



# 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 7, 2021

6:00 PM

Council Chambers

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#### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER

Mayor: Pownell

Councilmembers: Grabau, Nakasian, Ness, Peterson White, Reister, Zuccolotto

#### APPROVAL OF AGENDA

#### 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

1. [21-679](#) Consider Authorizing Execution of Second Addendum to the Recreation Funding Donation Agreement with Northfield Hospital & Clinics.

**Attachments:**

- [1 - Donation Agreement NH+C and City 2020-2022](#)
- [2 - Northfield Hospital Recr Agr Motion M2017-003 Authorizign Execution of Addend](#)
- [3 - Motion M2019-071](#)
- [4 - NH+C/City Playbook Link](#)

2. [21-680](#) Consider Approval of Northfield Historical Society Contract (2022).
3. [21-681](#) Consider Approval of Amended and Restated Consultant Service Contract for Youth Investment Program with Youthprise and Northfield Healthy Community Initiative related to the Northfield Mayor's Youth Council and the Northfield Alliance for Substance Abuse Prevention.
4. [21-682](#) Consider Maintenance Agreement for the Northfield Community Resource Center (NCRC) with Faribault Property Management LLC.

**Attachments:**

- [NCRC Contract FINAL revised 120221 CLEAN](#)

5. [21-683](#) Consider approval of Tobacco License Renewals.

**Attachments:**

- [1 - Tobacco license list 2022](#)
- [2 - Hyperlink City Code Tobacco](#)
- [3 - Hyperlink to Sec. 50-89 Drug Paraphernalia](#)

6.     [21-684](#)             Consider Approving Disbursements totaling \$1,242,696.62
- Attachments:**     [1 - Disbursements](#)  
                          [2 - Disbursements](#)
7.     [21-685](#)             Consider Approving Application for the Minnesota Pollution Control Agency (MPCA) Planning Grant for Stormwater, Wastewater, and Community Resilience.
- Attachments:**     [1 - Planning\\_Grants\\_for\\_SWC\\_Resilience\\_Application\\_Final](#)
8.     [21-686](#)             Consider approval of a new three-year School Resource Officer agreement between the City of Northfield and Independent School District No. 659.
- Attachments:**     [1-SRO Contract 2022](#)
9.     [21-687](#)             Consider approval of a new five-year agreement between the City of Northfield and Axon for Police Department Tasers.
- Attachments:**     [1-Taser 7 Quote](#)
10.    [21-688](#)             Consider Approval of Updated Handbook Policy 4.05 (Lunch and Rest Breaks).
- Attachments:**     [1- 4.05 lunch and rest breaks - tracked changes](#)  
                          [2- 4.05 lunch and rest breaks - accepted changes](#)
11.    [21-689](#)             Consider Approval of Updated Handbook Policy 4.27 Communications (Email, Instant Messaging, Voice Mail).
- Attachments:**     [4.27 Communications - email instant messaging telephone - tracked changes](#)  
                          [2- 4.27 Communications - email direct messaging telephone - 111821 final](#)
12.    [Res. 2021-116](#)        Consider Resolution Retaining Statutory Tort Limits for 2022.
- Attachments:**     [1 - Resolution retaining statutory tort limits](#)
13.    [21-690](#)             Consider Approval of November 16, 2021 City Council Meeting Minutes.
- Attachments:**     [1 - 11.16.2021CouncilMinutes](#)
14.    [21-691](#)             Consider Approval of November 16, 2021 Special/Closed City Council Meeting Minutes.
- Attachments:**     [1 - 11.16.2021SpecialClosedMeetingMinutes](#)
15.    [21-692](#)             Consideration of License Agreement (Porch Encroachment) for 1311 Blue Phlox Court.
- Attachments:**     [1 - Porch Encroachment License - 1311 Blue Phlox Court](#)  
                          [2 - 1311 Blue Phlox Court Utilities](#)

16.     [21-693](#)             Consider Termination of Consultant Service Contract with Northfield Downtown Development Corporation, Inc. and Direct Staff to Implement Staffing Changes and Commitment of Main Street Program Continuation Under the City of Northfield.

**Attachments:**       [1 - City and NDDC Contract Section IV B Termination](#)

17.     [Res. 2021-117](#)       Consider Resolution Accepting American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Funds.

**Attachments:**       [1 - Resolution accepting ARPA Dec 2021](#)  
                              [2 - Resolution 2021-073](#)  
                              [3 - Resolution 2021-065](#)  
                              [4- Staff Memo 21-469 Create Committee](#)

18.     [Res. 2021-118](#)       Consider Resolution Approving the Purchase of Property at 1980 30th Street NW, Faribault, MN 55021 by the Northfield Hospital and Clinics and Dispensing with Review of the Purchase by the Northfield Planning Commission.

**Attachments:**       [1 - Faribault Clinic Property Purchase Request of City Council](#)  
                              [2 - Purchase Agreement NH+C 1980 30th St. NW, Faribault](#)  
                              [3 - City Council Resolution approving purchase of Faribault property](#)  
                              [4 - City/Hospital Playbook](#)

19.     [21-694](#)             Consider Approval of Updated Handbook Policy 8.01 (Vacation).

**Attachments:**       [1- Final 8.01 vacation 2021 - tracked changes](#)  
                              [2- Final 8.01 vacation 2021 accepted changes](#)

20.     [21-695](#)             Consider Approval of Updated Handbook Policy 8.03 (Sick Leave).

**Attachments:**       [Final 8.03 sick leave 2022 - tracked changes](#)  
                              [Final 8.03 sick leave 2022 - accepted changes](#)

21.     [21-696](#)             Consider Approval of Updated Handbook Policy 8.05 (Holidays).

**Attachments:**       [1- Final 8.05 Holidays 2021 - tracked changes updated 11.19.2021](#)  
                              [2- Final 8.05 Holidays 2021 - accepted changes](#)

22.     [Res. 2021-119](#)       Consider Resolution Extension of Joint Resolution for Orderly Annexation by and Between Northfield Township and the City of Northfield.

**Attachments:**       [1 - Resolution Extend OAA Northfield Twp 2021-2022](#)  
                              [2 - Northfield Annexation Agreement - Resolution 2001-318](#)

23.     [21-697](#)                    Approve Reimbursement of Costs for Councilmember Suzie Nakasian attending the American Association of State Highway and Transportation Officials Rail Transportation Meeting (AASHTO)

**Attachments:**     [1 - Hyperlink \(AASHTO 2021 Freight States Meeting\)](#)  
                          [2 - AASHTO Freight-States-Meeting\\_Agenda 2021](#)  
                          [3 - Councilor Nakasian Request AASHTO](#)  
                          [4 - AASHTO Conference Notes for Council .docx](#)

24.     [21-698](#)                    Consider Approval of Contract with 292 Design Group for Parks and Recreation Capital Investment Plan.

**Attachments:**     [1 - 292 Contract Park Capital Investment Plan 211202 v2 Final](#)

## 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.*

25.     [21-699](#)                    Public Hearing on the 2022 Budget and Tax Levy.
26.     [Res. 2021-120](#)                Consider Adopting the 2021/Payable 2022 Economic Development Authority (EDA) and Housing and Redevelopment Authority (HRA) Tax Levies.

**Attachments:**     [1 - Res 2021 for 2022 EDA and HRA levies](#)  
                          [2 - FINAL 2022 EDA BUDGET-11.21 APPROVED \(003\)](#)  
                          [3 - HRA 2022-23 Budget](#)

27.     [Res. 2021-121](#)                Consider Adopting the 2021 / Payable 2022 Tax Levy.

**Attachments:**     [1 - Res 2021 Adopt 2022 City Levy 11.6%](#)

28.     [Res. 2021-122](#)                Consider Adopting the Final 2022 Budget.

**Attachments:**     [1 - Res 2021 Adopt 2022 Budget](#)

- 29.**     [Res. 2021-123](#)     Consider Adopting the 2022-2026 Capital Improvement Plan (CIP).

**Attachments:**      [1 - Res 2021 Adopt 2022-2026 CIP](#)  
                                  [2 - 2022-2026 Final CIP 211112](#)  
                                  [3 - 2022-2026 CIP 24x36 Street Map](#)

- 30.**     [Res. 2021-124](#)     Consider Approving the 2022-2026 Capital Equipment Plan (CEP).

**Attachments:**      [1 - Res 2021 Adopt 2022-2026 CEP](#)  
                                  [2 - 2022-2026 Final CEP 211112](#)

## 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.*

31. [Res. 2021-125](#) Consider Resolution Designating a Certain Building as Structurally Substandard - Archer House.

**Attachments:**

- [1 - Resolution](#)
- [2 - Demolition and Development Agreement](#)
- [3 - Archer House Redevelopment TIF Final Report](#)
- [4 - Ehlers Memo\\_TIF Redevelopment Findings](#)
- [5 - State Statute Redevelopment TIF District Hyperlink](#)

- 32.**     [21-700](#)                   Review of draft Sustainable Building Policy.

**Attachments:**

- [1 - DRAFT Sustainable Building Policy\\_112321](#)
- [2 - Northfield SBP Stakeholder Handout 9 15 21](#)
- [3 - Northfield Sustainable Building Policy FAQ\\_91621](#)
- [4- SB Policy Key Points\\_120721](#)

## ADMINISTRATORS UPDATE

33. [21-701](#) City Administrator's Update.

**Attachments:** 12-14-21 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 Lynette Peterson, City Clerk, at [lynette.peterson@ci.northfield.mn.us](mailto:lynette.peterson@ci.northfield.mn.us). TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.*