



# City of Northfield

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

## Meeting Minutes - Draft City Council

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Tuesday, June 18, 2019

6:00 PM

Council Chambers

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### 5:00 PM - CLOSED SESSION CALL TO ORDER

*Mayor Pownell called the meeting to order at 5:00 pm.*

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

1. [19-920](#) Consideration of pending or threatened litigation concerning the incorporation of Bridgewater Township and/or possible responsive City boundary adjustment petitions.

*Mayor Pownell noted the meeting will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (b) under the attorney/client privilege.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to close the meeting at 5:10 pm. The motion carried by the following vote:**

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

**No:** 1 - C. DeLong

### Open Meeting

*The meeting was opened at 5:52 pm.*

#### [Res. 2019-060](#)

Resolution 2019-060 Authorizing Five Year Extension of Orderly Annexation Agreement with Bridgewater Township

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution 2019-060 - Authorizing Five Year Extension of Orderly Annexation Agreement with Bridgewater Township.**

**A motion was made by Council Member Nakasian, seconded by Council Member Zweifel, to amend the Resolution by adding the following to the Now Therefore Be It Resolved statement, in order to allow ample time for the parties to engage in good faith negotiations to resolve any and all issues of mutual concern regarding future growth and jurisdictional boundaries, and thereby avoid an adversarial process. The motion carried by the following vote:**

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

**The motion on Resolution 2019-060 as amended carried by the following vote:**

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

**No:** 1 - C. DeLong

## ADJOURN

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 5:56 pm. The motion carried by the following vote:**

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

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

*Mayor Pownell called the meeting to order at 6:08 pm.*

**Present:** 7 - Council Member David DeLong, Council Member Clarice Grabau, 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 the two proposed additions to the consent agenda as follows: 1) Motion Approve Costs for Mayor Pownell to attend the National League of Cities City Summit Conference; 2) Resolution 2016-061 - Approve application for a raffle and 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 5-8, 2019*

**A motion was made by Council Member Nakasian, seconded by Council Member Grabau, to approve the agenda as amended by adding two items to the consent agenda as recommended in the supplemental memo. The motion carried by the following vote:**

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

## APPROVAL OF MINUTES

2. [19-921](#) June 4, 2019 City Council Meeting Minutes

**A motion was made by Council Member Ness, seconded by Council Member Zweifel, to approve the June 4, 2019 City Council Meeting Minutes. The motion carried by the following vote:**

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

## PRESENTATIONS

3. [19-922](#) Presentation - Northfield Arts Guild 60th Anniversary and Proclaiming August 20 as Myrna Johnson Day in Northfield.

*City Administrator Martig introduced this item. Northfield Arts Guild Executive Director*

*Tim Peterson provided history related to the creation of the Northfield Arts Guild (formerly known as the Northfield Arts Council) as well Myrna Johnson's extensive involvement. Peterson noted upcoming events at the theater on August 20 in recognition of the Northfield Arts Guild 60th anniversary and proclamation of August 20, 2019 as Myrna Johnson Day in Northfield.*

4. [19-923](#) Northfield Hospital & Clinics update on "Clinic and Birth Center Expansion."

*City Administrator Martig introduced this item. Northfield Hospital and Clinics Chief Executive Officer Steve Underdahl and Chief Operations Officer Jerry Ehn provided information regarding the schedule, progress and reviewed drawings for the Clinic and Birth Center Expansion and remodeling projects.*

5. [19-924](#) Legislative Update - Representative Todd Lippert

*City Administrator Martig introduced Representative Todd Lippert. Representative Todd Lippert provided an update on the 2019 legislative session. Lippert noted the Local Government Aid bill was approved resulting in an increase of \$160,000 for Northfield. Noted appreciation for the City Council's work in the community. Lippert answered questions posed by Council.*

## CONSENT AGENDA

*City Administrator Martig introduced the items on the consent agenda. Council Member Ness noted he will be abstaining from the consent agenda because of the CVB contract amendment. Ness noted there are insurance considerations in the amendment and he is the insurance agent for the CVB.*

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

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

**Abstained:** 1 - C. Ness

6. [Res. 2019-056](#) Consider Accepting Bids and Awarding Contract - 2019 Street Reclamation Project

7. [19-925](#) Consider First Amendment to Consultant Services Contract for the Convention and Visitors Bureau.

8. [19-926](#) Consider Approval of First Amendment to Contract for Civil City Attorney Services

9. [19-927](#) Consider Approval of First Amendment to Contract for Prosecuting City Attorney Services.

10. [19-928](#) Consider Approving Disbursements totaling \$779,999.09

11. [19-929](#) Consideration of Acceptance of the City of Northfield Comprehensive Annual Financial Report (CAFR) for the Year Ended December 31, 2018.

12. [Res. 2019-057](#) Consider Resolution Recognizing the Northfield Arts Guild's 60th Anniversary and Proclaiming August 20, 2019 as Myrna Johnson Day in Northfield.
13. [19-930](#) Modification of Sanitary Sewer Easement on Edward Teske Trust (Florellas)
14. [Res. 2019-058](#) Consider Resolution to authorize Budget Amendment and accept Deputy Registrar Reimbursement Grant to the Motor Vehicle Fund #215
- [19-945](#) Approve Costs for Mayor Pownell to attend the National League of Cities City Summit Conference.
- [Res. 2019-061](#) Approve application for a raffle and 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 5-8, 2019.

## OPEN PUBLIC COMMENTS

None

## PUBLIC HEARINGS AND RELATED ACTION

15. [19-931](#) Public Hearing on Assessments for the 2019 Street Reclamation Project.
- Mayor Pownell opened the public hearing at 6:42 pm. Engineering Manager Simonson introduced this item and reviewed the benefit appraisal, assessment roll changes, assessment objection, and proposed action. Public Works Director/City Engineer Bennett answered questions posed by Council and public. Bennett noted options related to the objection as follows: Option 1 Council passes on the objection and leaves the assessment amount as originally proposed, or Option 2 the Council finds that the 701 Hackerson Ct. objection is reasonable due to its property type and that the assessment should be revised to \$2,900. In addition the similar properties of 703 Hackerson Court, 701 and 703 Grundhoffer Court, 701 and 703 Eklund Court, and 701 and 703 Covey Court shall also be adjusted to \$2,900, close the hearing and take subsequent action on the alternate Resolution 2019-059 provided in the supplemental memo.*
- Larry Walsh, 1210 Bluestem Court, noted that Bluestem is one word.*
- Michael Crombie, 512 Wilson Court, asked if the 704 Covey Court property assessment was also being reduced to \$2,900. Public Works Director/City Engineer Bennett noted it was not being adjusted, only the townhome lots will be reduced to \$2,900.*
- A motion was made by Council Member Nakasian, seconded by Council Member Ness, to close the Public Hearing at 7:00 pm with option 2 related to the objection. The motion carried by the following vote:**
- Yes:** 7 - C. DeLong, C. Grabau, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

16. [Res. 2019-059](#) Consider Adopting Assessments for the 2019 Street Reclamation Project.
- A motion was made by Council Member Zweifel, seconded by Council Member Ness, to approve Resolution 2019-059 - Adopting Assessments for 2019 Street**

**Reclamation Project 2019STRT-A42. The motion carried by the following vote:**

- Yes:** 6 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell
- No:** 1 - C. DeLong

**17. [19-932](#)**

Public Hearing for Ordinance vacating drainage easement on Outlot A Southbridge 1st Addition.

*Mayor Pownell declared the public hearing open at 7:03 pm. Public Works Director/City Engineer Bennett introduced and provided information on this item.*

*Angela Humann, 530 Ford Street, asked how often blanket easements get placed on an outlot and if easements were placed to keep outlots as green space. Noted they were under the understanding that it would remain green space.*

*Karen Moldenhauer, 708 Ford Street, noted she spoke to the Council several years ago to get flooding issues resolved. Noted how busy the area is because streets don't go through. Feels additional townhomes will add 50-60 cars per day creating a dangerous situation. Asked Council to extend Ford Street through before adding any additional homes. Noted kids in the area need a park with a playground.*

*Public Works/City Engineer Bennett answered questions posed by Council. Bennett noted the easement in its current form is not needed. City Administrator Martig answered questions posed by Council. Community Development Director Baker answered questions posed by Council.*

**A motion was made by Council Member Zweifel, seconded by Council Member Grabau, to close the Public Hearing at 7:56 pm. The motion carried by the following vote:**

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

**18. [Ord. 1005](#)**

Ordinance vacating drainage easement on Outlot A Southbridge 1st Addition.

*Public Works Director/City Engineer Bennett 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. 1005 - Vacating Drainage Easement on Outlot A Southbridge 1st Addition.**

**A motion was made by Council Member DeLong, seconded by Council Member Ness, to postpone until additional information is provided. The motion failed by the following vote:**

**Yes:** 2 - C. DeLong, C. Ness

**No:** C. Grabau, C. Nakasian, C. Peterson White, C. Zweifel and Mayor Pownell

**The motion to approve the first reading of Ordinance No. 1005 carried by the following vote:**

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

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

## Recess

*The City Council took a five minute break at 8:15 pm. The meeting resumed at 8:24 pm.*

## REGULAR AGENDA

19. [19-933](#) Consider Agreement Between City of Northfield and Independent School District No. 659 Relating to City of Northfield/Community Services Recreation Program.

*City Administrator Martig introduced this item. Director of Community Services Erin Bailey and Recreation Coordinator Melissa Bernhard reviewed the programs, revenues, facility use, history, and agreement terms. Ms. Bailey and Ms. Bernhard answered questions posed by Council.*

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve the attached Agreement Between the City of Northfield and Independent School District No. 659 Relating to City of Northfield/Community Services Recreation Program. The motion carried by the following vote:**

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

20. [Ord. 1006](#) Consider Ordinance for Text Amendment to LDC for Historic District signage

*Community Development Director Baker introduced this item.*

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve the first reading Ordinance No. 1006 - Consider Text Amendment to LDC for Historic District Signage. The motion carried by the following vote:**

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

21. [19-934](#) Request for City Participation in FiftyNorth Future Space and Programming Planning Process.

*City Administrator Martig introduced this item and answered questions posed by Council. Members stated a general desire to be involved related to the future planning, building space/design, costs and building use.*

## ADMINISTRATORS UPDATE

*City Administrator Martig noted there will be a City Administrators memo this week. Will include project updates. Noted request for state bonding has been submitted. Staff is busy with budgets and other items.*

22. [19-935](#) City Administrator's Update.

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Nakasian - No report*

*C. Zweifel - Attended the Mill Towns Trail Joint Powers Board meeting. Noted they put*

together a \$2.2 million request to work on resurfacing between Northfield and Dundas and construction from Dundas to Faribault. Attended the Riverfront Committee meeting. Noted small group exercise on how various items impacted or aligned with the Comp Plan. The Consultant will bring back information to prioritize.

C. Ness - Attended CVB meeting and board retreat. The group worked on a strategic plan that should be done in a month or two. Will get budget to the Chamber Board and then to City for approval in October. Attended the Waterford Appeals Court hearing along with Mayor Pownell. Attended the 911 Joint Powers Board meeting. Attended ribbon cutting at Reunion. Attended the Bridgewater Township Board meeting where they passed a resolution authorizing completing the petition for incorporation. Attended a NAFRS finance committee meeting. Gave welcome from the City at the Popcorn Wagon 40th Anniversary on Bridge Square.

C. Grabau - Attended the Climate Action Plan Advisory Board meeting. A draft will be coming out soon to be reviewed by the subcommittees. Attended the first meeting of the Cannon Valley Makers, the Reunion Grand Opening, the Year of Water exhibit, and a Council Employment committee meeting. The committee met with the consultant and reviewed staff survey responses. Attended the Human Rights Commission meeting. They discussed the Najwa Community picnic which will be held on Saturday, June 29.

C. DeLong - No report

C. Peterson White - No report

Mayor Pownell - No report

## ADJOURN

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to adjourn the meeting at 8:57 pm. The motion carried by the following vote:**

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