

City of Northfield

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



Meeting Agenda

Tuesday, December 6, 2016

7:00 PM

Council Meeting; Closed Meeting following Regular Meeting

Council Chambers

City Council

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

1. [16-525](#) November 15, 2016 City Council Meeting Minutes

Attachments: [1 - Meeting Minutes Nov 15, 2016](#)

PRESENTATIONS

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

2. [16-526](#) Consider Approving Disbursements totaling \$1,779,452.02

Attachments: [1 - Disbursements 1](#)

[2 - Disbursements 2](#)

[3 - Disbursements 3](#)

3. [16-527](#) Approve Tobacco License Renewals

Attachments: [1 - Tobacco license list 2017](#)

[2 - Hyperlink to Sec. 30-28](#)

[3 - Hyperlink to Sec. 50-89](#)

4. [16-528](#) Consider approval of Northfield Community Resource Center Management Services (NCRC) Agreement Extension.

Attachments: [1 - Extension and First Amendmment of NCRC Agreement v.1 113016](#)

[2 - NCRC Management contract with NCRC Corp 03182014](#)

5. [16-529](#) Consideration of motion to authorize Request for Proposals (RFP) for Pond Assessments

Attachments: [1 - RFP Pond Assessment](#)

6. [16-530](#) Consider Approving Updated Financial Policies
- Attachments: [1 - conduit debt policy](#)
 [2 - fund balance policy](#)
 [3 - Utility Collection Policy](#)
7. [Res. 2016-116](#) Consideration of Resolution Ordering Preparation of Feasibility Report for the 2017 Street Reclamation Project.
- Attachments: [1 - Res Order Feasibility Report](#)
 [2 - Project Process](#)
 [3 - 2017 Reclamation Project Map](#)
8. [16-531](#) Consider Awarding Contract for Audit services
9. [16-532](#) Consider Approval of Memorandums of Understanding with Carleton College and St. Olaf College
- Attachments: [1 - Carleton MOU - Final - 112116](#)
 [2 - StOlaf MOU - Final - 112116](#)
10. [Res. 2016-117](#) Consider Retaining Statutory Tort Limits and Not Purchasing Excess Liability Insurance.
- Attachments: [1 - Retaining statutory tort limits - Resolution](#)
11. [16-533](#) Consider Approving a Temporary Liquor License for St. Dominics School for February 18, 2017
12. [16-534](#) Consideration to authorize Professional Services for the Transit Hub Phase I Engineering Design and Construction Documents.
- Attachments: [1 - Transit Hub SEH Consultant-professional services contract](#)
 [2 - 20161123 139560 SEH Proposal](#)
13. [Res. 2016-118](#) Consider Approval of Purchase of Property by Northfield Hospital + Clinics
- Attachments: [1 - Resolution approving purchase of property Nfld Hospital v.3 Final](#)
 [2 - draft PURCHASE AGREEMENT \(O. Halloran Clinic Faribault MN\) - for city council](#)
 [3 - OHalloran City Council](#)

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.

14. [16-535](#) Public Hearing on the 2017 Budget and Tax Levy
15. [Res. 2016-119](#) Consider Adopting the 2016/Payable 2017 HRA Tax Levy
- Attachments: [1 - Res 2016 2017 HRA levy](#)
16. [Res. 2016-120](#) Consider Adopting the 2016/ Payable 2017 EDA Tax Levy
- Attachments: [1 - Res 2016 2017 EDA Levy-](#)
17. [Res. 2016-121](#) Consider Adopting the 2016 / Payable 2017 Tax Levy
- Attachments: [1 - Res 2016 City Levy 2017](#)
18. [Res. 2016-122](#) Consider Adopting the 2017-2021 Capital Improvement Plan (CIP)
- Attachments: [1 - Res 2016 Adopt the 2017-2021 CIP](#)
 [2 - CIP SUMMARY - FINAL](#)
19. [Res. 2016-123](#) Consider Approving the 2017-2021 Capital Equipment Plan (CEP).
- Attachments: [1 - Res 2016 Adopt 2017-2021 CEP](#)
 [2 - CEP SUMMARY - FINAL](#)
20. [Res. 2016-124](#) Consider Adopting the Final 2017 Budget
- Attachments: [1 - Res 2016 Adopt the 2017 Budget](#)

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.*

21. [Res. 2016-125](#) Consider Presidential Commons TIF Loan
- Attachments: [1 - Res 2016 TIF Loan](#)

22. [Res. 2016-126](#) Consider 2016 Budget Amendment

Attachments: [2016.12.06 Budget Amendment](#)

23. [Res. 2016-127](#) Consider 2016 Budget Amendment for Special Revenue Funds

Attachments: [2016.12.06 Budget Amendment-super majority](#)

24. [16-536](#) Discussion of the Local and Regional Government Alliance on Race & Equity Introductory Cohort.

Attachments: [1 - MN 2017 GARE Fact Sheet_FINAL](#)

25. [16-537](#) Consideration to go into closed session related to Mill Towns State Trail Property Acquisition at 1700 and 1900 Dundas Boulevard.

26. [16-538](#) Discussion of potential property acquisition for Mill Towns State Trail at 1700 and 1900 Dundas Boulevard.

Attachments: [1 -1700 Dundas Blvd](#)
 [2 - 1900 Dundas Blvd](#)
 [3 - mtt_proposed_Realignment](#)
 [4 - MTST DNR ltr to Nfld 11.17.16](#)
 [5 - MN DNR Acquisition Process](#)
 [6 - SE MN Trail System](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

ADMINISTRATORS UPDATE

27. [16-539](#) Upcoming Agenda Items

Attachments: [1 - Upcoming Agenda Items 02-Dec-2016-12-19-12](#)

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. TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.