



# 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 4, 2018

6:00 PM

Council Chambers

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### 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. [18-590](#) November 20, 2018 City Council Meeting Minutes.

**Attachments:** [1- Meeting Minutes Nov 20, 2018](#)

### 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*

2. [Res. 2018-125](#) Consider approving designation of City of Northfield polling places for 2019.

**Attachments:** [1 - Resolution 2019 Polling Places](#)

3. [18-591](#) Consider Approving Disbursements totaling \$1,875,440.23.

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

4. [Res. 2018-126](#) Consider Adopting Schedule for 2019 City Council Meetings

**Attachments:** [1 - Council meeting schedule resolution](#)  
[2 - Council Meeting Schedule for 2018](#)

5. [Res. 2018-127](#) Consider Retaining Statutory Tort Limits and Not Purchasing Excess Liability Insurance.

**Attachments:** [1 - Resolution retaining statutory tort limits](#)

## 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.

6. [18-592](#) Public Hearing on the 2019 Budget and Tax Levy.

**Attachments:** [2019 Budget Update 12.4.18](#)

## 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.

7. [Res. 2018-128](#) Consider Resolution approving a Family and 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](#)  
[Paid Family and Parental Leave Policy DRAFT Option 2 for 12.4.18 \(v.2\) 112918](#)  
[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](#)  
[10- Paid Family and Parental Leave 11.20.18](#)

8.     [Res. 2018-129](#)     Consider Adopting the 2018/Payable 2019 HRA Tax Levy.  
  
      **Attachments:**     [1 - Res 2018 for 2019 HRA levy](#)  
                              [2 - 2019 HRA Proposed Budget](#)
9.     [Res. 2018-130](#)     Consider Adopting the 2018/ Payable 2019 EDA Tax Levy  
  
      **Attachments:**     [1 - Res 2018 for 2019 EDA levy](#)  
                              [2 - EDA 290 Expenditures Budget 2019 FINAL](#)  
                              [3 - EDA 290 Revenues Budget 2019 FINAL](#)  
                              [4 - EDA 292 Expenditures Budget 2019 FINAL](#)  
                              [5 - EDA 292 Revenues Budget 2019 FINAL](#)
10.    [Res. 2018-131](#)     Consider Adopting the 2018 / Payable 2019 Tax Levy.  
  
      **Attachments:**     [1 - Res 2018 Adopt 2019 City Levy 4.4%](#)  
                              [2 - Res 2018 Adopt 2019 City Levy 4.9%](#)
11.    [Res. 2018-132](#)     Consider Adopting the 2019-2023 Capital Improvement Plan (CIP).  
  
      **Attachments:**     [1 - Res 2018 Adopt 2019-2023 CIP](#)  
                              [2 - Final CIP 2019-2023](#)  
                              [3 - 2019-2023 CIP MAP](#)
12.    [Res. 2018-133](#)     Consider Approving the 2019-2023 Capital Equipment Plan (CEP).  
  
      **Attachments:**     [1 - Res 2018 Adopt 2019-2023 CEP](#)  
                              [2 - Final CEP 2019-2023](#)
13.    [Res. 2018-134](#)     Consider Adopting the Final 2019 Budget.  
  
      **Attachments:**     [Res 2018 Adopt 2019 Budget 4.4%](#)  
                              [Res 2018 Adopt 2019 Budget 4.9%](#)
14.    [Ord. 999](#)            Consider Ordinance for Proposed Charter Amendment to Section 3.8 Subd. 2.  
  
      **Attachments:**     [1 - 2018 PROPOSED ORDINANCE AMENDMENT TO CHARTER SECTION 3.8 S](#)  
                              [2 - Memo re Procedure for Charter Commission Recommendation 012511](#)  
                              [3 - AMENDMENTS - STATE STATUTES](#)

## ADMINISTRATORS UPDATE

15.    [18-593](#)            City Administrator's Update.  
  
      **Attachments:**     [UpcomingAgendaItems30-Nov-2018-09-41-59](#)

**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.*