



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes City Council

Tuesday, April 17, 2018

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:00 pm.

Present: 7 - Council Member Greg Colby, Council Member David DeLong, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Jessica Peterson White, Council Member Erica Zweifel, and Mayor Rhonda Pownell

APPROVAL OF AGENDA

Mayor Pownell noted the items on the supplemental memo.

A motion was made by Council Member Colby, seconded by Council Member Ness, to approve the agenda. The motion carried by the following vote:

Yes: 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Not Present: 1 - C. Nakasian

APPROVAL OF MINUTES

1. [18-207](#) April 3, 2018 City Council Meeting Minutes

Attachments: [1 - Meeting Minutes April 3, 2018](#)

A motion was made by Council Member Peterson White, seconded by Council Member Colby, to approve the April 3, 2018 City Council Meeting Minutes. The motion carried by the following vote:

Yes: 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Not Present: 1 - C. Nakasian

2. [18-208](#) April 10, 2018 City Council Work Session Minutes

Attachments: [1 - Meeting Minutes April 10, 2018](#)

A motion was made by Council Member Colby, seconded by Council Member Ness, to approve the April 10, 2018 City Council Work Session Minutes. The motion carried by the following vote:

Yes: 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Not Present: 1 - C. Nakasian

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

A motion was made by Council Member DeLong, seconded by Council Member Ness, to approve the consent agenda. The motion carried by the following vote:

Yes: 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Not Present: 1 - C. Nakasian

3. [18-209](#) Consider Approving Disbursements totaling \$668,769.50
Attachments: [1 - Disbursements 1](#)
[2 - Disbursements 2](#)
Enactment No: M2018-041
4. [18-210](#) Approve Costs for Council Member Suzie Nakasian to attend the National League of Cities City Summit
Attachments: [1 - Hyperlink](#)
Enactment No: M2018-042
5. [18-216](#) Consider Approval of Cost Sharing Agreement with Dakota County for Election Equipment
Attachments: [1 - 2018 Cost share Agreement for epollbooks with Dakota Co](#)
Enactment No: M2018-043
6. [18-211](#) Approve miscellaneous/concessions license for Northfield Youth Baseball Association at Sechler Park
Enactment No: M2018-044
7. [18-212](#) Consider Mayoral Appointments
Enactment No: M2018-045
8. [Res. 2018-040](#) Consider Resolution Approving Council Administrative Policy "City Administrator Performance Evaluation Process"
Attachments: [1 - Council Administrative Policy Resolution](#)
[2 - City Admin Perf Review - Admin Policy final](#)
9. [Res. 2018-041](#) Consider Resolution Accepting Report of the Northfield Ice Arena Advisory Board and Concluding the Board Status as an Advisory Board

- Attachments:** [1 - Resolution Accepting Report](#)
[2 - 111416 - Updated Facility Condition Assessment](#)
[3 - BK Ice Market Study 031417](#)
[4 - Northfield Economic Impact](#)
[5 - Arena Final Scenerio Summary 3-30-18](#)
[6 - Option 2 Northfield Ice Arena Cost Est. - Expand-Remodel](#)
[7 - Option 3 Northfield Ice Arena Cost Est.-1 sheet-400 seats, addition to St.Olaf](#)
[8 - Option 4A NF Ice Arena Cost Est.-1 Sheet, Pre-eng., Riverview Dr.](#)
[9 - Option 4B NF Ice Arena Cost Est.-2 Sheets, Pre-eng., Riverview Dr.](#)
[10 - Option 4A City Tax Impact - Series 2020 GO Referendum 20yr Options 2018-3-12](#)
[11 - Option 4B City Tax Impact - Series 2020 GO Referendum 20yr Options 2018-3-12](#)
[12 - 180410 Northfield Ice Arena Project Final Council Presentation Supp 1 Update](#)

OPEN PUBLIC COMMENTS

C. Nakasian arrived at 6:03 pm.

No public comments were received.

REGULAR AGENDA

10. [Res. 2018-042](#) Consider Accepting Bids and Awarding Contract for the 2018 Division Street and Seventh Street Reconstruction, Washington Street Mill and Overlay and Various City Parking Lots (STRT2018-A37)

- Attachments:** [1 - Resolution - 2018 Division & Seventh & Washington - Award](#)
[2 - Project Location Map.pdf](#)
[3 - 149-105-003 Bid Tab](#)
[4 - Project Process - Division & 7th Current.pdf](#)

Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council.

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve Resolution 2018-042 - Accepting Bids and Awarding Contract for 2018 Division Street and Seventh Street Reconstruction, Washington Street Mill and Overlay and Various City Parking Lots - Project STRT2018-A37. The motion carried by the following vote:

Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

11. [18-213](#) Consideration of a Motion to Approve and Authorize the Mayor and City Clerk to Execute an Electric Easement for Xcel Energy

- Attachments:** [1 - Proposed Xcel Electric Easement](#)
[2 - Exhibit A - Certificate of Survey](#)
[3 - Existing Xcel Gas Easement](#)
[4 - City of Northfield Easement-Aerial](#)
[5 - Phase I Map for City](#)
[6 - Phase II Map for City](#)
[7 - Northfield Easement Memo](#)

Community Development Director Heineman introduced this item and answered questions posed by Council. Public Works Director/City Engineer Bennett answered questions posed by Council. Xcel Energy Representative Trisha Rosenfeld answered questions posed by Council.

A motion was made by Council Member Nakasian, seconded by Council Member Colby, to approve and authorize the Mayor and City Clerk to execute an electric easement for Xcel Energy. The motion carried by the following vote:

Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Enactment No: M2018-039

12. [18-214](#) Consider Approval of 2018 City Administrator Performance Evaluation Process.

Communications and Human Resources Director Mahowald introduced this item

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the 2018 City Administrator Performance Evaluation Process recommended by the Council Employment Policy Committee. The motion carried by the following vote:

Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Enactment No: M2018-040

13. [Res. 2018-043](#) Consider Resolution calling for a Public Hearing on the Issuance of Conduit Revenue Bonds by the City of Red Wing for a facility in the City of Northfield and authorizing the publication of a notice of the Hearing (Benedictine Living Community of Northfield LLC Project)

- Attachments:** [1 - Benedictine Living Community Call for Public Hearing](#)
[2 - Benedictine Living Community Kennedy Graven letter re proposed issuance](#)

Finance Director Angelstad introduced this item.

A motion was made by Council Member Colby, seconded by Council Member Ness, to approve Resolution 2018-043 - Calling for a Public Hearing on the Issuance of Conduit Revenue Bonds for a Facility in the City and Authorizing the Publication of a Notice of the Hearing (Benedictine Living Community of Northfield LLC Project). The motion carried by the following vote:

Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

14. [Ord. 997](#) Consideration of Ordinance Amending Section 2-26 of City Code Relating to 2019 and 2020 Mayor and City Council Compensation

Attachments: [1 - Ord Council Compensation](#)
[2 - Ordinance 984](#)

City Administrator Martig introduced this item.

A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve the First Reading of Ordinance No. 997 - Amending Section 2-26 of City Code Relating to Council Compensation. The motion carried by the following vote:

Yes: 4 - C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell

No: 3 - C. Colby, C. DeLong, and C. Ness

ADMINISTRATORS UPDATE

City Administrator Martig reported on the Fire Station bids, leasing, financing and all the related groups taking action on these items. Met with the Dundas City Administrator today on the Ice Arena Project and will be attending their Council meeting next week. Noted the upcoming Intergovernmental meeting hosted by Bridgewater Township is not on the City's meeting notice list, so need to make sure there is not a quorum of Council attending. Met with the Climate Action Plan Committee co-chairs, Council representatives and staff. The RFP for the Northwest Area Committee is close to being released. Pedestrian, bike and park trail system RFP has gone out. Hospital Board meets next Thursday. Mayor Pownell, City Administrator Martig & Councilor Ness met with Hospital representatives exploring a working group to look at governance structure issues and processes with a special committee to be assigned. Also working on an orientation for the Hospital Board similar to what was done with other groups. Council Employment Policy Committee meets tomorrow. Finance Policy Subcommittee meets next week. Noted City Administrator's Memo will be transitioning to a monthly schedule. Communications & Human Resource Director Mahowald is working on notify me options not showing up in some web browsers.

15. [18-215](#) Upcoming Agenda Items

Attachments: [1 - Upcoming Agenda Items](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Nakasian - Attended the Mill Towns Trail meeting and was appointed as co-chair of the route committee. Reminded everyone of Joint Powers 911 Call Center meeting asking people to call 911 first if possible and not, then text. Thanked Commissioner Malecha for pushing agreement on Wall Str. Road improvement. Reminded everyone to take part in the upcoming Earth Day events. Noted community dance on Friday night at gym at Carleton. Noted the upcoming water action day sponsored by Imminent Brewing on May 2. Noted bill authorizing funding for trail currently under consideration. The Southern Minnesota Regional Trail Board will meeting in Northfield on May 10 at the Police Station.

C. Ness - Attended CVB meeting. They are waiting for council direction on the strategic plan initiative. Noted the lodging tax dollars will increase when the new hotel comes on board. Attended the last ice arena board meeting. Attended the home & garden show. Thanked C. DeLong for his participation in the event.

C. Peterson White - None.

C. DeLong - Represented the City & Age Friendly Northfield at the Home & Garden show. Noted City Water Quality Technician Cole Johnson was also in attendance. Will be attending the Intergovernmental Meeting. Asked about looking into regulations for Airbnb properties in town. Currently they are not subject to licensing, inspections and paying lodging tax. In light of the Ice Arena report, asked for an update on what the City Council can and cannot do related to promotion, etc. on a voter referendum. Asked for an update on tax generation for the solar garden by the Hospital.

C. Colby - Thanked all involved in getting the Mill Towns Trail funding bill moving in the legislature. Thanked staff for great job on the snow removal over the weekend. Noted he is getting questions regarding ice arena. Asked about making 6th Street a one-way from Division to Water going west.

C. Zweifel - Planning on going to first part of the Intergovernmental Meeting. Earth Day noted the Contra dance is in the Cowling gym. Most Saturday events are at the Armory with Keynote speaker Mark Seeley at 6:30 pm. Mark Seeley, followed by Community visioning and a bike ride on Sunday morning. HRA meets on Tuesday, April 24 @ 4pm. The EQC meets on May 10th starting at 6 pm to accommodate the Carleton Environment & Law Policy class presentations and then will have a joint meeting with the Climate Action Plan Advisory Board and the Environment & Law Policy class.

Mayor Pownell - Attended Census 2020 training in Mankato with State Demographer Susan Brower and the League of Women Voters event on Census 2020 and the importance of a complete count. A Complete Count Committee will be appointed later this year or early in 2019. Persons interested in serving on a Complete Count Committee can fill out a board/commission application form online, mark the other box and fill in Complete Count Committee. Noted she is planning on attending the Intergovernmental Meeting.

ADJOURN

A motion was made by Council Member Colby, seconded by Council Member Ness, to adjourn the meeting at 7:15 pm. The motion carried by the following vote:

Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell