences are noted in the Minutes.

Approval of Agenda

Commission members or the City may request additions or deletions to the agenda before approval.

Approval of Minutes

Minutes of the last commission meeting may be approved “as presented” or corrected and approved “as revised.”

Public Comment

At Commission meetings, public comment is only allowed during prescheduled Public Hearings on specific items. Audience members who wish to speak on a topic may do so for up to three minutes after providing their name and address for the minute taker. If the audience is large, the chair may request that groups appoint spokespersons to represent them. The commission is not required to take action on issues raised during Public Comments.

Presentations for Information

Community groups or other government entities may present information that does not require commission action. Prior authorization from the City must first be obtained.

New Business

For agenda items not previously considered by the commission.

The chair asks for the City report. After City reports, commission members may ask questions for clarification, and commission opinions are not expressed.

The chair calls for a motion. The discussion may continue if a motion is made and a second is given. Motions may be made and seconded to amend the original motion. Debate may occur on the *amendment*, not the original motion.

The chair calls for a vote by repeating the motion.

The chair notes whether the motion is approved or fails.

Old Business

For agenda items previously discussed by the commission but not yet acted upon.

The chair asks for the City report. After City reports, commission members may ask questions for clarification, and commission opinions are not expressed.

The chair calls for a motion. The discussion may continue if a motion is made and a second is given. Motions may be made and seconded to amend the original motion. Debate may occur on the *amendment*, not the original motion.

The chair calls for a vote by repeating the motion.

The chair notes whether the motion is approved or fails.

City Council Member Update

Appointed City Council commission members can comment, ask questions, or request that an item be placed on a future agenda.

Commission Comment

Commission members can comment, ask questions, or request that an item be placed on a future agenda.

Adjournment

The chair states, "If there is no further business, I will entertain a motion to adjourn." If a motion is made and seconded, the motion is voted upon without debate.



NYA SENIOR ADVISORY COMMISSION INVITES YOU TO:

KNOW YOUR RIGHTS: FOR SENIORS

Wednesday, May 24, 2023

11:00 a.m. – 1:00 p.m.

Willkommen Memorial Pavilion



This is a **FREE** event with a complimentary lunch funded by SHIP and Carver County Public Health.

“Know Your Rights: Healthcare Directives and Powers of Attorney” - Laura Orr

Laura Orr is a staff attorney with the Minnesota Elder Justice Center (MEJC). MEJC works to prevent and alleviate abuse, neglect, and financial exploitation of older adults and vulnerable adults throughout the state. Laura joined MEJC after serving clients for nearly ten years as part of SMRLS' Legal Advocacy for Older People. As a staff attorney, Laura provides advocacy and legal services to individuals seeking to regain personal autonomy and end abusive treatment.

**MINNESOTA
ELDER JUSTICE
CENTER**

Laura will lead the “Know Your Rights: Healthcare Directives and Powers of Attorney” presentation focusing on powers of attorney and healthcare directives as different tools for empowering another person to make decisions for you if you cannot. Learn what each document does and how to create or change one.

“Tips to Avoid Probate” - Rachael Funk

Rachael Funk is a staff attorney in the Legal Assistance for Older People project at Southern Minnesota Regional Legal Services (SMRLS). SMRLS provides free legal services to people in social and economic need in 33 counties of Minnesota. Prior to her work at SMRLS, Rachael was a Senior Staff Attorney at New York Legal Assistance Group in the Disability Advocacy Project for over 3 years. She handled Social Security disability cases and non-disability termination issues.

**SMRLS
SOUTHERN MINNESOTA
REGIONAL LEGAL SERVICES**

Rachael will lead the “Tips to Avoid Probate” presentation which will focus on what probate is and the legal process for settling the estate of a person after death. An estate includes the property the person owns and the debts they owe. A person may plan ahead to transfer property or money after death without needing probate. Learn about the options during this presentation.