



# City of Northfield

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

## Meeting Minutes - Final City Council

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Tuesday, August 21, 2018

6:00 PM

Council Chambers

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

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

**Present:** 5 - Council Member Greg Colby, Council Member David DeLong, Council Member Brad Ness, Council Member Jessica Peterson White, and Mayor Rhonda Pownell

**Absent:** 2 - Council Member Suzie Nakasian, and Council Member Erica Zweifel

### APPROVAL OF AGENDA

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve the agenda. A motion was amended by Council Member DeLong, seconded by Council Member Colby, to amend the motion to move item #11 (Consider Response to Charter Commission Request) from the consent agenda to the regular agenda. A motion was made by Council Member Peterson White, seconded by Council Member Ness, to postpone item 11 to September 4 when the City Attorney would be present. The motion carried by the following vote:**

**Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell.**

**The motion to approve the amended agenda carried by the following vote:**

**Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell**

### APPROVAL OF MINUTES

1. [18-399](#) July 10, 2018 City Council Meeting Minutes

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

**Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell**

2. [18-400](#) July 17, 2018 City Council Meeting Minutes

**A motion was made by Council Member DeLong, seconded by Council Member Ness, to approve the July 17, 2018 City Council Meeting Minutes. The motion carried by the following vote:**

**Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell**

3. [18-401](#) June 12, 2018 City Council Work Session Minutes

**A motion was made by Council Member Colby, seconded by Council Member Peterson White, to approve the June 12, 2018 City Council Work Session Minutes. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

## PRESENTATIONS

4. [18-402](#) Southern Minnesota Initiative Foundation (SMIF) Update of Activities and 2019 Budget Funding Request.

*Jennifer Nelson, Southern Minnesota Initiative Foundation, provided an update of activities in Northfield and Rice County and reviewed their 2019 budget funding request.*

5. [18-403](#) Presentation from Minnesota Towards Zero Deaths (TZD) and Rice County Safe Roads Coalition regarding TZD Grant and Activities.

*Police Chief Nelson introduced this item. Jessica Schleck, Southeast TZD Regional Coordinator, reviewed TZD's vision, mission, seat belt use, and goals for 2020. Kathy Cooper, Rice County TZD Safe Roads Coordinator, reviewed Rice County TZD Safe Roads activities. Cooper noted the success of Joyride used during the Saturday night of DJJD, and it will be brought back again this year. Cooper reviewed campaigns, the distracted driving simulator, mock crash at the High School, activities of the fatal review committee, and thanked Council for support of program.*

6. [18-404](#) Northfield Historical Society Report.

*Cathy Osterman, Northfield Historical Society, provided a mid-year report on Historical Society activities and projects and activities for the coming year.*

7. [18-405](#) Presentation of Business Subsidy/TIF Request by Strobel and Werner Real Estate Holdings Incorporate (dba Aurora Pharmaceutical).

*Nate Carlson, Economic Development Coordinator, provided information on an upcoming meeting item related to Business Subsidy/TIF Request and acquisition of public land by Strobel and Werner Real Estate Holdings Inc. (dba Aurora Pharmaceutical) and answered questions posed by Council.*

## CONSENT AGENDA

*City Administrator Martig introduced the items on the consent agenda.*

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

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

8. [18-406](#) Consider Approval of Additional Professional Services with Short Elliot Hendrickson Inc. (S.E.H.) for Division Street and Seventh Street Reconstruction, Washington Street Mill and Overlay, and Various Parking Lot Rehabilitations Project and Spring Creek Road.

**A motion was made by Council Member Ness, seconded by Council Member**

**Peterson White, to approve the Consent Agenda. The motion carried by the following vote:**

Enactment No: M2018-089

- 9. [18-407](#) Consider Approving Disbursements totaling \$3,862,280.59.

Enactment No: M2018-090

### Approval of the Consent Agenda

**A motion was made to approve the Consent Agenda. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

- 10. [18-408](#) Consider Approval of Strategic Plan (2018-2022) Strategic Targets.

**A motion was made to approve the Consent Agenda. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

Enactment No: M2018-091

### Approval of the Consent Agenda

**A motion was made to approve the Consent Agenda. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

- 12. [18-410](#) Consider Approval of Fire Department 2019 Capital Equipment Budget Contribution.

**A motion was made to approve the Consent Agenda. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

Enactment No: M2018-092

- 13. [Res. 2018-072](#) Approve application for off-site gambling premises permit for the Defeat of Jesse James Days Committee, Inc. at the Entertainment Center in the Water Street Parking Lot September 6-9, 2018.

**A motion was made to approve the Consent Agenda. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

- 14. [Res. 2018-073](#) Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for 2018 Spring Creek Road Reconstruction Project.

**A motion was made to approve the Consent Agenda. The motion carried by the following vote:**

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

## PUBLIC HEARINGS AND RELATED ACTION

15. [Res. 2018-074](#) Consideration of Resolution Approving a Minor Subdivision of Locust Development 3rd Addition - Outlot E.

**A motion was made to approve the Consent Agenda. The motion carried by the following vote:**

## OPEN PUBLIC COMMENTS

*Don McGee, 710 Highland Ave., asked about status of responses to his questions and asked about internal priorities, process and procedures. City Administrator Martig responded regarding process.*

*Victor Summa, 812 St. Olaf Ave., spoke regarding two minute time limit to speak and the length of time to get a response to questions. Spoke regarding amendment process to pull something from the consent agenda and Council speaking for themselves on Charter. Stated disappointment regarding communications process with Council.*

16. [18-411](#) Public Hearing on Tax Abatement for 2018 Public Improvements.

*Mayor Pownell declared the public hearing open at 7:02 pm. Finance Director Angelstad introduced this item. Nick Anhut, Ehlers & Associates, provided information on the bonds proposed for 2018 improvements as well as abatement for financing of these projects, the schedule and answered questions posed by Council.*

**A motion was made by Council Member Colby, seconded by Council Member Ness, to close the public hearing at 7:14 pm. The motion carried by the following vote:**

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

17. [Res. 2018-075](#) Consider Resolution approving Property Tax Abatements.

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution 2018-075 - Approving Property Tax Abatements. The motion carried by the following vote:**

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

18. [Res. 2018-076](#) Consider Resolution providing for the Sale of \$1,765,000 General Obligation Bonds, Series 2018B for Public Improvements.

**A motion was made by Council Member Colby, seconded by Council Member Ness, to approve Resolution 2018-076 - Providing for the Sale of \$1,765,000 General Obligation Bonds, Series 2018B. The motion carried by the following vote:**

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

## Recess

*The City Council took a break at 7:17 pm. The meeting reconvened at 7:23 pm.*

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**REGULAR AGENDA**

19. [Res. 2018-077](#) Consider Resolution Approval of the Preliminary Plat of the Bluff View Addition.

*City Planner Tempel introduced this item and answered questions posed by Council. Community Development Director Heineman answered questions posed by Council. Developer Vern Koester, 2351 Division Str. S., answered questions posed by Council.*

**A motion was made by Council Member Colby, seconded by Council Member Peterson White, to approve Resolution 2018-077 - Approval of the Preliminary Plat of the Bluff View Addition. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

20. [18-412](#) Discuss Paid Parental Leave as a New Employee Benefit.

*Communications & Human Resources Director Mahowald introduced this item and answered questions posed by Council.*

*Victor Summa, 812 St. Olaf Ave., stated this was a valuable and well phrased discussion with fiscally responsible questions and in the interest of the employees.*

*Mikayla Schmidt, employee, appreciates the Council having the discussion on paid parental leave. Noted using all of your sick and vacation leave can make it difficult when coming back. Stated she hasn't heard of being able to use the vacation donation program.*

*Clarice Grabau, 417 5th Str., asked for clarification on adoptive parents being able to use a short term disability benefit.*

**This Information/Discussion Item was presented and discussed.**

21. [Res. 2018-078](#) Consider Resolution Approving Budget Amendment for 2018 Polaris Ranger-Special Patrol Vehicle to be Purchased in 2018 utilizing the Vehicle and Equipment Fund.

*Police Chief Nelson introduced this item and answered question posed by Council. Finance Director Angelstad and City Administrator Martig answered questions posed by Council.*

*Victor Summa, 812 St. Olaf Ave., spoke in favor of Council approving this item.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution 2018-078 - Approving a 2018 Budget Amendment to the Vehicle and Equipment Fund for the Purchase of a 2018 Polaris Ranger - Special Patrol Vehicle. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

**Extend meeting**

*During the discussion of the above item, a motion was made to extend the meeting.*

A motion was made by Councilmember Ness, seconded by Councilmember Peterson White, to extend the meeting to 9:15 pm. The motion carried by the following vote:

Yes: 4 - C. Colby, C. Ness, C. Peterson White, and Mayor Pownell

No: 1 - C. DeLong

## ADMINISTRATORS UPDATE

*City Administrator Martig provided an update on the following items: Resignation of Community Development Director Heineman. Martig noted the job will be posted later this week and there will be a robust recruitment effort. Additional details will be sent to the Council on the process. Noted he is looking at interim options as well. Noted detailed letter in supplemental memo on the fire station soil contamination issue. Noted they are managing the soils and the material can stay on site with some monitoring.*

### 22. [18-413](#)

City Administrator's Update

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Ness - Noted comments he received from an election judge regarding how well the new election equipment worked and the great job that staff does. C. Ness thanked staff for their work during elections.*

*Mayor Pownell - thanked staff for their hard work during elections with so many other things going on.*

## ADJOURN

A motion was made by Council Member Colby, seconded by Council Member Ness, to adjourn the meeting at 9:05 pm. The motion carried by the following vote:

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell