

City Council Meeting Date: September 14, 2009

Consent

ITEM: 1

Motion

ITEM: Reviewing Disbursements

ACTION REQUESTED:

Proposed Motion For Consideration: _____ **Motion** _____ **Second**

The City Council of the City of Northfield hereby reviews disbursements totaling \$1,533,722.27

Disbursement Description	Date	Amount
<i>8/21/09 Accounts Payable Checks</i>	<i>8/21/09</i>	<i>\$ 375,159.22</i>
<i>8/28/09 Accounts Payable Checks and Payroll Liabilities</i>	<i>8/28/09</i>	<i>\$ 424,822.12</i>
<i>8/28/09 ACH for Employee Payroll</i>	<i>8/28/09</i>	<i>\$ 159,228.28</i>
<i>9/4/09 Accounts Payable Checks</i>	<i>9/4/09</i>	<i>\$ 574,512.65</i>
	TOTAL	\$1,533,722.27

SUMMARY

The City Council is being asked to review disbursements for \$1,533,722.27. They are within the limitations of the approved budget and resources available.

SUBMITTED BY: *Julie Nordmeier, Accountant*

ATTACHMENTS:

1. Disbursement Lists

ITEM: Approve on-sale intoxicating and Sunday liquor licenses for Butler's

ACTION REQUESTED:

The City Council is being asked consider approval of on-sale intoxicating and Sunday liquor licenses for Butler's at 620 Water Street. Staff recommends approval of the licenses.

Proposed Motion for Consideration: _____ **Motion** _____ **Second**

The City Council of the City of Northfield hereby approves on-sale intoxicating and Sunday licenses for Butler's located at 620 Water Street, subject to the following conditions:

- *Receipt of insurance certificate*
- *Payment of remaining fees*
- *Surrender of liquor license from Fieldhouse Sports Bar & Grill currently held at this location*

SUMMARY:

Norman Butler has applied for on-sale intoxicating and Sunday liquor licenses for Butler's to be located at 620 Water Street. This location is currently licensed as the Fieldhouse Sports Bar & Grill. Mr. Butler currently holds liquor licenses at two other locations, The Contented Cow and Chapati. There have been no liquor law violations during the past five years at either of these locations.

Butler's meets the qualifications necessary for an on-sale intoxicating liquor license. The application for liquor license has been checked for compliance, which covers the provisions of Minnesota State law and City Code. A public hearing is not required in this instance. City Code Section 6-63 (b) states that "unless the police chief or the city clerk believes there is good cause for a public hearing with regard to a particular application for a new license, no public hearing shall be required if the new license will pertain to premises which has been the subject of a license under this division within one year prior to the application for a new license, but all other requirements for a new license shall apply."

The on-sale intoxicating fee has been pro-rated based on the number of months remaining in the license year. On-sale intoxicating fees are also permitted to be paid one-half with the application, and one-half to be paid before the license is issued. The licenses would be in effect until March 31, 2010 and subject to review during the license renewal process.

Listed below is a recap of licenses currently issued in the City of Northfield:

On-Sale

13 – On-sale intoxicating

2 – Club licenses

9 – Wine & 3.2 – (combination of licenses allow establishments to sell strong beer)

1 – 3.2 only

Off-Sale

5 - 3.2 only

Periodically questions are raised regarding statutory restrictions on the number of on-sale intoxicating liquor licenses that may be issued in cities of the third class, and whether Northfield is meeting or exceeding that limit. Northfield is a city of the third class and the number of licenses allowed in a city of the third class is 12, subject to very broad exclusions.

The applicable statute is 340A.413. The restriction appears in Subd. 1 (3). Under Subd. 4, however, the following are excluded from the restriction stated in Subd. 1:

- clubs
- restaurants
- establishments that are licensed to sell wine under section 340A.404, Subd. 5
- theaters that are issued licenses under section 340A.404
- hotels, and
- bowling centers

Accordingly, the restriction only applies to “exclusive liquor stores” (i.e., bars). Northfield does not license exclusive liquor stores, therefore there are no licensed establishments in Northfield to which the restriction applies.

Y	N	Checklist
N/A		Does this project fit within the identified Council goals, objectives, and priorities?
X		Does the project fit within the estimated budget & resource parameters?
X		Is the public process identified consistent with the scope and implications of the project?
N/A		Have the pertinent boards and commissions been identified for providing review, recommendations, or input?
N/A		Is this decision consistent with current city plans (Comprehensive Plan, Transportation Plan, Park Plan, etc)?
X		Have the future costs to city operations been calculated and identified?
N/A		Are there measurable criteria to aid with the decision-making and have they been identified?
X		Have the suitable timelines and schedules been identified?

SUBMITTED BY:

Deborah Little, City Clerk

Mark Taylor, Chief of Police

ITEM: First Reading of Ordinance No. 902 – Amending Northfield Code Chapter 2, Article II, Sec. 2-57, Sec. 2-58, Sec. 2-60, Sec. 2-64 And Sec. 2-65

ACTION REQUESTED:

The City Council is being to approve the first reading of Ordinance No. 902.

SUMMARY:

Ordinance No. 902 is being proposed to amend several sections of Chapter, 2, Article II of the Northfield City Code. Most of the proposed changes relate to changes that have been made to the Charter. Staff will continue review of the City Code for proposed updates pertaining to Charter changes, title and staffing changes, inconsistencies, and updates to licensing related items. For example, amendments for the entire code will be proposed to correct the term “finance director/city clerk” which shall be amended to read “finance director” or “city clerk,” as the case may be as well as changes to the term “public works director/city engineer.”

A detailed summary of the proposed changes in Ordinance No. 902 are listed below:

1. Sec. 2-57. Meetings
 - Change finance director/city clerk to city clerk
 - Clarify notification process for special meetings
 - Clarify first meeting day of the year – Charter Section 4.1 states that the council shall meet at the usual place and time for the holding of council meetings.
2. Sec. 2-58. Presiding officer
 - Change finance director/city clerk to city clerk
3. Sec. 2-60. Minutes.
 - Change finance director/city clerk to city clerk
 - Add option for designee
4. Sec. 2-64. Ordinances, resolutions, motions, petitions and communications.
 - Change finance director/city clerk to city clerk
 - Change language regarding the requirement that all petitions and communications be read in full upon presentation to the council. The proposed change permits the council to determine whether written communications need to be considered in full at the moment they are delivered, or not.

- Change language on signatures for ordinances and resolutions to match Charter Section 4.10.

5. Sec. 2-65. Committees

- Change finance director/city clerk to city clerk

Y	N	Checklist
X		Does this project fit within the identified Council goals, objectives, and priorities?
X		Does the project fit within the estimated budget & resource parameters?
N/A		Is the public process identified consistent with the scope and implications of the project?
N/A		Have the pertinent boards and commissions been identified for providing review, recommendations, or input?
N/A		Is this decision consistent with current city plans (Comprehensive Plan, Transportation Plan, Park Plan, etc)?
X		Have the future costs to city operations been calculated and identified?
N/A		Are there measurable criteria to aid with the decision-making and have they been identified?
X		Have the suitable timelines and schedules been identified?

SUBMITTED BY:

Deborah Little, City Clerk

ATTACHMENTS:

- Existing City Code Chapter 2, Article II

ORDINANCE NO. 902

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA, AMENDING NORTHFIELD CODE CHAPTER 2, ARTICLE II

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE CHAPTER 2, ARTICLE II, SEC. 2-57, SEC. 2-58, SEC. 2-60, SEC. 2-64 AND SEC. 2-65, ARE HEREBY AMENDED AS FOLLOWS (deleted material is lined out; new material is underlined; subsections which are not being amended are omitted):

Sec. 2-57. Meetings

- (b) At least 12 hours before a special meeting of the council, the ~~finance director~~/city clerk shall notify each member of the time, place, and purpose of the meeting by causing written notice thereof to be delivered to the member personally if the member can be found or, if the member cannot be found, by leaving a copy at the place of residence of the member ~~with some responsible person of suitable age and discretion~~ or by notifying the member by phone, voicemail or e-mail. Any special meeting properly called shall be a valid meeting for the transaction of any business that may come before the meeting. In an emergency, this notice requirement may be waived.
- (c) On the first ~~business day~~ Monday of January ~~that is not a legal holiday of each year~~, the council shall meet at the usual place and time for holding council meetings, and the council shall:
 - (1) Designate the depositories of municipal funds.
 - (2) Designate the official newspaper.
- (3) Choose a president pro tem from the councilmembers, who shall perform the duties of the mayor during the disability or absence of the mayor or in case of a vacancy in the office of mayor, until a successor has been appointed and qualifies.
 - (4) Appoint such officers and employees and such members of boards, commissions, and committees as may be necessary.

Sec. 2-58. Presiding officer.

- (a) The mayor shall preside at all meetings of the council. In the absence of the mayor and president pro tem of the council, the ~~finance director~~/city clerk shall call a council meeting to order and shall preside until the councilmembers present at the meeting choose one of their members to act temporarily as presiding officer.

Sec. 2-60. Minutes.

- (a) The minutes of each council meeting shall be kept by the ~~finance director~~/city clerk or his/her designee. Ordinances, resolutions, and claims need not be recorded in full in the minutes of council meetings if they appear in other permanent records of the ~~finance director~~/city clerk and can be accurately identified from the description given in the minutes.
- (b) The minutes of each meeting shall be reduced to typewritten form, shall be signed by the ~~finance director~~/city clerk or his/her designee, and copies thereof shall be delivered to each councilmember as soon as practicable after the meeting. At the next regular council meeting following such delivery, approval of the minutes shall be considered by the council.

Sec. 2-64. Ordinances, resolutions, motions, petitions and communications.

- (a) All ordinances and resolutions shall be read in full before a vote of the council is taken thereon, except when reading in full is dispensed with by unanimous consent. Failure to request reading in full shall be deemed to be consent to less than a full reading. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, and at least three days shall elapse between its introduction and final passage. All

motions shall be recorded in the minutes and stated in full before they are submitted to a vote by the presiding officer. ~~All petitions and other communications addressed to the council shall be in writing and shall be read in full upon presentation of the petition or other communication to the council. Any written communication presented to the council during a council meeting shall be read into the record or summarized for the record or simply delivered to the council, as the council may determine.~~ They shall then be recorded in the minutes by title and filed with the minutes in the office of the ~~finance director~~/city clerk.

- (b) Every ordinance and resolution passed by the council shall be signed by the mayor ~~and two other councilmembers~~, attested by the ~~finance director~~/city clerk, and filed by him/her in the ordinance or resolution book. Proof of publication of every ordinance shall be attached to and filed with the ordinance.

Sec. 2-65. Committees.

- (c) Any matter brought before the council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee appointed by him/her for a written report and recommendation before it is considered by the council as a whole. Each committee report shall be signed by a majority of the members and shall be filed with the ~~finance director~~/city clerk prior to the council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on any matter referred to it.

Passed by the City Council of the City of Northfield this 14th day of September, 2009.

ATTEST:

City Clerk

Mayor

VOTE: BUCKHEIT DENISON POKORNEY POWNELL ROSSING
 VOHS ZWEIFEL

First reading: _____
Published: _____
Second reading: _____

City Council meeting date: September 14, 2009

Consent

Item: 4

Motion

ITEM: Adopt revised policy #3.80 of the Employee Handbook regarding Drug and Alcohol testing

ACTION REQUESTED:

The City Council of the City of Northfield hereby adopts 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).

SUMMARY:

It is recognized that alcoholism and drug dependencies has a significant potential for causing safety hazards for employees. The City is obligated to insure that its employees perform their jobs safely, efficiently and in a professional manner through policy, monitoring, testing and training.

With recent changes in federal regulations (49 CFR Part 40 – Urine Specimen Collection Guidelines for the U.S. Department of Transportation Workplace Drug Testing Programs and 49 CFR Part 655 – Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations) and the fact that the city has commercial licensed drivers both for Federal Motor Carrier (FMC) (example – snowplow drivers & heavy equipment), Federal Transit Administration (FTA) (example - transit drivers) and receives a Transit Grant annually, staff is recommending previous Employee Handbook policy #3.80 adopted October 2007 be revised by adopting all changes and clarifications as required by federal regulation, 49 CFR Parts 40 & 655. Most changes consist of clarification of current language with two major policy changes regarding the mandatory checking for prosthetic and other devices used to carry “clean” urine and urine substitutes and the mandatory direct observation collection requirements for return to duty and follow up tests.

To ensure that the policy meets all requirements, the City routinely adopts/modifies the recommended policy as distributed by the Minnesota Department of Transportation as they oversee the grant funding of the city’s transit system.

SUBMITTED BY: Elizabeth C. Wheeler, Human Resources Director

ATTACHMENT: Policy #3.80 – Drug & Alcohol Testing

ITEM: Adopt Red Flag Rule policy

ACTION REQUESTED:

The City Council of the City of Northfield hereby adopts Employee Handbook policy #4.48 relevant to identity 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.

SUMMARY:

The Federal Trade Commission (FTC) reports that as many as nine million Americans have their identities stolen each year. Identity thieves may drain their accounts, damage their credit, and even endanger their medical treatment. The cost to businesses – left with unpaid bills racked up by scam artists – can be staggering, too. The FTC reports that credit card fraud (20%), was the most common form of reported identity theft followed by government documents/benefits fraud (15%), employment fraud (15%) and phone or utilities fraud (13%). Other significant categories of identity theft reported by victims were bank fraud (11%) and loan fraud (4%).

As part of a mandate from the Fair and Accurate Credit Transactions Act, organizations must established a written Identity Theft Prevention Program. The new Red Flags Law became effective on January 1, 2008 with an original mandatory compliance date of November 1, 2008 however the FTC has suspended the enforcement deadline until November 1, 2009. Failing to create and maintain a good faith compliance effort around a Red Flags program causes organizations to run the risk of fines for each violation of the law and exposure to a public relations disaster.

The policy is designed to detect the warning signs – or “red flags” – of identity theft in day-to-day operations, take steps to prevent the crime, and mitigate the damage it inflicts. By identifying red flags in advance, employees will be better equipped to spot suspicious patterns when they arise and take steps to prevent a red flag from escalating into a costly episode of identity theft.

The "Identity Theft-Red Flags Rule," requires rules regarding identity theft protection within municipal utilities and other departments to be promulgated.

Please note that the policy will be effective October 30, 2009 to enable staff time to train employees as well as implement the software necessary to be electronically compliant.

SUBMITTED BY: Elizabeth C. Wheeler, Human Resources Director

ATTACHMENT: Policy #4.48 – Identity Theft Prevention –Red Flag Rules

ITEM: Adopt the revised Part-time/Seasonal Wage Scale

ACTION REQUESTED:

The City Council of the City of Northfield hereby adopts the revised Part-time/Seasonal Wage Scale.

SUMMARY:

A part-time or seasonal employee is a person who is employed by the city for a certain length of time, without benefits. The employees are paid based on a Part-time/Seasonal Wage Scale as recommend by staff and adopted by City Council. Part-time/Seasonal employees provide approximately 17,000 hours of seasonal manpower per year to enable the City to provide crucial services to the public.

The Part-time/Seasonal Wage Scale is used when hiring and compensating employees that:

- ❑ Work for a season as defined by the Minnesota Public Employee's Labor Relations Act (MPELRA) as someone working up to 67 days if not attending/enrolled in school and 100 days if attending/enrolled in school,
- ❑ Work year around but work less than 14 hours per week or not more than 675 hours over a 12-month period.

The Part-time/Seasonal Wage Scale is updated periodically as necessary:

- ❑ When Federal and or State regulations adjust the minimum wage
 - 7/24/05 - \$6.15 per hour
 - 7/24/08 - \$6.55 per hour
 - 7/24/09 - \$7.25 per hour
- ❑ When new job classifications are added.
- ❑ When comparable cities change their part time/seasonal wage.
- ❑ When a local market analysis warrants a competitive adjustment.
- ❑ When management requests greater flexibility and latitude in attracting and retaining skilled and experienced part-time/seasonal employees.

The Part-time/Seasonal Wage Scale needs to be updated and revised because of a:

- ❑ Change in the Federal minimum wage from \$6.55 per hour to \$7.25 per hour.
 - New minimum wage changed the pay range for grade one employees (shelvers and pool attendants) only.
 - New minimum wage did not change the pay range for grades 2 through 11.
 - To be compliant with the law, the two employees making less than minimum wage received the \$7.25 per hour effective 7/24/09.

- Change requested from the Management team to expand the four-step wage range to a five-step wage range provides the following:
 - Greater flexibility and latitude in hiring for skills and experience.
 - Retention of employees from season to season thereby reducing recruiting, orientation and training costs from year to year.
 - Flexibility and retention without additional expense.
 - The \$1.00 per hour from step three to step four on the previous wage scale was reduced to \$.50 allowing for a fifth step of \$.50 per hour.
 - Aligns the fourth and fifth steps to the local market, comparable cities and economy.
 - The last time the wage scale was adopted, the economy was driving a very competitive labor market but with the downturn in the economy the need for a \$1.00 per hour increase at the fourth step to retain experienced employees is not necessary.

SUBMITTED BY: Elizabeth C. Wheeler, Human Resources Director

ATTACHMENT: Part-time/Seasonal Wage Scale

City Council Meeting Date: September 14, 2009

CONSENT

Item: 7

Resolution 2009-086

ITEM: Proclaiming September 17- 23, 2009 as Constitution Week in the City of Northfield

ACTION REQUESTED:

The City Council is being asked to approve Resolution 2009-086 proclaiming September 17-23, 2009 as Constitution Week in Northfield.

SUMMARY:

The John Witherspoon Chapter of the Daughters of the American Revolution (DAR) have requested that the City Council proclaim September 17-23, 2009 as Constitution Week in Northfield. Plans are being made by DAR chapters in Minnesota and across the county for Constitution Week celebrations. Since 1956, Constitution Week has been an important recognition that reminds America that the Constitution is a living document that guarantees most of the freedoms Americans enjoy.

SUBMITTED BY: Deborah Little, City Clerk

ATTACHMENTS:

1. Resolution 2009-086

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2009-086

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD, MINNESOTA PROCLAIMING SEPTEMBER 17-23, 2009 AS
CONSTITUTION WEEK IN NORTHFIELD

WHEREAS, it is the privilege and duty of the American people to commemorate the two hundred twenty-second anniversary of the drafting of the constitution of the United States of America with appropriate ceremonies and activities; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

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

The week of September 17 through 23, 2009 is hereby proclaimed as Constitution Week in Northfield and all citizens are urged to study the Constitution, and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

PASSED by the City Council of the City of Northfield on this 14th day of September 2009.

ATTEST:

City Clerk

Mayor

VOTE: ___ROSSING ___POWELL ___ZWEIFEL ___DENISON
 ___BUCKHEIT ___POKORNEY ___VOHS

ITEM: Approval Disposal of Surplus Equipment

ACTION REQUESTED:

Proposed Motion For Consideration: _____ **Motion** _____ **Second**

The City Council of the City of Northfield hereby approves 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.

SUMMARY

The City Council is being asked to approve the disposal of used City fleet equipment and miscellaneous used office furniture. The equipment has met the end of its service life and has been replaced with new equipment. The Capital Equipment Plan has laid out planned replacement guidelines and staff is making efforts to insure that these guidelines followed so that significantly increased maintenance costs are not incurred because of an aging fleet.

1987 Mercury Sable Vehicle # WW-1875105. This unit has been replaced with a new vehicle purchased in 2007. Staff recommends the sale of this unit at a fall equipment auction. Sale proceeds will be returned to the Wastewater Enterprise Fund.

1988 Ford F-250 Service Body Truck Vehicle # WW-2885127. This unit has been replaced with a new vehicle purchased in 2006. Staff recommends the sale of this unit at a fall equipment auction. Sale proceeds will be returned to the Wastewater Enterprise Fund.

1984 SRECO Rodder Vehicle # WW-8841137. This unit is no longer needed due to technology improvements on the jet-vac truck used for sanitary sewer cleaning. Staff recommends the sale of this unit at a fall equipment auction. Sale proceeds will be returned to the Wastewater Enterprise Fund.

1993 Chevrolet 3500 Flatbed Vehicle # ST-2932790. This unit has been replaced with a new vehicle purchased in 2009. Staff recommends the sale of this unit at a fall equipment auction. Sale proceeds will be returned to the General Fund.

1994 Chevrolet 3500 Dump Box Vehicle # PR-2946161. This unit has been replaced with a new vehicle purchased in 2009. Staff recommends the sale of this unit at a fall equipment auction. Sale proceeds will be returned to the General Fund.

2005 KZ-RV Sportsman 26' Travel Trailer. This unit is excess from the Police Department and is not required for operations. Staff recommends the sale of this unit at a fall equipment auction. Sale proceeds will be returned to the General Fund.

1998 Ford E-450 Transit Bus Vehicle # TR-2983569. This vehicle has been replaced with a new vehicle purchased in 2006. Staff recommends the sale of this unit at a fall equipment auction. Sale proceeds will be returned to the Transit Fund.

2001 Ford E-450 Transit Bus Vehicle # TR-2016066. This vehicle has been replaced with a new vehicle purchased in 2008. Staff recommends the sale of this unit at a fall equipment auction. Sale proceeds will be returned to the Transit Fund.

Miscellaneous Used Office Furniture and Equipment: Currently there are numerous items of used office furniture stored in the City Maintenance Facility. This furniture is a collection of old and unneeded items as well as pieces that are in poor condition or do not meet current safety standards. By delivering and selling this furniture at a consignment auction the City will recoup some of the initial costs to purchase this furniture. Additionally, there are some pieces of equipment that are no longer needed at the Wastewater Treatment Plant and by auctioning that equipment space will be now be available for other needed operations.

DECISION MATRIX:

Y	N	Checklist
Y		Does this project fit within the identified Council goals, objectives, and priorities?
Y		Does the project fit within the estimated budget & resource parameters?
Y		Is the public process identified consistent with the scope and implications of the project?
N/A		Have the pertinent boards and commissions been identified for providing review, recommendations, or input?
N/A		Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)?
Y		Have the future costs to city operations been calculated and identified?
Y		Are there measurable criteria to aid with the decision-making and have they been identified?
Y		Have the suitable timelines and schedules been identified?

SUBMITTED BY: *Brian Erickson, Public Works Operations Engineer*

ITEM: Final Acceptance of Seal Coat Project

ACTION REQUESTED:

Proposed Motion For Consideration: _____ **Motion** _____ **Second**

The City Council of the City of Northfield hereby accepts the seal coat project that was completed on August 16, 2009 by Allied Blacktop, Co. in the amount of \$129,197.32.

SUMMARY

The City Council is being asked to accept the seal coat project that was completed by Allied Blacktop Co., on August 16, 2009. For the 2009 season the northeast portion of the city was seal coated based on pavement conditions. In addition, based on the poor performance of some of the seal coat from 2008 there were some portions that were redone.

Based on the quantities used the final cost calculation is shown below:

Item	Quantity	Units	Unit Price	Total Cost
2009 Street Seal Coat	67,464	square yards	\$ 1.126	\$75,964.46
2008 Street Seal Coat	31,937	square yards	\$ 1.126	\$35,961.06
2008 Parking Lot Seal Coat	13,286	square yards	\$ 1.300	\$17,271.80
Total	112,687			\$129,197.32

Additionally, an agreement between the 2008 seal coat contractor provided the City of Northfield with a check in the amount of \$22,795.87 to correct those areas which were performing poorly. The final cost to be paid from the general fund is \$106,401.45, which is included in the 2009 Street budget.

DECISION MATRIX:

Y	N	Checklist
Y		Does this project fit within the identified Council goals, objectives, and priorities?
Y		Does the project fit within the estimated budget & resource parameters?
Y		Is the public process identified consistent with the scope and implications of the project?
N/A		Have the pertinent boards and commissions been identified for providing review, recommendations, or input?

Y		Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)?
Y		Have the future costs to city operations been calculated and identified?
Y		Are there measurable criteria to aid with the decision-making and have they been identified?
Y		Have the suitable timelines and schedules been identified?

SUBMITTED BY: *Brian Erickson, Public Works Operations Engineer*

ITEM: Approve RFP for Prosecuting City Attorney Services

PROPOSED MOTION FOR CONSIDERATION: Motion: _____ **Second:**

The City Council of the City of Northfield hereby approves the attached request for proposals for Prosecuting City Attorney services.

SUMMARY:

The City Council is being asked to approve soliciting of proposals from qualified law firms to represent the City for Prosecuting City Attorney services. The RFP provides a detailed description of the services to be provided, as well as an outline of the proposal requirements, proposed timeline and review process.

The city solicited proposals for civil legal services, criminal prosecutorial services or both. In addition to advertisements in the Northfield News and League of Minnesota Cities, notice of the RFP was sent to all legal firms in the City's accounts payable system as well as all legal firms in Northfield.

RFP documents were requested and sent to the individuals and firms as noted below:

- Steve Wnyhus/Chris Hood, Flaherty & Hood
- Michael R. Bradley, Bradley & Guzzetta
- Best & Flanagan
- Jonathan Reppe, Reppe Law
- John Fossum, Fossum Law Office
- James J. Schlichting
- Tim Morisette and Maren Swanson, Lampe Law Group
- Terrence J. Foy and Joseph J. Langel, Ratwik, Roszak & Maloney, P.A.

Five proposals were received from the following:

- Joseph J. Langel and Jay T. Squires, Ratwik, Roszak & Maloney, P.A.
- Christopher M. Hood, Flaherty & Hood, P.A.
- Maren L. Swanson & Timothy L. Morisette, Lampe Law Group, L.L.P.
- John L. Fossum, Fossum Law Office, LLC
- Frederic W. Knaak, Knaak & Kryzer, P.A.

Members of the legal services interview team reviewed and scored the proposals based on the scope of services set forth in the RFP. Preference was given to those submittals demonstrating experience in those areas of municipal law and meeting the criteria noted in

the scope of services. The field of responders was narrowed for interviews. Based on the scoring of the criteria, the following firms were interviewed:

- Joseph J. Langel and Jay T. Squires, Ratwik, Roszak & Maloney, P.A. – Civil only
- Christopher M. Hood, Flaherty & Hood, P.A. – Civil only
- Maren L. Swanson & Timothy L. Morisette, Lampe Law Group, L.L.P. – Civil and criminal
- Frederic W. Knaak, Knaak & Kryzer, P.A. – Civil and criminal

As a result of the interview process and discussions with the firms being interviewed, the interview panel believes it is in the best interest of the city to further solicit additional firms for criminal prosecutorial legal services at this time.

Preference will be given to those submittals demonstrating experience in the area of city prosecutorial legal services. The successful applicant is required to possess sufficient resources to ensure that the demands for the City’s legal needs will be met on a timely basis. The relationship would be on a consulting or contractual basis, as opposed to a staff position. The proposal is for a three-year contract, with two one-year renewal options for these services.

Firms will be requested to submit fee information for two options. The first option includes a retainer plus hourly fees and the second option is for hourly fees for all work without a retainer. The City intends to award a contract to the respondent(s) best qualified to perform the work for the City and which furthers the best interest of the City. Staff is developing scoring criteria to be used to evaluate the proposals and firms.

The proposed timeline for the process is as follows:

Action	Date
City Council Approval of RFP	September 14, 2009
Advertisement of RFP begins	September 15, 2009
Deadline for RFP	September 30, 2009 – 4:30 p.m.
Interviews	Week of October 5, 2009 *
Update to City Council at Work Session	October 12, 2009 *
Consideration of approval of selected firm(s) and award of contract(s) by the City Council	October 19, 2009 *
New contract(s) begin	January 1, 2010

* Proposed dates

Staff will provide notice of availability of the RFP as follows:

- Notice to all legal firms in the City’s accounts payable system
- Advertisement in the Northfield News
- Advertisement with the League of Minnesota Cities

The proposed interview panel will remain the same and will include:

- Mayor Mary Rossing
- City Administrator
- City Clerk

- Police Chief
- Community Development Director
- Finance Director

CONTRACTING LAWS AND POLICIES

There are two elements a city must consider to determine if the competitive-bidding law applies to a particular contract: the type of contract and its estimated price.

Under the competitive-bidding law, the definition of the term “contract” is broad, but it does not include all contracts. The competitive-bidding law applies to:

- Contracts for the sale, purchase or rental of supplies, materials or equipment.
- Contracts for the construction, alteration, repair or maintenance of real or personal property.

Professional services, such as those provided by engineers, lawyers, architects, accountants, and other services requiring technical, scientific or professional training are exempt from competitive bidding requirements.

Y	N	Checklist
X		Does this project fit within the identified Council goals, objectives, and priorities?
X		Does the project fit within the estimated budget & resource parameters?
N/A		Is the public process identified consistent with the scope and implications of the project?
N/A		Have the pertinent boards and commissions been identified for providing review, recommendations, or input?
N/A		Is this decision consistent with current city plans (Comprehensive Plan, Transportation Plan, Park Plan, etc)?
X		Have the future costs to city operations been calculated and identified?
N/A		Are there measurable criteria to aid with the decision-making and have they been identified?
X		Have the suitable timelines and schedules been identified?

Attachments:

- Request for Proposals for Prosecuting Attorney Services

Submitted by: *Joel Walinski, City Administrator*
Deborah Little, City Clerk

ITEM: Resolution Approving Plans and Specifications and Authorizing Staff to Proceed to Solicitation of Bids for the Riverside Trail Connection Project

ACTION REQUESTED

The City Council is being asked to approve the attached Resolution 2009-087 approving plans and specifications and authorizing the solicitation of bids for the Riverside Trail Connection project.

SUMMARY

The City Council is being asked to approve the plans and specifications and the solicitation of bids for the construction of approximately 530 lineal feet of bicycle and pedestrian trail improvements from the 5th Street Bridge to Riverside Park.

The plans and specifications have been reviewed by Staff and have been prepared by Spencer Jones, Landscape Architect, with the assistance from Pierce Pini Associates, Civil Engineers, and Sebesta Bloomberg, Structural and Electrical Engineers.

This project has been a long time in the making and has required a significant amount of design and coordination effort due to the constraints that exist due to existing buildings, floodplain requirements, existing utility corridors and other built features. These constraints underscore the importance of the City identifying trail, walk and street corridors in advance of development due to all of the constraints that are faced in constructing these types of improvements after much urbanization has already occurred.

The design of the trail includes the following features:

- 530 feet of trail, ten feet in width (both asphalt and concrete)
- Decorative concrete trail surface adjacent to 5th Street
- Decorative and safety metal rails consistent with other Downtown improvements
- Stone End Caps
- Concrete curb edging
- Decorative trail lighting consistent with other downtown pedestrian lighting
- Stone retaining and screen walls consistent with other wall features in the Downtown
- Plantings and ground cover
- Safety signage and markings

The Riverside Trail connection will be located in public trail easements that currently exist along the Cannon River. Two additional easement areas are needed from the owners of the property at 500 Water Street South and also the owner of the River Park Mall. The easement documents are

in the process of being prepared and will be brought to the City Council for acceptance at the same time that the Council will be asked to approve a bid for the project.

The construction of this trail is an important link in the overall Mill Towns Trail system. This trail is located in an area where there currently exists truck traffic for deliveries and vehicle traffic moving through a parking lot. This trail is located in a busy, congested area of the City and also extends below the top of bank of the Cannon River into the floodway fringe.

The total estimated cost of the project is **\$272,470** which includes site demolition, site grading, site pavements, site features, site utilities, site landscaping contingencies, and easements expenses. The source of funding for this project is Tax Increment Financing funds from the Master Development District.

The timeline for the installation of this trail segment is listed as follows:

Approve Plans and Authorize Advertisement	September 14, 2009
Advertise for Bids - Northfield News & Construction Bulletin	September 16, 2009
Open Bids	October 8, 2009
Award Project	October 12, 2009

Given the lateness of the start date of this project, it is entirely possible that the completion of the trail project could extend into the summer of 2010.

The City Council is being asked to approve Resolution #2009-087, which will approve the plans and specifications for the construction of the Riverside Trail connection

Y	N	Checklist
X		Does this project fit within the identified Council goals, objectives, and priorities? (Sustainable transportation goal)
X		Does the project fit within the estimated budget & resource parameters? (This trail project has been in the CIP for approximately two years.)
X		Is the public process identified consistent with the scope and implications of the project? (The project has been presented to the Parks and Recreation Advisory Board and the Mayor's Streetscape Task Force.)
X		Have the pertinent boards and commissions been identified for providing review, recommendations, or input? (This has been presented to the Parks and Recreation Advisory Board.)
X		Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)? (This segment of the Mill Towns Trail system in identified within the Transportation Plan of the City.)
X		Have the future costs to city operations been calculated and identified? (The future costs of snow removal and trail maintenance have been evaluated by Staff of the City.)
X		Are there measurable criteria to aid with the decision-making and have they been identified? (This has been a budgeted item in the CIP for two years.)
X		Have the suitable timelines and schedules been identified?

SUBMITTED BY: Brian P. O'Connell, Community Development Director

ATTACHMENTS:

Resolution 2009-087

1. Map

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2009-087

A RESOLUTION BY THE MAYOR AND CITY COUNCIL APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE RIVERSIDE TRAIL CONNECTION

- WHEREAS, the Riverside Trail connection from the 5th Street Bridge to Riverside Park is a critical link in the Mill Towns Trail system; and,
- WHEREAS, the Riverside Trail connection has been identified in the 2008 Transportation Plan, adopted by the City Council, as a gateway into the downtown so travelers have options to experience the arts, cuisine and shops; and,
- WHEREAS, the Riverside Trail connection is described in the 2008 Transportation Plan as part of a larger system referred to as the Mill Towns Trail which extends from Cannon Falls to Faribault and links with a larger regional trail system; and,
- WHEREAS, the Riverside Trail connection performs a vital link for non-motorized transportation into the Downtown of the City of Northfield and, therefore, is eligible to be constructed using Tax Increment funds from the Master Development District TIF Fund; and,
- WHEREAS, the Capital Improvements Plan of the City has identified the Riverside Trail connection project as an important capital improvement for the City; and,
- WHEREAS, plans and specifications for the construction of the Riverside Trail connection have been prepared and the project is ready to be advertised for bidding; and,
- WHEREAS, the necessary review of these plans and specifications has occurred by Staff and other regulatory agencies that have jurisdiction for trail construction along the river corridor of the Cannon River; and,
- WHEREAS, the construction of the trail will be located in easements that currently exist or are in the process of being obtained; and,
- WHEREAS, the owners of the property where additional easements are necessary have given preliminary approval of granting easements to the city subject to proper documentation; and,
- WHEREAS, Staff is requesting that the City Council approve the plans and specifications for the Riverside Trail and request authorization to advertise for bids.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT the plans and specifications for the construction of the Riverside Trail connection are hereby approved; and,

BE IT ALSO RESOLVED BY THE MAYOR AND CITY COUNCIL THAT the Riverside Trail connection project be advertised for bidding.

PASSED by the City Council of the City of Northfield on this 14th day of September, 2009.

ATTEST:

City Clerk

Mayor

VOTE: ___ BUCKHEIT ___ DENISON ___ POWNELL
 ___ POKORNEY ___ ROSSING ___ VOHS ___ ZWEIFEL

Council Meeting Date: September 14, 2009

Consent
ITEM: 12
Motion

ITEM: Consideration of Request for Payment of Attorney Fees

ACTION REQUESTED:

Proposed Motion for Consideration: _____ **Motion** _____ **Second**

The City Council of the City of Northfield hereby authorizes the payment of \$854.50 to Fredrickson & Byron, P.A. for legal services for former City Administrator Al Roder as requested by Mr. Roder.

SUMMARY

Former City Administrator Al Roder has submitted four invoices from Fredrickson & Byron, P.A. for legal services provided to him in the Goodhue matter. The services were provided in October of 2008, and April and May of 2009. Services provided were for the review of files; telephone conferences with Assistant County Attorney Carol Lee, review of media reports and conferences with Mr. Roder.

In accordance with Council policy and direction, the City Attorney reviewed the invoices prior to submission for payment by the City. Ms. Swanson recommends payment of the invoices totaling \$854.50. With approval of this request, the total paid for these legal services is \$18,818.05.

Shown below is the history of payments to Fredrickson & Byron:

Date of Check	Amount
8/31/2007	2,614.50
9/28/2007	498.00
11/02/2007	788.50
4/18/2008	3,599.00
5/23/2008	2,068.05
11/14/2008	8,395.50
Total	<u>17,963.55</u>

ITEM: Public Hearing on Proposed Liquor Fee Increases

ACTION REQUESTED:

The City Council is being asked to hold a public hearing on proposed liquor fee increases.

SUMMARY:

As part of the budget process for 2010, staff has proposed increases to some of the fees for licenses, permits, and various services based on costs incurred by the City. The proposed fee schedule was reviewed at the July 13, 2009 Work Session.

Minnesota Statutes 340A.408 requires that a public hearing be held before any increases are made to fees for 3.2 percent malt liquor, on-sale intoxicating liquor or off-sale intoxicating liquor. State law also requires that affected licensees be given at least 30 days notice before the hearing on the proposed increase. Notice of the proposed increase and public hearing was mailed to all liquor license holders on August 12, 2009.

Listed below are the liquor related fees. The fees will be effective on January 1, 2010.

Service	Current Fee	Proposed Fee	Change
NEW FEES:			
2 AM Liquor License	NEW	200.00	NEW
Penalty for Late Applications	NEW	100.00	NEW
Comprehensive/Out-of-State Liquor License Investigation	NEW	Not to exceed 10000.00	NEW
Certification from County on property taxes	NEW	10.00	NEW
PROPOSED FEE INCREASES:			
3.2 Off Sale License	200.00	300.00	+100.00
3.2 On Sale License	300.00	400.00	+100.00
Wine License	500.00	800.00	+300.00
NO CHANGES PROPOSED:			
Wine/3.2 Combination License	800.00	800.00	None
Club Liquor License	Depends on membership: 300.00 for under 200 500.00 for 201 to 500 650.00 for 501 to 1000 800.00 for 1001 to 2000 1000.00 for 2001 to 4000 2000.00 for 4001 to 6000 3000.00 for over 6000	Same as current	None
Note: Fees are statutory maximums.			
On Sale Intoxicating License	2600.00	2600.00	None
Sunday Liquor License	200.00	200.00	None
Temporary On Sale License	350.00	350.00	None
Liquor License Investigation	200.00	200.00	None

SUBMITTED BY: Deborah Little, City Clerk

ITEM: Adoption of Fee Schedule

ACTION REQUESTED:

The City Council is being asked to approve Resolution 2009-088 establishing a new fee schedule.

BACKGROUND:

The periodic review and calculation of fee amounts ensures appropriate fees are being charged for City services and is an important step in estimating projected revenues as part of the budget development process. In formulating updated fee amounts, department managers reviewed the services that each department provides and what the costs of those services are. Managers calculated how much time each staff member spent and what the cost of that staff time is. An overhead charge was then added above the actual staff time costs to help account for supplies, office space and other necessary overhead expenses. This method of calculation is similar to that of many comparable cities.

Council reviewed the proposed fee schedule at a work session on July 13, 2009.

As a result of the work session discussion, staff has updated fee amounts for false alarms and gambling premises permits, as well as done additional research on fees charged in other cities for CD/DVDs. Proposed fees for false alarms have moved from a flat fee amount of \$50 for each false alarm after three to the graduating scale that is now proposed. The gambling premises permit (2-years) has been separated from the other gambling permits and is proposed to be \$30.00. Research of comparable cities has found that the \$20 fee Northfield is charging for CDs/DVDs is in line with the following charges at other cities: Farmington – 35, Hastings – 35, Hutchinson – 30, Red Wing – 10. The CD/DVD fee is also justified by the staff time and overhead cost of providing this service.

Council also directed staff to provide additional information regarding rental fee calculations and this information is now included in the cost calculations in Attachment #2.

SUMMARY:

Council is being asked to approve a resolution adopting a new fee schedule, attached as Exhibit A to the resolution. Fees for recreation and utility charges are not included on this list because recreation fees have been calculated separately and utility charges will be determined following the completion of the rate study. There are a few new fees that are being proposed. These new fees are listed below:

New Fees

Service	Proposed Fee
2AM Liquor License	200.00
Penalty for Late Liquor License Applications	100.00
Gambling Premises Permit (2-years)	30.00
Certification from County on property taxes (liquor licenses)	10.00
Rental License re-inspection fee for inspections after the 2 nd inspection	25.00
Proctoring Exams	10.00/exam
Genealogy Searching	5.00 for out of state; no charge for instate resident
Lodging tax administration	5% of lodging tax receipts

Also attached to this report is a list of all of the fees that are proposed to be changed and the estimated actual costs for those services. After reviewing costs of services and the current fee being charged, it was found that some fee amounts need to be adjusted up or down. Managers considered actual costs as well as comparisons with other cities and benefits to the city when deciding whether to propose fee changes. Changes in fees are intended to recover an appropriate amount of costs associated with administering the services.

All liquor license holders were sent notices of this public hearing on fee changes as required by state law. Other license holders including taxi licensees, tobacco licensees, refuse licensees, rental licensees, gambling permit holders and local builders and developers have also been sent notification of the opportunity to speak at this meeting.

Council is being asked to pass Resolution 2009-088 – establishing fee schedule. The proposed new fee schedule is attached as Exhibit A to the resolution and fees will take effect January 1, 2010.

Y	N	CHECKLIST
X		Does this project fit within the identified Council goals, objectives, and priorities?
X		Does the project fit within the estimated budget & resource parameters?
X		Is the public process identified consistent with the scope and implications of the project?
	N/A	Have the pertinent boards and commissions been identified for providing review, recommendations, or input?
	N/A	Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)?
X		Have the future costs to city operations been calculated and identified?
X		Are there measurable criteria to aid with the decision-making and have they been identified?
X		Have the suitable timelines and schedules been identified?

Attachments:

1. Resolution 2009-088
 Exhibit A – Fee Schedule
2. Fees Proposed to Change

Submitted by: *Jennifer Nash, Assistant to the Administrator*

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2009-088

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD, MINNESOTA ESTABLISHING FEE SCHEDULE

WHEREAS, staff has analyzed the City's various fees and charges and recommended changes;
and

WHEREAS, the Mayor and City Council have previously reviewed the staff recommendations
at a work session in July; and

WHEREAS, a public hearing has been held to solicit public comment on the proposed fee
schedule;

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Northfield does
hereby approve the fee schedule as detailed in Exhibit A.

Passed by the City Council of the City of Northfield on this 14th day of September, 2009.

ATTEST

City Clerk

Mayor

VOTE: ___ BUCKHEIT ___ DENISON ___ POKORNEY
 ___ POWNELL ___ ROSSING ___ VOHS ___ ZWEIFEL

ITEM: TH3/TH19 Modal Integration Grant Application

ACTION REQUESTED:

Staff is requesting council adopt a resolution supporting the application for funding from the American Recovery and Reauthorization Act (ARRA) through the Transportation Investment Generating Economic Recovery (TIGER) program administered by the USDOT.

SUMMARY:

Staff met with the Council on August 24, 2009 to discuss the various options for the study. Staff has refined and further developed the concepts based on the council's feedback and prepared a draft of the TIGER Application. Please note that the draft is essentially complete pending the addition of letters of support anticipated to be received later this week and enhancing employment facts. Drawings of the updated concepts are available in the Engineering Office or on the project website (<http://www.bolton-menk.com/northfield/TH19-TH3/index.php>) for council review. A summary of the improvement areas included in the TIGER application is provided below:

Northern TH3 Pedestrian Crossing: Along TH 3 between Greenvale Avenue and St. Olaf Avenue there is currently a lack of a pedestrian facility along the west side of TH 3 in this area. Pedestrians are commonly seen walking in the grass along the side of the road and in the travel lane on the TH 3 railroad bridge. The connection would also provide future benefits of connecting the greenway corridor at Greenvale Avenue with downtown.

The proposed concepts consider extension of two 10' bituminous trails to provide pedestrian connections from Greenvale Avenue and St. Olaf Avenue. The first segment includes construction of a trail from Greenvale Avenue, under the TH3 Bridge on the north side with connection to Water Street and the existing railroad crossing. The second segment includes the construction of a trail from St. Olaf Avenue, under the TH3 Bridge on the south side with connection to Water Street. The trails would be connected to planned trail improvements that are part of the Crossings project with improvements to pedestrian facilities along Water Street. Both segments could be constructed within Mn/DOT and/or railroad property. A permit from these agencies will be required.

Southern TH3 Pedestrian Crossing: Across TH 3 between 2nd Street and 5th Street there is existing and growing demand for improved pedestrian and bicycle crossings of TH 3 between the east and west junction of TH 19. The width of the roadway and volume of vehicle traffic makes crossing TH 3 at-grade challenging for some users and impractical for others. Recorded pedestrian volumes indicate the highest demand for a crossing is at or between the 2nd and 3rd Street intersections.

Several options are under consideration for a pedestrian bridge over TH 3 in this area. Since the August 3rd Council Update, staff has focused concept development in the area at or between the 2nd and 3rd Street intersections. To be most effective, the pedestrian bridge will need to be integrated with existing and future land uses on either side of TH 3. Several of the concepts appear viable and comparable in costs.

A pedestrian bridge across TH 3 at or between the 2nd and 3rd Street intersection be included in the TIGER grant application. Staff has met twice with the majority property owner of the Q-block. The property owner has concerns that construction of the bridge prior to planned development will adversely impact the development potential of the site. He also feels that the bridge will not be utilized in a manner to justify the cost. Staff will continue to evaluate the concepts for this area and work with property owners and potential developers to identify a concept that best fits with the adjacent land uses and provides an effective connection between destinations of non-motorized users.

Pedestrian Crossing of TH 19: Across TH 19 at Orchard Street there is a high number of pedestrian crossings of TH 19 throughout the day primarily due to the location of the Malt-O-Meal plant and associated parking lots. The existing at-grade pedestrian crossings have been relatively effective in providing a safe crossing for Malt-O-Meal employees and visitors; however pedestrian safety is a growing

concern for the company, Mn/DOT, and city. The high volume of pedestrian crossings also introduces considerable delay to motorized travel on TH 19. As traffic volumes continue to increase on TH 19, the at-grade crossings and associated delay are expected to become more problematic.

Staff met with Malt-O-Meal representatives on August 7, 2009 to discuss the current and future pedestrian crossing and concerns. Staff learned the east entrance to the plant will be removed and all employees and visitors will enter and exit the plant at a west entrance, west of Odd Fellows Lane. This change will focus pedestrian crossings associated with Malt-O-Meal at Odd Fellows Lane.

Staff has further developed a pedestrian bridge concept at Orchard Street that includes modifications to the Malt-O-Meal parking lots to better position the bridge for employee and visitor use as well as public use and benefit. Staff is advocating for a crossing at or near Orchard Street due to the existing sidewalks and connectivity Orchard Street offers over Odd Fellows Lane. On the pedestrian bridge on the south side of TH 19 public users would exit using stairs or an ADA compliant ramp. Malt-O-Meal would have the option to connect an enclosed walkway or skyway between the pedestrian bridge and their primary entrance. This concept would require a strong public – private partnership to achieve a grade-separated crossing of TH 19 that can alleviate the at-grade pedestrian crossing demand associated with Malt-O-Meal and provide a safe and effective alternative for the general public.

Transit Hub: Initial work on a transit hub located off of Laurel Court has been in process since 2007. Soil borings taken during the planning and initial design stages for this facility showed the presence of contamination. Working with the Federal Transit Administration (FTA), funding to clean up the site is being provided. The TIGER grant presents an opportunity for additional funding for continued development of this site as a trail head/transit hub. Staff is recommending a phased approach to the site to allow for flexibility as development occurs and traffic patterns adjust. The application includes the construction of a 30-stall parking lot with the possibility of a future expansion to 50-stalls. This would include accommodations for portable restroom facilities and water for trail users. A transit shelter is also part of this site as a lower cost initial investment to the site that will allow for transit planning and network growth to occur without a significant commitment to one site. This will allow for future flexibility in the location of possible multiple transit facilities and proper placement of significant improvements once transit demands are determined and a transit network is more fully developed.

Traffic Light Modifications and Other Low Cost Alternatives: Several traffic lighting and other low cost alternatives to improve the integration of non-motorized traffic have been included in the application. These options will integrate with the higher cost options presented above. A more detailed discussion of these options will occur with the final study recommendations to allow for a discussion focused on pieces that will fit within the TIGER grant now.

TIGER GRANT OPPORTUNITY:

Under the new Recovery Act program, up to \$1.5 billion was made available through September 30, 2011, for the Secretary of Transportation to make grants available on a competitive basis for capital investments in surface transportation infrastructure projects that will have a significant impact on the Nation, a metropolitan area, or a region. Projects eligible for funding provided under this program include, but are not limited to, highway or bridge projects, public transportation projects, passenger and freight rail transportation projects, and port infrastructure investments.

TIGER grants will be awarded based on the following selection criteria:

- (a) **Long-term Outcomes:** The department will give priority to projects that have a significant impact on desirable long-term outcomes for the nation, a metropolitan area, or a region. The following types of long-term outcomes will be given priority:
 - (i) *State of Good Repair:* Improving the condition of existing transportation facilities and systems, with particular emphasis on projects that minimize life-cycle costs
 - (ii) *Economic Competitiveness:* Contributing to the economic competitiveness of the United States over the medium- to long-term.

- (iii) *Livability*: Improving the quality of living and working environments and the experiences for people in communities across the United States
- (iv) *Sustainability*: Improving energy efficiency, reducing dependence on oil, reducing greenhouse gas emissions and benefiting the environment
- (v) *Safety*: Improving the safety of U.S. transportation facilities and systems.
- (b) **Job Creation & Economic Stimulus**: Consistent with the purposes of the Recovery Act, the Department will give priority to projects that are expected to quickly create and preserve jobs and stimulate rapid increase in economic activity, particularly jobs and activity that benefit economically distressed areas.
- (c) **Innovation**: The Department will give priority to projects that use innovative strategies to pursue the long-term outcomes outlined above.
- (d) **Partnership**: The Department will give priority to projects that demonstrate strong collaboration among a broad range of participants and/or integration of transportation with other public service efforts.

PROJECT SCHEDULE:

Because these grants are part of the ARRA, application deadlines will be on a fast track. Applicants must submit intent to apply by July 17, 2009 that includes a project summary (which has been completed). Final applications are due September 15, 2009. Staff anticipated the need to complete an engineering study to support a competitive application. Therefore, any project selected will be on an extremely fast track. The project schedule is as follows:

June 22, 2009 – Authorize staff to send out RFP for an engineering feasibility study
 June 29, 2009 – Engineering proposals due
 July 6, 2009 – Award Engineering Contract
 July 17, 2009 – Submit intent to apply
 September 1, 2009 – Draft feasibility study and application to staff for review and comment
 September 14, 2009 – Pass resolution of support for grant application
 September 15, 2009 – Submit grant application

DECISION MATRIX:

Does this project fit within the identified Council goals, objective, and priorities?

Yes, the project addresses multiple areas of concern related to transportation in the core of the city.

Does the project fit within the estimated budget & resource parameters?

The study had originally been planned to be funded through the transportation fund which was cut to help balance the budget. However, the study does fit the guidelines of the Master Development Fund and is recommended to be funded through this option.

Is the public process identified consistent with the scope and implications of the project?

Due to the compressed timeframe to apply for grant money, the public process is focused. Ideally more time would have been spent on public input and community support. However, the short timeline is necessary to be competitive at the opportunity for significant funding for many beneficial projects for the community.

Have the pertinent boards and commissions been identified for providing review, recommendations, or input?

A focused input process is part of the planning effort. Staff has held a joint meeting for boards and commissions to offer input and a second will occur before the August 26, 2009 open house.

Is this decision consistent with current city plans (Comp Plan, transportation Plan, Park Plan, etc.)?

This project is consistent with the current city plans.

Have the future costs to city operations been calculated and identified?

The study does not have any implications on city operations.

Are there measurable criteria to aid with the decision making and have they been identified?
The study is intended to evaluate the issues with the planning corridor and present recommendations with supporting documentation for the decision making process.

Have the suitable timelines and schedules been identified?
The project timeline was presented above. It is a very fast timeline that needs to be followed in order to meet due dates for the grant application.

ATTACHMENTS:

1. Resolution 2009-089

2. TIGER Grant Application

Drawings showing the concepts are available in the Engineering Office and at the project Website
(<http://www.bolton-menk.com/northfield/TH19-TH3/index.php>).

SUBMITTED BY: *Katy Gehler-Hess, P.E., City Engineer*

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2009-089

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD,
MINNESOTA APPROVING THE APPLICATION FOR FUNDING THROUGH THE
TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY (TIGER)
PROGRAM

- WHEREAS, Minnesota Trunk Highways 3 and 19 bisect the City of Northfield serving as routes of travel for motorized traffic between regional centers; and,
- WHEREAS, Traffic volumes and speeds on these highways has created significant impediments for non-motorized modes of transportation to use or cross these roads; and,
- WHEREAS, The roadways bisect Northfield separating a residential area of the city, that is the home to forty five percent of the population, from the downtown, main commercial centers, public recreation facilities, and schools; and,
- WHEREAS, The City of Northfield has been urged to seek improvement of the problems created by Highway 3 & 19 by its citizens, the Minnesota Department of Transportation, and Malt-O-Meal Corporation; and,
- WHEREAS, The City of Northfield has completed a study addressing modal integration within this corridor that has identified several solutions for the impediments the City has been experiencing; and,
- WHEREAS, The City of Northfield could use traditional funding sources that would not allow construction of the improvements in a timely fashion; and,
- WHEREAS, The City of Northfield feels the construction of these improvements will create jobs within the region to help accomplish the goals of the American Recovery and Reinvestment Act and potentially could spur economic development in the community.

NOW, THEREFORE BE IT RESOLVED that the City Council of the city of Northfield:

1. Supports the application for funding from the American Recovery and Reauthorization Act (ARRA) through the Transportation Investment Generating Economic Recovery (TIGER) program;
2. The City of Northfield would meet the federal wage requirements for construction of this project.

PASSED by the City Council of the City of Northfield on this 14th day of September 2009.

ATTEST

City Clerk

Mayor

VOTE: ___ ROSSING ___ POWNELL ___ DENISON ___ ZWEIFEL
 ___ BUCKHEIT ___ POKORNEY ___ VOHS

ITEM: City Council Direction to Identified Boards and Commissions on Specific Areas of Review Related to the Praver-Gill Annexation Request.

CITY COUNCIL MOTION FOR CONSIDERATION:

The City Council of the City of Northfield directs 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 as outlined in alternative # 1.

Or

The City Council of the City of Northfield directs 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.

SUMMARY AND ACTION REQUESTED:

At the August 17, 2009, City Council meeting, the Council endorsed a process for the proposed annexation of 456 acres of land that is currently located in Bridgewater Township, and is owned by Ken Praver and Robert Gill. At that meeting, there was some discussion of the role that various Boards and Commissions would take in the annexation review. The City Council is being asked to provide direction to several identified Boards and Commissions as part of the review process related to the annexation request.

As part of the City Council problem solving process checklist, pertinent Boards and Commissions are to be identified for providing review and recommendations related to various matters being considered by the City Council. With respect to this annexation request, the following Boards and Commissions are identified as being important to assist in the review of the annexation request by Praver/Gill.

- Economic Development Authority
- Park and Recreation Advisory Board
- Environmental Quality Commission
- Planning Commission

In order for the City Council to be fully informed of all the potential implications of the annexation request, the Council is being asked to provide direction to the identified Boards and Commissions related to the areas of review that is being sought from these groups. In many respects, this form of direction of a detailed nature is similar to the direction that the Council put forward in the review and comments on the draft Land Development Code.

The specific areas of study and research that the City Council is seeking from these identified Boards and Commission are outlined as Alternative #1 - Board and Commission Advice and Recommendations:

Alternative #1- Board and Commission Advice and Recommendations

Economic Development Authority (EDA):

- A.) The City Council requests that the EDA advise on the consistency of the proposed annexation request in relation to the adopted 2006 Comprehensive Economic Development Plan.
- B.) The City Council requests that the EDA undertake a financial analysis that investigates the following:
1. Estimated public expenditures that the City would be responsible for including over-sizing and extending trunk sanitary sewer infrastructure, trunk water main infrastructure, collector or arterial street improvements, and storm water management improvements that may have a regional benefit, and other customary costs that are to be assumed by the public.
 2. Potential revenues that the City may receive as a result of the development of the area in the form of increased city tax revenues, increased water, sanitary sewer and storm water revenues and connection charges, and Sewer Availability Charges (SAC) and Water Availability Charges (WAC).

This financial analysis should establish some assumptions with respect to a pace of build out and represent costs and revenues to the City over an extended period greater than 20 years or more.

Park and Recreation Advisory Board (PRAB):

- A.) The City Council requests that the PRAB advise on the implications of the proposed annexation in relation to the 2008 Parks, Open Space and Trail Systems Plan. Specific attention should be placed on the following:
1. Future parkland resources that would be needed (approximately how much and where) in the annexation area.
 2. Strategies that need to be explored to create a link of park and trail improvements in the annexation area to the existing park and trail system currently within city limits.
- B.) The City Council requests that the PRAB advise on the implications of annexing the area in relation to the 2007 Greater Northfield Area Greenway System Action Plan. Specific attention should be placed on the following issue:
1. Identification of any greenway corridors included within the annexation area, and approximate location, length, and width of this corridor, based on natural resources on the properties.

Environmental Quality Commission (EQC):

The City Council requests that the EQC provide input and advice on the implication of annexing the property in relation to the 2005 Northfield Natural Resources Inventory. Specifically, the City Council is seeking advice on the following issues.

1. The make up of the natural resources, by type and quality, that is included within the proposed annexation area.
2. Topographic features that exist on the property that warrant special attention.

3. Designated flood plain areas, and the degree to which areas of floodway and floodway fringe have been delineated.
4. Soil conditions on the property that warrant special attention.
5. Geologic or hydrologic conditions that warrant special attention.
6. Identification from the Parks, Open Space and Trail System Plan of the buffers or transition areas that should be adjacent to the two creeks located within the proposed annexation area.

Planning Commission

The City Council requests that the Planning Commission serve in a coordinating role by obtaining all of the information and recommendations from the other identified Boards and Commissions, and also conducting the required public hearing on the annexation request. Additionally, it is expected that the Planning Commission will review this request in relation to the Comprehensive Plan. Specifically, the City Council is seeking a recommendation on the following issues:

1. Consistency of the annexation request in relation to the overall Comprehensive Plan.
2. Consistency of the annexation request in relation to the land use principles of Chapter 4 of the Comprehensive Plan.
3. The general future land use designations for the property requested for annexation.
4. Implications of the annexation request with respect to the location and capacity of the City's sanitary sewer, water infrastructure, transportation system and surface water management plans and policies.

The City Council is being asked to approve the specific direction to identified Boards and Commissions, as outlined in Alternative #1, above. If the City Council believes that there are other areas of review that are not covered in Alternative #1, or if there are other Boards and Commissions who should be requested to provide advice on this matter, these areas of review or additional Boards and Commissions should be identified at this time so that they can be provided direction from the Council.

The City Council should also emphasize to the identified Boards and Commissions the importance of being timely in evaluating this request and reporting back to the City Council. Since the Master Plan effort of the EDA is already underway, that may also include a planning effort for the Praver/Gill area. If the City Council is unable to make a preliminary decision on the annexation request by January of 2010, there will be additional costs associated with performing Master Planning activity after that time frame. To avoid these cost increases, it will be beneficial for the Boards and Commissions to report to the City Council prior to January of 2010.

The following is an analysis of how this agenda item relates to the Council's problem solving process:

Y	N	Checklist
Y		<i>Does this project fit within the identified Council goals, objectives, and priorities? An adopted goal of the Council is to implement effective methods of communication with citizen advisory groups and community.</i>

	NA	<i>Does the project fit within the estimated budget & resource parameters?</i>
	N	<i>Is the public process identified consistent with the scope and implications of the project? The purpose of this agenda item is to determine that public process.</i>
	N	<i>Have the pertinent boards and commissions been identified for providing review, recommendations, or input? The purpose of this agenda item is to determine the role of the Boards and Commissions.</i>
	N	Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)? The current plans will be reviewed as part of the annexation review.
	NA	Have the future costs to city operations been calculated and identified?
	N	Are there measurable criteria to aid with the decision-making and have they been identified? The purpose of this agenda item is to help determine the measurable criteria for the decision making process.
	N	Have the suitable timelines and schedules been identified? The purpose of this agenda item is to determine timelines and schedules.

SUBMITTED BY: Brian P. O’Connell, Community Development Director
Dan Olson, City Planner

City Council Meeting Date: September 14, 2009

REGULAR

Item: 17

Resolutions 2009-090

2009-091

2009-092

2009-093

- ITEM:** Approval of the Preliminary, 2009/ Payable 2010 Property Tax Levies –
- Housing and Redevelopment Authority (HRA)
 - Economic Development Authority (EDA)
 - City of Northfield
- Approval of the Preliminary 2010 General Fund Budget

ACTION REQUESTED:

The City Council is being asked to approve four separate resolutions related to the approval of preliminary property tax levies for the HRA, EDA and the city along with a preliminary budget for the General Fund. The resolution adopting the preliminary budget also sets the dates and times for the public hearing and the continuation hearing (if needed).

SUMMARY

All of these actions are a requirement of State Law, which provides that all local governments approve a preliminary budget and tax levy on or before September 15th of each year. The preliminary numbers are used in the parcel specific notices sent to property owners in mid-November just prior to local governments' public hearings on their budgets and tax levies in early December. **It is important to note that the preliminary levies may not increase after their approval, but they can be decreased when final action is taken in December.**

PROPOSED TAX LEVIES

HRA LEVY: The levy for the Housing and Redevelopment Authority is based upon a percentage (.0185%) of taxable market value.

The HRA's levy has been the same amount for the past two years - \$193,880 – with the intent of holding the line on levy increases. The maximum levy allowed under State Law is estimated at \$254,347. This would provide the HRA with an increase of \$60,467 or a 31.19% over the current year amount. Reasons to consider increasing the HRA's levy include provision of additional funding for dealing with blighted and foreclosed properties. Projects proposed for 2010 will consume the available balance in the HRA's fund balance. Arguments against increasing the levy to the maximum would be that it conflicts with the Council direction given on the General Fund levy (average homeowner pays the same tax dollars in 2010 as they do in 2009) and with the tax base starting to contract, now is not the time for a bigger increase. The HRA Board of Commissioners discussed levy options at their meeting on September 3rd and decided to request a higher levy to help address blighted properties. Their request is for an

additional 5.9%, which is equivalent to the increase calculated under the Council direction on the General Fund levy increase.

Options: Council may consider any levy amount up to \$254,347.

Staff recommendation: Staff recommends a levy of \$205,289 that aligns with Council direction on the General Fund levy increase. This provides for an increase of \$11,403 or 5.9% over the 2009 levy. This is also the amount specified in the attached resolution.

EDA LEVY: 2010 will be the fifth year the City's has levied on behalf of the Economic Development Authority. The EDA levy is also based upon a percentage (.01813%) of taxable market value. The EDA levy has remained at \$238,500 for the past two years. For 2010, the maximum levy is estimated at \$249,260. Using the Council direction approach, a levy amount is calculated at \$255,013, but this exceeds the maximum allowed under State Law. The EDA has considerable reserves available for programming.

Options: Council may consider any levy amount up to \$249,260.

Staff recommendation: Staff recommends a levy of \$249,260. This will provide an increase of \$10,760 or 4.5% over the 2009 levy. This is also the amount specified in the attached resolution.

CITY LEVY: The City's levy increases by a total of \$325,120 or 5.26% over the 2009 total. The increase proposed for 2010 is less than that approved for 2009 in December of last year. The 2009 levy increased by a total of \$363,505 or 6.2% over 2008. The 2008 levy increased by a total of \$547,493 or 9.6 % over 2007.

The preliminary levy includes reductions made for those bonded debt levies for which a surplus is projected at maturity. No additional reductions can be made for the final adoption in December with one exception: the 2009 G.O. Improvement Bonds. These bonds have not been sold yet and the levy amount is estimated. The final levy amount for this bond issue will be determined by the sale of the bonds and could very well be less than the estimate included in this action.

The projected tax rate for the City's portion of the tax capacity-based levy is 41.573 and represents an increase of 8.25% over the 2009 rate. The tax rate increase percentage is higher than the levy increase percentage because of the shrinkage of the tax base. Attachment A summarizes the preliminary levy and the history of the levy since 2005.

PROPOSED 2010 GENERAL FUND BUDGET

Attachment B provides a summary of the General Fund. Proposed spending decreases by 2.2% from the approved 2009 budget. Highlights of the 2010 proposed budget compared to the 2009 adopted budget are shown below:

Revenues –

- Local Government Aid cut of \$(668,507);
- Shift of property tax levies from other funds - \$125,000 (Park Fund), \$84,000 (City Facilities Fund) and \$100,000 (Transportation Fund);
- Inclusion of Lodging Tax in budgeted revenues - \$82,000;

- Anticipated reduction in Library funding - \$(65,284);
- Increase in Charges for Services - \$113,460;
- Decrease in interest on investments - \$(64,000);
- Decrease in Other Financing Sources – no use of fund balance to support the 2010 operations.

Expenditures-

- Staff reductions – elimination of the Public Services Director position, shift 100% of EDA Director salary and benefits to EDA Fund, elimination of building inspector position, shift ½ of one Street Operator position to Wastewater Fund (elimination of one position) and one Administrative Assistant position;
- Reductions in material and supplies, professional services and conference and travel across all departments;
- Salaries freeze for all City employees – no cost of living adjustment, no step increases.

ATTACHMENTS:

1. A – Tax Levy History and 2010 Proposed
2. B – General Fund – 2010 Proposed Budget Summary
3. Resolution 2009-090 HRA Proposed Levy for 2009/ Payable 2010
4. Resolution 2009-091 EDA Proposed Levy for 2009 / Payable 2010
5. Resolution 2009-092 City Proposed Levy for 2009 / Payable 2010
6. Resolution 2009–093 Proposed 2010 General Fund Budget / Budget Hearing Date

Submitted by: *Kathleen McBride, Finance Director*

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2009-090

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF NORTHFIELD,
MINNESOTA, ADOPTING A PRELIMINARY 2009 / PAYABLE 2010, HOUSING AND
REDEVELOPMENT AUTHORITY (HRA) LEVY

WHEREAS, the city promotes affordable housing through its HRA; and

WHEREAS, the HRA receives a portion of its revenue from a property tax levy permitted
under state law; and

WHEREAS, the State of Minnesota requires the City to adopt the HRA levy and to adopt a
proposed HRA levy before September 15, 2009.

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

The proposed HRA 2009 / Payable 2010 levy of \$205,289 is hereby adopted.

PASSED by the City Council of the City of Northfield on this 14th day of September 2009.

ATTEST

City Clerk

Mayor

VOTE: ___ ROSSING ___ POWNELL ___ DENISON ___ ZWEIFEL
___ BUCKHEIT ___ POKORNEY ___ VOHS

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2009-091

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF NORTHFIELD,
MINNESOTA, ADOPTING A PROPOSED 2009 / PAYABLE 2010 EDA TAX LEVY

WHEREAS, the city promotes economic development activities through the Economic
Development Authority (EDA); and

WHEREAS, the EDA receives a portion of its revenue from a property tax levy permitted
under state law; and

WHEREAS, the State of Minnesota requires the City to adopt a proposed property tax levy by
September 15, 2009; and

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

The proposed EDA 2009 / Payable 2010 levy of \$249,260 is hereby adopted.

PASSED by the City Council of the City of Northfield on this 14th day of September 2009.

ATTEST

City Clerk

Mayor

VOTE: ___ ROSSING ___ POWNELL ___ DENISON ___ ZWEIFEL
 ___ BUCKHEIT ___ POKORNEY ___ VOHS

CITY OF NORTHFIELD
CITY COUNCIL RESOLUTION 2009-092

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA, ADOPTING A PROPOSED 2009 / PAYABLE 2010 TAX LEVY

WHEREAS, the state of Minnesota requires the City to adopt a proposed property tax levy by September 15, 2009 as part of the truth-in-taxation requirements; and

WHEREAS, the City Council has reviewed the proposed budget and tax levy for 2009 / payable 2010;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT THE FOLLOWING PROPERTY TAX AMOUNTS BE LEVIED IN 2009 FOR COLLECTION IN 2010:

For operations:	
General Fund	\$5,070,217
Park Fund	25,000
Vehicle Replacement Fund	310,075
For other: Tax abatement	21,287
For debt service:	
2000A G.O. Improvement Bonds	20,725
2002A G.O. Improvement Bonds	4,260
2004A G.O. Improvement Bonds	262,381
2006A G.O. EDA Lease Revenue Bonds	232,333
2007A G.O. Improvement Bonds	163,382
2007B G.O. Community Resource	
Center Refunding Bonds (Referendum)	206,460
2008 G.O. Improvement Bonds	77,915
2009 G.O. Improvement Bonds	110,866
Total Levy	<u>\$6,504,901</u>

BE IT FURTHER RESOLVED, THAT THE TOTAL PROPOSED LEVY INCORPORATES REVISIONS TO THE SCHEDULED LEVIES FOR THE FOLLOWING BOND ISSUES THAT ARE INCREASED DUE TO INSUFFICIENT FUNDS OR REDUCED / ELIMINATED DUE TO SUFFICIENT FUNDS ON HAND TO PAY THE REQUIRED DEBT SERVICE IN 2010

	Scheduled Levy	Proposed Levy
2000A G.O. Improvement Bonds	56,752	20,725
2004A G.O. Improvement Bonds	283,622	262,381
2006A G.O. EDA Lease Revenue Bonds	259,700	232,333
2007A G.O. Improvement Bonds	177,634	163,382
2007B G.O. Community Resource Center Refunding Bonds	240,030	206,460

PASSED by the City Council of the City of Northfield on this 14th day of September 2009.

ATTEST

City Clerk

Mayor

VOTE: ___ ROSSING ___ POWNELL ___ DENISON ___ ZWEIFEL
 ___ BUCKHEIT ___ POKORNEY ___ VOHS

CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2009-093

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA, ADOPTING A PROPOSED 2010 BUDGET AND SETTING THE DATE AND TIME FOR THE PUBLIC HEARING

WHEREAS, the state of Minnesota requires the City to adopt a proposed budget and property tax levy prior to September 15th of each year as part of the truth-in-taxation requirements; and

WHEREAS, the state of Minnesota also requires the City to establish date and time for the public hearing on the budget and tax levy as part of the truth-in-taxation requirements; and

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

The City Council of the City of Northfield adopts a preliminary budget for the General Fund for 2010 as follows:

Revenues by Major Category	
Taxes	5,152,217
Licenses & Permits	302,300
Intergovernmental	2,904,648
Charges for Service	1,359,492
Fines & Forfeits	111,550
Other Revenue	423,033
Transfers In	316,575
Total	<u>10,569,815</u>

Expenditures by Function	
General Government	2,379,524
Public Safety	3,570,367
Public Works	1,850,880
Culture & Recreation	1,813,245
Other	748,457
Transfers Out	207,342
Total	<u>10,569,815</u>

BE IT FURTHER RESOLVED BY THE CITY COUNCIL THAT THE PUBLIC HEARING ON THE BUDGET AND PROPERTY TAX LEVY BE HELD AS PART OF THE REGULAR COUNCIL MEETING ON DECEMBER 7, 2009 AT 7:00 P.M. AND THAT SHOULD A CONTINUATION HEARING BE NEEDED, THAT THE CONTINUATION HEARING WILL

BE PART OF THE SECOND REGULAR COUNCIL MEETING ON DECEMBER 21, 2009
AT 7:00 P.M.

PASSED by the City Council of the City of Northfield on this 14th day of September 2009.

ATTEST

City Clerk

Mayor

VOTE: ___ ROSSING ___ POWNELL ___ DENISON ___ ZWEIFEL
 ___ BUCKHEIT ___ POKORNEY ___ VOHS