



# City of Northfield

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

## Meeting Agenda

### City Council

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Tuesday, December 1, 2020

6:00 PM

GoToMeeting

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#### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER

Mayor: Pownell

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

#### APPROVAL OF AGENDA

1. [20-617](#) Information on How to Provide Public Input and Watch the Meeting During the Pandemic.

**Attachments:** [12220 CC Reg mtg by telephone public notice](#)

#### PRESENTATIONS

2. [20-618](#) Presentation on the CAC Affordable Housing Development.

**Attachments:** [1 -City Council Hillcrest Presentation\\_CAC](#)

#### 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. [20-619](#) Consider Approval of November 9, 2020 Special City Council Meeting Minutes.

**Attachments:** [11.09.2020SpecialMeetingMinutes](#)

4. [20-620](#) Consider Approval of November 12, 2020 Special City Council Meeting Minutes.

**Attachments:** [11.12.2020SpecialMeetingMinutes](#)

5. [20-621](#) Consider Approval of November 17, 2020 City Council Meeting Minutes.

**Attachments:** [11.17.2020CouncilMeetingMinutes](#)

6.     [Ord. 1017](#)           Consider Ordinance Implementing Gas Service Franchise Fee.
- Attachments:**     [1 - Ord 1017 Gas Franchise Fee Ord](#)  
                          [2 - Franchise Fee Update - 11.10.20 Public Hearing](#)  
                          [3 - Northfield Electric and Gas Franchise Fee - Final Report 10.20.2020 v2](#)  
                          [4 - City council presentation 10.2020](#)  
                          [5 - Council 10.13.2020 Worksession Presentation](#)
7.     [Ord. 1018](#)           Consider Ordinance Implementing Electric Service Franchise Fee.
- Attachments:**     [1 - Ord 1018 Electric Franchise Fee Ord](#)  
                          [2 - Northfield - Franchise Fee Update Presentation 11 10 Public Hearing](#)  
                          [3 - Northfield Electric and Gas Franchise Fee - Final Report 10.20.2020 v2](#)  
                          [4 - City council presentation 10.2020](#)  
                          [5 - Council 10.13.2020 Worksession Presentation](#)
8.     [Res. 2020-113](#)       Consider Resolution adopting the 2020 Surface Water Management Plan.
- Attachments:**     [1 - Resolution - Storm Water Management Plan](#)  
                          [2 - Stormwater Management Plan Final Report](#)
9.     [Res. 2020-114](#)       Consideration of Final Plat Resolution for Spring Creek Townhomes 2nd Addition.
- Attachments:**     [1 - Resolution](#)  
                          [2 - Exhibit B - Spring Creek Townhomes 2nd Addition Prelim. Plat](#)  
                          [3 - Spring Creek Townhome II Location Map](#)  
                          [4 - Combined Map of Spring Creek Townhomes 2nd Add., Bluff View Prelim. Plat and](#)  
                          [5 - Bluff View Vision Map w. Road Connections](#)  
                          [6 - Bluff View Letter](#)  
                          [7 - Northfield Planned Walking & Bicycling Network Map](#)  
                          [8 - Resolution 2019-070 Extending Prelim Plat Approv](#)
10.    [20-622](#)            Consider approval of Tobacco License Renewals.
- Attachments:**     [1 - Tobacco license list 2021](#)  
                          [2 - Hyperlink City Code Tobacco](#)  
                          [3 - Hyperlink to Sec. 50-89 Drug Paraphernalia](#)
11.    [Res. 2020-115](#)       Consider Adopting Schedule for 2021 City Council Meetings.
- Attachments:**     [1 - Council meeting schedule resolution](#)  
                          [2021 council meeting schedule](#)

12.     [20-623](#)             Consideration of agreement with Northfield Area Fire & Rescue Services (NAFRS) Related to Use of Unused Construction Project Funds for Bond Payment.
- Attachments:**     [Amended and Restated Fire Station Lease](#)
13.     [20-624](#)             Consider Approving Disbursements totaling \$2,542,603.26
- Attachments:**     [1 - Disbursements](#)  
                                  [2 - Disbursements](#)
14.     [20-625](#)             Consider Approval of Extension of and Fifth Amendment to Northfield Community Resource Center Management Services (NCRC) Agreement.
- Attachments:**     [1 - Extension and Fifth Amendment of NCRC agreement v.1 111720](#)  
                                  [2 - Motion M2019-166 - Fourth Amendment](#)
15.     [Res. 2020-116](#)         Consider Resolution Establishing Utility Franchise Fee Refund Program.
- Attachments:**     [1 - Resolution - Franchise Fee Refund Program Option A](#)  
                                  [2 - City of Northfield Franchise Fee Refund Program Memo - 11.5.2020 - Final](#)
16.     [20-626](#)             Consider Approval of Memorandums of Understanding with Carleton College and St. Olaf College.
- Attachments:**     [1-CC NPD MOU Updated Nov 2020](#)  
                                  [2- StO NPD MOU Updated Nov 2020](#)
17.     [Res. 2020-117](#)         Consider approving designation of City of Northfield polling places for 2021.
- Attachments:**     [1 - Resolution 2021 Polling Places](#)
18.     [Res. 2020-118](#)         Consider Approving New Base Pay Schedules for City of Northfield Employees.
- Attachments:**     [Resolution re 2021 BPS \(v.1\) 112320](#)  
                                  [2021 Base Pay Schedule](#)
19.     [20-627](#)             Consider Approval of Mayoral Board/Commission Appointments.
- Attachments:**     [BoardCommissionApps](#)

## OPEN PUBLIC COMMENTS

*The presence of the public at the regular meeting location is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(3). Please use one of the alternate methods for input below during the pandemic:*

- *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. Because the meeting is being held online, prior to the start of the Council meeting, you may call in or connect via computer with the GoToMeeting information provided as attached under approval of the agenda, to provide your oral comments, input, or testimony. If you desire to make oral comments to the City Council, please unmute your device and turn on your camera (if applicable) and the chair will call upon you to speak. Persons must give their name and address.*
- *Send an email no later than 4 pm on the day of the meeting to City Clerk Lynette Peterson at [lynette.peterson@ci.northfield.mn.us](mailto:lynette.peterson@ci.northfield.mn.us) noting meeting item comment in the subject line and type your comment in the body of the email or attach a document if necessary. These comments will be sent to the entire City Council. Comments will be posted on the City's website with other meeting items following the meeting.*
- *eComment – Comment on agenda items by using the eComment (electronic comment) system no later than 4 pm the day of the meeting. Once the City Council agenda is published, the eComment link will be active. Persons can review agenda item details, indicate their position on an item and leave feedback by clicking on the eComment tab on the City Council meetings page: <https://northfield.legistar.com/Calendar.aspx>*
- *Send a letter containing your input to: City Clerk Lynette Peterson, City of Northfield, 801 Washington Str., Northfield, MN 55057*
- *Members of the public can always contact the City Council directly via phone or email to provide input. This input will not be read publicly during the meeting.*

## PUBLIC HEARINGS AND RELATED ACTION

*The presence of the public at the regular meeting location is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(3). Please use one of the alternate methods for input below during the pandemic:*

- *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). Because the meeting is being held online, prior to the start of the Council meeting, you may call in or connect via computer with the GoToMeeting information provided in the public hearing notice and also attached under approval of the agenda, to provide your oral comments, input, or testimony.*
- *If you desire to make oral comments to the City Council during the public hearing, you are requested, but are not required, to contact staff via e-mail as noted in the public hearing notice no later than 4:00 p.m. to notify the City of the same. The chair will call on those that have signed up in advance and then ask for other persons that wish to speak. Please unmute your device and turn on your camera (if applicable) when called upon to speak. 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.*
- *Send an email no later than 4 pm on the day of the meeting to City Clerk Lynette Peterson at [lynette.peterson@ci.northfield.mn.us](mailto:lynette.peterson@ci.northfield.mn.us) and copy the staff member noted in the public hearing notice, noting public hearing comment in the subject line, and type your comment in the body of the email or attach a document if necessary. These comments will be sent to the entire City Council. Comments will be posted on the City's website with other meeting items following the meeting.*
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20.     [20-628](#)

Public Hearing on the 2021 Budget and Tax Levy.

21.     [Res. 2020-119](#)     Consider Adopting the 2020/Payable 2021 HRA Tax Levy.

**Attachments:**     [1 - Res 2020 for 2021 HRA levy](#)  
                          [2 - 2021 HRA Budget Incode 112520](#)

22.     [Res. 2020-120](#)     Consider Adopting the 2020/ Payable 2021 EDA Tax Levy.

**Attachments:**     [1 - Res 2020 for 2021 EDA levy](#)  
                          [2 - 2021 EDA Budget Incode 112520](#)

23.     [Res. 2020-121](#)     Consider Adopting the 2020 / Payable 2021 Tax Levy.

**Attachments:**     [1 - Res 2020 Adopt 2021 City Levy 3.7%](#)

24.     [Res. 2020-122](#)     Consider Adopting the Final 2021 Budget.

**Attachments:**     [1 - Res 2019 Adopt 2020 Budget](#)

25.     [Res. 2020-123](#)     Consider Approving the 2021-2025 Capital Equipment Plan (CEP).

**Attachments:**     [1 - Res 2020 Adopt 2021-2025 CEP](#)  
                          [2 - 2021-2025 CEP Final 201007](#)

26.     [Res. 2020-124](#)     Consider Adopting the 2021-2025 Capital Improvement Plan (CIP).

**Attachments:**     [1 - Res 2020 Adopt 2021-2025 CIP](#)  
                          [2 - 2021-2025 CIP Final 201120](#)  
                          [3 - 2021-2025\\_CIP\\_Street Map](#)

## REGULAR AGENDA

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27.     [Res. 2020-125](#)     Resolution to approve the Riverfront Enhancement Action Plan.

**Attachments:**

- [1. Resolution - Riverfront Enhancement Action Plan](#)
- [2. Hyperlink - Riverfront Enhancement Action Plan](#)
- [3. River District Handout 11.05.2020](#)
- [4. Intro Overview Handout 11.05.2020](#)
- [5. Poster 11.05.2020](#)
- [6. Project Descriptions 11.05.2020](#)
- [7. River Districts Handout REAC Process Final](#)
- [8. River Districts Handout Wild and Scenic 11.05.2020](#)
- [9. REAC Ranked List Suggested Projects 10.30.2020](#)
- [10. REAC River District Maps Original 10.30.2020](#)
- [11. REAC River District Maps Updated 10.30.2020](#)
- [12. Grants Information Cannon River Plan 10-20](#)
- [13. NPS Combined Recommendations Northfield Riverfront formatted 10.30.2020](#)
- [14. Board Commission, Colleges, Groups feedback](#)
- [15. Citizen feedback](#)

28.     [Ord. 1019](#)     Consideration of an Ordinance Rezoning Several Parcels as part of the St. Olaf College - Ole Avenue Housing Project from R1-B: Low Density Residential to CD-S: College Development.

**Attachments:**

- [1 - Ordinance](#)
- [2 - Project Location](#)
- [3 - Rezoning Location Map](#)
- [4 - Existing Perimeter Transition Area Map - Prior to Rezoning](#)
- [5 - Proposed Perimeter Transition Area Map - Post Rezoning](#)
- [6 - Rezoning Policy Issues - Buckheit](#)

29.     [Res. 2020-126](#)     Consider Resolution Input on Rice County Comprehensive Plan.

30.     [Res. 2020-127](#)     Consider Resolution Amending Budget for Community Social and Economic Recovery Assistance.

## ADMINISTRATORS UPDATE

31.     [20-629](#)     City Administrator's Update.

**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.*