



Northfield City Council MEETING MINUTES RECORD

Meeting: Regular City Council Meeting

Date: August 3, 2010 **Location:** Council Chambers **Start Time:** 7:00 p.m. **Adjourn Time:** 12:40 a.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: Mike Clark, Chris Gamer, Adrienne Falcon, Janet Lewis Muth, Kelly Scheuerman, Marie Gary, Sharon Gates-Hull, Faye Caskey, Noemi Gutierrez, DD Davison, Rachel Berkowitz, Judith Stoutland, LaNelle Olsen, Norman Butler, Zach Pruitt, Helen Medin, Victor Summa, Kathryn Summa, Steve Engler, Fire Chief Gerry Franek, Police Chief Mark Taylor, Public Works Operations Engineer Brian Erickson, 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 |
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| Call to Order | At 7:00 p.m. Mayor Rossing called the meeting to order. | A roll call was taken of members present and a quorum was declared. |
| Approval of Agenda | The CJIIN Agreement and the LELS Contract will be moved from the consent agenda to the regular agenda. Walinski noted that corrected information has been provided for the renewable energy grant item. | A motion was made by C. Pownell and seconded by C. Vohs to approve the agenda for August 3, 2010. All in favor. Motion carried. |
| Approval of Minutes | | A motion was made by C. Pownell and seconded by C. Denison to approve the city council meeting minutes for July 13 and July 20, 2010. All in favor. Motion carried. |
| Consent Agenda | | |
| Comments on Consent Agenda | Judith Stoutland, 200 Manitou St, spoke in favor of the resolution continuing support for the work of the International Decade for a Culture of Peace and Nonviolence for the Children of the World. LaNelle Olsen, 214 Manitou St, spoke in favor of the resolution supporting the Decade for a Culture of Peace. | |
| Approval of Consent Agenda | City Administrator Walinski introduced the items on the consent agenda. | A motion was made by C. Vohs and seconded by C. Pokorney to approve the consent agenda. All in favor. Motion carried. |
| Resolution 2010-054 <i>Culture of Peace</i> | Continuing to support the work of the International Decade for a Culture of Peace and Nonviolence for the Children of the World 2010 | |
| M2010-0131 <i>Safekeeping</i> | Approve establishing a custodial and safekeeping arrangement with U.S. Bank and authorize the Mayor and City Clerk to execute the agreement | |

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| M2010-0132 <i>Financial Report</i> | Accept the Comprehensive Annual Financial and related reports for the year ended December 31, 2009 | |
| Resolution 2010-055 <i>Gambling Permit – Rescue Squad</i> | Approving gambling application for Northfield Rescue Squad Association to conduct excluded bingo on Bridge Square September 9-12, 2010 | |
| M2010-0133 <i>DJJD Events</i> | Approve the community event permit and lease agreement for the Defeat of Jesse James Days events between the City of Northfield and the Defeat of Jesse James Days Committee, Inc. | |
| M2010-0134 <i>DJJD Liquor License</i> | Approve a temporary on-sale intoxicating liquor license limited to the sale of wine and malt liquor for the Defeat of Jesse James Days Committee for the Defeat of Jesse James Day event, September 9-12, 2010, for the Rodeo Site, the Fifth/Water Street parking lot and the park behind the Safety Center, subject to conditions | |
| Resolution 2010-056 <i>Transit Grant</i> | Authorizing staff to apply for a transit grant for 2011 and enter into a contract with the Minnesota Department of Transportation | |
| Ordinance No. 910 <i>Zoning – Mayo Clinic</i> | First reading of Ordinance No. 910 – Rezoning a parcel of land at 1821 North Avenue in the City of Northfield, Rice County, Minnesota from agricultural (AG) to mixed use development district (MU) | |
| Resolution 2010-057 <i>Hazardous Building</i> | Approving a demolition order for removal of a hazardous building | |
| M2010-0135 <i>Memorial Field Trails</i> | Authorize staff to have connecting trails constructed in Old Memorial Field by M&W Blacktopping for \$37,490 | |
| Public Comments | | |
| Open Public Comments | None | |
| Regular Agenda | | |
| M2010-0136 <i>Police Information Network</i> | Administrator Walinski introduced this item that was moved to the regular agenda for a clarified motion. | A motion (M2010-0136) was made by C. Denison and seconded by C. Pokorney to APPROVE THE CRIMINAL JUSTICE SYSTEM SERVICES AGREEMENT BETWEEN DAKOTA COUNTY (CRIMINAL JUSTICE INFORMATION INTEGRATION NETWORK) AND THE CITY OF NORTHFIELD AND AUTHORIZE THE CITY ADMINISTRATOR AND CITY ATTORNEY TO EXECUTE THE AGREEMENT. All in favor. Motion carried. |

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| <p>Resolution 2010-058</p> <p><i>Labor Contract - LELS</i></p> | <p>Administrator Walinski introduced this item that was moved to the regular agenda to provide a resolution for the item.</p> | <p>A motion was made by C. Denison and seconded by C. Zweifel to PASS RESOLUTION 2010-058 – APPROVING THE JANUARY 1, 2010 – DECEMBER 31, 2010 COLLECTIVE BARGAINING AGREEMENT WITH LAW ENFORCEMENT LABOR SERVICES FOR THE POLICE SERGEANTS UNIT #331. All in favor. Motion carried.</p> |
| <p>M2010-0137</p> <p><i>Police and Fire Facilities</i></p> | <p>Administrator Walinski introduced Mike Clark of KKE Architects. Clark spoke about a conceptual plan put together for a combined police and fire facility at the Woodley Site as requested by Council at their last meeting. Clark answered questions posed by Council relating to possible additional design and planning services.</p> <p>Victor Summa, 812 St. Olaf Ave, expressed concern about uncertainties relating to planning for facilities and additional costs that could be incurred.</p> <p>Faye Caskey, 1502 Goldenrod Ct, asked for clarification about where traffic to and from the Woodley Site would go in the conceptual plans. Clark answered this question.</p> <p>Council discussed whether to add the additional services to the agreement with KKE to plan and design a possible combined facility on the Woodley Site. Walinski answered questions posed by Council relating to discussions with MnDOT and partner organizations. Council also discussed how the potential facility projects would fit in with ongoing budget issues and whether to delay the projects.</p> <p>Council agreed to pause the project until more information comes back from MnDOT which is anticipated in November 2010. This delay would cause a delay of a year on the project due to pushing potential project bidding out another season. City Attorney Hood advised that amendments will need to be made to the contract with KKE. Walinski noted that repairs will need to be made to the current safety center if facility projects are delayed a year.</p> | <p>A motion was made by C. Pownell and seconded by C. Vohs to APPROVE THE CHANGES IN SCOPE AND FEES OF THE CURRENT CONTRACT WITH KKE ARCHITECTS ON THE DESIGN AND CONSTRUCTION OF POLICE AND FIRE FACILITIES. Yes vote by Pownell. No votes by Vohs, Pokorney, Buckheit, Zweifel, Denison and Rossing. Vote is 1-6. Motion failed.</p> <p>A motion (M2010-0137) was made by C. Vohs and seconded by C. Pokorney to PAUSE THE ENTIRE POLICE AND FIRE FACILITIES PROJECT INCLUDING WORK OF CITIZEN GROUPS TO START AGAIN NO LATER THAN THE NOVEMBER 16TH MEETING. Yes votes by Vohs, Pownell, Pokorney, Buckheit and Zweifel. No votes by Denison and Rossing. Vote is 5-2. Motion carried.</p> |
| <p>M2010-0138</p> <p><i>303 Water St</i></p> | <p>Community Development Director O’Connell introduced an offer made by the Union of Youth to sell property at 303 Water St for \$90,000.</p> <p>Victor Summa, 812 St. Olaf Ave, asked Council to clarify why the City would be interested in purchasing the property and asked Council to have more discussion.</p> | <p>A motion (M2010-0138) was made by C. Vohs and seconded by C. Buckheit to DENY THE OFFER TO PURCHASE THE PROPERTY AT 303 WATER STREET SOUTH FROM THE UNION OF YOUTH FOR \$90,000. All in favor. Motion carried.</p> |

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| <p>M2010-0139</p> <p><i>Energy Grant</i></p> | <p>Administrator Walinski introduced the proposed application for grant money to put solar panels on the roof of City Hall and noted that updated budget numbers have been provided.</p> <p>Chris Gamer of Innovative Power Systems and Walinski answered questions posed by Council.</p> <p>Council discussed the budget for the proposed project and whether to apply for the grant.</p> | <p>A motion (M2010-0139) was made by C. Zweifel and seconded by C. Buckheit to APPROVE THE SUBMISSION OF AN APPLICATION FOR AN OFFICE OF ENERGY SECURITY LOCAL GOVERNMENT RENEWABLE ENERGY GRANT. Yes votes by Vohs, Buckheit and Zweifel. No votes by Pownell, Pokorney, Denison and Rossing. Vote is 3-4. Motion failed.</p> |
| <p>M2010-0140</p> <p><i>Welcome Center Coordinator</i></p> | <p>C. Zweifel introduced her request to reestablish the position of Welcome Center Coordinator that was eliminated as part of budget retrenchment actions.</p> <p>City Administrator Walinski and City Clerk Little answered questions posed by Council.</p> <p>Faye Caskey, 1502 Goldenrod Court, referred to a proposal she submitted for how to deal with the position of Welcome Center Coordinator.</p> <p>Sharon Gates-Hull, 1009 1st St W, spoke positively of the former employee who held the position of Welcome Center Coordinator.</p> <p>Marie Gary, 1107 Wild Rose Court, stated that the City needs a Spanish speaking translator.</p> <p>Kelly Scheuerman, 201 Nevada, spoke in favor of the position.</p> <p>Noemi Gutierrez, Viking #212, spoke in Spanish in favor of a Spanish interpreter.</p> <p>Janet Lewis Muth, 112 Plum St, spoke in favor of the position.</p> <p>Adrienne Falcon, 708 Winona St, spoke positively about the former Welcome Center Coordinator's work on the 2010 Census.</p> <p>DD Davison, 901 Cannon Valley Dr, spoke in favor of the position.</p> <p>Rachel Berkowitz, 403 Union St, spoke in favor of the position.</p> <p>Council discussed whether to reestablish the position of Welcome Center Coordinator. Following the failed vote for this position, Council discussed getting a group together to work on this issue. C. Pownell and C. Pokorney offered to help with this group.</p> <p>(Council took a short recess at 10:21 p.m. and returned at 10:31 p.m.)</p> | <p>A motion was made by C. Zweifel and seconded by C. Buckheit to ESTABLISH THE POSITION OF WELCOME CENTER COORDINATOR WHILE A TASKFORCE THAT INCLUDES PARTNERS LOOKS INTO OPTIONS TO ENSURE THE POSITION IS SUSTAINABLE. Yes votes by Buckheit and Zweifel. No votes by Vohs, Pownell, Pokorney, Denison and Rossing. Vote is 2-5. Motion failed.</p> <p>A motion (M2010-0140) was made by C. Pownell and seconded by C. Denison to RECOGNIZE THE NEED AND THE BENEFIT OF THE POSITION OF WELCOME CENTER COORDINATOR AND DIRECT THE CITY ADMINISTRATOR TO WORK WITH INTERESTED ORGANIZATIONS TO ESTABLISH THE PURPOSE/ DESCRIPTION, OVERSIGHT AND FUNDING MECHANISM/ PARTNERSHIP FOR THE POSITION AND REPORT BACK TO THE COUNCIL IN 45 DAYS. All in favor. Motion carried.</p> |

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| <p>Discussion</p> <p><i>Interim Administrator</i></p> | <p>Mayor Rossing spoke about the process that was taken to this point. Human Resources Director Wheeler spoke about the number of applications received and gave Council a tally of points received for the 7 candidates. The candidate with the least points by far was eliminated.</p> <p>A motion was made by C. Zweifel and seconded by C. Vohs to eliminate candidate 3 from the list. Yes votes by Denison, Pokorney, Rossing, Vohs, Zweifel and Buckheit. No vote by Pownell. Vote is 6-1. Motion carried.</p> <p>Another candidate was eliminated, bringing the list of candidates to 4 to be interviewed.</p> <p>The 4 remaining candidates will be interviewed on Monday, August 9th. The names are Greg Andrews, Craig Dawson, Tim Madigan and Ron Moorse.</p> <p>Norman Butler, 1001 Division St, expressed concerns about the process that has been used in light of the short tenures of recent administrators.</p> <p>Mayor Rossing asked for input from Council Members on potential interview questions.</p> | <p>Discussion</p> |
| <p>M2010-0141</p> <p><i>Finance Study Group</i></p> | <p>Administrator Walinski introduced a proposed framework for a Finance Study Group.</p> | <p>A motion (M2010-0141) was made by C. Pokorney and seconded by C. Pownell to ESTABLISH AN AD HOC FINANCIAL STUDY GROUP AND ASK THAT THE MAYOR BRING FORWARD APPOINTMENTS TO THIS GROUP FOR CONFIRMATION BY THE COUNCIL AT THE AUGUST 17 COUNCIL MEETING. All in favor. Motion carried.</p> |
| <p>M2010-0142 M2010-0143</p> <p><i>2011 Budget Discussion</i></p> | <p>Administrator Walinski spoke about the format of a public forum to be held on August 23rd at 7:00 p.m. Council discussed the forum format and potential handouts.</p> <p>Finance Director McBride spoke about the loss of Market Value Homestead Credit Aid from the State. McBride asked for input on interest in a potential increase in the property tax levy to offset this reduction. Council discussed this possibility and reductions that could be made.</p> <p>Human Resources Director/Risk Manager Wheeler asked for Council direction on whether they would like to allow for any step increases or cost of living adjustments. Council discussed their options.</p> <p><i>(continued on page 6)</i></p> | <p>A motion was made by C. Zweifel and seconded by C. Buckheit to ELIMINATE THE CITY PLANNER POSITION EFFECTIVE JANUARY 2011. Zweifel withdrew her motion.</p> <p>A motion (M2010-0142) was made by C. Denison and seconded by C. Vohs to CONTINUE A HARD FREEZE OF EMPLOYEE WAGES INTO 2011. Yes votes by Vohs, Pokorney, Zweifel and Denison. No votes by Pownell, Buckheit and Rossing. Vote is 4-3. Motion carried.</p> |

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| <p><i>2011 Budget Discussion (continued)</i></p> | <p>Fire Chief Franek spoke against a proposed organizational change that would combine the Police and Fire Departments into one Public Safety Department.</p> <p>Victor Summa, 812 St. Olaf Ave, expressed concerns about a proposed organizational changes.</p> <p>Norman Butler, 1001 Division St, stated that the current staffing structure can't be sustained and expressed concerns about making changes when the current administrator is leaving.</p> <p>Administrator Walinski reviewed his recommendations for organizational changes and answered questions posed by Council. Council discussed whether to adopt the changes, wait until an interim administrator is in place, or wait until a permanent administrator is hired.</p> | <p>A motion (M2010-0143) was made by C. Zweifel and seconded by C. Buckheit to APPOINT AN INTERIM CITY ADMINISTRATOR WHO IS CHARGED WITH BRINGING FORWARD AN ORGANIZATIONAL STRUCTURE WHICH SUPPORTS THE IMPLEMENTATION OF THE CURRENT COUNCIL GOALS AND PROMOTES EFFICIENCIES AND COST SAVING IN PROVIDING SERVICES AND PROGRAMS. Yes votes by Vohs, Buckheit, Zweifel and Denison. No votes by Pownell, Pokorney and Rossing. Vote is 4-3. Motion carried.</p> |
| <p>Reports from Mayor and Council</p> | <p>Council Members reported on the following:</p> | |
| <p>C. Denison</p> | <p>- Hospital Board meeting</p> | |
| <p>C. Zweifel</p> | <p>- Clean Water conference</p> | |
| <p>Mayor Rossing</p> | <p>- Will be looking for direction on a potential self-evaluation for Council</p> | |
| <p>Adjourn</p> | | |
| <p>Adjourn the meeting</p> | <p>Time: 12:40 a.m.</p> | <p>A motion was made by C. Pownell and seconded by C. Vohs to adjourn the meeting. All in favor. Motion carried.</p> |

Submitted by: _____
 Jennifer Nash
 Assistant to the City Administrator

Attest: _____
 Mary Rossing
 Mayor

 Deb Little
 City Clerk