



City of Northfield

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

Meeting Minutes City Council

Tuesday, February 13, 2018

6:00 PM

Council Chambers

Council Meeting

6:00 PM - REGULAR AGENDA

CALL TO ORDER

Mayor Pownell called the meeting to order at 6:04 pm.

Present: 6 - 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

Absent: 1 - Council Member Greg Colby

APPROVAL OF AGENDA

Mayor Pownell noted the item on the supplemental memo requesting the addition of a presentation from Stephan Koplowitz on The Northfield Experience.

A motion was made by Council Member Zweifel, seconded by Council Member Ness, to approve the agenda with the addition of the presentation from Stephan Koplowitz. The motion carried by the following vote:

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

APPROVAL OF MINUTES

1. [18-091](#) January 9, 2018 City Council Work Session Minutes

Attachments: [Meeting Minutes Jan 9, 2018](#)

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the January 9, 2018 City Council Work Session Minutes. The motion carried by the following vote:

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

2. [18-092](#) January 16, 2018 City Council Meeting Minutes

Attachments: [Meeting Minutes Jan 16, 2018](#)

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the January 16, 2018 City Council Meeting Minutes. The motion carried by the following vote:

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

PRESENTATIONS

3. [18-093](#) Presentation of Recognition and Appreciation for Board/Commission Members Completing Terms in 2017.

Mayor Pownell and Council Members recognized board and commission members that completed terms in 2017. Certificates were presented to those in attendance: Kris Vohs, Dan Riehle-Merrill, Carla Hansen, David Drenth, and Fred Rogers. Mayor Pownell also acknowledged: Tim Vick, David Carter, Cheryl Culbreth, Cliff Martin, Patricia Christianson, Virginia Kaczmarek, Eve Webster, Debra Ehret Mill, Bart deMalignon, Mark Ross, and Russ Halverson.

4. [18-094](#) DSI Recycling Rebate/Tree Rewards Presentation

Attachments: [1 - Northfield Recycling Rebate Letter 12-4-2017](#)

Public Works Director/City Engineer Bennett introduced Jeff Weast and Todd Anderson from DSI. Mr. Weast and Mr. Anderson presented a check for \$15,405 for recycling 1,185 tons of material in 2016. In addition, DSI donated 17 bare root trees and provided a \$500 Scholarship to Bailey Hoffer in 2017.

- 18-105 Presentation Stephan Koplowitz on The Northfield Experience

Director of Library and Information Technology Resources Jensen introduced Stephan Koplowitz, Director of The Northfield Experience. Mr. Koplowitz provided an update on The Northfield Experience event that will take place May 4-6, 2018. This event is a collaborative effort between St. Olaf College, Carleton College, the City of Northfield and the community. Mr. Koplowitz thanked the EDA for their support and the City for its participation in this project. Noted they are looking for volunteers to help with the production. Interested persons may contact Ms. Jensen. Mr. Koplowitz introduced Janice Haws Roberts, St. Olaf College.

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 items. The motion carried by the following vote:

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

5. [18-095](#) Consider Approving Disbursements totaling \$1,672,220.80

Attachments: [1 - Disbursements 1](#)
[2 - Disbursements 2](#)
[3 - Disbursements 3](#)
[4 - Disbursements 4](#)

Enactment No: M2018-015

6. [Res. 2018-011](#) Consider Resolution to authorize Budget Amendment for the

Northfield Community Resource Center (NCRC) Senior Center Roof Repair Project.

Attachments: [1 - Resolution Authorizing Budget Amendment](#)
[2 - NCRC Roof Replacement cost 7-6-17](#)
[3 - Northfield Pool Mechanical Condition Report 080217- bjp](#)

7. [Res. 2018-012](#) Consideration of Resolution Approving the Cost Share Agreement with Rice County for County State Aid Highway 1 Improvements (SAP 66-601-20).

Attachments: [1 - Resolution CTY 1 Funding 1-17-16 Draft v.5](#)
[2 - Cost Share Agreement for County State Aid Hwy 1](#)
[3 - Trail Project Map CSAH - 1 Proposed Non-Motorized 1-10-17](#)
[3 - Resolution 2017-007](#)

8. [18-096](#) Consider Motion Approving Contract with Cannon River Water Partnership.

Attachments: [1 - 2018 CRWP Contract FINAL](#)

Enactment No: M2018-016

9. [Res. 2018-013](#) Consider Resolution Authorizing MnDOT to Act as Federal Funding Conduit for Local Road Improvement Projects

Attachments: [1 - MnDOT Federal Participation Resolution](#)
[2 - MnDOT Federal Participation Agreement](#)

OPEN PUBLIC COMMENTS

Kim Smith, 810 5th Str. E. and EQC Chair. Spoke in support of the resolution creating a Climate Action Advisory Board. Noted engaging citizens in the process will lead to success.

Alex Miller, 417 4th Str. W. and member of the EQC. Spoke in favor of Climate Action Advisory Board. Provided information regarding climate versus weather. Spoke regarding adaptation in working in response to climate change. Mitigation is working to reduce the causes of the changing climate. Noted change happens the most at the local level.

REGULAR AGENDA

10. [Ord. 995](#) Consideration of Heritage Preservation Site Designation Ordinance for Downtown Properties

Attachments: [1 - Ordinance](#)
[2 - Northfield Historic District Survey](#)
[3 - Historic District Revision Outreach Timeline](#)

City Planner Tempel introduced this item and answered questions posed by the Council.

Barbara Evans, 205 Lincoln Str. S. and member of the HPC. Noted the HPC has guided the downtown into the unique aesthetic that is visible today. Asked Council to add the three properties to the historic district.

Jason Menard, 505 St. Olaf Ave. and Chair of the HPC. Noted the unique look of downtown is not an accident, but a benefit of partnerships between the HPC and downtown building owners. Noted investments in the historic district have paid for themselves many times over and preservation has a good return on investment. Stated local protections put on today save buildings from destruction in the future.

Jim Spaulding, owner of The Hideaway, spoke regarding large increase in property taxes in the historic district. Concerned with keeping this from happening again in the future. Stated it is hard to compete with the same types of businesses outside the district.

City Administrator Martig answered questions posed by Council and those related to property taxes.

A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve the First Reading of Ordinance No. 995 - Consideration of Heritage Preservation Site Designation Ordinance for Downtown Properties. The motion carried by the following vote:

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

No: 1 - C. DeLong

11. [18-097](#) Consider Approval of Development Agreement with Chester J. Yanik & Associates, Inc. for the Northfield Senior Housing Project

Attachments: [1 - Yanik Senior Housing Development Agreement](#)
[2 - Transportation Plan 2030](#)

Community Development Director Heineman introduced this item.

A motion was made by Council Member Ness, seconded by Council Member Zweifel, to approve the Development Agreement with Chester J. Yanik & Associates, Inc. for the Northfield Senior Housing Project. The motion carried by the following vote:

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

Enactment No: M2018-014

12. [Res. 2018-014](#) Consideration of a Resolution Approving Municipal Consent to Rice County State Aid Highway 1 Improvements (SAP 66-601-20).

Attachments: [1 - Resolution CTY 1 Municipal Consent](#)
[2 - Resolution 2017-007](#)
[3 - SAP 066-601-020 CSAH 1 Cover Sheet](#)
[4 - CSAH 1 - Detour](#)

Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council. Rice County Engineer Dennis Luebke provided information

regarding municipal consent for the project and answered questions posed by Council.

A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve Resolution 2018-014 - Municipal Approval of Construction Plans for Rice County State Aid Highway 1 (110th Street East) Improvements. The motion carried by the following vote:

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

13. [Res. 2018-015](#) Consider Resolution Establishing the Northfield Climate Action Plan Advisory Board.

Attachments: [1 - Resolution Establishing Northfield Climate Action Plan Advisory Committee](#)

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

Carla Hansen, 416 6th Str. E. and EQC member. Thanked Council and staff for their work. Reported on climate change research project. Spoke in favor of creating a Climate Action Plan Advisory Board.

Jon Denison, Northfield, spoke regarding cost of creating this group. Noted he is confused as to the mission of the board that would deviate from the EQC. Stated concern for climate change, but asked about the spending of resources and staff resources for this board.

A motion was made by Council Member Zweifel, seconded by Council Member Nakasian, to approve the Resolution 2018-015 - Establishing the Northfield Climate Action Plan Advisory Board. The motion carried by the following vote:

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

14. [18-098](#) Update on Snow Event of Monday, January 22, 2018.

Attachments: [1 - Snow Removal Policy 2007](#)
[2 - Employee Policy Purpose](#)

Public Works Director/City Engineer Bennett provided an update and answered Council questions on the January 22, 2018 snow event. City Administrator Martig provided information related to City offices closing and Public Safety motorist assists, accidents, and medical calls during the event. Noted policy on snow removal. Martig complimented staff on snow removal operations.

ADMINISTRATORS UPDATE

Public Works Director/City Engineer Bennett provided an update on the Wastewater Treatment Plant repairs to the filter building. Noted the building is operational and the repairs will be completed over the next two months.

City Administrator Martig provided information on the audio/visual update. Noted upcoming meeting schedules and some items on those meetings. Staff will be participating in training for the strategic planning software that is being implemented. Noted there will be a closed meeting at the end of the February 20 meeting to provide security updates. Finance is working on audit year end work. Working with the Finance

Director on next years budget. Will be front end loading more items and may need to add additional budget related meetings. Working with Mayor Pownell on State of the City for March and the April Board/Commission event. Starting to recruit seasonal employees.

15. [18-099](#) Upcoming Agenda Items

Attachments: [Upcoming Agenda Items08-Feb-2018-02-20-27](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Peterson White - reported on EDA organizational meeting.

C. Zweifel - reported on recent HRA meeting. The HRA reviewed plans for the Spring Creek Development. The concept will be coming to the Planning Commission for review. Attended EQC meeting where they reviewed goals, climate action plan, and reported on board/commission visits.

C. Ness -Reported on the January Hospital Board meeting. Attended the Northfield Historical Society Annual meeting on February 3 and the Chamber banquet.

C. Nakasian - Reported on the quarterly meeting of SMART. The group would like to meet in Northfield on May 9. Met with Jenni Roney & Lisa Peterson on how to promote SMART system and regional pieces. Noted 500 riders will coming through Northfield on Ram ride.

C. DeLong - Reported on the Age Friendly Northfield kickoff event held at the Library Mayor Pownell - Acknowledged Mayors Youth Council representative that was in attendance at the meeting. Invited Council to April 25 Board/Commission member appreciation event and State of the City address (date to be determined). Reported on the Human Rights Commission meeting last week. Attended the Age Friendly Northfield event and the Chamber banquet. Attended many January board/commission meetings and thanked them for their service. Attended Regional Council of Mayor's meeting hosted by ULI. Noted materials sent out to Council from the most recent meeting on Our Shared Autonomous Future.

ADJOURN

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to adjourn the meeting at 8:01 pm. The motion carried by the following vote:

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