



Northfield City Council MEETING MINUTES RECORD

Meeting: Regular City Council Meeting

Date: July 20, 2010 **Location:** Council Chambers **Start Time:** 7:00 p.m. **Adjourn Time:** 10:44 p.m.

Members present: Mayor Mary Rossing, Council Members Jon Denison, Kris Vohs, Jim Pokorney, Rhonda Pownell, Erica Zweifel and Betsey Buckheit

Members Absent: None

Others present: George Kinney, Darrell Hoekstra, Hayes Scriven, Steve Wilmot, DD Davison, Kathryn Summa, Don McGee, Mike Clark, City Engineer Katy Gehler, GIS Technician Brian Welch, City Clerk Deb Little, Finance Director Kathleen McBride, Assistant to the City Administrator Jennifer Nash, City Administrator Joel Walinski, City Attorney Chris Hood, Northfield News, KYMN and other interested citizens.

Item	Discussion/Conclusions	Action
Call to Order	At 7:00 p.m. Mayor Rossing called the meeting to order. C. Pokorney was not present for the call to order.	A roll call was taken of members present and a quorum was declared.
Approval of Agenda	(C. Pokorney joined the meeting at 7:02 p.m.)	A motion was made by C. Pownell and seconded by C. Vohs to approve the agenda for July 20, 2010. All in favor. Motion carried.
Approval of Minutes		A motion was made by C. Pownell and seconded by C. Vohs to approve the city council meeting minutes for July 6, 2010. All in favor. Motion carried.
Presentation		
Green Team Awards <i>Greenvale Park Elementary and St. Dominic Elementary</i>	Darrell Hoekstra of Waste Management and EQC member George Kinney presented Green Team Awards to representatives of Greenvale Park Elementary and St. Dominic Elementary in recognition of their recycling efforts.	
Consent Agenda		
Comments on Consent Agenda	None	
Approval of Consent Agenda	City Administrator Walinski introduced the items on the consent agenda.	A motion was made by C. Pownell and seconded by C. Pokorney to approve the consent agenda. All in favor. Motion carried.
M2010-0123 <i>Disbursements</i>	Review disbursements	
M2010-0124 <i>City Hall</i>	Authorize bids for the City Hall maintenance project	

Item	Discussion/Conclusions	Action
M2010-0125 <i>Mill Towns Trail Bridge</i>	Accept the public improvements installed for 1999 Improvement No. 006 – Mill Towns Trail Bridge, and approve final payment to Healy Construction	
M2010-0126 <i>School Liaison</i>	Approve the Police-School Liaison Officer agreement between Independent School District No. 659 and the City of Northfield	
Public Comments		
Open Public Comments	None	
Regular Agenda		
M2010-0127 M2010-0128 M2010-0129 <i>Police and Fire Facilities</i>	<p>City Administrator Walinski and Mike Clark of KKE Architects updated Council on the work of the Steering Committee, the Design Team and staff on planning for new police and fire facilities. Clark reported on reductions in square footage and the recommendation from the Steering Committee of the Jasnoch 2 property as the preferred site for a police facility. Clark and Walinski also answered questions posed by Council.</p> <p>Walinski provided an update on discussions with MnDOT relating to the Woodley Site. MnDOT's schedule for finding a replacement location has been delayed which will push back the schedule for when the City may be able to acquire the Woodley Site.</p> <p>Council discussed the possibility of using the Woodley Site for a combined police and fire facility and asked that KKE bring forward cost and time estimates for looking further into the possibility of a combined facility at this site. Clark stated he could bring this information forward at an upcoming meeting.</p>	<p>A motion (M2010-0127) was made by C. Buckheit and seconded by C. Pownell to REAFFIRM WOODLEY AS THE PREFERRED SITE. Yes votes by VoHS, Pownell, Pokorney, Buckheit, Zweifel and Rossing. No vote by Denison. Vote is 6-1. Motion carried.</p> <p>A motion (M2010-0128) was made by C. VoHS and seconded by C. Buckheit to POSTPONE A REFEREDUM FOR FACILITIES TO A DATE YET TO BE DETERMINED. All in favor. Motion carried.</p> <p>A motion (M2010-0129) was made by C. VoHS and seconded by C. Pownell to AFFIRM THE JASNOCH 2 SITE AS THE PREFERRED SITE FOR A POLICE FACILITY. Yes votes by VoHS and Rossing. No votes by Pownell, Pokorney, Buckheit, Zweifel and Denison. Vote is 2-5. Motion failed.</p>
Resolution 2010-053 <i>Budget Amendment</i>	Finance Director McBride spoke about the adjustments contained in the proposed resolution which reflect a reduction in state aid and other adjustments.	A motion was made by C. VoHS and seconded by C. Denison to PASS RESOLUTION 2010-053 – AMENDING THE 2010 BUDGET. All in favor. Motion carried.
Discussion <i>Stormwater Ordinance</i>	Dan Petrick of Barr Engineering, GIS Technician Welch and City Engineer Gehler presented information relating to work completed for the development of a stormwater ordinance and answered questions posed by Council relating to data collection, collaboration with partners and others. A draft of the proposed stormwater ordinance will be presented to the Council at their August 17 meeting for first reading.	Discussion only

Item	Discussion/Conclusions	Action
<p>M2010-0130</p> <p><i>Historical Society ROW</i></p>	<p>City Engineer Gehler introduced a request from the Northfield Historical Society for use of City right-of-way (ROW). The Historical Society has requested this use in order to build a ramp that would allow ADA access to upper floors of the Scriver Building. Gehler and City Administrator Walinski answered questions relating to ADA compliance standards and trees currently located in the ROW.</p> <p>Steve Wilmot, consultant for the project, spoke about proposed designs for the improvements to the Scriver Building and asked that Council consider flexibility due to the historic nature of the building and the area.</p> <p>Hayes Scriven, Director of the Historical Society, asked that Council be flexible on required sidewalk width so that he can work with Staff to make the project work.</p> <p>The Heritage Preservation Commission will review the building and the Streetscape Taskforce will review other ROW improvements.</p>	<p>A motion (M2010-0130) was made by C. Buckheit and seconded by C. Vohs to DIRECT STAFF TO MOVE FORWARD WITH NEGOTIATING AN AGREEMENT WITH THE NORTHFIELD HISTORICAL SOCIETY FOR THE USE OF THE RIGHT-OF-WAY IN FRONT OF THEIR PROPERTY AT 408 DIVISION STREET. THE NEGOTIATIONS SHALL BE BASED ON MAINTAINING THE MAXIMUM AMOUNT OF SIDEWALK POSSIBLE WITH THE CURRENT CURBLINE AND WHILE MAINTAINING ADA COMPLIANCE. Yes votes by Vohs, Pownell, Buckheit, Zweifel, Denison and Rossing. No vote by Pokorney. Vote is 6-1. Motion carried.</p>
<p>Discussion</p> <p><i>Mayor/Council Pay</i></p>	<p>Administrator Walinski introduced this item requested by C. Pownell. Pownell stated that she is asking Council to give back 1.15% of their pay which would be a similar reduction to the 24 hour furlough that regular full-time employees are being required to take.</p> <p>Attorney Hood advised Council that they would need to pass an ordinance if they would like to reduce Council pay. Council discussed whether to ask for voluntary donations.</p>	<p>A motion was made by C. Pownell that the MAYOR AND COUNCIL GIVE BACK 1.15% OF THEIR PAY IN 2010. Pownell withdrew her motion.</p>
<p>Discussion</p> <p><i>Welcome Center Coordinator</i></p>	<p>Administrator Walinski introduced this item requested by C. Zweifel that would consider reestablishing the position of Welcome Center Coordinator. Mayor Rossing read advice from Attorney Hood stating that the discussion should relate to the position and not to any former employee.</p> <p>C. Pownell noted that she has been holding some community meetings relating to this position. C. Buckheit expressed concerns about these meetings.</p> <p>Council discussed whether to table discussion of the position to allow for information to be brought to Council from community meetings.</p>	<p>A motion was made by C. Pownell and seconded by C. Zweifel to TABLE THIS ITEM TO THE NEXT MEETING. Yes votes by Vohs, Pownell, Pokorney and Zweifel. No votes by Buckheit, Denison and Rossing. Vote is 4-3. Motion carried.</p>
<p>Discussion</p> <p><i>Interim Administrator Options</i></p>	<p>Human Resources Director/Risk Manager Wheeler introduced a discussion of options for hiring an interim administrator due to Administrator Walinski's resignation effective September 3. Wheeler answered questions posed by Council.</p> <p>Mayor Rossing made the following recommendations <i>(continued on page 4)</i></p>	<p>Discussion</p>

Item	Discussion/Conclusions	Action
<i>Interim Administrator Options (continued)</i>	<p>for the process to obtain an interim administrator:</p> <ul style="list-style-type: none"> • An interim administrator should overlap with the current administrator by at least 2 weeks • Council members should forward to Wheeler the names of anyone who they would like added to the list of potential applicants provided by the League of Minnesota Cities • Wheeler will send a notice to potential applicants to send qualifications to the City if they are interested in the interim position – responses would be due by July 28 • A subcommittee of Mayor, Mayor Pro Tem and one other council person would meet to review applications and narrow to 2, 3 or 4 applicants for interviews – names of recommended finalists would go to Council at the August 3 meeting • The full council would interview finalists during the week of August 9 • An Interim Administrator would be appointed at a special meeting and start in mid to late August <p>Council discussed the Mayor’s suggestions. C. Pownell suggested that more people be involved with narrowing the applicants to a list of finalists. C. Denison suggested that the whole council rate applications rather than just a subcommittee.</p> <p>Mayor Rossing suggested the following change to the proposed process: resumes will be available in the HR office at a specified time and any council member who wants to review and rate them can. This change would eliminate the subcommittee from the process. Council agreed to use the process outlined by the Mayor for choosing an interim administrator.</p>	
Reports from Administrator	City Administrator Walinski reported on the following:	
Administrator Walinski	<ul style="list-style-type: none"> - City received a \$9,900 grant for wellhead protection - A consultant is working on a solar energy grant for City Hall due August 4th 	
Reports from Mayor and Council	Council Members reported on the following:	
C. Vohs	- Youth Program at High School	
C. Pokorney	- EDA Master Plan meeting	
C. Pownell	<ul style="list-style-type: none"> - EDA Master Plan meeting - Local Economies Policy meeting at League 	
C. Zweifel	<ul style="list-style-type: none"> - Meeting with Dundas went well - Transportation Corridor meeting 	
C. Buckheit	<ul style="list-style-type: none"> - Planning Commission meeting - Library Board meeting 	
C. Denison	- Arts & Culture Commission meeting	
Mayor Rossing	- Agendas for upcoming meetings are full	

Item	Discussion/Conclusions	Action
Adjourn		
Adjourn the meeting	Time: 10:44 p.m.	A motion was made by C. Pownell and seconded by C. Vohs to adjourn the meeting. All in favor. Motion carried.

Submitted by: _____
 Jennifer Nash
 Assistant to the City Administrator

Attest: _____
 Mary Rossing
 Mayor

 Deb Little
 City Clerk