



# City of Northfield

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

## Meeting Minutes - Draft City Council

---

Tuesday, February 2, 2021

6:00 PM

GoToMeeting

---

### 6:00 PM - REGULAR AGENDA CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:03 p.m.*

**Present:** 7 - Council Member Clarice Grabau, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Jessica Peterson White, Mayor Rhonda Pownell, Council Member Jami Reister, and Council Member George Zuccolotto

### APPROVAL OF AGENDA

*Mayor Pownell noted additional information included in Supplemental Agenda Background Memorandums No. 1 and No. 2. It was noted Consent Agenda Item 9 Res. No. 2021-011 will be added as item number 13(a) on the regular agenda.*

**A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve the agenda. The motion carried by the following vote:**

**Yes:** 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

1. [21-060](#) Information on How to Provide Public Input and Watch the Meeting During the Pandemic.

### PRESENTATIONS

2. [21-061](#) Presentation of annual financial gift from St.Olaf and Carleton.

*Jan Hanson, Vice President and Chief Financial Officer at St. Olaf and Erick Runestad, Vice President and Treasurer of Carleton, presented donations in the amount of \$160,000. The Mayor and Council thanked both colleges for their donations.*

### CONSENT AGENDA

*City Administrator Martig introduced the Consent Agenda.*

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

**Yes:** 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

3. [21-062](#) January 12, 2021 City Council Work Session Meeting Minutes.
4. [21-063](#) Consider Approval of January 19, 2021 City Council Meeting Minutes.

5. [Res. 2021-008](#) Consideration of Resolution Approving a Minor Subdivision of Lot 5, Block 3 of the Plat of Blocks 3, 4, 5, 13, 20 and 21 East Woodley Addition.
6. [Res. 2021-009](#) Consider authorization Resolution Authorizing Budget Amendment for the Purpose of Combining Two Part Time Positions to One Full Time Position and Hiring.
7. [Res. 2021-010](#) Consider Resolution to Accept Public Improvements - Maple Brook Townhomes.
8. [21-064](#) Consider Approving Disbursements totaling \$1,277,320.44
10. [Res. 2021-012](#) Consider Resolution to Authorize the Purchase Tandem Plow Truck and Asphalt Hot Box.
11. [Res. 2021-013](#) Consider Resolution Appointing a Data Practices Responsible Authority
12. [21-065](#) Consider Approval of Mayoral Board/Commission Appointments.

## OPEN PUBLIC COMMENTS

*None.*

## REGULAR AGENDA

9. [Res. 2021-011](#) Resolution of support for enhancing energy efficiency in the state building code.

*City Administrator Martig introduced Resolution No. 2021-011.*

**A motion was made by Council Member Peterson White, seconded by Council Member Grabau, to approve Resolution No. 2021-011 Establishing a Policy to Support Better Building Standards in Minnesota. The motion carried by the following vote:**

**Yes:** 6 - C. Grabau, C. Nakasian, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

**No:** 1 - C. Ness

13. [Res. 2021-014](#) Consider Approving Plans and Specifications and Order Advertisement for Bids for the 2021 Reclamation and Overlay Project.

*Engineering Manager Sean Simonson introduced the item and presented background information on the project. Public Works Director/City Engineer Bennett and Simonson answered questions from the Council. Easement No. 335164 will be added to the project page on the website.*

**A motion was made by Council Member Nakasian to approve Resolution No. 2021-014 with the removal of the proposed sidewalk on the north side of the Mayflower Service Road. Nakasian withdrew the motion for lack of a second. A motion was made by Council Member Nakasian to amend her original motion to**

approve Resolution No. 2021-014 with the addition of increasing the radiuses from 20 feet to 30 feet to allow for truck traffic on the Mayflower Service Road. The amended motion failed for lack of a second. A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve Resolution No. 2021-014 Approving Plans and Specifications and Authorizing Advertisement for Bids 2021 Reclamation and Overlay Project - Project STRT2021-A46. The motion carried by the following vote:

**Yes:** 6 - C. Grabau, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

**No:** 1 - C. Nakasian

**14. [21-066](#)**

Review of Council Rules of Business.

*City Administrator Martig introduced the item detailing changes to the Council Rules of Business for discussion. Attorney Chris Hood and Martig answered questions from the Council. The amended document will be brought back as a consent agenda item at the February 16, 2021 Council Meeting.*

**Recess**

*Council recessed at 7:24 p.m. Council meeting resumed at 7:30 p.m.*

**15. [21-067](#)**

Continuation of Discussion on the Conditional Use Permit for St. Olaf College - Ole Avenue Housing Project for the Perimeter Transition Area.

*Jan Hanson, Vice President and Chief Financial Officer for St. Olaf College, introduced staff members present to include Stephanie Merdan, Senior Project Coordinator from ISG; Kevin Larson, St. Olaf Director of Facilities; Tom Hoffman, Architect, Will Kratt, Senior Civil Engineer and Professional Traffic Operations Engineer from ISG; Pat Overom, ICS Owner's Rep; Jason Krueger, BOLDT Construction; Melissa Erikson, Landscape Architect from MIG; and Pamela McDowell, St. Olaf Associate Dean of Students for Residence Life.*

*City Planner Mikayla Schmidt introduced the item giving background information on the project. Community Development Director Baker, Schmidt and St. Olaf staff answered questions from the Council. Baker summarized the Council comments and staff will bring two resolutions for Council consideration to the February 16, 2021 meeting. One resolution will include the recommendations with conditions identified by staff and the other resolution will include the same conditions but will remove the new 28 parking spaces included in the project.*

**ADMINISTRATORS UPDATE**

**16. [21-068](#)**

City Administrator's Update.

*City Administrator Martig gave an update on City operations and developments.*

**REPORTS FROM THE MAYOR AND COUNCILMEMBERS**

*C. Grabau - Police Policy Review Committee Meeting; Paired Council Meeting.  
C. Peterson White - Hospital Board Meeting.  
C. Nakasian - Funding for Regional Passenger Rail Corridor Study.*

*C. Zuccolotto - Planning Commission Meeting.*

*C. Reister - NAFRS Meeting; Police Department Tour; Virtual League of Minnesota Cities Foundational Course.*

*C. Ness - 911 Meeting.*

*M. Pownell - Introduced and welcomed Library Director Natalie Draper.*

## **ADJOURN**

**A motion was made by Council Member Ness, seconded by Council Member Grabau, to adjourn the meeting at 9:00 p.m. The motion carried by the following vote:**

**Yes:** 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto