



# City of Northfield

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

## Meeting Agenda

### City Council

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Tuesday, October 16, 2018

6:00 PM

Council Chambers

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#### 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. [18-511](#) October 2, 2018 City Council Meeting Minutes

**Attachments:** [October 2, 2018 City Council Meeting Minutes](#)

#### PRESENTATIONS

2. [18-512](#) Recognition of Mayor Rhonda Pownell for her Service on the League of Minnesota Cities Insurance Trust (LMCIT) Board.
3. [18-513](#) Presentation from the Convention and Visitors Bureau.

**Attachments:** [1 - Northfield CVB City Council Presentation 2018](#)  
[2 - CVB 2019 Budget Monthly Comparison for Council](#)  
[3 - Annual Report for 2017](#)  
[4 - Motion M2015-111 cvb contract](#)

#### 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*

4. [18-514](#) Consider Motion Accepting Final Report for Water, Sanitary Sewer, Storm Water, and Garbage Rate Study.

**Attachments:** [2018-10-10-Northfield Report-FINAL-POST CC MEETING](#)

5.     [18-515](#)             Consider Approving Certification of Adoption of Water Supply Plan.

**Attachments:**     [1 - Attachment 1, Northfield Water Supply Plan](#)  
                          [2 - Attachment 2, Approval Letter](#)  
                          [3 - Certification of Adoption](#)

6.     [18-516](#)             Consideration of 2019 Dental, Health, and Life Benefits Renewal.

**Attachments:**     [1- 2019 Met Life Renewal](#)  
                          [2- PEIP Renewal](#)  
                          [3- PEIP Advantage High Option 2018-19](#)  
                          [4- PEIP Advantage HSA Option 2018-19](#)  
                          [5- PEIP Advantage Value Option 2018-19](#)

7.     [18-517](#)             Consider Approving Disbursements totaling \$1,431,747.07.

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

8.     [Res. 2018-105](#)       Consideration of Resolution Approving a Minor Subdivision of Clinton Heights Lot 1, Block 1.

**Attachments:**     [1 - Resolution](#)  
                          [2 - Clinton Heights Second Addition Final Plat](#)  
                          [3 - Aerial View & Landscape Plan](#)

9.     [18-518](#)             Consider Motion Establishing Scope, Project and Focus Area for the Northfield Transportation Advisory Committee.

**Attachments:**     [1- Resolution 2018-085 - adopted 9/18/2018](#)

10.    [18-519](#)             Approve Reimbursement of Costs for Council Member Suzie Nakasian for Hotel Expenses Related to Coalition of Greater Minnesota Cities Conference July 25 & 26, 2018.

11.    [18-520](#)             Consider Approval of Xcel Energy Partners in Energy Memorandum of Understanding for Northfield Energy Action Plan.

**Attachments:**     [1 - Planning MOU - Final](#)  
                          [2 - PiE-MN-Northfield-Kickoff Presentation](#)

12.     [Res. 2018-106](#)     Receive Proposed Charter Amendment to Section 3.8 Subd. 2 and Call for a Public Hearing.

**Attachments:**     [1- Charter Amendments PH Res](#)  
                          [2 - Exhibit A to Resolution PH Notice 10 16 2018](#)  
                          [3 - 2018 PROPOSED ORDINANCE AMENDMENT TO CHARTER SECTION 3.8 S](#)  
                          [4 - Memo re Procedure for Charter Commission Recommendation 012511](#)  
                          [5 - AMENDMENTS - STATE STATUTES](#)  
                          [6 - amendment timeline](#)

13.     [18-521](#)           Consider Approval of Professional Service Agreement for Climate Action Plan.

**Attachments:**     [1- CAP Consultant Agreement](#)

## 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.*

## 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.*

14.     [Res. 2018-107](#)     Consider Resolution Approving Budget Amendment for 2019 NAFRS Fire Truck to be purchased in 2018 utilizing reserve funds.

**Attachments:**     [1- Resolution Fire Truck Budget Amendment](#)  
                          [2 - NORTHFIELD Pre-payment Party Contrib. Inc. REV 10.3.18](#)  
                          [3 - Pages from Board Mtg Materials Sept. 2018](#)  
                          [4 - NAFRS - Budget Request Letter FINAL - 2019](#)

15.     [Res. 2018-108](#)     Consider Adoption of Utility Rates for 2019.

**Attachments:**     [1 - 2018 Res for 2019 Utility Rate Increase](#)  
                          [2 - 10-16-18 2019 PW Utilities Budget Council](#)  
                          [3- CIP 2019-2023 Draft 10-10-18](#)  
                          [4- CEP 2019-2023 Draft 10-10-18](#)

16.     [Res. 2018-109](#)     Consideration of Resolution Ordering Preparation of Feasibility Report for the 2019 Street Reclamation Project.

**Attachments:**     [1 - Res Order Feasibility Report](#)  
                          [2 - Project Process 2019 Street Reclamation](#)  
                          [3 - Location Map - 2019 Street Reclamation](#)

17.     [18-522](#)             Consider Approval of Professional Service Agreement for - 2019 Street Reclamation Project Engineering Services.

**Attachments:**     [1 - Bolton and Menk \\_professional services contract](#)  
                          [2 - Project Process](#)

## ADMINISTRATORS UPDATE

18.     [18-523](#)             City Administrator's Update.

**Attachments:**     [1- 11-13-18 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.***