

# **City of Northfield**

*City Hall  
801 Washington Street  
Northfield, MN 55057  
ci.northfield.mn.us*



## **Meeting Agenda**

**Tuesday, June 6, 2017**

**5:00 PM**

**5:00 pm Closed Meeting; 6:00 pm Regular Meeting**

**Council Chambers**

**City Council**

## 5:00 PM - CLOSED MEETING AGENDA CALL TO ORDER

Mayor: Pownell

Councilmembers: Colby, DeLong, Nakasian, Ness, Peterson White, Zweifel

1. [17-842](#) Closed Meeting for the evaluation of the performance of Ben Martig, City Administrator, pursuant to Minn. Stat. § 13D.05, subd. 3(a).

## ADJOURN

## 6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor: Pownell

Councilmembers: Colby, DeLong, Nakasian, Ness, Peterson White, Zweifel

## APPROVAL OF AGENDA

## APPROVAL OF MINUTES

2. [17-843](#) May 16, 2017 City Council Meeting Minutes

**Attachments:** [Meeting Minutes May 16, 2017](#)

## PRESENTATIONS

## CONSENT AGENDA

*Agenda items below are approved by one motion unless a Council member requests separate action. All items approved by majority vote unless noted*

3. [17-844](#) Consider Approving Disbursements totaling \$1,264,221.59

**Attachments:** [1 - Disbursements 1](#)

[2 - Disbursements 2](#)

[3 - Disbursements 3](#)

4. [17-845](#) Consider Approval of Temporary Liquor Licenses for the Defeat of Jesse James Days Committee.

**Attachments:** [1 - DJJD tasting event conditions](#)

5. [17-846](#) Consider Approving Office Space for Northfield Rescue Squad Association and Northfield Fire Relief Association

**Attachments:** [1 - NAFRS Resolution Office Space](#)

6. [17-847](#) Consider approving Change Order No. 1 for the Street Facility Parking Lot Overlay

**Attachments:** [1 - Streetshop Overlay Add 2017.pdf](#)  
[2 - Signed CO 1.pdf](#)

## OPEN PUBLIC COMMENTS

*Persons may take one opportunity to address the Council for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Mayor is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. Comments may also be made electronically until 12:00 noon on the day of the meeting through the eComment (electronic comment) system.*

## PUBLIC HEARINGS AND RELATED ACTION

*The public will have the opportunity to speak for or against the issue for a maximum of two (2) minutes (not including interpreter's time) per item. The Chair will recognize speaker at podium and conversation will be between Chair and speaker. Persons must give their name, address, and if representing a business, must give the name of the business or corporation. If an attorney or consultant is representing a client, the client must be identified for the record. Citizens who have material to be handed out shall provide a minimum of 12 copies of the material to the City Administrator. The City Administrator will then pass the information to the appropriate people.*

7. [17-848](#) Public Hearing on Amended Currency Exchange License.

**Attachments:** [Chapter 53A Currency Exchanges](#)  
[FL000232 City of Northfield 2x2.5 \(00000003\) revised](#)

8. [Res. 2017-044](#) Consider Approval of Amended Currency Exchange License for Servicios Latinos Menas LLC at 513 First Street W.

**Attachments:** [1 - currency exchange resolution](#)

9. [17-849](#) Public Hearing on Changes to the Northfield Historic District.

**Attachments:** [1 - Northfield Commercial Historic District Survey](#)  
[2 - Heritage Preservation District Established History](#)  
[3 - Public Hearing Publication](#)  
[4 - Public Hearing Mailing](#)

10. [17-850](#) Public Hearing on Sale of Property - 219 Water Street South

**Attachments:** [CC PUBLIC HEARING NOTICE](#)  
[Basils Pizza PP - Minor Subdivision](#)

11. [Res. 2017-045](#) Consideration of Minor Subdivision of 219 Water Street.

**Attachments:** [1 - Resolution](#)  
[2 - Cannon River West 2nd Addition Plat](#)  
[3 - Parcel Map](#)  
[4 - Area Map](#)

## REGULAR AGENDA

*Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also use the electronic register to speak option on the City's website or contact the City Clerk no later than 12:00 noon on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 noon on the day of the meeting. The Mayor will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Council's time. Members of the public wishing to speak must adhere to the following guidelines:*

- *Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Council;*
- *Identify your relationship to the topic;*
- *Have a spokesperson or two for your group to present your comments;*
- *Persons wanting a response to a question must submit the question in writing to the City Clerk, including name and how you would like to be contacted.*

12. [Res. 2017-046](#) Consider Resolution Approving Appointment of Brenda Angelstad as Finance Director.

**Attachments:** [1 - Resolution Appointing Finance Director](#)

13. [Res. 2017-047](#) Consider Resolution Requesting Appointment of Deputy Registrar.

**Attachments:** [1 - Resolution Requesting Appointment of Deputy Registrar](#)

14. [Res. 2017-048](#) Consider Resolution Requesting Appointment of Driver's License Agent.

**Attachments:** [1 - Resolution for drivers license agent](#)

15. [17-851](#) Consider Approval of Refuse License for Curbside Compost Cooperative

**Attachments:** [Hyperlink Northfield Composting](#)

16. [17-852](#) Consider Approval of DJJD North Babcock Park Lease Agreement

**Attachments:** [1 - Final DJJD Babcock Park Lease Agreement](#)  
[2 - Babcock Park Bleachers](#)

17. [17-853](#) Consider Proposal for Analysis of the Northfield Community Resource Center (NCRC) with AEM Financial Solutions.

**Attachments:** [1 - AEM Proposal Northfield City of NCRC Analysis](#)  
[2 - NCRC Management Service Agreement April 2014](#)  
[3 - 2016\\_12\\_06 NCRC Management Service Agreement Extension](#)

18. [17-854](#) Discussion of Charter Commissioner Appointment Process.

**Attachments:** [1 - 2017\\_04\\_18 Thompson Order Appointing Members](#)  
[2 - 2017\\_04\\_26 Chief District Judge Appointment of Charter Commissioners Correspor](#)  
[3 - 2017\\_05\\_25 Council Informational Email Regarding Appointments and Charter Cor](#)  
[4 - 2017\\_05\\_12 Charter Commissioner Schotzko Response to David Ludescher](#)

## ADMINISTRATORS UPDATE

19. [17-855](#) Upcoming Agenda Items

**Attachments:** [Upcoming Agenda Items 02-Jun-2017-09-33-56](#)

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

## ADJOURN

**Note:** *The City Council may take a five minute break during the meeting. All regular City Council meetings end at 9:00 pm unless a 5/7 majority of the City Council vote to extend the time.*

**SPECIAL NEEDS:** *If you require special services to attend or participate in a public meeting, please call the City's Administration Office at (507) 645-3001 or e-mail Deb Little, City Clerk, at [deb.little@ci.northfield.mn.us](mailto:deb.little@ci.northfield.mn.us). TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.*