



City of Northfield

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

Meeting Agenda

City Council

Tuesday, November 20, 2018

6:00 PM

Council Chambers

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. [18-574](#) November 13, 2018 City Council Meeting Minutes.

PRESENTATIONS

2. [18-575](#) Presentation of Recognitions Related to September 20 storm response and cleanup.

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. [Res. 2018-119](#) Consider Accepting Bids and Awarding Contract - 2018 Spring Creek Road Reconstruction Project.

Attachments: [1 - Resolution - 2018 Spring Creek Road Reconstruction Project Award](#)
[2 - 2018 Recon Spring Creek Rd Project Location](#)
[3 - Bid Tabulation](#)
[4 - Project Process - Spring Creek Road Reconstruction-Current.pdf](#)
[5 - Spring Creek Road Recommendation of Award](#)

4. [Res. 2018-120](#) Consideration of Resolution Establishing 2020 Census Northfield Complete Count Committee and Approving Mayoral Appointments.

Attachments: [1 - How Census Data is Used](#)
[2 - Census at a Glance](#)
[3- Census Counting Dollars for 2020](#)

5. [18-576](#) Approval of Budget and Consultant Services Contract for the Convention and Visitors Bureau.
- Attachments:** [1 - City Code Chapter 74 Lodging Tax](#)
 [2 - Lodging Tax Statute 469.190](#)
 [3- 2015-2018 CVB contract](#)
 [4 - Proposed 2019-2021 CVB Redline Contract](#)
6. [Res. 2018-121](#) Consider Resolution Accepting Public Improvements and Approving Final Payment for the 2017 Street Reclamation Project (STR2017-A36).
- Attachments:** [1 - Resolution - Accept Improvements and Approve Final Payment](#)
 [2 - Final Pay Request](#)
 [3 - Certificate of Final Acceptance Signed.pdf](#)
 [4 - Project Location Map](#)
7. [18-577](#) Consider Approving Disbursements totaling \$337,661.76
- Attachments:** [Disbursements 1](#)
8. [Res. 2018-122](#) Charter Name Change Approving the Assignment of the Charter Cable Franchise.
- Attachments:** [1- Proposed Resolution to Transfer](#)
 [2- Brian Grogan Memo and Transfer Report](#)
 [3- Charter FCC Form 394](#)
9. [Res. 2018-123](#) Consideration of Resolution Granting Charter Cable Partners, LLC a Franchise Extension through May 31, 2019.
- Attachments:** [1- Proposed Resolution - Franchise Extension](#)
 [2- Ordinance 778 - Charter Franchise Agreement](#)
 [3- Charter Franchise Extension - Fully Executed.pdf](#)
10. [18-578](#) Consider adopting Public Works Policy 3.01 - Small Wireless Facility Design and Review Guidelines.
- Attachments:** [1- 3.01 - SMALL WIRELESS FACILITY DESIGN AND REVIEW GUIDELINES fin](#)
11. [18-579](#) Approve Memorial Park Parking Lot Agreement with Carleton College.

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.

12. [18-580](#) Public Hearing for Proposed Charter Amendment to Section 3.8 Subd. 2.

Attachments: [1 - 2018 PROPOSED ORDINANCE AMENDMENT TO CHARTER SECTION 3.8 S](#)
[2 - Public Hearing Notice Public Hearing Notice](#)

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.

13. [18-581](#) Discussion of Northfield Hospital & Clinic Expansion Project.

Attachments: [1 - Birth Center and Clinic Project City Council November 2018](#)
[2 - Charter Section 14 Hospital Board](#)

14. [Res. 2018-124](#) Consider Resolution approving a Family & Parental Leave Policy.

Attachments: [1- Council Administrative Policy Resolution Family and Parental Leave POLICY \(v.2\)](#)
[2- Paid Family and Parental Leave Policy FINAL Option 1 for 11.20.18](#)
[3- Paid Family and Parental Leave Policy FINAL Option 2 for 11.20.18 \(v.2\)](#)
[4- 3- Shoreline WA](#)
[5- 4- Seattle email](#)
[6- Seattle WFE Update Report - Appendix I and J - PPL and PFCL Updates](#)
[7- paid-family-leave-policies-for-municipal-employees](#)
[8- Copy of 6.6.18 parental leave summary comparable cities](#)
[9- Copy of Copy of 6.6.18 parental leave summary](#)

15. [18-582](#) Discussion of 2019 Budget and Levy Presentation for December 4th Public Hearing.

Attachments: [1- 2019 Budget Update 11.20.18 pdf](#)
[2 -CEP 2019-2023 Draft 10-10-18](#)
[3 - CIP 2019-2023 Draft 10-10-18](#)
[4 - Res 2018 Adopt 2019 City Levy 4.4%](#)
[5 - Res 2018 Adopt 2019-2023 CEP](#)
[6 - Res 2018 Adopt 2019-2023 CIP](#)
[7 - Res 2018 for 2019 EDA levy](#)
[8 - Res 2018 for 2019 HRA levy](#)

16. [18-583](#) 2019 Street Reclamation Project Assessment Discussion.

Attachments: [1 - 2019 Reclamation Map](#)
[2 - Chapter 66 - Special Assessments](#)
[3 - EMV Maps](#)
[4 - Motion M2009-0076 Standards for Front Footage](#)
[5 - 2019 Assessment Methods](#)
[6 - Typical Cul-de-sac assessment](#)

ADMINISTRATORS UPDATE

17. [18-584](#) City Administrator's Update.

Attachments: [1- 12-4-18 upcoming agenda item 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.