

# **City of Northfield**

*City Hall  
801 Washington Street  
Northfield, MN 55057  
[ci.northfield.mn.us](http://ci.northfield.mn.us)*



## **Meeting Agenda**

**Tuesday, September 19, 2017**

**6:00 PM**

**Council Chambers**

**City Council**

## 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. [17-1009](#) September 5, 2017 City Council Meeting Minutes

**Attachments:** [Meeting Minutes Sep 5 2017](#)

### PRESENTATIONS

2. [17-1010](#) Northfield Historical Society Report & Funding Request.

**Attachments:** [1 - 2017 Report](#)  
[2 - 091217 Acct 629-3b & 652](#)  
[3 - Funding History and Request](#)  
[4 - Proposal A](#)  
[5 - Proposal B](#)  
[6 - NHS Contract Motion M2014-225](#)

### 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. [17-1011](#) Consider Approving Disbursements totaling \$696,529.61

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

4. [17-1012](#) Consider Approval of Election Judge Appointments, Pay and Absentee Ballot Boards for the 2017 Special Election

**Attachments:** [1 - 2017 Special Election Judges](#)

5. [17-1013](#) Consideration of Mayoral Appointment to Planning Commission/Zoning Board of Appeals.

**Attachments:** [1 - PC Appl Hansen](#)

6. [17-1014](#) Approve Costs for Councilor Nakasian to attend the 2017 NLC City Summit

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

7.     [Res. 2017-073](#)     Consider Resolution Approving “Art in Public Places Policy” as a “Council Policy” for the City of Northfield, Minnesota.

**Attachments:**     [1 - Resolution Authorizing Public Arts Policy](#)  
                          [2 - Permit-Agreement 2-5-27-14 to display art at City Hall](#)  
                          [3 - City Code Arts & Culture Commission](#)

8.     [17-1015](#)           Approval of Grant application process for SEMAC Grant for Sidewalk Poetry, 2018 by the Arts and Culture Commission

9.     [17-1016](#)           Consider Grant Application process for 2018 SEMAC Grant by the Northfield Public Library for the Northfield Poet Laureate

10.    [17-1017](#)           Consider approval of updated policies for the Employee Handbook.

**Attachments:**     [1 - 6.20 comptime](#)  
                          [2 - draft 6.15 overtime 8.2017 with tracked changes \(v.2\)](#)  
                          [3 - FINAL 6.15 overtime 8.2017 \(v.2\)](#)  
                          [4 - Health Dental Life Insurance](#)  
                          [5 - benefit summary - 2016](#)

11.    [Res. 2017-072](#)     Consideration to Accept Public Improvements and Accept Final Payment - Storm Sewer Improvements - TK Properties Woodley Townhomes

**Attachments:**     [1 - Final Pay Resolution](#)  
                          [2 - Res. 2016-080](#)  
                          [3 - Reimbursement Cost Worksheet](#)  
                          [4 - Cert. of Final Acceptance](#)

12.    [Res. 2017-074](#)     Consideration to Accept Public Improvements and Accept Final Payment - WWTP Ultra Violet Disinfection Replacement Project.

**Attachments:**     [1 - Final Pay Resolution](#)  
                          [2 - Cert of Final Acceptance](#)  
                          [3 - Pay Request Final](#)  
                          [4 - Final Funding Breakdown](#)

## 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.*

**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.*

13.     [17-1018](#)                   Consider Amending Resolution Previously Adopted for the 2017 Street Reclamation Project Assessments.

**Attachments:**     [1 - Resolution 2017-068](#)  
                          [3 - Councilor DeLong e-mail 09 05 2017](#)  
                          [3 - Martig email response 09 01 2017](#)  
                          [2 - DeLong Proposed Adjusted Assessment Map REVISED](#)  
                          [4 - Lot Comparison 08222017](#)

14.     [17-1019](#)                   Consider approving concepts for the 2018 Division and Seventh Street Reconstruction and Washington Street Overlay projects

**Attachments:**     [1- Division Street and Seventh Street Preferred Concept](#)  
                          [2 - Washington Street Preferred Concept](#)  
                          [3 - 7thSt Truck Access](#)  
                          [4 - Project Process - Division & 7th](#)  
                          [5 - Raised Intersection Pictures](#)  
                          [6 - Presentation Division-Seventh-Washington 2017-09-19](#)

15.     [Res. 2017-075](#)               Consideration of Resolution Adopting a Proposed 2017 Tax Levy Payable in 2018, includes HRA & EDA.

**Attachments:**     [1 - 2018 Levy Only Preliminary Resolution 8%](#)  
                          [2 - 2018 Levy Only Preliminary Resolution 8.5%](#)  
                          [3 - 2018 Levy Only Preliminary Resolution 9%](#)  
                          [4 - 2018 Budget Update 9.19.17](#)

16.     [Res. 2017-076](#)         Consideration of a Preliminary General Fund Budget and Establishing a Date and Time for the Public Hearing.

Attachments:         [1 - 2018 Preliminary Budget-8%](#)  
                              [2 - 2018 Preliminary Budget-8.5%](#)  
                              [3 - 2018 Preliminary Budget-9%](#)

17.     [17-1020](#)             Update on the Northfield Depot and Transit Hub Access Plans.

Attachments:         [1 - Transit Hub Plan](#)

18.     [17-1021](#)             Consider Approving Strategic Plan (2018-2020) Report.

Attachments:         [1 - Northfield Strategic Plan \(2018-2020\) Report](#)

## ADMINISTRATORS UPDATE

19.     [17-1022](#)             Upcoming Agenda Items

Attachments:         [Upcoming Agenda Items](#)

## 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.***