

City Council Meeting Date: February 9, 2010

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 \$1,694,631.92.*

Disbursement Description	Date	Amount
<i>1/15/10 Accounts Payable Checks (incl. Payroll Liabilities)</i>	<i>1/15/10</i>	<i>\$ 715,595.37</i>
<i>1/15/10 ACH for Employee Payroll</i>	<i>1/15/10</i>	<i>\$ 179,599.44</i>
<i>1/20/10 ACH for Sales Tax Liability</i>	<i>1/20/10</i>	<i>\$ 36,154.00</i>
<i>1/22/10 Accounts Payable Checks</i>	<i>1/22/10</i>	<i>\$ 164,299.90</i>
<i>1/29/10 ACH for Employee Payroll</i>	<i>1/29/10</i>	<i>\$ 145,432.12</i>
<i>1/29/10 Accounts Payable Checks (incl. Payroll Liabilities)</i>	<i>1/29/10</i>	<i>\$ 453,551.09</i>
	<i>TOTAL</i>	<i>\$1,694,631.92</i>

**SUMMARY**

The City Council is being asked to review disbursements for \$1,694,631.92. They are within the limitations of the approved budget and resources available.

**SUBMITTED BY:** *Julie Nordmeier, Accountant*

**ATTACHMENTS:**

1. Disbursement Lists

ITEM: First Reading of Ordinance No. 904 – Amending Section 2-57 (c) – Meetings

**ACTION REQUESTED:**

The City Council is being asked to have the first reading of Ordinance No. 904 amending Section 2-57 (c) regarding meetings of the city council.

**SUMMARY:**

This proposed change is in response to the City Council changing their regular meeting date to the first and third Tuesday of the month. The only change proposed is in Section 2-57 (c) eliminating language regarding meeting on the first Monday of January and replacing it with “at the first meeting of the year.” Section 2-57 (a) establishes that regular meetings of the council be held as prescribed by resolution. Resolution 2009-125 adopted by the City Council on December 21, 2009, states that the meeting schedule shall remain in effect until modified by the Council. Removing specific meeting day language from the city code provides for a more flexible efficient process if an elected or appointed body chooses to change their meeting days. Staff recommends approval of the first reading of Ordinance No. 904.

Existing City Code Section 2-57 regarding meetings reads as follows:

Section 2-57. - Meetings

- (a) Regular meetings of the council shall be held as prescribed by resolution, which resolution shall state the days, time and usual location of all regular meetings.
- (b) At least 12 hours before a special meeting of the council, the 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 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 Monday of January that is not a legal holiday, 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.
- (d) Notice of all meetings of the council and its committees and commissions shall be given to the public in compliance with the law.

**SUBMITTED BY:** *Deborah A Little, City Clerk*

**ATTACHMENTS:**

Ordinance No. 904

ORDINANCE NO. 904

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 IS 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.

- (c) At the first meeting of the 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.

Passed by the City Council of the City of Northfield this 9th day of February, 2010.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:    BUCKHEIT    DENISON    POKORNEY    POWNELL  
   ROSSING    VOHS    ZWEIFEL

First reading: \_\_\_\_\_  
Second reading: \_\_\_\_\_  
Published: \_\_\_\_\_

**ITEM:** Consider First Reading of Ordinance No. 905 Revising City Code Section 34-59 to Change Planning Commission Meeting Date

**SUMMARY AND ACTION REQUESTED:**

The City Council is being asked to give a first reading of Ordinance No. 905 that would change the regular Planning Commission meeting date. The following is a summary of this agenda item:

- At their meeting on December 15, 2009, the Planning Commission agreed to change their regular meeting date from the second and fourth Tuesday of the month to the first and third Thursday of the month. This change was in response to the City Council changing their regular meeting date to the first and third Tuesday of the month (with a City Council Work Session on the second Tuesday of the month).
- By moving the Planning Commission meeting to the first and third Thursday, it is estimated that the development review approval process (Planning Commission recommendation to City Council decision) can be reduced from 20 days to 12 days.
- The Planning Commission approved a change to their by-laws on January 7, 2010, to change their regular meeting date to the first and third Thursday of the month.
- City Code Section 34-59 (a) states that the Planning Commission shall meet on the second and fourth Tuesday of the month. As shown in Ordinance No. 905, this language would be revised to state that the Commission's by-laws would now describe on which dates the Commission would meet. This draft language is similar to what is proposed in the draft Land Development Code (LDC) that City Staff and the Commission are working on. Regulating meeting specifics through the by-laws is less cumbersome, if changes are needed, than regulating meeting specifics through the City Code, since a revised ordinance would not be required for a change to the by-laws.

**RECOMMENDATION:**

At their meeting on January 21, 2010, the Planning Commission held a public hearing on the ordinance, took public testimony, and then recommended to the City Council that they adopt the text language in Ordinance No. 905 revising the City Code to reflect the change of the Planning Commission meeting date.

Staff also recommends adoption by the City Council of Ordinance No. 905 upon first reading.

The following is a description of how the proposed date change relates to the City Council’s checklist:

Y	N	Checklist
	NA	Does this project fit within the identified Council goals, objectives, and priorities?
	NA	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? <b>A public hearing was held by the Planning Commission on January 21, 2010.</b>
Y		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)? <b>Yes, Comprehensive Plan Objective #10 (Land Use, Chapter 4) is to improve the development review process.</b>
	NA	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? <b>Yes, City Staff has estimated that the development review approval process could be reduced from 20 days to 12 days.</b>
Y		Have the suitable timelines and schedules been identified?

**SUBMITTED BY:** Dan Olson, City Planner

**ATTACHMENT:**

Ordinance No. 905

1. Minutes from January 21, 2010 Planning Commission meeting

**ORDINANCE NO. 905**

**AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA, AMENDING CHAPTER 34, LAND DEVELOPMENT REGULATIONS, ARTICLE II, ADMINISTRATION AND ENFORCEMENT, DIVISION 2, PLANNING COMMISSION AND ZONING BOARD OF APPEALS, SEC. 34-59, MEETINGS**

**THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT:**

Northfield Code Chapter 34, Land Development Regulations, Article II, Administration and Enforcement, Division 2, Planning Commission and Zoning Board of Appeals, Sec. 34-59, Meetings, is hereby amended as follows (new material is underlined; sections and subsections not being amended are omitted):

**CHAPTER 34. LAND DEVELOPMENT REGULATIONS**

**ARTICLE II. ADMINISTRATION AND ENFORCEMENT**

DIVISION 2. Planning Commission and Zoning Board of Appeals

**Sec. 34-59. Meetings.**

(a) Regular meetings. The planning commission shall meet on the dates specified in the bylaws for the Commission.~~The first meeting of the year of the planning commission and of the zoning board of appeals shall be on the second Tuesday in January. Regular meetings shall be held on the second and fourth Tuesdays of each month effective January 1, 2003, unless such day is a legal holiday or an election day in the city, in which case the regular meeting shall be held on the following Wednesday, and provided that regular meetings may be cancelled if there is no business before the commission functioning as either planning commission or zoning board of appeals.~~

Passed by the City Council of the City of Northfield this 9<sup>th</sup> day of February, 2010.

ATTEST:

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Mayor

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Published: \_\_\_\_\_

VOTE: \_\_\_ ROSSING \_\_\_ BUCKHEIT \_\_\_ DENISON \_\_\_ POKORNEY  
\_\_\_ POWNELL \_\_\_ VOHS \_\_\_ ZWEIFEL

City Council Meeting Date: February 9, 2010

CONSENT

Item: 4

Resolution 2010-009

**ITEM:** Approve application for premises permit for the Defeat of Jesse James Days Committee to conduct gambling activities at Jesse James Lanes, 1700 Highway 3 South

**ACTION REQUESTED:**

The City Council is being asked to approve Resolution 2010-009 approving a premises permit application for the Defeat of Jesse James Days Committee to conduct gambling activities at Jesse James Lanes, 1700 Highway 3 South.

**SUMMARY:**

The Defeat of Jesse James Days Committee is in the process of applying for a premises permit to conduct charitable gambling at Jesse James Lanes. Pursuant to Gambling Control Board procedures, part of the process includes obtaining city approval of the premises permit. The premises permit allows the Defeat of Jesse James Days Committee to conduct gambling activities at Jesse James Lanes subject to the rules and regulations of the Minnesota Gambling Control Board. Effective July 1, 2009, the term of a premises permit is perpetual. That means the permit remains in effect until the organization terminates the site or the Gambling Control Board suspends or revokes the permit. Organizations are no longer required to renew premises permits every two years. Staff recommends approval.

SUBMITTED BY: Deborah A Little, City Clerk

ATTACHMENTS:  
Resolution 2010-009

CITY OF NORTHFIELD, MINNESOTA  
CITY COUNCIL RESOLUTION #2010-009

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA APPROVING PREMISES PERMIT APPLICATION FOR THE DEFEAT OF JESSE JAMES DAYS COMMITTEE TO CONDUCT GAMBLING ACTIVITIES AT JESSE JAMES LANES

WHEREAS, the Defeat of Jesse James Days Committee is applying to the Gambling Control Board for a premises permit to conduct gambling activities at Jesse James Lanes, 1700 Highway 3 South; and

WHEREAS, the City must consider approval or denial of such applications; and

WHEREAS, staff recommends approval.

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

The City Council of the City of Northfield hereby approves a premises permit application for the Defeat of Jesse James Days Committee to conduct gambling activities at Jesse James Lanes, 1700 Highway 3 South, Northfield.

PASSED by the City Council of the City of Northfield on this 9th day of February 2010.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:     \_\_\_ ROSSING   \_\_\_ POWNELL   \_\_\_ DENISON   \_\_\_ ZWEIFEL  
          \_\_\_ BUCKHEIT   \_\_\_ POKORNEY   \_\_\_ VOHS

**ITEM:** Approve Interfund Transfers

**ACTION REQUESTED:**

The City Council is being asked to approve the attached resolution that authorizes three interfund transfers. Two of the transfers are related to matured debt service funds – the third formally authorizes a transfer from the General Fund to the Insurance Fund.

**BACKGROUND**

In accordance with the draft Matured Debt Service policy, the transfers recommended for the two general obligation bond funds are as follows:

- 1999D GO Improvement Bonds – ½ of the remaining cash (estimated at \$28,000) of the 2002A GO Improvement Bonds debt service fund (deficit projected) with the remaining ½ split equally and transferred to the Insurance Fund and the Capital Reserve Fund. This transfer will be effective as of 12/31/09 as the bonds were paid off in 2009. Any remaining receivables will be transferred to the 2002A Bond Fund.
- 1999E GO Improvement Bonds - ½ of the remaining cash (estimated at \$73,000) will also be transferred to the to the 2002A GO Improvement Bond debt service fund with the remaining ½ split equally and transferred to the Insurance Fund and the Capital Reserve Fund. This transfer will be effective as of February 2010 as the bonds were just paid off earlier this month. Any remaining receivables will be transferred to the 2002A Bond Fund.

At the Council work session in December where the Council reviewed final changes to the 2010 property tax levy and budget, staff recommended transferring \$100,000 from the General Fund to the Insurance Fund based upon a projected General Fund surplus for 2009. This transfer will be made effective as of 12/31/2009. (In the near future, staff will provide an update of the status of the Insurance Fund deficit as of the end of fiscal 2009 as well as a projection for future transfers.)

**SUBMITTED BY:** *Kathleen McBride, Finance Director*

**ATTACHMENTS:**

1. Resolution 2010-010

CITY OF NORTHFIELD, MINNESOTA  
CITY COUNCIL RESOLUTION 2010-010

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF  
NORTHFIELD, MINNESOTA TO APPROVE INTERFUND TRANSFERS

WHEREAS, the 1999D and 1999E General Obligation Improvement Bonds have matured with the debt service funds having residual assets; and

WHEREAS, the draft Matured Debt Service Policy provides a framework for the disposition of those residual assets; and

WHEREAS, the Insurance Fund is in a significant deficit position and Council has reviewed a draft deficit elimination plan,

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

1. The 1999D G.O. Improvement Bonds debt service fund be closed with residual assets transferred  $\frac{1}{2}$  to the 2002A G.O. Improvement Bonds debt service fund,  $\frac{1}{4}$  to the Insurance Fund and  $\frac{1}{4}$  to the Capital Reserve fund effective December 31, 2009;
2. The 1999E G.O. Improvement Bonds debt service fund be closed with residual assets transferred  $\frac{1}{2}$  to the 2002A G.O. Improvement Bonds debt service fund,  $\frac{1}{4}$  to the Insurance Fund and  $\frac{1}{4}$  to the Capital Reserve fund effective February 28, 2010;
3. A transfer of \$100,000 be made from the General Fund to the Insurance Fund effective December 31, 2009;
4. The Finance Director is hereby directed to record the transactions to the books in accordance with the dates specified.

PASSED by the City Council of the City of Northfield on this 9<sup>th</sup> day of February 2010.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:      \_\_\_ ROSSING      \_\_\_ POWNELL      \_\_\_ DENISON      \_\_\_ ZWEIFEL  
             \_\_\_ BUCKHEIT      \_\_\_ POKORNEY      \_\_\_ VOHS

**ITEM:** Approve adjustments to Sanitary Sewer and Water Availability and Connection Charges

**ACTION REQUESTED:**

The City Council is being asked to approve the attached Resolution, adjusting Sanitary Sewer and Water Availability and Connection Charges for 2010.

**SUMMARY**

The City Council is being asked to adjust the Sanitary Sewer and Water Availability Charges (SAC & WAC) and Connection charges in order to reflect construction cost adjustments as reported by the Engineering News Record Construction Cost Index. The 2010 construction cost index increased by 3.4%. Therefore, staff is recommending that the City Council increase the City's SAC & WAC fees accordingly. SAC and WAC fees are collected upon final plat approval for newly developing areas or with the building permit for new uses not requiring platting. Fees collected fund the additional impact to the other utility systems including capacity buy-in, trunk oversizing, and overall replacement of the utility networks. The approval of the revised impact fees will reflect the current construction costs.

The City has been working to evaluate revenue sources for the utility enterprise funds. It is anticipated this evaluation will be completed in the coming year. Until the comprehensive study is completed, it is recommended that the fees be updated to reflect the construction cost index as has been the case in previous years.

		2004	2005	2006	2007	2008	2009	2010
	<b>Construction Cost Index (CCI)</b>		8.0%	4.3%	1.5%	3.8%	1.9%	3.4%
<b>SAC</b>	Residential (per Unit)	1,225	1,325	1,380	1,400	1,455	1,485	1,535
	Commercial/Industrial (per net acre)	3,940	4,255	4,440	4,505	4,675	4,765	4,925
	Lift Station (per Unit)	600	650	680	690	715	730	755
<b>WAC</b>								
	Residential (per Unit)	578	580	605	615	640	650	670
	Commercial/Industrial (per net acre)	1,335	1,440	1,500	1,525	1,585	1,615	1,670
<b>Connection Charge</b>								
	Residential (per Unit)	1,445	1,560	1,625	1,650	1,715	1,750	1,810
	Commercial/Industrial (per net acre)	2,395	2,585	2,695	2,735	2,840	2,895	2,995

**ATTACHMENT:**

1. Resolution 2010-011

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

CITY OF NORTHFIELD, MINNESOTA  
CITY COUNCIL RESOLUTION #2010-011

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD, MINNESOTA APPROVING SANITARY SEWER AND WATER AVAILABILITY CHARGES (SAC AND WAC) AND CONNECTION CHARGES

WHEREAS, pursuant to the authority of Minnesota Statutes Section 444.075, the City Council had adopted Ordinance Section 82-32 as part of the City of Northfield Ordinance Code; and,

WHEREAS, Ordinance Section 82-32 authorizes the City Council to adopt certain sanitary sewer availability charges (SAC), water availability charges (WAC), and connection charges in amounts to be determined by resolution from time to time; and,

WHEREAS, the City of Northfield did adopt Resolution #98-160 on May 18, 1998 establishing Sanitary Sewer and Water Availability Charges (SAC and WAC) and Connection Charges, subject to adjustments based on changes in construction costs as reflected by the *Engineering News Record* Construction Cost Index; and,

WHEREAS, the City Council has reviewed the adequacy of the charges to meet the needs of the sanitary sewer and water utility systems.

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

The City Council of the City of Northfield hereby adopts the attached City of Northfield Sanitary Sewer and Water Availability Charges (SAC and WAC) and Connection Charges.

PASSED by the City Council of the City of Northfield this 9th day of February 2010.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:    \_\_\_ ROSSING    \_\_\_ POWNELL    \_\_\_ DENISON    \_\_\_ ZWEIFEL  
         \_\_\_ BUCKHEIT    \_\_\_ POKORNEY    \_\_\_ VOHS

**CITY OF NORTHFIELD  
SANITARY SEWER AND WATER AVAILABILITY CHARGES  
SAC AND WAC  
AND CONNECTION CHARGES**

**ADOPTED: February 9, 2010  
Pursuant to Resolution #2010-011**

Pursuant to Minnesota Statutes Section 444.075 and Northfield Ordinance Section 82, the City Council is authorized to adopt sanitary sewer charges (SAC), water availability charges (WAC), and connection charges pertaining to certain utility systems in the City of Northfield. Accordingly, the following charges are hereby adopted:

Sewer Availability Charge (SAC)	\$1,535 per unit* or \$4,925 per net acre of commercial or industrial land use
Additional SAC for Lift Station	\$755 per unit
Water Availability Charge (WAC)	\$670 per unit* or \$1,670 per net acre of commercial or industrial land use
Connection Charge (combined sanitary sewer and water)	\$1,810 per unit* or \$2,995 per commercial or industrial land use

The above listed charges shall be adjusted annually as of January 1 to reflect changes in construction costs as reflected by the *Engineering News Record* Construction Cost Index and may be adjusted from time to time based on the City's analysis of the adequacy of the charges to meet the needs of the subject utility systems.

\*A unit shall be as defined in the Ordinance Section 82-32 as follows:

b) *Computation of units and charges.* The number of units anticipated to be connected shall be computed as follows. The amount to be charged per unit shall be determined by the city council by resolution from time to time:

- (1) Single-family houses, townhouses and duplex units shall each comprise one unit.
- (2) An apartment which lacks separate plumbing for washer and dryer shall comprise 80 percent of a unit. An apartment with separate plumbing for washer and dryer shall comprise one unit.
- (3) Public housing units and housing units subsidized under any governmental program for low and moderate income housing shall be counted as 75 percent of the unit equivalent for that type of housing.
- (8) The council shall review the assignment of units and other charges as provided in this subsection, may modify or add to them by resolution from time to time, and may deviate from the general assignment of units or other charges in particular cases where it is fair and reasonable to do so. The council may also prescribe more detailed rules regarding assignment of units or other charges by resolution from time to time.

**ITEM:** First Reading of Ordinance #908 Amending Section 34-301(h) of the Municipal Code Related to the Two Year Sunset provision of the Building Code Board of Appeals for the City of Northfield

**ACTION REQUESTED:**

**Proposed Motion for Consideration:** \_\_\_\_\_ **Motion** \_\_\_\_\_ **Second**

*The City Council of the City of Northfield hereby approves first reading of Ordinance #908 which will continue the existence of a Building Code Board of Appeals for one more year.*

**SUMMARY:**

When the City Council established the Building Code Board of Appeals in March of 2008, the ordinance that established the Board had a two year sunset provision that would result in the Board automatically going away if the Council did not take affirmative action to extend the existence of the Board.

Ordinance #908, which is now before the Council for action, would extend the existence of the Board for one additional year. Since the inception of the Board, the Board has not met; therefore, there has not been an apparent demand for the authority of the Board that would clearly justify the continued existence of the Board. The authority of the Board is to decide on appeals of decisions made by the Building Official.

The members of the Building Code Board of Appeals are also the same members that make up the Rental Housing Code Board of Appeals. These members have been appointed as Building Code Board members for only one year since there was a noticeable delay between the establishment of the Board and the appointment of members. For this reason, it is reasonable that the existence of the Building Code Board of Appeals should be extended for one additional year.

Council may also wish to consider two possible alternatives to the motion proposed by staff. If Council would like to consider these alternatives this item will need to be removed from the consent agenda.

*Alternative 1.*

*The City Council of the City of Northfield hereby denies approval of Ordinance #908 on first reading. This option will result in the Building Code Board of Appeals being eliminated as provided for in Section 34-301(h).*

*Alternative 2.*

The City Council of the City of Northfield hereby postpones action on Ordinance #908 and refers the ordinance back to City Staff for additional information.

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

**ATTACHMENTS:**

Ordinance #908 Amending Section 34-301(h) related to the Building Code Board of Appeals.

**ORDINANCE NO. 908**

**AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA, AMENDING NORTHFIELD CODE CHAPTER 34, ARTICLE V, DIVISION 2**

**THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT NORTHFIELD CODE CHAPTER 34, ARTICLE V, DIVISION 2, SEC. 34-301 IS HEREBY AMENDED AS FOLLOWS (deleted material is lined out; new material is underlined; subsections which are not being amended are omitted):**

Sec. 34-301. - Building code board of appeals.

(h) "*Sunset*" provision. This section 34-301 shall expire and be of no further force or effect ~~two~~ three years following its effective date (March 18, 2008) unless the council acts by ordinance to readopt it.

Passed by the City Council of the City of Northfield this 9th day of February, 2010.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:  BUCKHEIT  DENISON  POKORNEY  POWNELL  
 ROSSING  VOHS  ZWEIFEL

First reading: \_\_\_\_\_  
Second reading: \_\_\_\_\_  
Published: \_\_\_\_\_

ITEM: Appointments to Hospital Board

**PROPOSED MOTION FOR CONSIDERATION:**

\_\_\_\_\_ **Motion** \_\_\_\_\_ **Second**

*The City Council of the City of Northfield hereby confirms the appointment of Mr. Dixon Bond, Ms. Michelle Muench, and Mr. Charles Austin to the Hospital Board for three-year terms ending December 31, 2012.*

**SUMMARY:**

The City Council is being asked to confirm the Mayor's appointments to the Hospital Board as listed above.

Mayor Rossing provided the following information regarding the appointments:

*I am recommending the reappointment of Mr. Dixon Bond to the Hospital Board for a second 3-year term. Mr. Bond's experience with government and non-profit organizations makes him a valuable member of the board. He is currently serving as vice-chair of the board and was involved with hiring of our new CEO. Continuity on the board will be important with the changes in senior staff expected over the next couple of years.*

I am also recommending that Ms. Michelle Muench and Mr. Charles Austin be appointed to a 3-year term. Ms. Muench is an independent ophthalmologist who contracts her services to the Northfield Hospital where she performs her surgeries. She is not affiliated with either the Mayo or Allina Health Systems. She is a Northfield native. Mr. Austin brings years of experience in the health insurance industry. He currently volunteers to help seniors choose and navigate through health plans and also with SCORE (Service Corps of Retired Executives) consulting for start-up and existing businesses.

The Mayor recommends and appoints applicants based on their interests, willingness to serve and background. The goal of the Mayor is to have members on the various boards and commissions who represent all segments of the community.

Northfield City Charter language relating to membership of the Hospital Board reads as follows:

**Sec. 14.2. Hospital Board.**

The control and management of all hospitals, convalescent homes, nursing

homes, and related medical facilities including medical clinics, now or hereafter owned and operated by the City of Northfield shall be committed to a hospital board consisting of seven (7), eight (8) or nine (9) members as determined by the council. The members shall be residents of the Northfield School District with no more than two members residing outside the corporate limits of the City of Northfield. The members shall not be paid a salary for their services, but shall receive actual expenses while on business of the board. No member of said board shall be an employee of the Northfield City Hospital. The appointments to the board shall be made by the mayor, subject to confirmation by a majority vote of the city council. The members shall be appointed for three-year terms. The maximum number of consecutive terms shall be three (3). The members shall be eligible for reappointment after a period of one (1) year off the board. When the size of the board is changed, the terms of the new appointees may be less than three (3) years. Vacancies in the board shall be filled by appointment and shall be confirmed in like manner for the remainder of the unexpired term.

**SUBMITTED BY:** *Mayor Mary Rossing*  
*Joel Walinski, City Administrator*



vacated by resignation shall be filled by the normal appointment procedure. Upon expiration of the term of office or voluntary resignation, a member shall continue to serve until his/her successor shall be appointed. Members may be reappointed for no more than three consecutive terms. The designated representative of the city government staff shall serve as an ex officio, nonvoting member of the environmental quality commission.

(b) At the second regular meeting of each calendar year, the environmental quality commission may appoint two or more nonvoting advisory members. These persons shall have substantial education or training in the natural sciences or environmental or urban planning field and shall, upon request of the environmental quality commission or upon its own initiative, advise the environmental quality commission on matters concerning environmental quality and natural resources.

**SUBMITTED BY:** *Mayor Mary Rossing*  
*Joel Walinski, City Administrator*

ITEM: Recommendations for Charter Commission appointments

**PROPOSED MOTION FOR CONSIDERATION:**

\_\_\_\_\_ **Motion**

\_\_\_\_\_ **Second**

*The City Council of the City of Northfield hereby recommends Ms. Jayne Hager Dee, Mr. Anthony Becker, and Mr. Frank Balster for appointment to the Charter Commission for four-year terms ending December 31, 2013.*

**SUMMARY:**

The City Council is being asked to confirm the Mayor's recommendations for appointments to the Charter Commission as listed above.

On January 19, 2010, in response to a formal request from the District Judge who makes Charter Commission appointments, Council passed the following motion relating to the appointment process:

*"The City Council of the City of Northfield hereby acknowledges receipt of a letter from Chief Judge Robert Benson formally requesting the process for Charter Commission appointments and agrees to provide recommendations to the Chief Judge for Charter Commission appointments as requested."*

Mayor Rossing provided the following information regarding the recommendations:

*As per Judge Benson's request I am bringing forward the three names of the applicants on file for the Charter Commission. It is my opinion that all three have something valuable to offer the Commission and can be recommended for appointment.*

*Ms. Jayne Hager Dee is up for reappointment and should be considered because of her experience on the Commission and professionally. She has a vast and deep resume of service in the public and non-profit sectors as well as holding various leadership roles. Her continuation on the Charter will be a great asset.*

*I am recommending that both Mr. Tony Becker and Mr. Frank Balster be considered for appointment. Mr. Becker is a professor of economics at St. Olaf College and also maintains a practice as an expert witness in antitrust cases, consulting with attorneys who are arguing cases of economic damages and business injury in U. S. District Court and the U.S. court of Appeals.*

*Mr. Balster works as a sales executive for a national manufacturing company and is a relatively new resident of the Northfield community. He brings a practical perspective to the Charter and also has experience in government, having worked in various capacities for the cities of Joplin and Branson, Missouri.*

The Mayor recommends and appoints applicants based on their interests, willingness to serve and background. The goal of the Mayor is to have members on the various boards and commissions who represent all segments of the community.

Minnesota Statutes relating to appointments for Charter Commissions read as follows:

410.05 Charter Commission.

Subd. 2. Commission members; terms, vacancies.

Charter commission members shall hold office for the term of four years, and until their successors are appointed and qualify, except that of members initially appointed after July 1, 1967, eight shall be appointed for two year terms and seven for four year terms. Vacancies in the commission shall be filled by appointment of the chief judge for the unexpired terms. Upon the expiration of each term, the chief judge shall appoint new commission members. If the chief judge fails to appoint new commission members within 30 days then thereafter the governing body of the city shall, appoint new commission members, unless within the 30 day period the chief judge indicates in writing to the governing body an intention to appoint new members, in which case the chief judge shall have an additional 60 days within which to make the appointment. Appointments shall be made by order filed with the court administrator of the district court. An appointee who neglects to file with the court administrator within 30 days a written acceptance and oath of office shall be deemed to have declined the appointment and the place shall be filled as though the appointee had resigned. The charter commission, within 30 days after the initial appointment of the commission, shall make rules, including quorum requirements, with reference to its operations and procedures. The commission shall submit to the chief judge of the district court, on or before December 31 of each year, an annual report outlining its activities and accomplishments for the preceding calendar year. The commission shall forward a copy of the report to the clerk of the city. Any member may be removed at any time from office, by written order of the district court, the reason for such removal being stated in the order. When any member has failed to perform the duties of office and has failed to attend four consecutive meetings without being excused by the commission, the secretary of the charter commission shall file a certificate with the court setting forth those facts and the district court shall thereupon make its order of removal and the chief judge shall fill the vacancy created thereby.

Subd. 3. Commission appointments; nominees.

A city council, a charter commission, or the petitioners requesting the appointment of a charter commission may submit to the court the names of eligible nominees which the district court may consider in making appointments to the charter commission.

**SUBMITTED BY:** *Mayor Mary Rossing*  
*Joel Walinski, City Administrator*

**ITEM:** Approve Radio Read Meter Plan

**ACTION REQUESTED:**

**Proposed Motion For Consideration:** \_\_\_\_\_ **Motion** \_\_\_\_\_ **Second**

*The City Council of the City of Northfield hereby approves the acceleration of the radio read meter program such that the all meters citywide are replaced no later than December 31, 2011.*

**SUMMARY**

The City Council is being asked to approve a change in the schedule for the Radio Read Meter Change-out Program. The new schedule would allow for all existing residential non-radio read meters to be changed before December 31, 2011. The original schedule for this project would have been completed on December 31, 2015.

The acceleration of this program will benefit the Finance Department by reducing the amount of staff time required to transfer readings from post cards into the billing software and eliminate the need to make water usage estimations for customers that do not return their post cards. Residents and Finance will also benefit by being able to use the auto draft payment option that is only available to residents that have radio read meters. With a complete radio read meter system, the Water Division will have more accurate water sales numbers to send into the Department of Natural Resources for the annual Water Appropriation Report. The Water Division will also be able to respond to final meter read-outs much quicker without having to make appointments to do so.

The Water Division has negotiated a discounted price with Northern Water Works of \$195 per meter until the end of 2011, which is a savings of approximately \$30 per meter. The final number of meters requiring change out at this time is slightly more than 3,000 meters, which then computes to a total meter cost of approximately \$600,000. The Water Division has already changed 219 meters in the month of January and expects to change more in February. The Water Division is requesting an additional \$350,000 for meters and other required materials between the years of 2010 and 2011 to finish the project.

To complete this project will require the addition of more personnel. The Water Division is currently reviewing three options for completing project:

1. Contract all change outs. The Water Division has request a quote for changing out the remaining meters by a contractor. At this point the estimated cost is \$140,000 - \$170,000 which is an addition to the cost of the meters.
2. Hire a temporary agency employee. The potential assistance that could be provided by a employee through a temporary agency has been explored. The estimated timeframes

would be approximately 6 months in 2010 and 6 months in 2011. The agency would only be used for meter change out and once that project is completed the assistance from the agency would be terminated.

3. Hire a new full time employee. This possible solution would increase the manning in the Water Division to three full time operators.

Staff will be reviewing these options and selecting the most cost effective plan. If either 1 or 3 are selected further approval from City Council will be requested.

**DECISION MATRIX:**

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

**SUBMITTED BY:** *Doug Lien, Water Superintendent*  
*Brian Erickson, Public Works Operations Engineer*

ITEM: Consider policy change regarding permitting alcohol use at the NCRC

**ACTION REQUESTED:**

**Proposed Motion For Consideration:** \_\_\_\_\_ Motion \_\_\_\_\_ Second

*The City Council of the City of Northfield hereby reaffirms the policy of prohibiting alcohol at City owned facilities including the NCRC.*

**SUMMARY:**

The City of Northfield has received a request from the Northfield Senior Citizens to allow the use of alcohol at the NCRC for a dance scheduled in rooms SS103 and SS105 on February 27, 2010. The City's current policy prohibits the use of alcohol in all City facilities. The NCRC building is considered a city facility. Staff agreed to bring this issue to the City Council to consider a policy change exempting the NCRC from the policy prohibiting alcohol in City facilities. The Northfield Senior Citizens currently lease rooms SS103 and SS105 from the City. The Senior Citizens determine who uses these rooms and how they are used.

Staff does not recommend a change to the policy prohibiting alcohol use in a city facility for the following reasons:

- The NCRC is a mixed use of facility. The facility is home to a wide variety of partners and programs with participants that range in age from infants through senior citizens.
- Increased liability to the City.
- Competing with other private businesses in town that have facilities for these types of events by using a tax subsidized facility.
- Potential increased future costs for facility maintenance and repair.
- Staff does not recommend granting an exemption for one facility, or on a case-by-case basis, because of the subjectivity and time involved in considering each request individually.

There are only two ways permitted in State law for a non-licensed group, business or club to serve (sell or give away) alcohol.

- Hiring a licensed on-sale intoxicating establishment that holds a caterer's license to serve at an event. The serving of alcohol is tied to the service of food through a caterer's permit. 340A.404 Subd. 12. permits the holder of a caterer's permit to sell intoxicating liquor as an incidental part of a food service that serves prepared meals at a place other than the premises for which the holder's on-sale intoxicating liquor license is issued.
  - Caterer's permits are issued by the State and permit licensees to serve alcohol along with catered food anywhere in the State of Minnesota. Holders of a

Caterer's Permit are required to notify local law enforcement before any catered events take place in their jurisdiction.

- Issuance of a temporary license. Temporary licenses are available for 3.2 percent malt liquor or on-sale intoxicating liquor. The cost of a temporary license is \$350. Temporary licenses are approved by the City Council. Temporary licenses can be obtained by the following:
  - Temporary on-sale 3.2 percent malt liquor licenses may be issued to clubs and charitable, religious and other nonprofit organizations.
  - Temporary on-sale intoxicating liquor licenses may be issued to; (i) a club or charitable, religious, or other nonprofit organization in existence for at least three years; (ii) a political committee registered under Minn. Stat. § 10A.14; or (iii) a state university a temporary on-sale license for the sale of intoxicating liquor in connection with a social event within the city sponsored by the licensee.
    - The city may not issue more than three four-day, four three-day, six two-day, or 12 one-day temporary on-sale intoxicating liquor licenses, in any combination not to exceed 12 days per year, to any one organization or registered political committee or for any one location within a 12-month period.
    - The city may require that the license be limited to wine or malt liquor or to wine and malt liquor.

Both options noted above would require a certificate of insurance for events held on City property. The insurance requirements are as follows:

- The City must be named as a certificate holder
- The City must be named as an additional insured
- A 30 day cancellation notification clause must be included
- The insurance must cover the entire period of the event
- The applicant must maintain commercial general liability and liquor liability insurance in the amount of \$1,500,000

The Northfield Senior Citizens have indicated that they have contacted a licensed caterer that they would hire for this event.

Additional options:

The City Council could allow the use of alcohol at the NCRC by adopting a motion that exempts the NCRC from prohibition of alcohol in City facilities. Staff does not recommend this option. If council chooses this option, staff recommends that a policy be created to govern the use of alcohol at the NCRC. The policy would govern things such as requiring city council approval of all events where alcohol will be served, whether the alcohol service would be limited to beer/wine, hiring of security, behavior expectations, additional fees or deposits, notification of building partners and police, insurance requirements, etc.

**Optional Motion “A”**

*The City Council of the City of Northfield hereby approves the exemption of the NCRC from the policy of prohibiting alcohol at City owned facilities to allow the use of alcohol at the NCRC and directs staff to create a policy governing the use of alcohol at the NCRC.*

The City Council could allow the use of alcohol at the NCRC on a case-by-case basis. Staff does not recommend this option because of the subjectivity and time involved in considering each request individually. If council chooses this option, staff recommends that a policy be created to govern the use of alcohol at the NCRC and to set the parameters by which an event would be approved or denied by the City Council. The policy would also govern things such as whether the alcohol service would be limited to beer/wine, hiring of security, behavior expectations, additional fees or deposits, notification of building partners and police, insurance requirements, etc.

**Optional Motion “B”**

*The City Council of the City of Northfield hereby approves the exemption of the NCRC from the policy of prohibiting alcohol at City owned facilities to allow the use of alcohol on a case-by-case basis at the NCRC and directs staff to create a policy governing the use of alcohol at the NCRC and establishing the parameters by which such use would be approved or denied.*

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

**SUBMITTED BY:** *Joel Walinski, City Administrator*  
*Deborah A Little, City Clerk*

**ITEM:** Approve Architect RFP for Facilities

**ACTION REQUESTED:**

**Proposed Motion For Consideration:** \_\_\_\_\_ **Motion** \_\_\_\_\_ **Second**

*The City Council of the City of Northfield hereby approves the architect request for proposals (RFP) for facilities design of a Police Station and a Fire Station.*

**SUMMARY**

The City Council is being asked to approve the attached request of proposals (RFP) of architect-engineer services related to the design of a Police Station and a Fire Station. This RFP details the scope of work required to complete the design for the construction of the Police Station and Fire Station.

The process to select the Consultant is detailed below and will begin upon approval of the RFP by the City Council.

1. The RFP will advertised via a number of methods which shall include at a minimum the Northfield News, and the City's website. In addition, A-E firms that the City is familiar with will be contacted regarding their interest in proposing.
2. The RFP timeframe will close at 5:00 P.M. on March 10, 2010.
3. The proposals along with the grading sheets will be forwarded to the selection committee. That committee shall be composed of two Council members, two members from the community, the City Administrator, and the Public Works Operations Engineer. The community members will be people who have significant experience and background in construction and facilities management.
4. After this grading the top 2 –3 Consultants will be invited to an interview process whereby the Committee will select the top Consultant.
5. City staff will then contact the top Consultant to discuss the final cost, clarify the scope of work and prepare the professional services agreement.
6. Staff will then return to City Council and request authorization to enter in to an agreement with the selected Consultant.
7. Upon approval from the City Council the agreement will be completed and work will then begin.

**The RFP scope of work includes the following tasks:**

1. Assist with Site Selection – The selected Consultant will assist with evaluation of up to three sites for the new Police Station and reviewing and confirming the existing location for the Fire Station. As part of this task the Consultant will prepare site plan to indicate

how the proposed facilities will fit on the possible sites. In addition the Consultant will review how the constraints impact locating the Fire Station on the current Safety Center site.

2. Review/Update Programmed Space Study – The Consultant will review the Space Needs Analysis Report for a New Public Safety Center to insure that the needs are current and complete. By reviewing this prior to the beginning design any potential changes could be corrected.
3. Prepare Design Documents – The Consultant’s design work shall address several concepts in the design including sustainable type work/green construction and healthy building design. As the design progress there will two primary opportunities to provide comment to the Consultant on the design. A third review at the 90% complete design point would also allow for some minor corrections for constructability.
4. Bidding Services – The Consultant will assist City Staff with preparing for advertising this project for bids. The Consultant could conceivably expect to answer prebid questions as well as tabulate bids and reviewing pre-award documentation from bidders.
5. Construction Administration – As the construction proceeds the Consultant will provide a number of services including documenting meetings, review of progress payments and managing the punch list.
6. On-Site Representation – Due to the duration of the construction, the assistance of a full-time construction representative to assist with quality assurance is necessary. This task is critical due to the shortage of city staff and inability to provide a full time staff member on-site.
7. Special Inspections – The consultant shall provide either a certified inspector or a testing agency for review certain design elements which may require special inspections. Typically these inspections are design dependent and involve review of structural elements.

The RFP also details an overall timeline for completion of the tasks. The design completion, bidding, and construction timelines are more general than the early portion of the project. By detailing the general timelines, the Consultant can more easily gauge their level of effort through out the project and plan accordingly to insure the best product in the design.

### **RFP Criteria Scoring:**

Providing requirements and evaluation criteria in the RFP gives the proposers direction on what the City of Northfield is seeking from its Consultant. Some of the important evaluation factors are previous recent experience in projects of this scope and size, which is critical in insuring the best functional design for the Police Department and Fire Department. An additional focus area is the demonstrated ability to design facilities that meet the goals of the City of Northfield as well as demonstrating how they will engage the public through out the design process. As a result of the previous council discussion on this item from December 7, 2009 the “Local” criteria was added to the scoring. Those firms, which currently pay property tax within the City of Northfield, will be given 5 points in this area. Firms identifying some local connection to the

community – previous work within the community, or the use of specialized consultants from the community, or employees with local community ties, etc – will be given 3 points for this criteria scoring. The selection scoring criteria sheet is provided as Attachment #2 for your review.

**DECISION MATRIX:**

Y	N	Checklist
X		Does this project fit within the identified Council goals, objectives, and priorities? <i>Yes, this project is included within the 2010-2014 CIP.</i>
NA		Does the project fit within the estimated budget & resource parameters? <i>To be determined (TBD)</i>
X		Is the public process identified consistent with the scope and implications of the project? <i>The selection process for the architectural services has been identified above. The public process for the development of the design will be discussed and identified as the project proceeds</i>
NA		Have the pertinent boards and commissions been identified for providing review, recommendations, or input?
NA		Is this decision consistent with current city plans (Comp Plan, Transportation Plan, Park Plan, etc)?
NA		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? <i>Yes, see selection criteria grid.</i>
X		Have the suitable timelines and schedules been identified? <i>Yes, see information provided in staff report.</i>

**ATTACHMENTS:**

1. RFP for A-E Services for Police Station and Fire Station
2. Architect Criteria Scoring Grid

**SUBMITTED BY:** *Brian Erickson, Public Works Operations Engineer*  
*J. Walinski, City Administrator*

**REQUEST FOR PROPOSALS**  
**Architect-Engineer Services**  
**Related to the Design of a Police Station and Fire Station**  
**Northfield, Minnesota**

**PROJECT BACKGROUND**

The City of Northfield is seeking professional services related to the design of a new Police Station and Fire Station for the City of Northfield, Minnesota. The tasks included in this project are: preparation of design documents (plans and specifications), prebidding services, construction administration, and on-site and special inspections as required.

The City of Northfield has undertaken planning related to the replacement of the current Safety Center (Police and Fire Station) located at the intersection of Minnesota T.H. 19 and 5<sup>th</sup> Street in Northfield, Minnesota. The current building was constructed in 1971, and has had a number of renovations and remodels to accommodate increased staffing in the 39 years since construction. However, no increase in space has occurred. It is currently located in the FEMA 100-year floodplain for the Cannon River.

January 26, 2009 the City Council authorized a Public Safety Center Taskforce to research, analyze data and define facility space needs, building location and financing and ultimately make a report clearly defining public safety needs to the City Council. The final report was presented to City Council June 22, 2009. The City Council then provided additional direction regarding the Safety Center Facility Project within the 2010 – 2014 Capital Improvement Plan (CIP). The Council approved a motion, which selected to reuse the existing location for a new Fire Facility and provide a new location for the Police Facility. In addition, the Council will consider approval of square footage, costs and locations in subsequent actions.

The current plan calls for the construction of a new Police Facility at a location to be determined, construction to commence in May 2011. The Fire Facility will remain at its current location; however, it will be replaced with a new facility, construction to commence in May 2012.

**SCOPE OF WORK**

The City will make available all pertinent and available existing information and data to perform this project. Data available include: historical information, geographic information system (GIS) mapping data, Safety Center Task Force minutes and recommendations, and city owned utility information.

The following is an anticipated general scope of work required to complete the project:

**1. *Assist with Site Selection***

The Consultant will assist with Police Station site evaluation for three sites. Evaluation shall include a review of how the building fits on the selected site for the police station. In addition the Consultant shall confirm the siting of the Fire Station on the existing site and how it will fit within the existing constraints including flood plain and MnDOT access issues. A site plan shall be prepared in each case.

**2. *Review/Update Programmed Space Study***

The Consultant will review the Space Needs Analysis Report for a New Public Safety Center prepared by Wold Architects & Engineers dated December 2008. The Consultants shall also review the findings from the 2009 Safety Center Task Force. Reviewing these documents and programs will be the starting point

for preparing design documents for the Police and Fire Stations. The review process will need to allow for changes in programs and priorities since June 2009 to be included prior to beginning design.

### ***3. Prepare Design Documents***

Upon review and updating of the Space Needs Analysis Report the Consultant shall then prepare design documents.

- As part of the design process, the Northfield City Council will develop and identify project priorities and goals. These goals shall be addressed within the project design.
- The design shall address sustainable type work/green construction and healthy building design elements that can be utilized in the construction.
- The development of the design documents shall incorporate a public participation and review process.
- The final design shall consist of all required documents for bidding and shall include as a minimum plans, technical specifications and general (city provided) specifications.

Documents shall be presented to city staff for review at the schematic design (~35%), design development (~50%) and prefinal design (~90%) phases for comment. The Consultant shall be prepared to meet with staff during these reviews (minimum of 2 on site visits). The Consultant shall provide 5 full size sets of drawings and specifications as well as electronic versions of both for use by the City.

### ***4. Bidding Services***

The Consultant will provide assistance with preparing the advertisement for bids, answer prebid questions from plan holders, tabulate bids, review preaward documentation, and assist in review of the qualifications and references of the low bidder.

### ***5. Construction Administration***

The Consultant will provide construction administration services, which includes project meeting documentation, construction observation, progress payment review, change order review and negotiation, and punchlist management.

### ***6. On-Site Representation***

The Consultant will provide on-site project representative to evaluate and observe the progress and quality of construction work for general compliance with the contract documents. The duties shall include the review of materials and workmanship for compliance with contract documents, reporting discrepancies to the City of Northfield, attend progress meetings and monitor the contractor's schedule.

### ***7. Special Inspections***

The Consultant shall provide services required for special inspections of certain design element, which may include steel and concrete construction as detailed in the design for the facility.

### **FEEs**

The Consultant shall provide an estimated breakdown on labor hours to complete the various phases of work.

## GENERAL PROJECT SCHEDULE

The anticipated schedule is shown below:

March 10, 2010 – Proposals Due at 5:00 P.M.

March 11, 2010 – Proposal Review

April 6, 2010 – Seek authorization from Council to enter into an agreement with the selected consultant.

April 13, 2010 – Project Kick-Off Meeting

Late June – Schematic Design/Statement of Probable Construction Costs

Fall 2010 – Final Design

Late 2010/Advertise for Bids (Construction Phase)

Spring 2011 – Construction Start

Late 2011 – Construction Completion

## PROPOSAL REQUIREMENTS/CONTENT

Technical proposals are limited to 15 pages printed single sided including proposal narrative and illustrative graphics. Resumes and forms may be included as appendices and do not count toward the technical proposal 15 page limit. Cover letter may also be included and not counted toward the page limit. Each resume shall be no longer than 1 page.

1. A detailed scope of work that will identifies the major tasks to be accomplished and how the Consultant plans to accomplish the work.
2. A detailed schedule for completing the project.
3. Qualifications and experience of the personnel working on the project and the role each will play including the expected number of hours each is expected to spend on the project.
4. Related project experience of company with police and fire facilities. Please provide at least three examples of projects of similar size and scope of this project.
5. References from similar projects completed in the last three years.
6. Fee structure and value of services.

Responders are encouraged to meet with City Staff either by meeting or phone conference prior to submitting a proposal.

## PROPOSAL EVALUATION

To be considered a qualified proposal, responders will need to have completed a project in the State of Minnesota with a similar scope. All qualified proposals received by the deadline will be evaluated by the City of Northfield. The City reserves the right to reject any and all proposals not deemed to be in the best interest of the City, whether financially or operationally. The factors on which proposals will be judged are:

- Professional qualifications/experience of staff assigned.
- Specialized experience in similar scope and size public safety projects and dates of those projects.
- Familiarity with the project requirements and conceptual approach proposed to address those

- requirements.
- Quality of past performance on similar projects.
  - Experience and qualifications of any subconsultants.
  - Evidence of cost control effectiveness.
  - Current volume of work that could affect ability to complete the work on time.
  - Accessibility of the project team to the site.
  - Capability to provide aesthetic design features in keeping with the City and community goals for a quality outcome.
  - Demonstrated ability for a high degree of public participation and related coordination for input and resolution of project issues.

The selection committee includes two Council Members, two member of the citizenry, the City Administrator, and the Public Works Operations Engineer.

#### PROPOSAL SUBMITTAL

Please send complete proposals to:

City Clerk  
City of Northfield  
801 Washington Street  
Northfield, MN 55057

Please submit 6 copies of the proposals no later than **5:00 PM, Central Time, on March 10, 2010**. Responders are also suggested to send an electronic version to the contact below for distribution to the selection committee. E-mail responses alone will not be considered.

All costs incurred in responding to this RFP will be borne by the responder.

#### PROPOSAL QUESTIONS

Prospective responders who have any questions regarding this request for proposal or would like to schedule a meeting may contact:

Brian Erickson, P.E.  
Public Works Operations Engineer/  
Transit Manager  
1710 Riverview Drive  
Northfield, MN 55057  
507.645.3037  
brian.erickson@ci.northfield.mn.us

City Council Meeting Date: February 9, 2010

ITEM: 15

Motion

**ITEM:** Council Decision on Financing for Facilities Projects

**Proposed Motion for Consideration:** \_\_\_\_\_**Motion** \_\_\_\_\_**Second**

*The City Council of the City of Northfield hereby directs staff to proceed with planning for the facilities projects based upon issuing*

- 1. Referendum Bonds; or*
- 2. Capital Improvement Bonds; or*
- 3. (EDA or HRA) Lease Revenue Bonds.*

**SUMMARY**

The Council reviewed the options available for financing the major facility projects at the January 12, 2010 work session. The Council is now being asked to decide on the type of bond that will be issued in order to keep the planning process on schedule.

The financing options staff report presented at the January 12<sup>th</sup> work session is attached as is the updated project timetable chart.

**ATTACHMENT:**

1. Staff report from 1/12/10 work session
2. Timelines for Facilities Financing Chart

**SUBMITTED BY:** *Kathleen McBride, Finance Director*

**ITEM:** Discuss process for stormwater ordinance and collaborating with Bridgewater Township

### **SUMMARY**

The Council will be asked to authorize staff to enter into a contract for the work associated with creating a surface water management ordinance and the partnering policy document at the February 16, 2010 meeting. One of the key components to the contract will be the community plan. The plan details how the interactions will occur with the council, boards, commissions, and other interested citizens or groups. Staff will be presenting a proposed plan and seeking input and direction to be able to finalize the contract.

Staff will also be facilitating a discussion with Bridgewater Township supervisors on coordinating efforts for protecting Rice Creek. This discussion is in line with the terms of the existing annexation agreement which states:

*XVI. The City of Northfield and the Township of Bridgewater agree to work with all other appropriate jurisdiction to protect Spring Brook Creek and the Spring Brook Creek Watershed.*

### **PROCESS UPDATE**

Staff received 3 proposals from qualified engineering companies. Interviews were held with all three companies on Friday, January 29, 2010. The evaluation panel discussed the merits of each firm and came to a consensus that Barr would provide the best value of service. The evaluation panel consisted of the following members:

Paul Jackson, St. Olaf Environmental Studies and Chemistry  
John Schade, St. Olaf Environmental Studies and Biology  
Beth Kallestad, CRWP  
Joel Walinski, City Administrator  
Brian O'Connell, Community Development Director  
Brian Welch, GIS Technician  
Katy Gehler, City Engineer

### **BACKGROUND INFORMATION:**

In 2007 the City updated its Comprehensive Plan and Surface Water Management Plan and adopted a new Greenway Corridor Plan. The comprehensive plan set the groundwork and priorities for protection of our waters and natural resources. The Surface Water Management Plan and the Greenway Corridor Plan built off of these core values and addressed issues related to management of surface water and natural resources. The next level of protecting our resources is ensuring regulations and policies are in place to accomplish the specific goals.

The current city code addresses stormwater within the Land Development Code (LDC). The code was created over 10 years ago with the stormwater pieces scattered through the LDC. The

disjointed nature of the regulations makes it very difficult to follow. Significant advances in stormwater management have also been made over the last decade that is reflected in the SWMP. In conjunction with the City's plans is the NPDES MS4 permit granted in 2008. The federally mandated program requires the city not only to look at regulation in response to land use changes, it requires other regulations be put in place that address enforcement, operation and maintenance. For these reasons the stormwater regulations have been placed in a chapter of their own to show the importance of the regulations and make the City Code more user friendly. In 2009 the City updated the stormwater code by adopting a new erosion and sediment control ordinance in compliance with current day practices and the City's NPDES MS4 permit. The next step in the process is to draft regulations and policies to address a number of other stormwater concerns including:

- Incorporate changes in stormwater regulations outlined in Section V of the 2007 Surface Water Management Plan. The plan can be found on the City's website:  
<http://www.ci.northfield.mn.us/government/cityplans/surfacewaterplan>
- Incorporate recommendations of the Greenway Corridor Plan. The plan can be found on the City's website:  
<http://www.ci.northfield.mn.us/government/cityplans/greenwaycorridorplan2007>
- Address life cycle regulation of low impact development stormwater techniques that could include plan design and review, installation, ongoing maintenance and inspections, property rights, etc.
- Update the shore land protection section to be in compliance with the anticipated update of the DNR model ordinance and consider community desires for shore land protection.
- Consider and address the recommendations of the Rice Creek Concerned Citizens Group (attached).
- Incorporate provisions to meet or exceed the requirements in the NPDES MS4 permit for illicit discharges and connections.
- Incorporate provisions for Expanded Discharges as necessary.

**PROJECT GOALS**

The overall project goal is protecting the surface waters within the City of Northfield including the Cannon River, Spring Creek, Heath Creek and Rice Creek. Both the Cannon River and Rice Creek are special waters of the state and require additional considerations. The strategies from the Comprehensive Plan that apply to this project have been listed below. Specifically the issues listed above will be addressed.

	<b>Objective / Strategy</b>
<b>Community Identity</b>	
<b>CI 1</b>	<b>Continue to preserve Northfield's rural heritage.</b>
CI 2.2	Identify strategic locations to more effectively integrate the Cannon River into the fabric of the downtown, while also protecting its environmental quality and enhancing its visual appearance. <i>Ordinances regulating the Cannon as a Wild and Scenic River</i>

	<i>with a recreational status will be updated.</i>
<b>Land Use</b>	
<b>LU 6</b>	<b>Be a good steward of the natural environment.</b>
LU 6.1	When appropriate, establish development patterns that respect the natural environment by mandating conservation subdivisions. <i>Conservation subdivisions will be considered when developing the surface water management ordinance.</i>
LU 6.2	Prepare educational material on alternative development choices for protecting natural areas — for the public and development community. <i>There will be educational opportunities during the process of developing the surface water management ordinances. It is recommended that the EQC be engaged to help complete this task.</i>
LU 6.4	Identify and prioritize land for open space preservation. <i>Riparian buffers and open space requirements that meet the goals of protecting the City’s water resources will be addressed during development of the surface water management ordinances. This may include identifying buffer widths along streams and identifying other key areas of preservation as it relates to the health of surface waters (i.e. wetlands).</i>
LU 6.5	Create a program to acquire open space and environmentally significant lands. <i>The tools for acquiring buffers and open space will be considered in the context of creating regulations. This may include requirements for dedication of land upon land division. A program to address land rights of buffers and open space that is not part of a land division will be addressed in the future.</i>
LU 6.6	Require dedication of existing significant tree stands and critical riparian habitat as part of the subdivision process for major subdivisions as identified in the Natural Resources Inventory. <i>Riparian buffers will be considered in the context of providing benefit to the surface water management goals.</i>
LU 6.7	Conduct coordination meetings with neighboring jurisdictions on protecting and linking open space, especially as it pertains to Rice Creek with Dundas and Bridgewater Township. <i>A community plan will be presented and approved by the council prior to significant work on the project. The plan will include the inclusion of various project partners including Bridgewater Township and the City of Dundas. It should be noted that an initial meeting was held with representatives of the City of Dundas, Bridgewater Township, Northfield Township and Waterford Township to gage the level of participation in the overall process. Bridgewater Township has also invited Council members and staff to a meeting on Feb. 13 to discuss monitoring and regulations in place along other trout streams.</i>
LU 6.8	Improve buffers along the Cannon River to enhance the natural qualities of the river. For the areas in and around downtown, care should be taken to improve the natural qualities of the river, while still respecting the existing built environment. <i>Regulation of buffers along the Cannon River, in particular the requirements of the DNR shoreland and Wild and Scenic ordinance, will be integrated into the surface water management ordinance. Specific program or project identification is not within the scope of the current project.</i>
<b>Environmental Resources</b>	
<b>ER 1</b>	<b>Develop and approve a city-wide sustainability plan.</b>
ER 1.1	Promote education about energy and resource conservation in the community. <i>There will be educational opportunities during the process of developing the surface water</i>

	<i>management ordinances. It is recommended that the EQC be engaged to help complete this task.</i>
ER 1.3	Natural resource conservation will be incorporated into the design and construction of residential, commercial and industrial development. <i>The standards set forth in Section V of the Surface Water Management Plan will be incorporated into the ordinance. These standards address various aspects of surface water management including decreasing overall volume discharge that directly impacts the total amount of pollutant loading to a resource.</i>
ER 1.4	New development will enhance conservation of surface water resources, including management of storm water runoff. <i>The performance standards set forth in Section V of the Surface Water Management Plan will be codified through this process.</i>
<b>ER 2</b>	<b>Protect and enhance environmentally significant areas.</b>
ER 2.1	Maintain standards and regulations to control development on steep slopes (generally those over 12 percent) to control soil erosion and sedimentation and to minimize the removal of natural vegetation. <i>The ordinance will address this strategy.</i>
ER 2.2	Preserve sufficient natural open space and greenway corridors, as identified in the 2008 Park System Plan and the Natural Resources Inventory, in order to provide habitat for wildlife and provide scenic and recreational qualities for the community. <i>Riparian buffers will be considered in the context of providing benefit to the surface water management goals.</i>
ER 2.3	Encourage planting of native vegetation and development of habitat (such as native species, trees and grasses with deep root structures) within buffer areas and along streams and waterways as identified in the Greater Northfield Greenway System Action Plan and the Natural Resources Inventory (NRI), and educate residents about the benefits of using native plant species in residential landscaping. <i>Riparian buffers will be considered in the context of providing benefit to the surface water management goals. It is recommended that the EQC be engaged to complete the education piece of this strategy.</i>
<b>ER 3</b>	<b>Protect and enhance water quality.</b>
ER 3.1	As the City looks at infiltration practices in stormwater management, care will be taken to locate these features away from shallow bedrock areas that could increase the risk of groundwater contamination. <i>The City will consider design recommendations for infiltration practices in areas with high bedrock.</i>
ER 3.2	Protect and enhance the quality of groundwater to minimize the potential of contamination to the drinking water supply. <i>The City will consider design recommendations for infiltration practices in areas with high bedrock.</i>
ER 3.3	Protect and enhance the quality of surface waters including the Cannon River and its creek tributaries. The Surface Water Management Plan identifies current strategies that should be updated periodically to remain current with regulations and acceptable practices. The City may consult with other educational and technical agencies and/or organizations to achieve this strategy. <i>The practices set in place in the 2007 surface water management plan will be codified through the drafting of the ordinance. As appropriate, additional performance standards will be recommended. The City has initiated conversations with the surrounding governmental agencies, CRWP, and faculty from St. Olaf. Continued coordination and input from these entities will be facilitated throughout the process.</i>

ER 3.4	The City will cooperate with Bridgewater Township, the City of Dundas, the Minnesota DNR and any other regulatory agency to manage the regional creeks, especially Rice Creek, which is a trout stream. <b><i>The City has initiated conversations with the surrounding governmental agencies, CRWP, and faculty from St. Olaf. Continued coordination and input from these entities will be facilitated throughout the process.</i></b>
<b>Sewer, Water and Storm Water</b>	
SW 2.1	Require Stormwater Management and Erosion Control Plans, as described in the 2007 Surface Water Management Plan, for projects that may have an impact on local surface water. <b><i>The ordinance will address this strategy.</i></b>
SW 2.2	Work with the counties, townships, watershed organizations, citizens and upstream landowners (outside the city’s jurisdiction) to encourage upstream pollutant reduction similar to those being used within city limits. <b><i>The focus of this project is creation of a regulation for areas within City Limits. Within this process the City will coordinate with Bridewater Township in the creation of a document that addresses management of the Rice Creek Watershed.</i></b>
SW 2.3	In new developments, redevelopments, and expansion projects encourage creative stormwater management solutions that make use of the most current stormwater management strategies including the use of Best Management Practices and Low Impact Development techniques. <b><i>Chapter V of the Surface Water Management Plan has established performance standards that allow for flexibility in selecting the best management practices for a site. These standards will be codified as part of the process.</i></b>
SW 2.4	Give special attention to surface water management runoff controls in projects that might affect Rice Creek and the Rice Creek Watersheds. <b><i>Chapter V of the Surface Water Management Plan has established performance measures that provide a greater level of protection than the remaining watersheds. In addition to these performance standards the project will also include creation of a policy document that addresses management of the Rice Creek Watershed.</i></b>

## 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.**

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

City Council Work Session Date: February 9, 2010  
Work Session  
ITEM: 2  
Discussion

**ITEM:** Discussion on Council Goals 2010/Follow-up on Decision Making discussion

**SUMMARY:**

This item is provided as an update and continuation of the Council Work Strategic Goal Planning Session of January 23.

**Council Goals 2010:** As of this time the follow-up documentation has not been received. Upon receiving the summary report it will be distributed to the Council for review and follow-up discussion as to the direction of the next steps necessary for the development of the 2010 goals and action steps.

**Follow-up on Decision Making discussion:** One item from Goal Planning Session that was not completed was the discussion on Council Goal #4 from 2009:

**The Council will implement a systematic approach to problem solving and decision-making.**

The council indicated that goal #4 would be discussed separately from the other goals because of the nature of this goal. The follow-up tonight is on how the council would like to proceed with this discussion.

**SUBMITTED BY:** *J. Walinski, City Administrator*