



# City of Northfield

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

## Meeting Minutes - Final City Council

---

Tuesday, October 20, 2020

6:00 AM

[GotoMeeting](#)

---

### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:02 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 following changes to the agenda: removal of item #5 from tonight's meeting.*

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve the agenda. 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

1. [20-540](#) Information on How to Provide Public Input and Watch the Meeting During the Pandemic.

#### PRESENTATIONS

2. [20-541](#) Presentation of report from the Northfield Downtown Development Corporation (NDDC).

*Greg Siems of the Northfield Downtown Development Corporation presented the report. Siems highlighted initiatives to support businesses, public art and Special Service Districts.*

#### CONSENT AGENDA

*City Administrator Martig introduced the consent agenda.*

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

3. [20-542](#) Consider Approval of October 6, 2020 City Council Meeting Minutes.
4. [Res. 2020-100](#) Consider Final Payment of the Water Tower Maintenance Project.

6. [Res. 2020-102](#) Consider Resolution Establishing Carbon Reduction Fund.
7. [20-543](#) Consider Approval of Professional Service Agreement for the 2021 Reclamation and Overlay Project.  
Enactment No: M2020-128
8. [20-544](#) Consider Approving Disbursements totaling \$725,686.48  
Enactment No: M2020-129
9. [Res. 2020-103](#) Consider Resolution Approving Mayoral Appointment to the Citizen Police Department Administrative Policy Review Task Force.
10. [20-545](#) Consider Southeastern Libraries Cooperative (SELCO) - Rice County Agreement for Library Services.  
Enactment No: M2020-130

## OPEN PUBLIC COMMENTS

*None*

## REGULAR AGENDA

11. [20-546](#) Rice County Comprehensive Plan 2040 presentation.  
*Community Development Director Baker introduced Julia Hogan, Rice County Planning Technician, Environmental Services. Hogan presented Rice County's draft vision and goals for economic development, land use, transportation, housing and livable communities design, parks, recreation and open space and sustainability. The 2040 draft is open for public comment. Baker, Hogan and Rice County Zoning Administrator Trent McCorkell answered questions from Council.*
12. [20-547](#) Consideration of Call for Public Hearing for Ordinance Implementing Franchise Fees.  
*City Administrator Martig introduced item. Described franchise fees as an alternative to MN Statute 429 and special assessments for funding for City's projects. Martig described Options A, B and C for Franchise Fee structure possibility. Martig, Director and CIPMA Doug Green of BakerTilly and Public Works Director/City Engineer Bennett answered questions from Council.*  
**A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve Calling for a Public Hearing on November 10, 2020 at 6:00 pm to consider proposed ordinance for gas and electric franchise fee with the following two ordinance option combinations: Option C: Gas Franchise Fee 5.0% streets, trails and climate and Electric Franchise Fee 4.0% streets, trails and climate. The motion carried by the following vote:**

**Yes:** 4 - C. Grabau, C. Nakasian, C. Peterson White, and C. Zweifel

**No:** 3 - C. DeLong, C. Ness, and Mayor Pownell

---

Enactment No: M2020-127

**Recess**

*Council recessed at 7:42 pm. Council meeting resumed at 7:48 pm*

**13. 20-548** Discussion of COVID-19 Local State of Emergency Status and Remote Meetings.

*City Administrator Martig introduced item and provided information regarding state of emergency, meeting format (in-person or virtual) and enhancement opportunities (ex: ways to improve public comments) if meetings continue to be conducted virtually. Council discussed. Martig answered questions from Council. Consensus was to continue virtual meetings until indicators point to in-person meetings being safe.*

**14. Res. 2020-104** Consider Resolution Ordering Preparation of Plans and Specifications for Honey Locust Drive East Cannon River Trail (ECRT) Connection.

*Engineering Manager Simonson introduced item. Alignment 1 is recommended by staff due to land acquisition, project cost and wetland mitigation. Funding methods discussed. Public Works Director/City Engineer Bennett and Simonson answered questions from Council.*

**A motion was made by Council Member Zweifel, seconded by Council Member Nakasian, to approve Resolution 2020-104 Ordering Preparation of Plans and Specifications for Honey Locust Drive East Cannon River Trail (ECRT) Connection STRT2021-A56. The motion 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

**ADMINISTRATORS UPDATE**

**15. 20-549** City Administrator's Update.

*City Administrator Martig noted one week remaining on posting to replace Library Director. Martig anticipates that finalists would engage with Council, Boards & Commissions, and public. Martig acknowledged bonding bill with Governor Walz includes \$1.75M for local transportation, thanked State Representative Lippert and State Senators Draheim and Little for their work on it. Roundabout project ribbon cutting will occur on 10/23 and opening will occur immediately afterward. Snow emergency has been declared due to today's snowfall. Plowing to occur tomorrow; Martig encouraged everyone to sign up for alerts. Parklet installations have encountered delays, plan to finish soon.*

**REPORTS FROM THE MAYOR AND COUNCILMEMBERS**

C. Ness - attended League of MN Cities meetings, encouraged others to attend next meeting on Friday

C. DeLong - Veteran's Day coming up, Beyond the Yellow Ribbon event in planning, asked everyone to thank a Vet. Attended Age-Friendly meeting. Working on a health card for seniors to help them with access to health care. Thank you to Teri Knight who has moved on from KYMN.

C. Zweifel - none

*C. Grabau - attended Northfield Promise meeting, especially grateful for Northfield Schools Superintendent Hillman's leadership on racism. Looking forward to collaboration among Healthy Community Initiative, Schools and City*

*C. Peterson White - none*

*C. Nakasian - none*

*Mayor Pownell - was updated on local COVID case data, expressed interest in additional data (e.g. unemployment rate, suicide rate, food insecurity, etc.) to reflect the community's health more broadly.*

## **ADJOURN**

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to adjourn the meeting at 8:53 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