



City of Northfield

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

Meeting Minutes City Council

Tuesday, October 17, 2017

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 supplemental memo items including moving item # 5 to the end of the regular agenda.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the agenda as amended with moving item 5 to the end of the regular agenda. 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

APPROVAL OF MINUTES

1. [17-1068](#) October 3, 2017 City Council Meeting Minutes

Attachments: [Meeting Minutes Oct 3 2017](#)

A motion was made by Council Member Colby, seconded by Council Member Ness, to approve the October 3, 2017 City Council Meeting Minutes. 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

PRESENTATIONS

2. [17-1069](#) Presentation of the Minnesota Association of Library Friends "Stand Up for Standout Friends" 2017 Award to William "Bill" North.

Attachments: [1 - Application](#)
[2 - MALF Award recommendation LYoung for BNorth](#)
[3 - Bill North photos](#)

Director of Library & IT Services Jensen introduced this item, provided information on Bill North and the Stand Up for Standout Friends 2017 Award, and the work that he has done with the Northfield Friends of the Library. Mr. North thanked staff, fellow Friends

members, and the City Council for their efforts and help in completing the recent Library projects.

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the consent agenda. 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

3. [17-1070](#) Consider Approving Disbursements totaling \$1,063,666.52
Attachments: [1 - Disbursements 1](#)
[2 - Disbursements 2](#)

Enactment No: M2017-114
4. [Res. 2017-099](#) Consider Resolution Proclaiming the Week of October 17-21, 2017 As Friends and Foundation of the Northfield Public Library Week.
Attachments: [1 - Proclamation FFOL week](#)
6. [17-1071](#) Consideration of 2018 Dental, Health, and Life Benefits Renewal.
Attachments: [1 - PEIP Group Health, Life, AD&D Renewal Letter](#)
[2 - MetLife Dental Plan Renewal letter](#)
[3 - PEIP Advantage High Option 2017-18](#)
[4 - PEIP Advantage HSA Option 2017-18](#)
[5 - PEIP Advantage Value Option 2017-18](#)

Enactment No: M2017-115
7. [Res. 2017-100](#) Consideration to Accept Meadows Park Name.
Attachments: [1 - Resolution Officially Naming "Meadows Park".doc](#)
[2 - Motion M2017-057.pdf](#)
[2 - Naming Meadows Park.pdf](#)
8. [Res. 2017-089](#) Consider Resolution Approving a Floodplain Conditional Use Permit to Allow a Building Design Where the Lowest Floor Elevation will be Lower than the Predicated Flood Elevation (BFE) for the Northfield Fire Station Expansion Project.
Attachments: [1 - Resolution](#)
[2 - Area Map](#)
[3 - Landscape Context Plan L-101](#)
[4 - Landscape Plan Overview L-102](#)

9. [Res. 2017-090](#) Renew Master Partnership Contract with MnDOT.

Attachments: [1 - Master Agreement Resolution](#)
[2 - Master Partnership Contract 04-20-2017](#)

10. [Res. 2017-091](#) Consider Resolution for 2017 MnDOT Local Road Improvement Program (LRIP) Grant Submittal for Trunk Highway 246 and Jefferson Parkway Roundabout Improvement

Attachments: [1 - Res Local Road Improvement Program Grant](#)
[2 - LRIP Location Map](#)

11. [Res. 2017-092](#) Consideration to Accept Public Improvements and Accept Final Payment - Well House No. 06.

Attachments: [1 - Final Pay Resolution](#)
[2 - Cert of Final Acceptance](#)
[3 - Pay Request Final](#)
[4 - Final Funding Breakdown](#)

OPEN PUBLIC COMMENTS

Dan Riehle-Merrill, 1106 Union Str., provided an update on the Library Board, noted upcoming openings, work with community organizations, acknowledged and thanked Bill North for his work, and thanked the Northfield Friends group for their work.

Victor Summa, 812 St. Olaf Ave., stated he is missing Councilor Nakasian's report on National League of Cities trip, and a progress report on the East Cannon River Trail. Commented on consent agenda on roundabout. Asked Council to discuss value of a roundabout at this location.

REGULAR AGENDA

12. [Res. 2017-093](#) Consider Resolution Trunk Highway 3 and Third Street Intersection Project Accepting Public Improvements and Approving Final Payment for the 2015 Trunk Highway 3 and Third Street Intersection Project: Project (STRT2015-A24).

Attachments: [1 - Resolution - Accept Imp and Final Pay](#)
[2 - Final Project Funding Breakdown](#)
[3 - Certificate of Final Acceptance](#)
[4 - Pay #7_FINAL](#)

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

A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve Resolution 2017-093 - Trunk Highway 3 and Third Street Intersection Project Accepting Public Improvements and Approving Final

**Payment for the 2015 Trunk Highway 3 and Third Street Intersection Project:
Project - STRT2015-A24. 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

13. [Res. 2017-094](#) Consider Permanent Highway Easement for Rice County State Aid Highway 1.

Attachments: [1 - CSAH 1 Easement Location Figure](#)
[2 - Resolution CSAH 1 Easement](#)
[3 - Nfld - Easement Document final](#)

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

A motion was made by Council Member Nakasian, seconded by Council Member Colby, to approve Resolution 2017-094 - County State-Aid Highway 1 From TH 3 to TH 246 Permanent Highway Easement. 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. [17-1073](#) Consideration of NDDC Contract for Services (2018-2020).

Attachments: [1 - 2018 City of Northfield and NDDC Proposed Contract](#)
[2 - NDDC 2017 Mid-Year Report Cover Letter](#)
[3 - NDDC Mid Year Report 2017](#)
[4 - NDDC Funding Request 2017 Sept.5](#)
[5 - NDDC Funding Request Summary Points Sept. 5](#)
[6 - 2017 NDDC Contract](#)

City Administrator Martig introduced this item and answered questions posed by Council.

Victor Summa, 812 St. Olaf Ave., noted he has been a long time advocate of the NDDC and spoke regarding past parking studies. Summa spoke against the contract with the NDDC, the items in the contract and the total cost.

A motion was made by Council Member Nakasian, seconded by Council Member Colby, to approve the proposed service contract with the Northfield Downtown Development Corporation (NDDC). The motion carried by the following vote:

Yes: 5 - C. Colby, C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell

No: 2 - C. DeLong, and C. Ness

Enactment No: M2017-116

15. [Res. 2017-095](#) Consider Adoption of Utility Rates for 2018.

Attachments: [1 - Res 2017 Utility Rate Increase Resolution](#)
[2 - Utility Rates and expense summary -2018](#)

Finance Director Angelstad introduced this item and answered questions posed by

Council.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution 2017-095 - Adopting Utility Fee Schedule for 2018. 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

- 16. [Res. 2017-096](#)** Consider Accepting Feasibility Report and Call for Improvement Hearing - 2018 Division Street and Seventh Street Reconstruction, Washington Street Mill and Overlay, and Miscellaneous Parking Lot Rehabilitations Project.

Attachments: [1 - Res - Accept Feasibility and Call for Public Hearing](#)
[2 - 2018 Street Improvements Website](#)
[3 - Division & Seventh Preferred Concept](#)
[4 - Project Process - Division & 7th](#)
[5 - Project Location Map](#)
[6 - Division and Seventh Concepts 1-3](#)
[7 - 2018 Street Improvements Feasibility Report](#)
[8 - CIP Project Details](#)

Engineering Manager Simonson introduced this item and answered questions posed by Council. Public Works Director/City Engineer Bennett provided information regarding State Aid funds and answered questions posed by Council.

Dan Christophersen, NAPA, spoke regarding parking related to the project and asked Council to look at data on parking studies. Noted concept has been approved, but has been told some things may change when the plans are created related to mountable curbs for truck access. Asked Council to make sure access to businesses is retained.

Chris Kennelly, 205 Water Str. and 7th/Division building owner, spoke regarding parking related to the project. Noted there is good parking right now, but the current concept takes away angled parking on the north side of 7th Street west of Division Street. Stated he would like the angled parking to go back in. Spoke regarding potential businesses coming into the area and noted concerns from tenants in building related to parking.

Todd Bornhauser, President Northfield Area Chamber of Commerce, noted business community is affected by loss of parking. Noted difficult process as property values and taxes are going up and now will have assessments that will have significant impacts on businesses. Stated he hopes Council is listening to businesses.

A motion was made by Council Member Peterson White, seconded by Council Member Zweifel, to approve Resolution 2017-096 - Accepting Feasibility Report and Calling for a Public Hearing 2018 Division Street And Seventh Street Reconstruction, Washington Street Mill and Overlay & Miscellaneous City Parking Lot Rehabilitations STRT2018-A37. The motion carried by the following vote:

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

No: 1 - C. DeLong

17. [Res. 2017-097](#) Consider Ordering Preparation of Plans and Specifications for the 2018 Division Street and Seventh Street Reconstruction, Washington Street Mill and Overlay, and Miscellaneous City Parking Lot Rehabilitations.

Attachments: [1 - Res. Ordering Preparation of Plans](#)

[2 - Project Process - Division & 7th](#)

[3 - Preferred Concepts](#)

[4 - Funding Tables](#)

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

Chris Kennelly, 205 Water Str., spoke regarding parking and unraised intersection at 7th & Division. Hoping Council is open to changes to the concept plan.

Todd Bornhauser, President Northfield Area Chamber of Commerce, spoke regarding costs for changes to design concepts. Suggested nailing down concepts and changes before the project is designed.

City Administrator Martig answered questions posed by the Council.

C. Zweifel called for a point of order at 8:10 pm regarding C. DeLong's comments. Mayor Pownell asked C. DeLong to continue but asked him to stop stating his colleagues or others consider his comments as irrational.

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve Resolution 2017-097 - Ordering Preparation of Plans and Specification 2018 Division Street and Seventh Street Reconstruction, Washington Street Mill and Overlay & Miscellaneous City Parking Lot Rehabilitations

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

Recess

The Council took a 5 minute recess at 8:17 pm. The meeting resumed at 8:24 pm.

5. [Res. 2017-098](#) Consider Resolution Authorizing Staff Initiation of the City of Northfield Strategic Plan (2018-2020) Action Plan Implementation.

Attachments: [1 - Resolution Strategic Action Plan 2018-2020 Implementation](#)

[2 -Strategic Plan \(2018-2020\) Action Plan](#)

City Administrator Martig introduced this item and answered questions posed by Council.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve Resolution 2017-098 - Authorizing Staff Initiation of the City of Northfield Strategic Plan (2018-2020) Action Plan Implementation. 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

ADMINISTRATORS UPDATE

City Administrator Martig provided an update on the following: special election absentee voting through Monday, November 6. Noted upcoming information on candidate forums. Noted Youth First publication in the League of Minnesota Cities magazine. There is a Building Official vacancy. The employee engagement survey has been completed. There will be an all employee meeting in November. Will be reporting back to the Council at a later date. Work on GARE cohort continues. Presentation will be scheduled at a later date. Will be exploring continuing on for a second year. Building a racial equity action plan. Employees will be participating in training on race equity. Will also be looking at engagement within community. Finance Policy Subcommittee meeting next week, working through debt policy, and Fire Station financing. Finance Department is working on budget amendments. Looking at sending out supplemental information to Council.

18. [17-1074](#) Upcoming Agenda Items

Attachments: [Upcoming Agenda Items](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Ness - None

C. Peterson White - reported on NAFRS meeting. They are moving toward cost estimates for the facility. Attended HRA/EDA joint work session focused on affordable housing issues. Healthy collaboration and communication between the 2 groups. Attended the September 28 EDA meeting where they approved the contract renewal for NEC, worked on updating the business subsidy policy, heard a report from staff on business visits over the last 9 months. Noted seven businesses are considering some type of expansion. Businesses noted their main challenges are recruiting and retaining staff.

C. Zweifel - Confirmed 10/24 Finance Subcommittee meeting. Noted City board/commission training on October 25 and Democracy extravaganza on November 6.

C. Nakasian - Attended Mill Towns Trail and Joint Call Center meetings. Noted National League of Cities meeting is in November. Attended meeting of midwest passenger rail. The FRA is completing study of the upper midwest and releasing preliminary studies. Minnesota and Iowa are not included. Encouraged people to sign up for the compost program.

C. DeLong - Attended NAFRS open house, County Road 1 open house and noted the video and roundabout drawings on how various size vehicles will navigate the roundabouts. Glad Meadows Park has been named. Asked if City was putting policies into a book. Glad to see staff will continue to explore turn back of 246.

C. Colby - Attended the Mill Towns Trail Joint Powers Board meeting. Even though some of the problems they are confronting are quite challenging, he is convinced the trail will get connected. Attended job fair on October 10 and noted many businesses looking for workers.

Mayor Pownell - Attended Human Rights Commission meeting. Superintendent Matt Hillmann spoke on the referendum and school work on Human Rights. City Administrator Martig gave an update on Municipal ID. The HRC is working on the MLK celebration. Attended the HRA/EDA joint meeting. Looking forward to seeing more of those types of meetings. Thanked Council Members for assisting with public engagements.

ADJOURN

The meeting adjourned at 8:57 pm.