



MEMORANDUM

DATE: October 16, 2018

To: Honorable Mayor & City Council

CC: Dave Bennett, City Engineer/Director of Public Works; Monte Nelson, Police Chief; Chris Heineman, Community Planning and Development Director; Deb Little, City Clerk; Michelle Mahowald, Communications & Human Resources Director; Teresa Jensen, Director of Library and Information Technology Resources; Chris Hood, City Attorney

From: Ben Martig, City Administrator

RE: "Supplemental Agenda Background Memo" for October 16, 2018 No.1.

Summary Report:

The following is an update on agenda items as supplemental background agenda information made available on Tuesday, October 16, 2018.

Agenda

- Council Member DeLong has requested item #10 - Approve Reimbursement of Costs for Council Member Suzie Nakasian for Hotel Expenses Related to Coalition of Greater Minnesota Cities Conference July 25 & 26, 2018 be moved from the consent agenda to the regular agenda. This item has been moved to the regular agenda as the last item of regular business.

Item #1 – October 2, 2018 City Council Meeting Minutes

- The attached October 2, 2018 meeting minutes have been revised to move the note from after the consent agenda items to before the list of consent agenda items. A copy of Resolution 2018-098 is also attached.

Item #8 - Consideration of Resolution Approving a Minor Subdivision of Clinton Heights

Lot 1, Block 1.

- A site location map for this item is attached.

Item #9 - Consider Motion Establishing Scope, Project and Focus Area for the Northfield Transportation Advisory Committee.

- The motion for this item has been revised to read as follows:
The Northfield City Council considers a motion to approve the scope, project and focus area for the Northfield Transportation Advisory Committee to include the following: Highway 246 Turnback (including additional review of improvements to the road including, but not limited to, a pedestrian underpass or overpass crossing for Jefferson Parkway); Transit (intra-City and inter-city), Transit Hub, and Highway 19 corridor related initiatives.

The following is a redline showing the changes:

The Northfield City Council considers a motion to approve the scope, project and focus area for the Northfield Transportation Advisory Committee to include the following: Highway 246 Turnback (including additional review of improvements to the road including, but not limited to, a pedestrian underpass or overpass crossing for Jefferson Parkway); ~~Rail Transport (freight, passenger, train noise)~~; Transit (intra-city and inter-city), Transit Hub, and Highway 19 corridor related initiatives.

Upon further review, the rail transport is a longer term prospect to review and nothing immediately urgent related to projects. Regarding train noise, staff is gathering information for the next council budget discussion on November 13th or 20th to potentially include some funding or discussion in this area and additional background on train noise. The Transit Hub has been a project supported by council and requested to be included on this agenda item so it was added. The transit was clarified to include both transit within the city but also connecting to other communities.

Item #16 - Consider Resolution Ordering Preparation of Feasibility Report for the 2019 Street Reclamation Project..

- See attached presentation, safe route to school map, and sidewalk gap map.



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, October 2, 2018

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:03 pm.

Present: 5 - Council Member David DeLong, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Jessica Peterson White, and Mayor Rhonda Pownell

Absent: 2 - Council Member Greg Colby, and Council Member Erica Zweifel

APPROVAL OF AGENDA

Mayor Pownell noted the items on the supplemental memo.

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

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

APPROVAL OF MINUTES

1. [18-477](#) September 18, 2018 City Council Meeting Minutes

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the September 18, 2018 City Council Meeting Minutes. The motion carried by the following vote:

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

2. [18-478](#) September 11, 2018 Work Session Meeting Minutes

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the September 11, 2018 City Council Work Session Minutes. The motion carried by the following vote:

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

3. [18-479](#) September 24, 2018 Special City Council Meeting Minutes

A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve the September 24, 2018 Special City Council Meeting Minutes. The motion carried by the following vote:

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

PRESENTATIONS

4. [18-480](#) Presentation Recognizing KYMN Radio's 50th Anniversary.
Councilor Ness recognized KYMN Radio for 50 years on the air. Ness presented a certificate to KYMN representatives in recognition of their 50th anniversary. Wayne Eddy thanked the Council for the recognition.

5. [18-481](#) Presentation on Recognizing the Second Monday in October as Indigenous Peoples Day in Northfield, Minnesota.
City Administrator Martig introduced this item. HRC representatives Mar Valdecantos and Angelique Dietz provided information on recognizing the second Monday of October as Indigenous Peoples Day in Northfield. Angelique Dietz read a statement prepared by the Human Rights Commission.

6. [18-482](#) Presentation of September 20 Tornado and Thunderstorm Response Update.
Public Works Director/City Engineer Bennett spoke regarding the clean up effort and progress. Noted staff is moving to parks cleanup at this time. The neighborhood pickup will start on October 8 to allow residents time to get debris to the curb for pickup. Bennett noted they are not observing a lot of debris in the boulevard at this time. The City will be going back to grind stumps in the right of way after the other tasks are completed. Will be reopening the compost site later this week. Information will be posted on the website. Interim Community Development Director Ericson provided information on the survey of home damage. Noted mostly minor storm damage to homes in the southeast area of the community. Ericson reported on the door-to-door efforts in this area regarding damage assessment and finding out if people needed help cleaning up. Ericson Introduced Mike Krance, Northfield Shares and the volunteers that assisted Rachel & Naomi Neesler, Steph Helkenn from Rejoice Church. Krance noted part of Northfield Shares mission is inspiring volunteer efforts. Northfield Shares works as more of connector. 50 people reached out to Northfield Shares wanting to get involved with storm cleanup efforts. Northfield Shares worked to connect volunteers with people in need. Naomi & Rachel developed a Google form to facilitate this effort. They shared their story on how they got involved. Steph Helkenn talked about reaching out to other churches in town and sending over 200 volunteers out. She noted they are committed to the long haul and are about serving the community and building connections. Krance noted they have joined Crisis Cleanup, a platform to list properties in need of assistance. Groups can claim a property and come and assist with efforts. Noted a group from Brainerd came and assisted over the weekend. Over 75 properties have been entered into Crisis Cleanup. About half have been taken care of already. Moving forward, Northfield Shares will continue to gather information and put into Crisis Cleanup and looking at cleanup weekends. The major need is for people that can haul things, pickups, trailers and people with chain saws. Noted there are sports teams willing to walk fields if farms are needing people. Also noted there are many efforts going on that we aren't aware of. City Administrator Martig thanked staff and volunteers involved. Mayor & Council thanked those involved.

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve the Consent Agenda.

Note: During the vote on the Consent Agenda, Council Member DeLong

requested that the record reflect he was present and not voting on Consent Agenda Item No. 7. Res. 2018-098-Consider Resolution Recognizing the Second Monday in October as Indigenous Peoples Day in Northfield, Minnesota. This was also recorded on the vote record on Resolution 2018-098.

The motion carried by the following vote:

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

7. [Res. 2018-098](#) Consider Resolution Recognizing the Second Monday in October as Indigenous Peoples Day in Northfield, Minnesota.
8. [18-483](#) Consider Approving Disbursements totaling \$936,930.12
9. [18-484](#) Council consideration of Permanent Drainage and Utility Easement Agreement with Strobel and Werner Real Estate Holding Company, LLC.
10. [18-485](#) Consider Approval of Public Works Banner Policy.
11. [Res. 2018-099](#) Consider Resolution for 2020-2021 MnDOT Local Partnership Program Grant Submittal for Trunk Highway 246 and Jefferson Parkway Roundabout Improvements.
12. [Res. 2018-100](#) Consider the acceptance of gift sculpture by Nick Swearer.
13. [18-486](#) Consideration of Temporary Space Lease for the Library Bookmobile.
14. [Res. 2018-101](#) Approve application for off-site gambling premises permit for the Defeat of Jesse James Days Committee, Inc. at the Eagles Club, 304 Water Str., on October 28, 2018.
15. [Res. 2018-102](#) Consider Proclamation Declaring KYMN Radio's 50th Anniversary.
16. [18-487](#) Consider Authorization of Northfield Shares Fund Grant Application for translation capital equipment.
17. [18-488](#) Consider Mayoral Appointment to Northfield Park and Recreation Advisory Board.

OPEN PUBLIC COMMENTS

Patrick Tomczik, 1203 Woodland Trail, spoke regarding levy and information contained in the City water bill. Tomczik asked who paid for the information contained in water bill, how much will it cost taxpayers and why the City is paying for a private business. Mayor Pownell noted rules of business and asked Tomczik to submit questions in writing for a response.

Larry DeBoer, 1405 Mayflower Drive, noted he spoke in June when the referendum came up. He stated nothing was said at the meeting about an excise tax, asked when the

language was approved, and asked about transparency. He stated he cannot find the information about when it was approved. Mayor Pownell offered to meet with both Mr. DeBoer and Mr. Tomczik.

Dorothea Hrossowyc, rural Northfield, thanked Council for designating Indigenous Peoples Day and spoke regarding her view of the importance of the alternative view.

Bob Kell, 806 Spring Str. S., spoke regarding designating Indigenous Peoples Day. Noted family heritage and that he has been a citizen of Northfield for 25 years. Stated it is important to respect the rights of all people.

Mar Valdecantos, HRC Chair, thanked Council for passing designation of Indigenous Peoples Day. Spoke about next steps.

Olivia Frey, 401 Highland Ave., read a statement regarding celebrating Indigenous Peoples Day. Noted Northfield Reads film showing on October 28 at Weitz Center.

REGULAR AGENDA

18. [Res. 2018-103](#) Consider Resolution Approving Budget Amendment for 2019 NAFRS Fire Truck to be Purchased in 2018 utilizing reserve funds.

City Administrator Martig introduced this item and answered questions posed by Council.

A motion was made by Council Member DeLong, seconded by Council Member Peterson White, to postpone Resolution 2018-103 - Approving 2018 Budget Amendments to the General Fund and Vehicle and Equipment Fund to Purchase a NAFRS Fire Truck. The motion carried by the following vote:

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

19. [18-489](#) Consider authorizing staff to prepare Dick's Sanitation, Inc. Waste Hauling Contract Extension.

Utilities Manager Wagner introduced this item and reviewed information approved by the EQC directing staff to enter into contract negotiations with DSI. Wagner answered questions posed by Council. Public Works Director/City Engineer Bennett provided information and answered questions posed by Council.

Council provided feedback on items they would like to see included and noted this may need to come back to a Work Session for further discussion before final contract approval.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, authorizing staff to prepare a refuse contract extension with Dick's Sanitation, Inc. The motion carried by the following vote:

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

Recess

The City Council took a five minute break at 7:35 pm. The meeting resumed at 7:43 pm.

20. [Ord. 998](#) Consider Approving Amendment of Article IV of Chapter 70 of Northfield

City Code on Right-of-Way Management.

Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council. City Attorney Hood spoke regarding State Statute related to this item and answered questions posed by Council.

Katherine Paskar, representing Verizon Wireless, noted appreciation of staffs work on the ordinance. Noted their suggestions were incorporated and that reasonable considerations on decorative poles can be made. Noted additional conditions imposed in Single Family Home and Historic Districts. Noted willing to work with staff if there is something that Council doesn't like and ensure they deploy sites that look nice.

A motion was made by Council Member DeLong, seconded by Council Member Ness, to approve the Second Reading of Ordinance 998 - Repealing Article IV of Chapter 70 of the Northfield City Code, Right-Of-Way Management, and Replacing Such Article in its Entirety with a New Article IV. The motion carried by the following vote:

Yes: 4 - C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

No: 1 - C. Nakasian

21. [18-490](#)

Consider Approving Summary Publication of Ordinance No. 998 - Amending of Article IV of Chapter 70 of Northfield City Code on Right-of-Way Management.

A motion was made by Council Member DeLong, seconded by Council Member Ness, to approve Summary Publication of Ordinance No. 998. The motion carried by the following vote:

Yes: 4 - C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

No: 1 - C. Nakasian

22. [Res. 2018-104](#)

Consider Resolution Small Cell Wireless Facility Collocation Agreement.

Catherine Pascar, Verizon Wireless representative, noted looks good but may come back with a few tweaks in the future related to insurance language.

Resolution 2018-104.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution 2018-104 - Small Cell Wireless Facility Collocation Agreement. The motion carried by the following vote:

Yes: 4 - C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

No: 1 - C. Nakasian

23. [18-492](#)

Discussion of Scope, Project and Focus Area for the Northfield Transportation Advisory Committee.

City Administrator Martig introduced this item and answered questions posed by Council. Staff will bring this item back for official adoption.

ADMINISTRATORS UPDATE

24. [18-493](#)

City Administrator's Update

City Administrator Martig noted the upcoming board/commission training event at Armory Square on October 17, 2018, followed by the Intergovernmental Meeting at Bridgewater Township. Noted staff continues to work on public education related to the referendum. Martig asked that any requests for presentations be forwarded to him. Noted upcoming facility tours. NAFRS project tour is scheduled for Friday. Noted upcoming National test of National Wireless Emergency Alert System email from Chief Nelson. Provided an update on attendance at the ICMA conference. Will provide further information from conference at a future date. Reviewed items on the upcoming work session agenda.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Ness - no update

C. Nakasian - no update

C. Peterson White - no update

C. DeLong - Asked questions about Hall Avenue/Spring Creek Road project bids.

Public Works Director/City Engineer Bennett stated the City received good competitive bids on the Spring Creek Road project. This will be on a Council agenda in November. Bennett provided an update on the construction projects noting work on 7th Street will continue through October and into November. The contractor is working more on the south end of Washington Str. and paving may carry into 2019. Installing storm water piping to improve drainage as well as concrete work and paving in the City Hall parking. Provided an update on work at the WWTP and answered questions posed by Council.

Mayor Pownell - reported on the Dan Buetner Blue Zones event and noted is was very well attended. People are excited about becoming a Blue Zones community. Attended the White House Women Mayors of America Conference. Noted private funds were donated so she was able to attend. Noted it was a good event with good connections, including meetings with Senator Smith and Senator Klobuchar. She was able to deliver local information on opioids, homelessness, housing, and told our small town community story. Noted NLC staff also attended. Pownell thanked staff for assistance is putting together materials.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 8:57 pm. The motion carried by the following vote:

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

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2018-098
RECOGNIZING THE SECOND MONDAY OF OCTOBER AS INDIGENOUS PEOPLES DAY

WHEREAS, the City of Northfield was established in 1856, after Indigenous Dakota and Ojibwe Peoples of the region were forcibly removed from the lands upon which they had lived since time immemorial; and

WHEREAS, the United States federal government, the State of Minnesota, and the City of Northfield recognize Columbus Day on the second Monday of October, in accordance with the federal holiday established in 1937.

WHEREAS, the idea of Indigenous Peoples Day was first proposed in 1977 by a delegation of Native nations to the United Nations sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

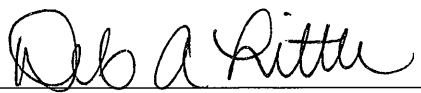
WHEREAS, in 1990 representatives from 120 Indigenous nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an occasion to strengthen the process of continental unity and struggle towards liberation, and thereby use the occasion to reveal a more accurate historical record.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT:

1. The City Council that the City of Northfield shall recognize Indigenous Peoples Day in addition to Columbus Day on the second Monday in October annually hereafter.
2. The City of Northfield encourages businesses, organizations and public entities to recognize Indigenous Peoples Day on the second Monday of October, and “seek to promote practices and policies that honor the state's Indigenous roots, history, and contributions and reflect the experiences of Indigenous Peoples to insure greater access and opportunity”. (Governor Dayton's Indigenous Peoples Day Proclamation, October 2016).
3. That Indigenous Peoples Day shall be used to reflect upon the history of how Indigenous Peoples have been treated over time, to celebrate the contributions to the thought and culture of the region made by Dakota, Ojibwe, and other Indigenous nations, and to consider the ongoing struggles and sacrifices of Indigenous people on this land.

PASSED by the City Council of the City of Northfield on this 2nd day of October 2018.

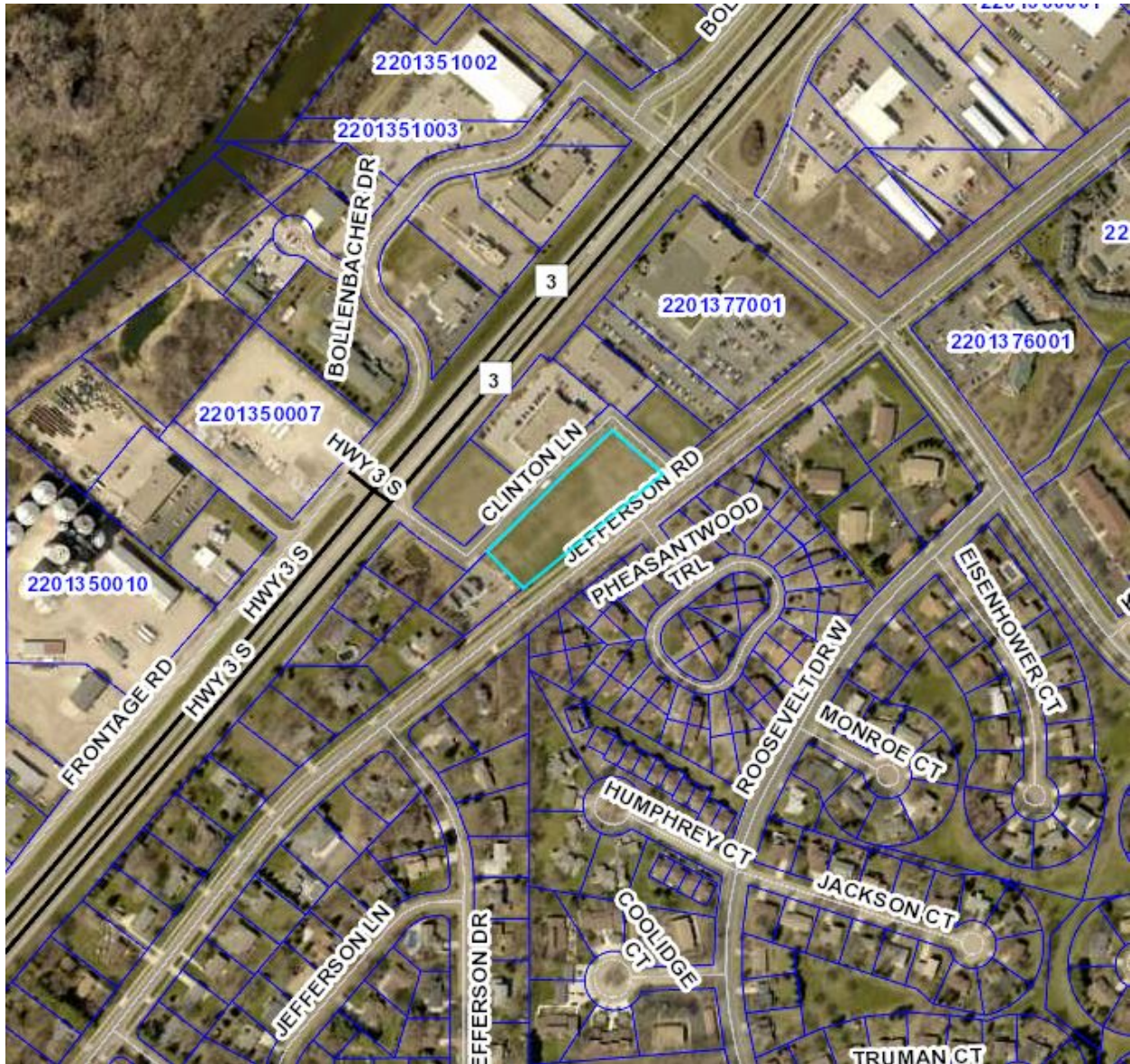
ATTEST


City Clerk


Mayor

VOTE: Y POWNELL A COLBY ^{Present not voting} Y DELONG Y NAKASIAN
 Y NESS Y PETERSON A ZWEIFEL

Area Map of the Clinton Heights Second Addition





2019 STREET RECLAMATION PROJECT



CITY COUNCIL MEETING

10/16/2018

Tonight's Outline



- What is a Reclamation Project?
- 2019 Project Scope
- Project Location
- Existing Pavement/Curb Conditions
- Project Process
- Questions and Comments

What is a Reclamation Project?



STREET RECLAMATION PROJECT

City Of Northfield
Minnesota

Street

- A Existing Concrete Curb & Gutter (repair as needed)
- B Existing Bituminous Pavement (Asphalt)
- C Existing Gravel Base
- D Granular Material (Optional)
- E Millings used to rebuild sub-base
- F New Bituminous Pavement (Asphalt)

Property Line (R.O.W.)

Property Line (R.O.W.)

Old pavement and upper 6+ inches of sub-base are milled up from the existing street. The curb, gutter and sidewalks are repaired as needed and the lanes may be restriped, but the road width is not changed. Driveways and utilities are not altered or updated.

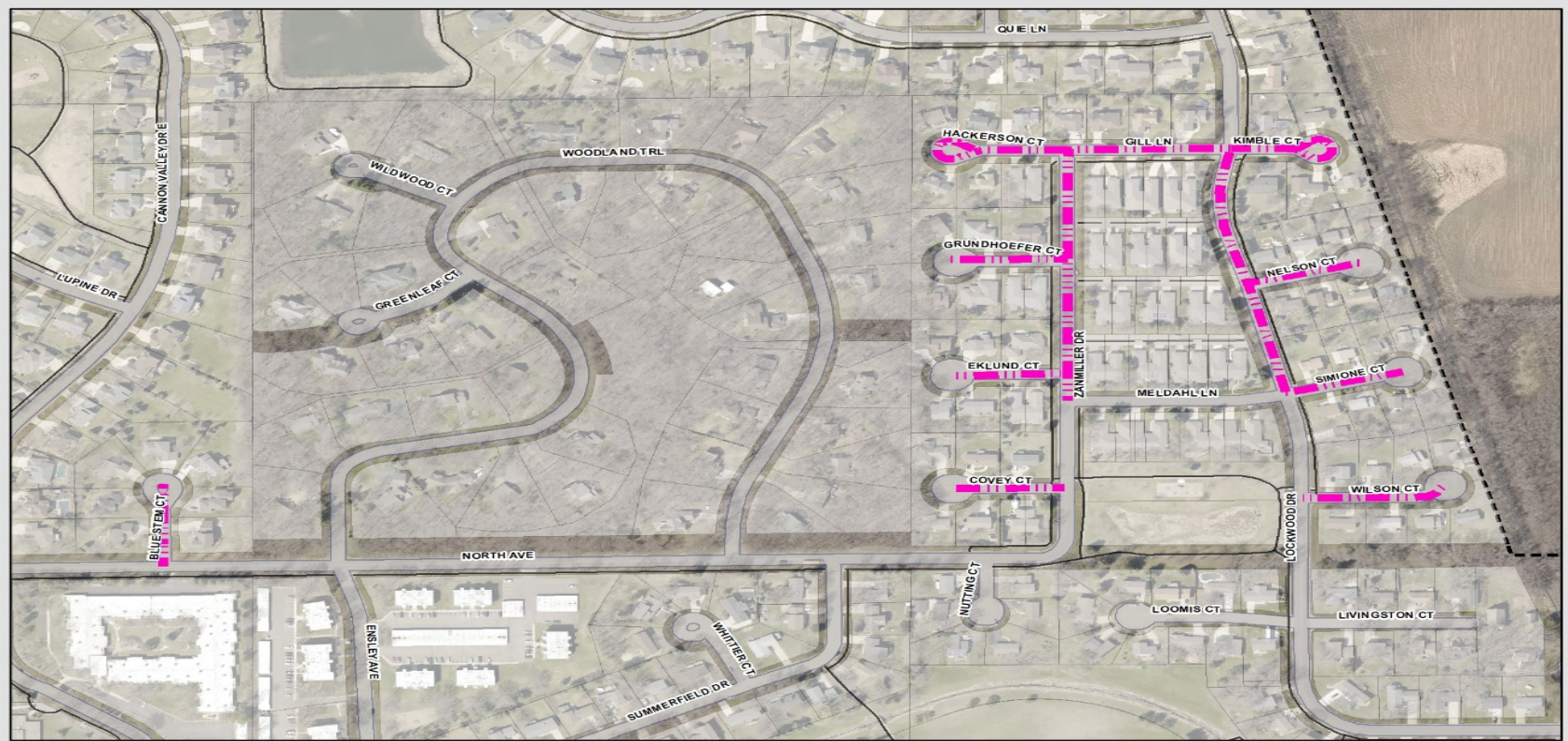
The millings from the old street are crushed and used to replenish the sub-base of the road. New asphalt pavement is applied over the packed millings to form the new road surface.

2019 Project Scope



- Full Depth Pavement Reclamation (12” Depth)
- New bituminous pavement section
- Concrete Curb and Gutter spot repairs
- Sidewalk spot repairs
- ADA upgrades to existing Pedestrian Ramps
- New Sidewalk Installations (Sidewalk Gaps & SRTS)
- Watermain Upgrades (Supply & Distribution Plan) and Miscellaneous Utility Repairs

PROJECT LOCATION



- Reclamation Project
- Existing Sidewalks and Trails

2019 Reclamation Project

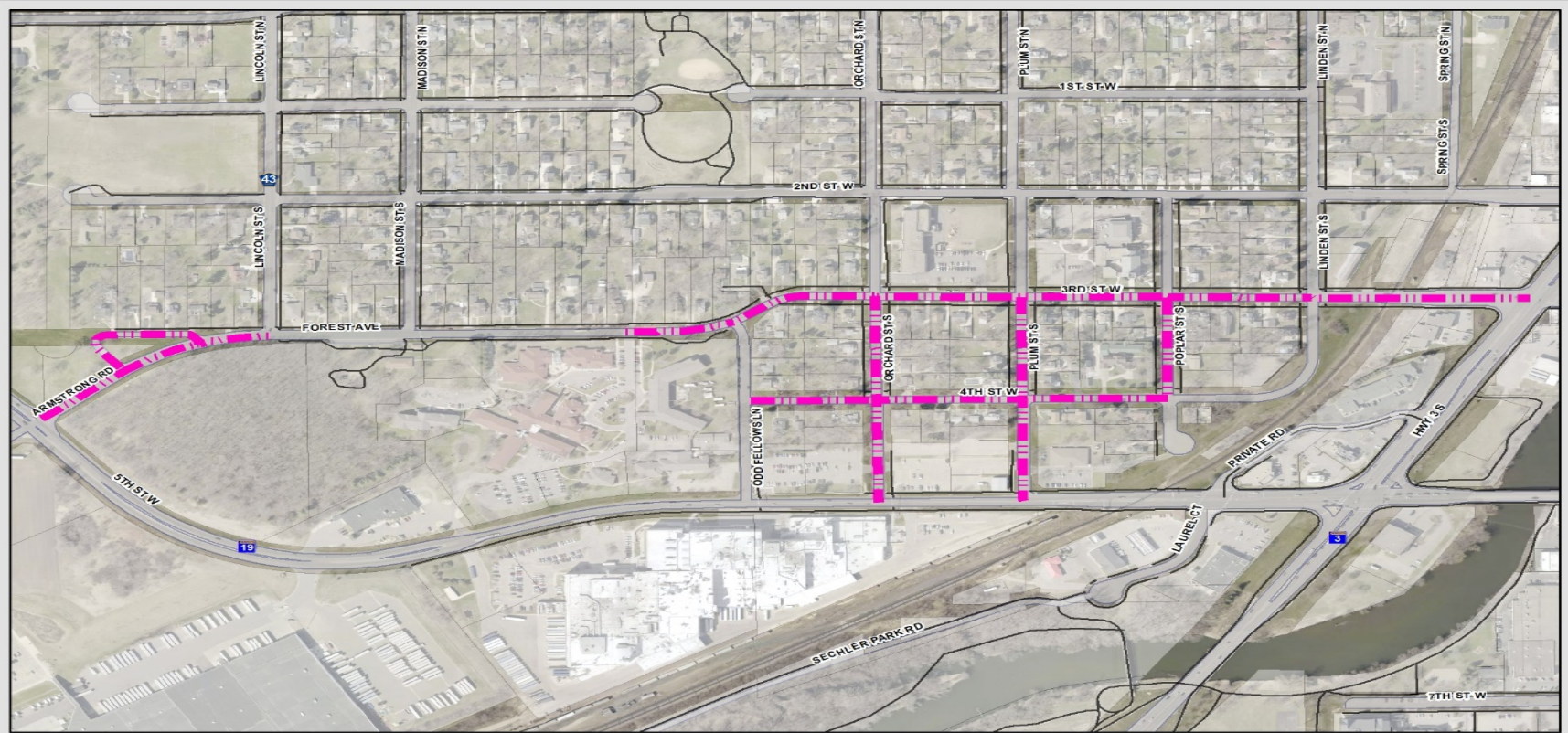


0 75 150 300 Feet

Engineering 10/15/2018

Project Locations

PROFESSIONAL DRIVE



- ■ ■ Reclamation Project
- Existing Sidewalks and Trails

2019 Reclamation Project



0 100 200 400 Feet

Engineering 10/15/2018

Existing Pavement Condition

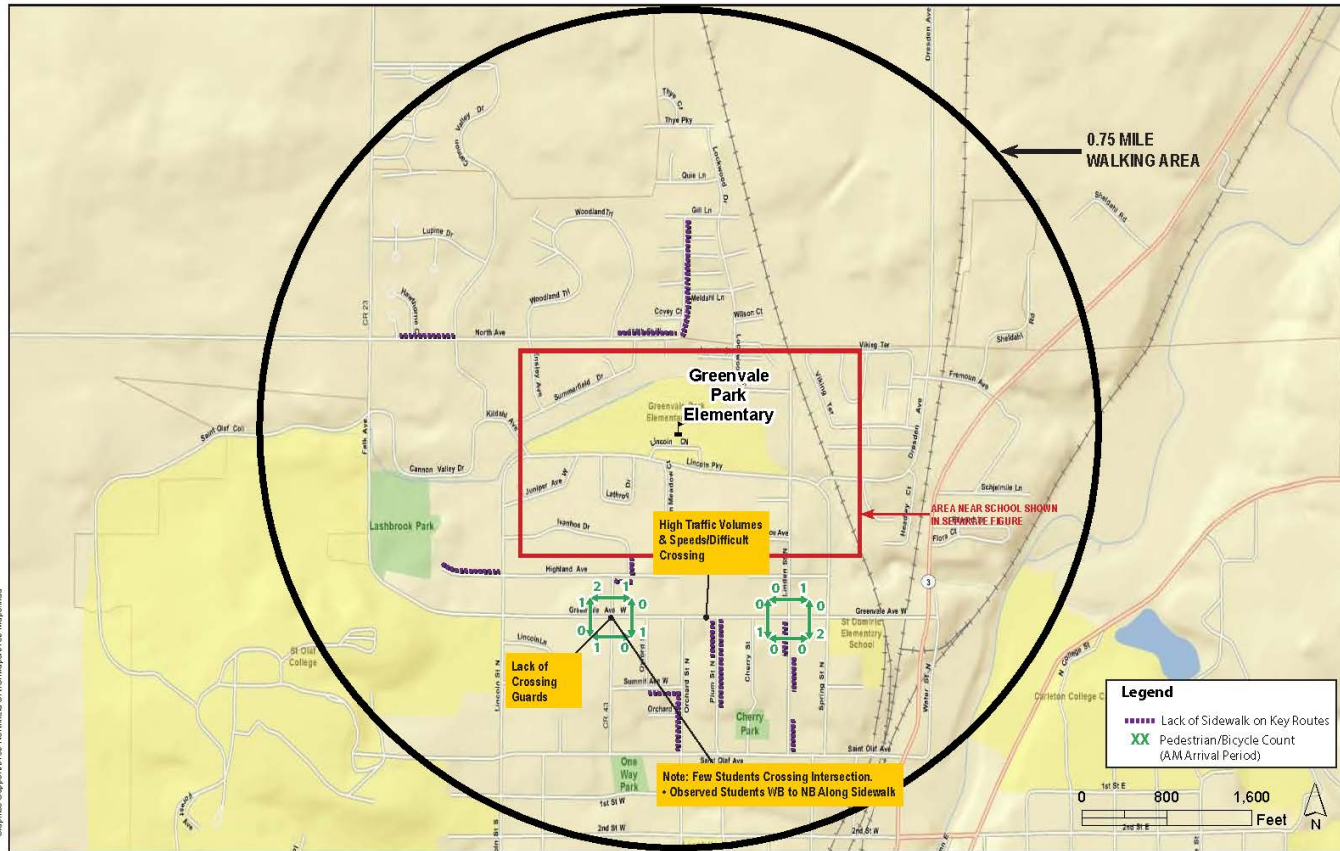


Pavement/Curb Condition



- Transverse Cracking
- Longitudinal Cracking
- Alligator Cracking
- Potholes
- Settlements

Sidewalk Installations



Graphics: Support@SRF256, Northfield, SRTS(Maps)@SRF256, Maps, Inc.

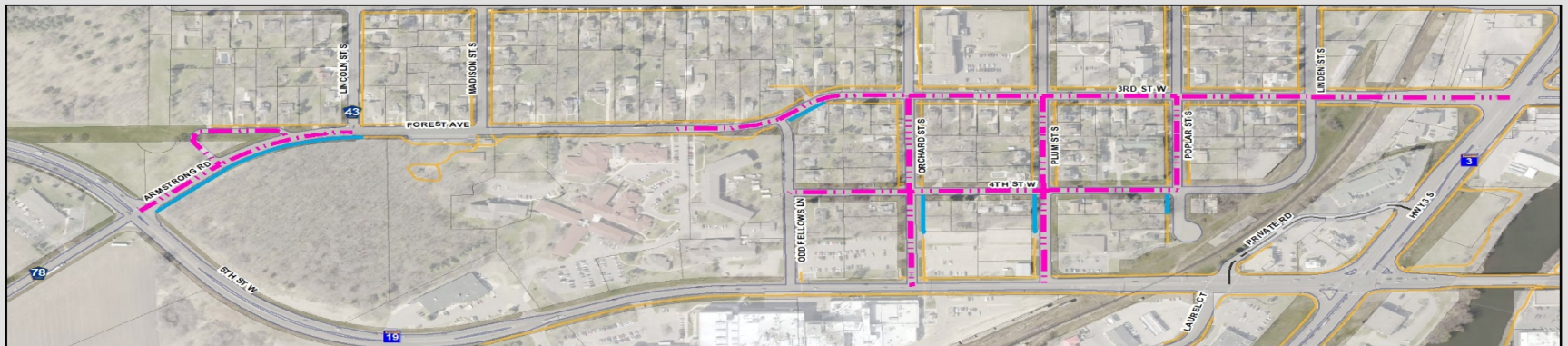
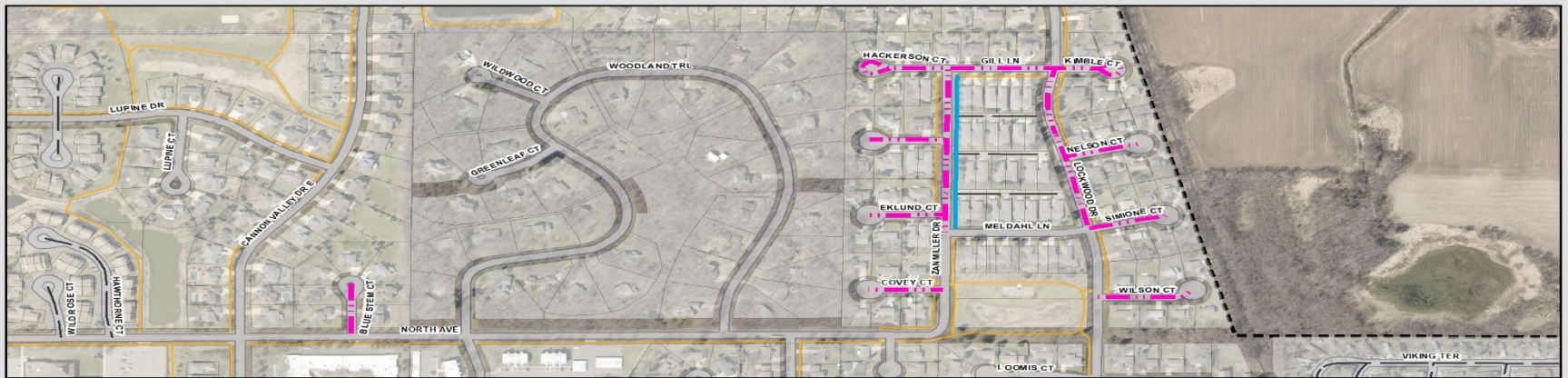


Greenvale Park Elementary School Walking Area Issues Map
 Safe Routes to School
 Northfield, MN

6/7/09
 0802/09

Figure 1A

Sidewalk Installations



- Reclamation Project
- Identified Sidewalk Gaps
- Existing Sidewalks and Trails

2019 Reclamation Project



0 225 450 Feet

Engineering 10/15/2018

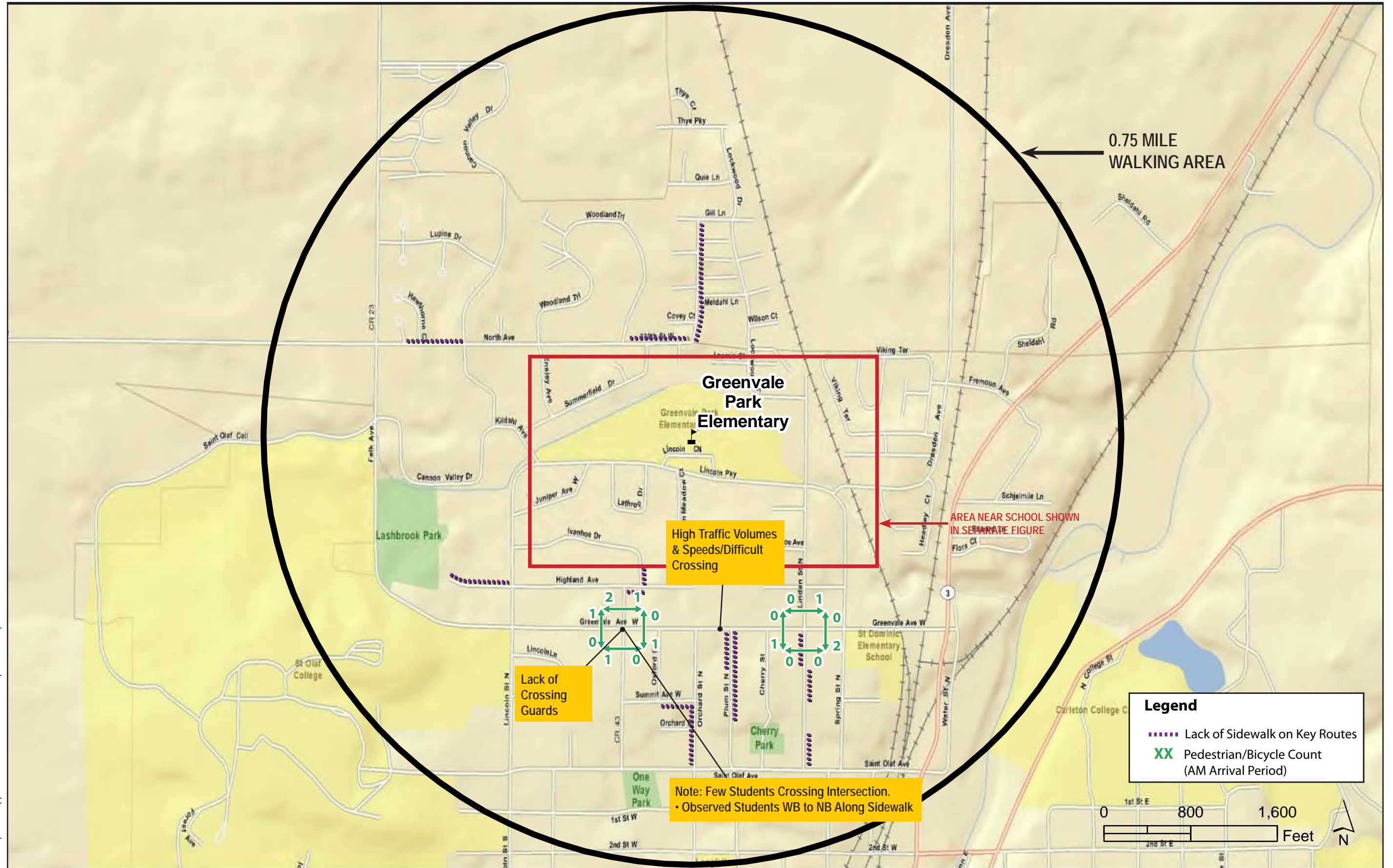
Project Process

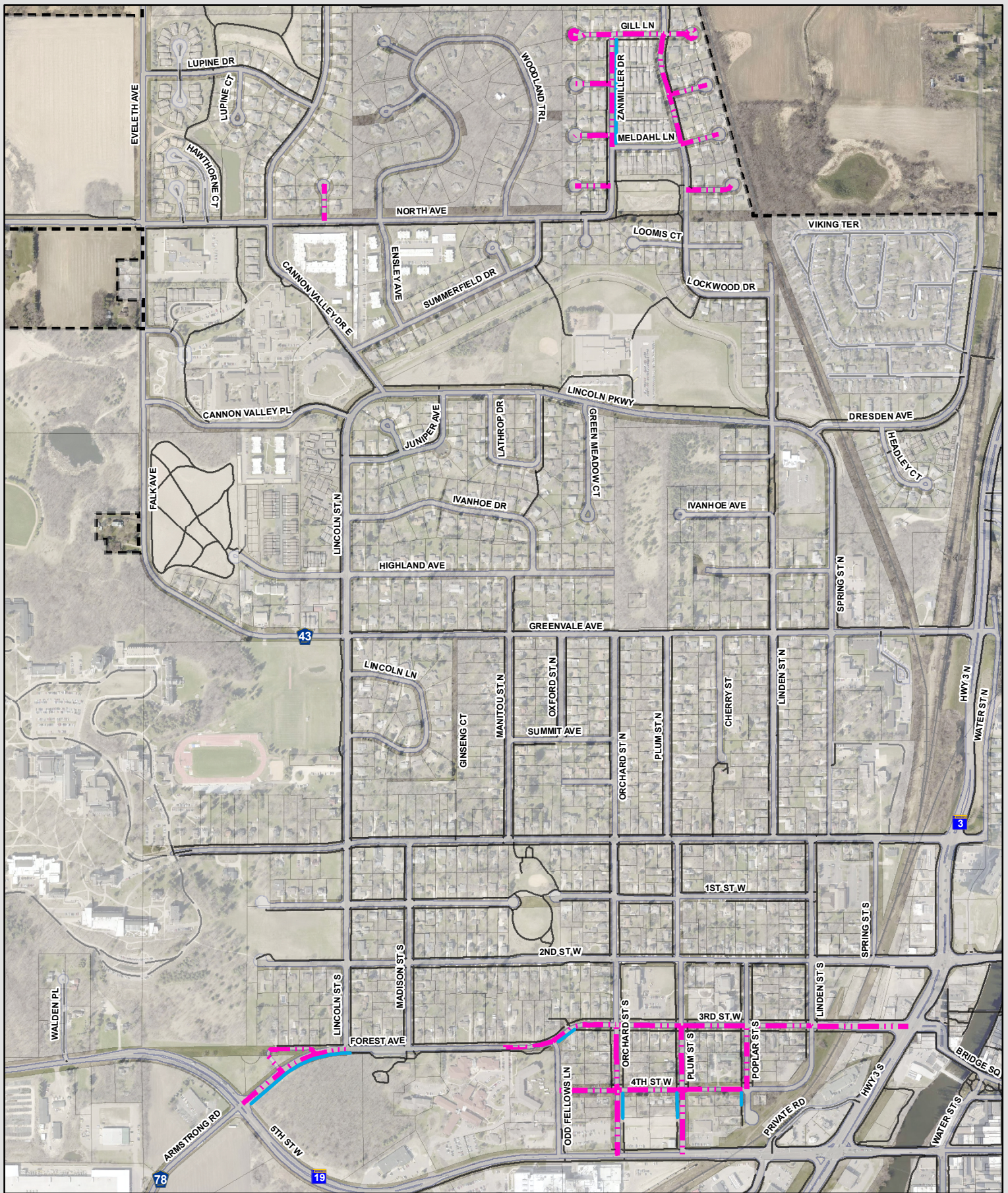


- Oct 16, 2018 – **Order Feasibility Report**
- Nov 14, 2018 – Neighborhood Meeting
- Dec 4, 2018 – Accept Feasibility Report and Call for Improvement Hearing
- Jan 8, 2018 – Improvement Hearing
- Jan 22, 2018 – Order Improvement and Preparation of Plans and Specifications
- Feb 20, 2018 – Neighborhood Meeting #2
- Mar 5, 2018 – Approve Plans and Order Advertisement for Bids
- Mar 19, 2018 – Declare Amount to be Assessed/Call for Assessment Hearing
- April 4, 2018 – Open Bids
- April 16, 2018 – Accept bids and Award Contract
- May 7, 2019 – Assessment Hearing/Adopt Assessments
- May 2019 – Property Owner Meetings
- May – Oct 2019 – Construction

Questions / Comments







- - - Reclamation Project
- - - Identified Sidewalk Gaps
- Existing Sidewalks and Trails

2019 Reclamation Project



0 200 400 800 Feet



Engineering 10/15/2018