

# **City of Northfield**

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



## **Meeting Agenda - Final**

**Tuesday, September 6, 2016**

**7:00 PM**

**Closed Meeting - 6pm: Regular Meeting - 7pm**

**Council Chambers**

**City Council**

**6:00 PM - CLOSED SESSION  
CALL TO ORDER**

1. [16-390](#) Closed City Council Meeting pursuant to Minn. Stat. § 13D.03, subd. 1 for consideration of strategy for labor negotiations.

**ADJOURN****7:00 PM - REGULAR AGENDA  
CALL TO ORDER**

Mayor: Graham

Councilmembers: DeLong, Ludescher, Nakasian, Peterson White, Pownell, Zweifel

**APPROVAL OF AGENDA****APPROVAL OF MINUTES**

2. [16-391](#) August 11, 2016 City Council Meeting Minutes

**Attachments:** [City Council Meeting Minutes August 11, 2016](#)

3. [16-392](#) August 16, 2016 City Council Meeting Minutes

**Attachments:** [8-16-2016 CC Minutes](#)

**PRESENTATIONS**

4. [16-393](#) Presentation on United Way Kick-off Event - September 22, 2016

**Attachments:** [1 - Donor Letter 2016](#)

[2 - Truck Pull Poster](#)

[3 - "What do you know about Northfield?" - hyperlink](#)

**CONSENT AGENDA**

*Public Comments: Persons commenting on consent agenda items only may use this opportunity to speak. Speakers must identify themselves by providing their name and address and completing a comment card. Comments are limited to two (2) minutes (not including interpreter's time). Agenda items below are approved by one motion unless a Council member requests separate action. All items approved by majority vote unless noted*

5.     [16-394](#)             Consider Approving Disbursements totaling \$3,084,725.92
- Attachments:**     [Disbursements 1](#)  
                          [Disbursements 2](#)  
                          [Disbursements 3](#)  
                          [Disbursements 4](#)  
                          [Disbursements 5](#)
6.     [16-395](#)             Consider approval of updated policies for the Employee Handbook.
- Attachments:**     [1 - 4 30 key and security with tracked changes \(v.3\)](#)  
                          [2 - 5.01 conference, workshops, seminars tracked](#)  
                          [3 - 9.01 employee identification badge with tracked changes \(v.2\)](#)
7.     [Res. 2016-088](#)        Consideration to Accept Public Improvements and Accept Final Payment -  
                          WWTP Replacement Well.
- Attachments:**     [1 - Final Pay Resolution](#)  
                          [2 - Final Funding Breakdown](#)  
                          [3 - Cert of Final Acceptance Signed](#)  
                          [4 - Final Pay #7 Final](#)
8.     [Res. 2016-089](#)        Consideration to Accept Bids and Award Contract for the Wastewater  
                          Treatment Plant (WWTP) Ultra Violet Disinfection Replacement Project.
- Attachments:**     [1 - Resolution to Accept Bids](#)  
                          [2 - Bid Tab](#)  
                          [3 - Project Costs](#)  
                          [4 - Project Process WWTP UV Disinfection](#)  
                          [5 - 2016-08-29 112089 Bid Evaluation Letter](#)
9.     [Res. 2016-090](#)        Consideration to Designate Signee for the 2014 Federal Recreational Trail  
                          Program Grant (#0033-14-4D).
- Attachments:**     [1 - Resolution- Designate Signee for 2014 FRTP Grant](#)  
                          [2 - 2014 FRTP Grant Agreement](#)
10.    [Res. 2016-091](#)        Approve Resolution Supporting the Northfield Community Celebration of  
                          the 2016 International Day of Peace.
- Attachments:**     [1 - Resolution](#)  
                          [2 - Letter to the Council asking for support for the International Day of Peace](#)
11.    [16-396](#)             Consider Tobacco License for Northfield Inc. at 429 Division Str. S.
- Attachments:**     [Hyperlink - City Code Tobacco Licenses](#)

12.     [Res. 2016-092](#)     Approve Resolution directing City Administrator to sign Master Subscriber Agreement and Request for MGA Login Account for the New MGA Court Records system.

**Attachments:**     [1 - Resolution](#)  
                          [2 - EckbergLammers MGA Request - 081216](#)  
                          [3 - New MGA Subscriber Access Overview](#)  
                          [4 - Master Subscriber Agreement - Unsigned - 081916](#)  
                          [5 - Request MGA Login Acct - Unsigned - 081916](#)

## OPEN PUBLIC COMMENTS

*Persons may take one opportunity to address the council for two (2) minutes on any topic, even if on the agenda (not including interpreter's time), 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 comment card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name, address and phone number.*

## 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 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.*

13.     [16-397](#)             Public Hearing for Conveyance of Tax Forfeited Property, Containing Part of Outlot D, Fargaze Meadows.

**Attachments:**     [1 - Planning Commission Memo to City Council](#)  
                          [2 - Property Description](#)  
                          [3 - Meadows Park Master Plan - Final](#)  
                          [4 - State Deed](#)  
                          [5 - MN Statute 282.01](#)  
                          [6 - Parkland Per Person](#)  
                          [7 - Fargaze Meadows Preliminary Plat](#)

## REGULAR AGENDA

*Please submit name and address to the recording secretary before the meeting or prior to the start of the regular agenda. The Mayor will ask you to speak after the staff report on the 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 (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the council;*
- *Identify your relationship to the topic (interested citizens included);*
- *Have a spokesperson or two for your group to present your comments.*

14.     [Res. 2016-093](#)     Approve the Preliminary Tax Levy for the Economic Development Authority (EDA).
- Attachments:     [1 - Resolution](#)  
                          [2016 08 25 Preliminary EDA Budget 2017](#)
15.     [Res. 2016-094](#)     Approve the Preliminary Tax Levy for the Housing and Redevelopment Authority (HRA)
- Attachments:     [1 - Resolution](#)  
                          [2016 09 01 HRA Budget 2017 Preliminary](#)
16.     [Ord. 984](#)             Discuss 2017 and 2018 Mayor and City Council Compensation.
- Attachments:     [1 - 2014 08 05 Ordinance 959 Mayor & Council compensation](#)  
                          [2 - ORD 984 with track changes](#)
17.     [16-398](#)             Consider the 2017 Budget Request by the Northfield Area Fire & Rescue Services (NAFRS).
- Attachments:     [1 - NAFRS Budget letter 8.3.16 and NAFRS Board Meeting 2017 Budget Preliminary I](#)  
                          [2 - Joint Powers Agreement Fire Protection and Rescue Services](#)
18.     [Ord. 983](#)             Consideration of a new Ordinance Restricting Fishing on the West Riverwalk Area.
- Attachments:     [Ordinance No Fishing Zones - Draft - 090616](#)  
                          [Option 3 195' Zone - 090616](#)  
                          [Proposed 185' Zone - 090616](#)  
                          [081616 Version - Ordinance No Fishing Zones](#)  
                          [Original - Fishing Zone Map 080216](#)  
                          [Staff Report - Regular Mtg 081616](#)  
                          [DNR Feedback](#)
19.     [Res. 2016-095](#)     Close Fund 461 and transfer residual dollars
- Attachments:     [1 - FUND CLOSURE RESOLUTION](#)

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

## ADMINISTRATORS UPDATE

## ADJOURN

**Note: The City Council may take a five minute break during the meeting. All regular City Council meetings end at 10:00 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.***