



# City of Northfield

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

## Meeting Agenda

### City Council

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Tuesday, November 13, 2018

6:00 PM

Council Chambers

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#### Council Meeting/Work Session

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

Mayor: Pownell

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

#### APPROVAL OF AGENDA

#### APPROVAL OF MINUTES

1. [18-551](#) October 09, 2018 City Council Work Session Meeting Minutes.

**Attachments:** [1- 10-09-18 Meeting minutes for approval](#)

2. [18-552](#) October 16, 2018 City Council Meeting Minutes

**Attachments:** [Meeting Minutes October 16 2018](#)

3. [18-553](#) October 23, 2018 Special City Council Meeting Minutes

**Attachments:** [Meeting Minutes October 23 2018](#)

#### PRESENTATIONS

4. [18-554](#) Presentation on the Rice County Community and Justice Council.

#### 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

5. [18-555](#) Consider Motion Approving Temporary and Permanent Easements for the 2018 Spring Creek Road Reconstruction Project.

**Attachments:** [1 - Permanent and Temporary Easements](#)  
[2 - City Council easement worksheet 11-6-18](#)

6. [Res. 2018-113](#) Consider Joint Resolution for Orderly Annexation with Northfield Township.

**Attachments:** [1 - Joint Resolution Complete](#)  
[2 - Resolution 2001-318](#)  
[3 - 2018 Spring Creek Road](#)

7. [Res. 2018-114](#) Approve Abstract of Votes Cast at the November 6, 2018 General Election.

**Attachments:** [1 - Elections Resolution](#)

8. [Res. 2018-115](#) Consider Resolution Establishing Riverfront Enhancement Committee and Mayoral Appointments.

9. [18-556](#) Consider Mayoral Appointments to the Northfield Transportation Advisory Committee.

**Attachments:** [1- Signed Resolution Est Northfield Transportation](#)

10. [18-557](#) Consider Approving Disbursements totaling \$2,962,447.99.

**Attachments:** [1- Disbursements 1](#)  
[2- Disbursements 2](#)  
[3- Disbursements 3](#)  
[4- Disbursements 4](#)

11. [Res. 2018-116](#) Resolution Supporting City of Northfield Participation in the Rice County Community and Justice Council.

**Attachments:** [1- RCCJC Resolution - 11.13.18](#)  
[2- 18-049 Establishing the Rice County Community and Justice Council](#)  
[3- RCCJC Council Information September 2018](#)  
[4- RCCJC Draft Bylaws revised 9-11-18 TS](#)

12. [18-558](#) Consider approval of updated policies for the Employee Handbook.

**Attachments:** [1- 8.02 Vacation Leave Donation with tracked changes](#)  
[2- 8.02 Vacation Leave Donation FINAL](#)  
[3- Employee Recognition - FH Review and Comment 060818](#)  
[4- Employee Recognition - FH Review and Comment FINAL](#)  
[5- 2.10 City Council Vision and Mission tracked changes](#)  
[6- 2.10 City Council Vision and Mission FINAL](#)

13.     [18-559](#)             Consider Approval of Northfield Community Resource Center Senior Center Roof Repair Project Change Order No. 1 and Final Payment for Project FACL 2017-M10.

**Attachments:**        [1 - Change Order 1](#)  
                              [2 - Final Payment](#)

## 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.*

14.     [18-560](#)             Public Hearing to certify 2018 Delinquent bills.

**Attachments:**        [1 - 2018 CERTIFICATION LETTER](#)  
                              [2 - 11-5-2018 City Council Certification List](#)

15.     [Res. 2018-117](#)        Consider certifying delinquent charges to taxes payable 2019.

**Attachments:**        [1 - Certification of 2018 Delinquent Charges Resolution](#)  
                              [2 - 11-5-2018 City Council Certification List](#)

## 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.*

16. [18-561](#) Historical Society 2019 Budget Request for "New Bank Raid Exhibit."
- Attachments:** [1 - City Exhibit Request](#)  
[2 - NHS Presentation](#)
17. [Res. 2018-118](#) Discuss and consider Resolution approving Family & Parental Leave Policy.
- Attachments:** [1- Council Administrative Policy Resolution Family and Parental Leave POLICY](#)  
[2- Paid Family and Parental Leave Policy FINAL \(FH\) 110618](#)  
[3- Shoreline WA](#)  
[4- Seattle email](#)  
[5- Seattle WFE Update Report - Appendix I and J - PPL and PFCL Updates](#)
18. [18-562](#) Discuss Public Works Policy - Small Cell Wireless Review Guidelines.
- Attachments:** [1- Small cell signed Resol](#)  
[2 - Template Master Small Wireless Collocation Agreement and Supplement v.3 Final C](#)
19. [18-563](#) Consideration of Participation in National League of Cities Policy Committee.
- Attachments:** [1 - November 2018 NLC Human Development Committee Agenda](#)  
[2 - NLC Policy Committee Roles](#)  
[3 - 2018 NLC Human Development Committee Roster](#)
20. [18-564](#) Discussion of Council Rules of Business.
- Attachments:** [1 - Rules of Business Final Adopted 3 21 17 for web with bookmarks](#)

## ADMINISTRATORS UPDATE

21. [18-565](#) City Administrator's Update.
- Attachments:** [1- attachment for packet upcoming list](#)

## 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 simple (4/7) 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.