



## CHAPTER 2. ADMINISTRATION

### Section 200 – In General

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

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

200.03 Meetings of the Council.

Subd. 1 Regular Meetings. The City Council shall meet on the second and fourth Monday of every month in the City Hall, commencing at 6:00 p.m. On the fourth Monday, the meeting shall begin with a Work Session at 5:00 p.m., and the regular meeting shall immediately follow at 6:00 p.m. If the Work Session meeting is not held, the regular meeting shall commence at 6:00 p.m. *(Amended by Ord. 282, 10/10/2016) (Amended by Ord. 318, 02/11/2019) (Amended by Ord. 320, 8/12/19) (Amended by Ord. 327, 09/14/2020) (Amended by Ord. 349, 04/21/2022)*

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

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

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

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

### Section 210 – Elections

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

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

## Section 220 – Mayor and Councilmember's Salaries

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

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

## Section 230 – City Administrator

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

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

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

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

- A. Be responsible for preparation of the annual City budget in accordance with the guidelines as may be provided by the City Council, and in coordination with all department heads;
- B. Keep the Council informed of the financial condition of the City. Recommend action as appropriate, prepares and implements financial guidelines;
- C. Keep informed concerning current developments in the field of municipal administration, and from time-to-time submit recommendations or suggestions to improve the municipal government;
- D. Keep informed concerning State and Federal legislation affecting the City, and submit appropriate reports and recommendations to the City Council;
- E. Keep informed concerning the availability of State and Federal funds for local programs, and assist department heads and the City Council in procuring the funds;
- F. Be responsible for the employment, training, direction and supervision of all personnel assigned to the Municipal Government, and for making recommendations to the City Council on appointments and promotions of personnel;
- G. Be responsible for the administrative direction and supervision of all employees of, consultants to, and vendors doing business with the City;
- H. Serve as the personnel officer for the Municipal Government. As such, he or she shall keep complete and up-to-date personnel records, to include specific job descriptions for all City employees, recommend salary and wage scales for City employees not covered by collective bargaining agreements, develop and enforce standards of performance by City employees, assure that all City employees have proper working conditions, work closely with department heads to promptly resolve any personnel problems or grievances, and act as the City's representative in conducting collective bargaining negotiations;
- I. Work closely with all department heads to ensure that such personnel and other City employees receive adequate opportunities for training to improve their knowledge and skills, and act as the approving authority for all requests by City employees to attend conferences, meetings, training schools, etc. pertaining to their employment;
- J. The agenda for all meetings of the City Council with Department Heads to address the needs and operations of the City with such supporting data as may be required in accordance with historical monthly agenda items and the long-range plans of the Council. Nothing in this Section shall be construed as to give the City Administrator authority to limit or in any way prevent matters from being considered by the

Council; *(Amended Ord. 378, 11-25-2024)*

- K. Act as purchasing agent for the City and be responsible for making all purchases in accordance with the approved municipal budget. The Administrator shall have the authority to sign purchase orders for budgeted routine services, equipment and supplies for which the cost shall not exceed five thousand dollars. All claims resulting from orders placed by the City shall be audited for payment by the Council. The Administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the Council; *(Amended by Ord. 324, 3-9-2020)*
- L. Perform all duties as prescribed by the job description and such other duties as may be prescribed by law or required by ordinance or resolution adopted by Council, including attending all meetings of the Council and such other boards, commissions, and committees as assigned by the Council, and performing all statutory duties except as otherwise assigned by this Code or action of the Council. *(Amended Ord. 378, 11-25-2024)*

## Section 240 – Fire Department

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

240.02 Size. The Norwood Young America fire department shall be limited to a full complement that shall not exceed 45 members. Any person at least eighteen years of age and capable of passing the required physical requirements adopted by the City shall be eligible for membership by voluntary enlistment in the fire department. The new members shall be appointed by the City Council. Each new member shall serve a one year probation period. At the end of the probation period, the City Council shall give final approval to the new member. Each firefighter shall be required to pass a periodic physical test in order to remain eligible to serve on the department. *(Amended by Ord. 324, 3-9-2020)*

240.03 Appointment of Fire Chief and other Offices. The fire chief and other officers shall be appointed by the City Council. The department, with Council approval, may also appoint the following officers:

- A. Three Assistant Chiefs and Four Captains
- B. Treasurer
- C. Secretary

The Fire Chief and other officers shall serve two (2) year terms, starting January 1<sup>st</sup> following appointment. *(Amended by Ord. 324, 3-9-2020)*

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

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

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

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

240.06 Relief Association. The fire department shall have the authority to organize a relief association, elect the

association's president and any other officers, adopt a constitution and by-laws not inconsistent with any laws or ordinances or resolutions adopted by the City Council, and to do all things necessary to promote the welfare of the fire department.

## Section 250 – Planning Commission

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

250.02 Composition. The planning commission shall consist of seven (7) members: two (2) Councilmembers and five (5) members of the community. Members of the commission shall reside within the city. *(Amended by Ord.372, 1-12-*

*04) (Amended by Ord. 324, 3-9-2020)*

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the Council. *(Amended by Ord.157, 1-12-04)*
- B. All terms shall expire on January 1 of the appropriate year. Members shall be appointed for terms of three years, expiring January 1 of the appropriate year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. *(Amended by Ord.157, 1-12-04) (Amended by Ord. 324, 3-9-2020)*

250.03 Organization, Meetings, Etc.

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

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

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

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

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

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

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

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

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

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

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

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

250.07 Board of Appeals and Adjustments. The planning commission shall conduct hearings and advise the City Council of its recommendations concerning matters within the jurisdiction of the Board of Appeals and Adjustments. The decisions of the Board on matters within its jurisdiction shall be advisory to the Council. Following the hearing, the Board shall make its order deciding the matter and shall serve a copy of such order upon the appellant or petitioner by mail. The Board shall at the same time submit a copy of its decision to the Council which shall have final authority to approve, reject, or modify the decision of the Board. *(Amended by Ord. 108, 5-27-1997) (Amended by Ord. 324, 3-9-2020)*

## Section 251 – Economic Development Commission

*(Rescinded by Ord. 381, 12-09-2024)*

## Section 251 – Economic Development Authority

251.01 Establishment of Authority. The Economic Development Authority for the City was established 10/30/2009.

251.02 Composition.

- A. The Economic Development Authority of the City of Norwood Young America shall be composed of seven (7) members as follows:
  - a. Two (2) members of the City Council, confirmed by the City Council; and
  - b. Five (5) stakeholders from the community, including residents, business owners, or individuals with vested interests in the economic development of the City, confirmed by the City Council.
- B. The term of office for appointed members shall be (3) years, with a four (4) term limit, as provided under Minnesota Statutes Section 469.095, Subdivision 2, with the exception of City Council Members, who shall serve annual terms within their elected office. Of the five members serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. All terms shall expire on January 1 of the appropriate year. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council.

#### 251.03 Organization, Meetings, Etc.

- A. The commission shall elect a president and vice president from among its appointed members for a term of one year; the City Administrator (ad-hoc) will serve as the Executive Director; and the authority may create and fill such other offices as it may determine. The Community & Economic Development Director shall act as the city liaison and secretary of the Economic Development Authority.
- B. Meeting of the Authority shall be held monthly, unless no official business is required. At least three (3) days written notice of such meetings shall be given to the Commissioners.
- C. The commission shall adopt bylaws for the transaction of business and shall keep a record of its resolutions, transactions, findings, which record shall be a public record. Expenditures of the authority shall be within amounts appropriated for the purpose by the City Council.

#### 251.04 Purpose

- A. There is hereby established and continued an Economic Development Authority for the City of Norwood Young America pursuant to the authority given by Minnesota Statutes, Section 469.090 to 469.108. The purpose of this Authority is to advise the City Council in matters relating to the economic development of the community. The role includes efforts in pursuit of the following goals of economic development: 1) recruitment of new business and industry; 2) retention and expansion of existing business and industry; 3) diversification of the community's economy; 4) the retention and creation of jobs with livable wages; 5) increased community tax base; 6) planning and coordination of the community's economic development resources and efforts.

#### 251.05 Duties and Responsibilities of the Commission

- A. Advise the City Council on matters concerning commercial and industrial development within the city.
- B. Recommend, develop and implement programs to provide economic development incentives and assistance including, but not limited to, revolving loan funds, tax increment financing, and state/federal grant funds.
- C. Recommend to the City Council and Planning Commission regarding the orderly development of areas suitable for commercial and industrial development.
- D. Recommend to the City Council and Planning Commission policies and actions regarding commercial and industrial expansion, development, and attraction.
- E. Recommend to the City Council long and short-term strategies for commercial and industrial development within the city.
- F. Review proposed development proposals.

#### 251.06 Housing, Economic Development, and Redevelopment. The Economic Development Authority has the authority to:

- A. Issue bonds in accordance with the EDA Act and the HRA Act.
- B. Levy special benefit taxes in accordance with Section 469.033, subdivision 6 of the HRA Act in order to pay or finance public redevelopment costs (as defined in the HRA Act), subject to approval by the City Council in accordance with Section 469.033, subdivision 6.

*(Amended by Ord. 382, 12-09-2024)*

## Section 252 – Parks & Recreation Commission

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

#### 252.02 Composition. The parks and recreation commission shall consist of eight (8) members: two (2) City Council members, one (1) ad hoc (non-voting) representative from School District 108, and five (5) members of the local community. Members of the commission shall reside within the city. *(Amended by Ord.157, 1-12-04) (Amended by Ord. 324, 3-9-2020) (Amended by Ord. 335, 05-10-2021)(Amended by Ord. 379, 11-25-2024)*

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the Council. *(Amended by Ord.157, 1-12-04)*
- B. All terms shall expire on January 1 of the appropriate year. The City Council member, Planning Commission member and representative of School District 108 shall be appointed annually. All other commissioners

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

252.03 Organization, Meetings, Etc.

- A. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. A Commission member shall act as secretary of the commission.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month. *(Amended by Ord. 144, 10-22-2001)*

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

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

Section 253 – SENIOR ADVISORY COMMISSION

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

253.02 Composition. The Senior Advisory Commission shall consist of a minimum of nine (9) up to a maximum of fifteen (15) members of which one shall be a City Council Member. The Senior Advisory Commission shall consist of at least nine (9) members: one (1) City Council member, two (2) ad hoc (non-voting) representatives from Peace Village/The Harbor, and at least six (6) members of the local community. The majority of the commission shall be at least 55 years of age. Voting members shall reside within the city. *(Amended by Ord 324, 3-9-2020)*

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

253.03 Organization, Meetings, Etc.

- A. The Commission shall annually appoint from its members a Chairperson, a Vice Chairperson, and a Secretary.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit tot the City Council a monthly report of its work during the preceding month. *(Amended by Ord 324, 3-9-2020)*

253.04 Powers and Duties of the Commission. The purpose of the Senior Advisory Commission is to provide senior

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

- A. To provide an open forum where information on important community senior issues can be received and discussed.
- B. To act as a liaison for the senior community to local government and other private organizations.
- C. To educate the rest of the community on issues affecting senior citizens through the publication of materials and within open public forums where senior views can be accurately represented.
- D. To explore and assist in the development of senior projects and programs, which promote positive relationships between senior citizens and the community.
- E. To build community consensus in advocating for specific senior projects or programs.
- F. To advise the City Council on issues concerning senior citizens and to recommend appropriate solutions.
  
- G. To provide feedback to the City Council assessing the current and future needs of the senior citizen community for program planning purposes.

## Section 254 – Safety Committee

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

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

254.03 Composition. The Safety Committee shall consist of five (5) members: one (1) City Council member, one (1) representative of the Administration staff, one (1) representative of the Public Services Department, the Fire Chief, and the City Administrator. (Amended by Ord 324, 3-9-2020)

254.04 Organization, Meetings, Etc.

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

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

- A. Review the results of work place safety inspections to identify and analyze hazards.
- B. Review accident and injury reports to identify and analyze hazards.
- C. Review and act upon safety and health related concerns, suggestions, and needs communicated by employees and supervisors.
- D. Review work place hazard assessments.
- E. After conducting safety reviews suggest and document better work practices, repairs, safety training and communication.
- F. Conduct semi-annual walk-through safety inspections.
- G. Identify and communicate specific safety and health related needs and improvements to the employer, supervisors and employees.
- H. Administer "A Workplace Accident Injury Reduction Program (AWAIR)"  
(Amended by Ord. 260, 4-27-15)

## Section 255 – Personnel Committee

255.01 Establishment of Commission. The Personnel Committee for the City of Norwood Young America shall hereby be amended as an internal Administrative Committee. (Established by Ord.315, 01-14-2019) (Amended Ord.



347, 03-14-2022)

255.02 Composition. The Personnel Committee shall consist of two (2) City Council representatives and the City Administrator. Department Heads will be called upon as necessitated. The City Council shall annually appoint the Council representatives. (Amended by Ord 324, 3-9-2020) (Amended by Ord. 347, 03-14-2022)

255.03 Organization, Meetings, Etc.

- A. The Personnel Committee shall meet as deemed necessary.
- B. Internal personnel discussions are not open to the public nor open to public data requests. All meetings will be conducted internally to discuss individual personnel issues and union labor negotiations as needed.
- C. Union labor agreements are public data after being voted on by the union and approved by the City Council. (Amended by Ord 324, 3/9/2020) (Amended by Ord. 347, 03-14-2022)

255.04 Powers and Duties of the Commission. The duties and responsibilities of the Personnel Committee are as follows:

- A. Oversee and review the City's Employee Handbook, monitor employment law changes, and recommend Personnel Policy amendments to the City Council as appropriate.
- B. Annually review and provide feedback regarding the City's overall approach to compensation and benefits for staff and make recommendations to the City Council.
- C. Attend union labor negotiation meetings and make recommendations to the City Council with direction from the City Attorney.
- D. Review as needed high-level disciplinary actions of City employees, especially those that result in suspension or termination. (Amended by Ord. 347, 03-14-2022)

## Section 256 – Finance Committee

Rescinded by Ord. 348, 03-14-2022

## Section 260 Civil Defense

260.01 Adoption of Plan by Reference. In the case of emergencies or natural disasters, the City shall follow the Carver County Emergency Operations Plan. (Amended by Ord 324, 3/9/2020)

## Section 261 Restriction on Use of the "City of Norwood Young America" City's Official Seals and Logos

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

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

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

Logo.



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

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

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

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

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

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

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