



Northfield City Council MEETING MINUTES RECORD

Meeting: Regular City Council Meeting

Date: September 14, 2009 **Location:** Council Chambers **Start Time:** 7:15 p.m. **Adjourn Time:** 9:25 p.m.

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

Members Absent: None

Others present: Jane McWilliams, Joe McGowan, Jordan Taylor, Victor Summa, Kathryn Summa, Helen Medin, Jan Goefers, Norm Butler, Britt Ackerman, Don McGee, Human Resources Director/Risk Manager Elizabeth Wheeler, City Engineer Katy Gehler-Hess, City Clerk Deb Little, Community Development Director Brian O'Connell, Finance Director Kathleen McBride, Assistant to the Administrator Jennifer Nash, City Administrator Joel Walinski, Northfield News, KYMN and other interested citizens.

Item	Discussion/Conclusions	Action
Call to Order	At 7:15 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		A motion was made by C. Vohs and seconded by C. Denison to approve the agenda for September 14, 2009. All in favor. Motion carried.
Approval of Minutes		A motion was made by C. Pownell and seconded by C. Zweifel to approve the city council meeting minutes for August 24, 2009. All in favor. Motion carried.
Presentation		
Recognition of Volunteers <i>Temporary Skate Park</i>	Jordan Taylor of Healthy Community Initiative and Joe McGowan of the Skateboard Coalition thanked volunteers who helped build the temporary skate park.	
Consent Agenda		
Comments on Consent Agenda	Britt Ackerman, 1515 Independence Dr, urged Council to select Tim Morissette for prosecuting attorney services. Victor Summa, 812 St. Olaf Ave, asked for clarification on procedures relating to accepting/rejecting bids for prosecuting attorney services. Summa also asked that Council look into the status of matters relating to former administrator Roder.	
Approval of Consent Agenda	City Administrator Walinski introduced the items on the consent agenda.	A motion was made by C. Denison and seconded by C. Zweifel to approve the consent agenda. All in favor. Motion carried.

Item	Discussion/Conclusions	Action
M2009-0102 <i>Disbursements</i>	Review disbursements	
M2009-0103 <i>Liquor License – Butler’s</i>	Approve on-sale intoxicating and Sunday licenses for Butler’s located at 620 Water St, subject to conditions	
Ordinance No. 902 <i>Code Clarifications</i>	First Reading of Ordinance No. 902 – Amending Northfield Code Chapter 2, Article II	
M2009-0104 <i>Drug and Alcohol Testing Policy</i>	Adopt Employee Handbook Policy #3.80 relevant to the urine drug testing and breath alcohol testing for safety-sensitive positions in accordance with the terms of the Code of Federal Regulations (49 CFR Part 40 and Part 655)	
M2009-0105 <i>Red Flag Rule Policy</i>	Adopt Employee Handbook Policy #4.48 relevant to identify theft and the red flag rules in accordance with the terms of the Fair and Accurate Credit Transactions Act (FACTA) under the Fair Credit Reporting Act (FCRA), 15 U.S.C. 1681 et seq.	
M2009-0106 <i>Part-Time/Seasonal Wage Scale</i>	Adopt the revised Part-Time/Seasonal Wage Scale	
Resolution 2009-086 <i>Constitution Week</i>	Proclaiming September 17-23, 2009 as Constitution Week in Northfield	
M2009-0107 <i>Surplus Equipment</i>	Approve the disposal of a 1987 Mercury Sable, a 1988 Ford F-250 Service Body Truck, a 1984 SRECO Rodder, a 1993 Chevrolet 3500 Flatbed, a 1994 Chevrolet 3500 Dump Box, a 2005 KZ-RV Sportsman 26’ Travel Trailer, a 1998 Ford E-450 Transit Bus, a 2001 Ford E-450 Transit Bus and used City office furniture and equipment	
M2009-0108 <i>Seal Coat</i>	Accept the seal coat project that was completed on August 16, 2009 by Allied Blacktop, Co. in the amount of \$129,197.32	
M2009-0109 <i>Prosecuting Attorney</i>	Approve the attached request for proposals for prosecuting attorney services	
Resolution 2009-087 <i>Riverside Trail Connection</i>	Approving plans and specifications and authorizing the advertisement for bids for the Riverside Trail Connection	
M2009-0110 <i>Attorney Fees</i>	Authorize the payment of \$854.50 to Fredrickson & Byron, P.A. for legal services for former City Administrator Al Roder as requested by Mr. Roder	
Public Comments		
Open Public Comments	Don McGee, 710 Highland Ave, expressed concerns about response times if a new Safety Center were built at a location further south.	

Item	Discussion/Conclusions	Action
Presentation		
Pandemic Flu Update <i>Police Chief Taylor and Mary Ho</i>	Police Chief Taylor and Mary Ho of Rice County Public Health spoke about the status of work being done to prepare for a potential pandemic flu outbreak.	
Public Hearing		
Public Hearing <i>Liquor Fees</i>	City Clerk Little introduced this item. There were no comments received.	At 7:45 p.m. Mayor Rossing opened the public hearing to receive input on changes in liquor licenses fees. A motion was made by C. Vohs and seconded by C. Pownell to close the public hearing at 7:48 p.m. All in favor. Motion carried.
Regular Agenda		
Resolution 2009-088 <i>Fee Schedule</i>	Administrator Walinski introduced this item.	A motion was made by C. Vohs and seconded by C. Pokorney to PASS RESOLUTION 2009-088 – ESTABLISHING FEE SCHEDULE. All in favor. Motion carried.
Resolution 2009-089 <i>TIGER Grant</i>	City Engineer Gehler-Hess introduced this item relating to the application for a TIGER Grant. Gehler-Hess also provided an additional updates to the resolution. Victor Summa, 812 St. Olaf Ave, asked whether adjustments could be made to the projects listed in the grant application if the funds are received.	A motion was made by C. Denison and seconded by C. Zweifel to PASS RESOLUTION 2009-089 – APPROVING THE APPLICATION FOR FUNDING THROUGH THE TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY (TIGER) PROGRAM. All in favor. Motion carried.
M2009-0111 <i>Annexation Request</i>	Community Development Director O’Connell introduced this item outlining items that Council is requesting the Economic Development Authority (EDA), Park and Recreation Advisory Board (PRAB), and the Environmental Quality Commission (EQC) review relating to the Praver-Gill annexation request. Victor Summa, 812 St. Olaf Ave, asked for Council to identify future consulting costs. Council added two items to the instructions given to EQC as follows: <ul style="list-style-type: none"> - Evaluate what tools or strategies can be created or implemented to preserve more open space than would normally be undertaken - Evaluate the area proposed for annexation that should not be developed 	A motion (M2009-0111) was made by C. Vohs and seconded by C. Zweifel to DIRECT THAT THE ECONOMIC DEVELOPMENT AUTHORITY (EDA), PARK AND RECREATION ADVISORY BOARD (PRAB), ENVIRONMENTAL QUALITY COMMISSION (EQC) AND PLANNING COMMISSION PROVIDE ADVICE AND INPUT TO THE CITY COUNCIL ACCORDING TO MODIFICATIONS TO ALTERNATIVE #1 THAT THE CITY COUNCIL IDENTIFIES. All in favor. Motion carried.

Item	Discussion/Conclusions	Action
<p>Resolution 2009-090</p> <p><i>HRA Levy</i></p>	<p>Finance Director McBride introduced the four resolutions relating to budget and levies that are on the Council agenda and answered question posed by Council.</p> <p>C. Denison stated that he would be making a motion to raise the HRA levy amount by \$22,163 over last year, an additional \$10,760 over the proposed amount, which would include the amount proposed to be increased for the EDA levy over last year's levy. Council discussed this change to the resolution.</p>	<p>A motion was made by C. Denison and seconded by C. Pownell to PASS RESOLUTION 2009-090 – ADOPTING A PRELIMINARY 2009 / PAYABLE 2010, HOUSING AND REDEVELOPMENT AUTHORITY (HRA) LEVY. Yes votes by Vohs, Pownell, Buckheit, Zweifel and Denison. No votes by Pokorney and Rossing. Vote is 5-2. Motion carried.</p>
<p>Resolution 2009-091</p> <p><i>EDA Levy</i></p>	<p>Finance Director McBride introduced this item adopting the proposed levy for the EDA.</p> <p>Council discussed whether to keep the EDA tax levy flat to account for the \$10,760 added to the HRA levy amount. Pokorney made a motion to pass the resolution with the amount as presented, which would include a \$10,760 increase over last year's EDA levy.</p>	<p>A motion was made by C. Pokorney and seconded by C. Buckheit to PASS RESOLUTION 2009-091 – ADOPTING A PROPOSED 2009 / PAYABLE 2010 EDA TAX LEVY. Yes votes by Vohs, Pownell, Pokorney, Buckheit, Zweifel and Denison. No vote by Rossing. Vote is 6-1. Motion carried.</p>
<p>Resolution 2009-092</p> <p><i>City Levy</i></p>	<p>Finance Director McBride introduced this item adopting the proposed City tax levy.</p> <p>Council noted that a large amount of revenue was lost by the State unallotment of Local Government Aid (LGA) and many cuts were made to the City budget as a result of this and other decreases in revenue.</p>	<p>A motion was made by C. Vohs and seconded by C. Pownell to PASS RESOLUTION 2009-092 – ADOPTING A PROPOSED 2009 / PAYABLE 2010 TAX LEVY. All in favor. Motion carried.</p>
<p>Resolution 2009-093</p> <p><i>2010 Budget</i></p>	<p>Finance Director McBride introduced this item and noted that Council would be having more discussions at upcoming meetings over the next few months on specific areas within the budget.</p>	<p>A motion was made by C. Vohs and seconded by C. Pownell to PASS RESOLUTION 2009-093 – ADOPTING A PROPOSED 2010 BUDGET AND SETTING THE DATE AND TIME FOR THE PUBLIC HEARING. All in favor. 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. Pownell</p>	<p>- Open house for new residence halls at Carleton - Mayor's Taskforce on Youth Drug & Alcohol Use presentation at the high school</p>	
<p>C. Pokorney</p>	<p>- Celebration of Mexican Independence Day</p>	
<p>C. Vohs</p>	<p>- Thanked Staff for work on DJJD - CRWP meetings - Youth Drug & Alcohol Taskforce meeting</p>	
<p>C. Zweifel</p>	<p>- Meeting with member of the Mayor's Youth Council</p>	
<p>C. Buckheit</p>	<p>- Planning Commission meetings</p>	
<p>Mayor Rossing</p>	<p>- Thanked Staff and DJJD Committee for work on DJJD</p>	

Item	Discussion/Conclusions	Action
Adjourn		
Adjourn the meeting	Time: 9:25 p.m.	A motion was made by C. Pownell and seconded by C. Buckheit to ADJOURN THE MEETING. All in favor. Motion carried.

Submitted by: _____

Jennifer Nash, Assistant to the Administrator