



City of Northfield

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

Meeting Agenda

City Council

Tuesday, April 16, 2019

4:30 PM

Council Chambers

4:30 pm closed meeting; 6:00 pm regular meeting

4:30 PM - CLOSED SESSION CALL TO ORDER

1. [19-817](#) 4:30 pm - Northfield City Council is conducting a closed special meeting pursuant to Minn. Stat. § 13D.05, subd. 3(a) for the evaluation of the performance of Ben Martig, City Administrator.

ADJOURN

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor: Pownell

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. [19-818](#) March 26, City Council Closed Meeting Minutes.
Attachments: [1- closed Mtg Meetings 3.25.19](#)
3. [19-819](#) April 2, 2019 City Council Meeting Minutes
Attachments: [Meeting Minutes April 2, 2019](#)
4. [19-820](#) April 9, 2019 City Council Work Session Meeting Minutes.
Attachments: [1- 04-09-2019 Meeting Minutes for approval](#)

PRESENTATIONS

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. [Res. 2019-034](#) Consider Declaring Amount to be Assessed - 2019 Street Reclamation Project.

Attachments: [1 - Resolution 2019 Street Reclamation Project Amount to be Assessed](#)
 [2 - Project Process](#)
 [3 - North Area Benefit Appraisal Properties](#)
 [4 - South Area Benefit Appraisal Properties](#)
 [5 - Standards for Front Footage](#)
 [6 - Draft Assessment Roll](#)
 [7 - Typical Standard Lot - John North Area](#)
 [8 - Typical Twin Home Lot - John North Area](#)
 [9 - Typical Cul-de-sac Single Family Lot - Blue Stem Court](#)
 [10 - Typical Single Family Lot - Third Street Area](#)
 [11 - Funding Tables](#)

6. [Res. 2019-035](#) 2019 Street Reclamation Project - Call for Assessment Hearing.

Attachments: [1 - 2019 Resolution 2019 Street Reclamation Project Call for Assessment Hearing](#)
 [2 - 2019 Draft Assessment Roll](#)
 [3 - Project Process](#)
 [4 - Funding Tables](#)

7. [19-821](#) Consider Approving Request for Proposals for Wastewater Treatment Plant Operational Analysis and Facility Study Update.

Attachments: [1 - RFP Operation Analysis and Facility Study Update](#)

8. [19-822](#) Consider Approving Disbursements totaling \$807,327.73

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

9. [Res. 2019-036](#) Consider approving application for premises permit for the Northfield Fire Relief Association at Froggy Bottoms River Pub.

Attachments: [1 - Premises permit resolution](#)

10. [19-823](#) Approve miscellaneous/concessions license for Northfield Youth Baseball Association at Sechler Park

11. [19-824](#) Consider Community Event In-Kind Grant Support.

Attachments: [1 - Event list 2019 - 2](#)
 [2 - Hyperlink Community Event Page](#)

12. [19-825](#) Consider Approval of Mayoral Appointment to the Park and Recreation Advisory Board.

Attachments: [1- Parks & Rec Benjamin Playter](#)

13. [19-826](#) Consider Approval of Amendments to City of Northfield Employee Handbook, Section 10.05 (Retirement).

Attachments: [10.05 retirement current handbook policy](#)
 [10.05 retirement final](#)

14. [Res. 2019-037](#) Consider Resolution and Letter of Support of Tax Increment Financing for Affordable Housing Spring Creek II Project in Southbridge Area.

Attachments: [CC Resolution of Support TIF 2019](#)
 [2 - Concept 1 - Phase 1 Area Exhibit \(002\)](#)
 [3 - Northfield Spring Creek II LIHTC \(3.12.2019\)](#)
 [4 - Threshold Letter and TIF Commit](#)
 [5- HRA Resolution - TIF & Land Donation](#)
 [6 - CC Resolution 2018-061](#)
 [7 - Letter of Support](#)

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.*

15. [Res. 2019-038](#) Summary of conclusions of the evaluation of the performance of Ben Martig, City Administrator, pursuant to Minn. Stat. §13D.05, subd. 3 and consider approval of salary increase.
- Attachments:** [1 - 2019 resolution no increase - city administrator](#)
 [2 - resolution template 2019 1 step](#)
 [3 - resolution template 2019 - OPEN ENDED \(v.2\)](#)
16. [Res. 2019-039](#) Consider Resolution Designating Mill Towns State Trail Location in Northfield
- Attachments:** [1- Res Mill Towns State Trail Alignment](#)
 [2 - Recommended Exhibit 1 - Mill Towns State Trail Planned Route Through Northfield](#)
 [3 - Alternative Option Exhibit 1 - Mill Towns State Trail Planned Route Through Northfield](#)
 [4 - Internet Hyperlink: Strong Towns. How Bike Lanes Benefit Businesses](#)
 [5 - Internet Hyperlink: Example of Urban Protected Bike Lanes the Indianapolis Culture](#)
 [6 - Potential Kiosks and Trail Head Map: Discussion Only](#)
17. [19-827](#) Consider Accepting the Pedestrian, Bike and Trail System Update Recommendations Submitted by Toole Design.
- Attachments:** [1 - Edits to Final Documents.pdf](#)
 [2 - Changes to the Plan after receiving feedback from City Council at the April 2](#)
 [3 - City of Northfield Pedestrian, Bike, and Trail System Final Report- 040819.pdf](#)
18. [19-828](#) Discussion of Transit Hub and Depot Projects.
- Attachments:** [1- 6-29-17 Draft NF140077 Historic Depot and Transit Hub Plans](#)
 [2- 2018 Annual Report-FINAL](#)
 [3 - HF 2295 Northfield Regional Transit Hub Capital Investment Committee Handouts 0](#)
19. [19-829](#) Discussion of Potential Trail or Sidewalk Gaps for 2019 Design and Construction.
- Attachments:** [1- Ped, Bike, Trail Plan](#)

ADMINISTRATORS UPDATE

20. [19-830](#) City Administrator's Update.
- Attachments:** [1- Upcoming Agenda 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. TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.