



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
northfieldmn.gov

Meeting Minutes - Draft City Council

Tuesday, November 22, 2022

6:00 PM

Council Chambers

Work Session

6:00 PM - REGULAR AGENDA

- Present:** 4 - Council Member Clarice Grabau, Council Member Brad Ness, Mayor Rhonda Pownell, and Council Member Jami Reister
- Absent:** 3 - Council Member Sean Allen, Council Member Jessica Peterson White, and Council Member George Zuccolotto

CALL TO ORDER

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

REGULAR AGENDA

1. [22-765](#) Environmental Review 101 and Upcoming Environmental Assessment Worksheet for Terrace Companies Residential Development.

Community Development Director Jake Reilly introduced the item. He explained the components of an environmental review, what an environmental assessment worksheet (EAW) is and why it is utilized, what an environmental impact statement (EIS) is, and the specifics of an Alternative Urban Areawide Review (AUAR).

Reilly provided specifics of the upcoming Environmental Assessment Worksheet for a new proposed subdivision. He then discussed the timeline for the EAW, the next steps in the process, and when staff expect the item to come to the City Council for their review and decision whether or not an environmental impact statement is needed based on the information in the EAW.

Council members offered input and Reilly and City Administrator Ben Martig answered questions from the Council.

2. [22-766](#) Review of Sewer and Water Utility Credit Fee Write Offs and Possible Ordinance Amendment.

City Administrator Ben Martig provided background on this item and what initiated a review of the current ordinance. Utility Manager Justin Wagner discussed what the current process is for utility overages, how staff identifies causes for overages, and how staff responds to resident requests for waiving these fees.

Wagner gave examples of area cities that currently have policies related to overages due to leaks and what those policies are.

Martig explained what the current ordinance states and offered suggestions for changes

to the ordinance.

Wagner, Martig, Public Works Director/City Engineer Dave Bennett, and Finance Director Brenda Angelstad answered questions from the Council. Council members offered feedback on how the City should handle overages.

3. [22-767](#)

Review 2023-2024 budget and Capital Improvement Plan and Capital Equipment Plan (2023-2027) items.

City Administrator Ben Martig introduced the item. He detailed residential input that staff has received regarding the 2023 proposed levy, where the City fits in with comparable cities, and gave further details on 2024 staffing budget requests.

Community Development Director Jake Reilly detailed the staffing request for a Code Enforcement Officer and how this position is tied to recently implemented City policies on rental licensing and nuisance/blight concerns. Martig and Reilly discussed potential revenue streams from department fees that could partially fund this position. Reilly and Martig answered questions from the Council.

Police Chief Mark Elliott detailed the 2024 Police Department staffing requests and how their request is tied to maintaining current service level when expected retirements occur in 2024. Elliott and Martig answered questions from the Council.

Council members commented on the 2024 budget in general. Martig and Finance Director Brenda Angelstad answered questions from the Council.

Council recessed at 7:46 p.m. Council meeting resumed at 7:53 p.m.

Public Works Director/City Engineer Dave Bennett discussed changes to the CEP/CIP. Bennett discussed how the ice arena fits into plans by the school district regarding their capital improvements and Martig discussed interest by Aurora Pharmaceuticals in purchasing the current ice arena. Martig and Bennett answered questions from the Council.

Bennett discussed the proposed improvements for Bridge Square and Martig discussed how current redevelopment projects and private investment tie into proposed public improvements.

Bennett discussed an expected price increase in police squads. Martig, Bennett, and Elliott answered questions from the Council.

Bennett detailed additional changes to the CEP/CIP regarding planned projects. He specifically detailed changes around lighting in Sechler and Babcock Park. Council members offered their feedback and Bennett, Martig, and Angelstad answered questions from the Council.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Grabau, to adjourn the meeting at 8:24 p.m.. The motion carried by the following vote:

Yes: 4 - C. Grabau, C. Ness, Mayor Pownell, and C. Reister