



# City of Northfield

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

## Meeting Minutes City Council

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Tuesday, March 13, 2018

6:00 PM

Council Chambers

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### Special City Council Meeting & Work Session

#### 6:00 PM - REGULAR AGENDA

##### CALL TO ORDER

**Present:** 6 - Council Member Greg Colby, Council Member David DeLong, Council Member Brad Ness, Council Member Jessica Peterson White, Council Member Erica Zweifel, and Mayor Rhonda Pownell

**Absent:** 1 - Council Member Suzie Nakasian

##### APPROVAL OF AGENDA

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve the agenda. The motion carried by the following vote:**

**Yes:** 5 - C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Colby

1. [Res. 2018-027](#) Consider Resolution Rejecting Bids for Fire Station Expansion and Remodel Project FACL2015-M07

**Attachments:** [1 - Resolution Rejecting Bids for Fire Station](#)  
[2 - Fire Station Project Schedule 3-8-18](#)  
[3 - 2018\\_03\\_08 NAFRS Facility Committee Report](#)  
[4 - Bid Tabulation](#)  
[5 - Bid Analysis](#)

*City Administrator Martig introduced this item and answered questions posed by Council. Dave Medin, Medin Architects, provided additional information regarding the project and answered questions posed by Council.*

*C. Colby arrived at 6:06 pm.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution 2018-027 - Rejecting Bids for Fire Station Expansion and Remodel Project FACL2015-M07. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

2. [Res. 2018-028](#) Consider Resolution Approving Fire Station Expansion and Remodel Plans and Specifications and Authorizing Advertisement for Bids

**Attachments:** [1 - Resolution Fire Station Approving Plans and Specifications and Authorizing Bid](#)  
[2 - Fire Station Cost Estimate 11-13-17](#)  
[3 - NAFRS Plans, Specs, Bid Presentation 1-18-18](#)  
[4 - Fire Station Project Schedule 3-8-18](#)

A motion was made by Council Member DeLong, seconded by Council Member Colby, to approve Resolution 2018-028 - Approving Plans and Specifications and Authorizing Advertisement for Bids for Fire Station Expansion and Remodel Project FACL2015-M07. The motion carried by the following vote:

**Yes:** 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

3. [18-154](#) Presentation of City Identification program implementation.

**Attachments:** [Northfield City ID Card sample 030718](#)

*Library & IT Services Director Jensen provided an update on the City Identification Program implementation. Jensen reviewed the decisions made thus far in the implementation process, including hardware and software purchases, card design, application process, and the use of existing staff with the assistance of bilingual volunteers in the community to aid in the application process. A library-hosted website has been created for information about the City ID card. Fee recommendations were reviewed. Jensen reviewed next steps and answered questions posed by Council. Police Chief Nelson answered questions posed by Council. Mayor Pownell requested a \$10 fee option for adults and children be included in the resolution for Council consideration.*

4. [18-155](#) Review of a Resolution to Close the Library Capital Project Fund #462 and Authorize an Interfund Transfer and Budget Amendment.

**Attachments:** [1 - Resolution for Library Capital Project Fund Closure](#)

*City Administrator Martig introduced this item and answered questions posed by Council. Martig reviewed the primary factors for the negative fund balance as well as the project budget source and uses of funds. C. DeLong asked staff to add fund balance dollar amounts along with the percentages provided for the undesignated reserves.*

5. [18-156](#) Presentation of Pavement Management Study

**Attachments:** [1 - 2017 PCI Map](#)

*Public Works Director/City Engineer Bennett presented information regarding the City's Pavement Management Study completed in 2017 and answered questions posed by Council. Bennett reviewed the Pavement Condition Index (PCI) for streets and noted the PCI rating for the overall City network is 74. Bennett stated the City should review streets on a more regular basis, possibly a portion of streets every year and update/rate the streets PCI. Bennett spoke regarding preserving what we have versus large investments involved in reclaims and reconstructions. Staff will come back to Council at an April work session with additional financial information including what it would cost to put a lower threshold in place for the percentage of poor and very poor streets. Council asked to have the assessment policy discussion tied into this financial information.*

**ADJOURN**

*Mayor Pownell noted the State of City Address on Monday, March 19, 6 pm, at the Weitz Center. Noted she hopes all Council Members can attend and help pass out awards.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 7:33 pm. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell