



# 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, May 21, 2019

6:00 PM

Council Chambers

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

*Mayor Pownell called the meeting to order at 6:00 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

### APPROVAL OF AGENDA

*Mayor Pownell noted the items in the supplemental memos including changing the order of the presentations.*

**A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve the agenda as amended with the presentation order change. 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

1. [19-872](#) May 7, 2019 City Council Meeting Minutes

**A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the May 7, 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

4. [19-875](#) Presentation Recognizing Isabella Callery for top honors at the Poetry Out Loud National Finals, May 1, 2019.

*Human Resources/Communications Director Mahowald introduced Arcadia Charter School Senior Isabella Callery. Isabella was recognized for winning 1st place honors at the Poetry Out Loud National Finals on May 1, 2019. Isabella recited the poem "Perhaps the World Ends Here" by Joy Harjo.*

3. [19-874](#) Recognition of Graduating Northfield High School Seniors serving on Boards and Commissions

*Mayor Pownell recognized and thanked the following graduating seniors and students that are finishing their time serving on City boards/commissions: Neina Abdulai-Library*

Board, Colin Bandy-HRA, Ann Beimers-Arts & Culture Commission, Emily Boland-Northfield Alliance for Substance Abuse, Abby Borene-Parks & Recreation Advisory Board, Keara Cooney-Human Rights Commission, Elsa Kasten-Community Services Advisory Board, Elias Kruse-Northfield Alliance for Substance Abuse Prevention, Logan Ledman-Heritage Preservation Commission, Arlie Lee-Planning Commission, Athziri Marical Rodriguez-Mayor's Youth Council, Celia Meagher-Mayor's Youth Council, Daniel Monaghan-EDA, Dan Nelson-Mayor's Youth Council, Evan Orjala-Heritage Preservation Commission, AJ Pahs-Northfield Alliance for Substance Abuse, Angelo Perez-Mayor's Youth Council, Caroline Pritchard-Mayor's Youth Council, Isaac Riggins-Human Rights Commission, Sam Ryden-Mayor's Youth Council, Hannah Singh-Arts & Culture Commission, Mikayla Thomas-Statewide Health Improvement Planning (SHIP) Community Leadership Team, Molly Stevens-Mayor's Youth Council, Eli Volland-Mayor's Youth Council, Tegan Watkins-Library Board, Samuel Wilmot-Statewide Health Improvement Planning (SHIP) Community Leadership Team, Logan Wells-Mayor's Youth Council and Beyond The Yellow Ribbon.

2. [19-873](#) Presentation - Stormwater Pollution Prevention Poster Contest Winners

Engineering Manager Simonson introduced Kevin Strauss, Cannon River Watershed Partnership. Strauss noted that City and CRWP host an annual poster contest with local elementary schools. There were 77 posters submitted for the contest. Facilitating contests like this helps satisfy Minimum Control Measures 1 & 2 (Public Outreach & Education) associated with our MS4 stormwater permit. Mr. Strauss introduced the Stormwater Pollution Prevention Poster Contest winners and noted their posters would be displayed in City Hall until the next contest in 2020. The Second & Third Grade Winners are: 1st place: Nova Otto - St. Dominic School; 2nd place: Page Pralle-Bridgewater School; 3rd place: Bennett Jenson - St. Dominic School. The Fourth & Fifth Grade Winners are: 1st place: Navea Pennock-Prairie Creek School; 2nd place: Teagan Noetzel-Prairie Creek School; 3rd place: Bella Christopherson - Sibley School

5. [19-876](#) Presentation of report from the Northfield Downtown Development Corporation (NDDC).

Northfield Downtown Development Corporation (NDDC) Board member Kathleen Holmes provided a 2018 year-end report, 2019 First Quarter report and answered questions posed by Council. Holmes provided information on the Main Street designation, "Top Small Town" Finalist, First Friday Art Nights, 2018 Taste Tour, expanded social media outreach, enhancing downtown design through holiday lighting to foot bridge, Artist on Main Street program, and new banners coming. Holmes also reviewed the accomplishments and opportunities and proposed projects and partnerships for 2019 related to the contract. Holmes welcomed new Executive Director Greg Siems.

## 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

6. [Res. 2019-045](#) Consider Accepting Bids and Awarding Contract - 2018 Spring Creek Road Bridge Replacment.
7. [Res. 2019-046](#) Consider Declaring Amount to be Assessed - 2019 Street Reclamation

Project.

8. [19-877](#) Consider Approving Mayoral Board/Commission Youth Appointments.
9. [19-878](#) Consider Community Event In-Kind Grant Support.
10. [19-879](#) Consider Approving Disbursements totaling \$961,152.89
11. [19-880](#) Consider approval of Alternate Work Schedules Council Administrative Policy.
12. [19-881](#) Consider miscellaneous/concessions license for FiftyNorth Popcorn Wagon.
13. [Res. 2019-047](#)  
Consider Resolution of Recognition to Isabella Callery for the “2019 Poetry Out Loud National Champion” Award.
14. [Res. 2019-048](#) 2019 Street Reclamation Project - Call for Assessment Hearing.

## OPEN PUBLIC COMMENTS

*Mar Valdecantos, HRC Chair, noted recognition of students. Spoke regarding not all students having voting privileges on boards/commissions. Would like Council to review rules on advisory commissions and consider giving each student a vote. Noted the students on the HRC have good attendance.*

*Celia Meagher, 1612 Archibald Str. and Chair of the Mayor's Youth Council (MYC). Spoke regarding broad goals of the MYC to get to know elected officials, incorporate youth perspective, provide opportunities for youth of a wide variety of backgrounds for discussion and growth, and share ways for youth to be involved in political process. Noted events used to work towards those goals including Northfield youth conversation events, Marnita's Table, hosting a candidate forum for the 2018 elections, and creating and executing a get out and vote campaign.*

## PUBLIC HEARINGS AND RELATED ACTION

15. [19-882](#) Public Hearing for Ordinance vacating drainage easements in Locust Development 3rd Addition.

*Mayor Pownell opened the public hearing at 6:44 pm. Engineering Manager Simonson provided information regarding the easement vacation and answered questions posed by Council. There was no public input.*

**A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to close the Public Hearing at 6:52 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

16. [Ord. 1004](#) Consider Ordinance vacating a Drainage Easement on the Locust Development

## 3rd Addition

**A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve the first reading of Ordinance No. 1004 - Vacating Drainage Easement Locust Development Third Addition. 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

**REGULAR AGENDA****17. [19-883](#)**

## Discussion on changes to Accessory Dwelling Unit Ordinance

*Community Development Director Baker introduced this item and noted the revised version of the ordinance in the supplemental memo. Baker reviewed the changes made from the last meeting. Asked Council if the current version is acceptable or if Council has proposed changes to be incorporated before the second reading. Baker noted the ordinance must be posted for 10 days prior to final consideration. Baker answered questions posed by Council.*

*C. DeLong called for a Point of Order at 7:21 pm related to Mayor Pownell noting that a motion regarding requiring parking failed at the last Council meeting. C. DeLong stated that the Council addressed parking, but stated that it was not decided forever and it could be brought back up. Mayor Pownell stated if there is something different C. DeLong could make a motion.*

*A motion was made by C. DeLong, seconded by C. Ness, to reduce fees if the owner of the property proposing an ADU provides parking. C. DeLong subsequently withdrew the motion.*

*C. DeLong called for a point of order at 7:28 pm stating that C. Zweifel was speculating on motivation. Mayor Pownell asked C. Zweifel to be sensitive with language.*

**18. [19-884](#)**

## Review and Discussion on Proposed 2020-2021 Budget Timeline

*City Administrator Martig introduced this item and discussed the proposed 2019 Budget Timeline. Martig answered questions posed by Council.*

**Recess**

*The City Council took a 5 minute break at 7:43 pm. The meeting resumed at 7:49 pm.*

**19. [19-885](#)**

## Northfield Planned Walking and Bicycling Network Prioritization.

*Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council. Bennett noted he will be presenting the prioritization review at the June 11th worksession. Council asked if the points system included points for all types of equity/diversity (age, income, race, diversity), the number of people served, addressed all types of non motorized safety in general such as curb cuts and crosswalks in addition to sidewalks, suggested using the racial dot map, address the Complete Streets Policy, road topography. Council suggested open ended questions in Polco to gather additional public input.*

**20. [19-886](#)**

Discussion of City Local Bonding Request to State of Minnesota for 2020 Legislative Session.

*City Administrator Martig introduced this item and answered questions posed by Council. Martig spoke regarding online submission of local projects by the mid June deadline. Council members discussed the Jefferson Parkway/246 intersection and suggested including quiet zone designations. Martig discussed the Highway #19 overlay project and the potential to include quiet zone and safety improvements with this project.*

**ADMINISTRATORS UPDATE**

*City Administrator Martig gave an update on the following: currently tracking the legislative session; a City Administrator's memo will come out this week, good things happening noted in the NDDC report; thanked Meleah Follen for her work with the youth and credited her for the growth in program; Love our City volunteer events and changes to schedule. Noted the past weekend indoor event met all goals and completed all projects on list. This upcoming weekend will include outdoor tree planting and June 8th will include the outdoor projects. Love our City is still taking registrations, visit their Facebook page or the Love our City website.*

**21. [19-887](#)**

City Administrators Update.

**REPORTS FROM THE MAYOR AND COUNCILMEMBERS**

*C. Ness – Attended the NAFRS Finance Committee and NAFRS meetings. NAFRS received close to 25 firefighter applications. Attended CVB meeting. Working on transition with Lisa Peterson and the Chamber.*

*C. Zweifel - Asked about the work on Second Street Bridge and when pedestrian access would be restored. Noted upcoming events where access will be needed.*

*C. Nakasian – Reported on the Riverfront Enhancement Advisory Committee and Transportation Advisory Committee meetings. Thanked volunteers who participated in the Almanzo bike ride event.*

*C. Peterson White – Reported on the EDA and the EDA socioeconomic committee meetings. The EDA approved contract with a firm to reach out to minority owned businesses and entrepreneurs. Attended Hospital Board retreat. Noted it was an excellent retreat with lots of good complex information provided.*

*C. Grabau – Reported on the Council Employment Policy Committee meeting. Reported the Human Rights Commission meeting. The Commission discussed the need for a change to the City ID to make it more user friendly for the transgender community. Attended an HCI rural transportation committee meeting. Working on a Lyft type service to address acute transportation needs. Thanked Councilor Zweifel for her efforts on the Carleton Empty Bowls event and noted it was a record breaking year.*

*C. DeLong - Reported on the Earth Day event and participation representing Age Friendly Northfield. Spoke regarding sheep grazing at solar farms and noted it may be worth City encouraging owners to use grazing to control weeds. Noted the Hospital Auxiliary Book Fair raised \$67,000. They are donating money to NAFRS for the new rescue truck.*

*Mayor Pownell – Noted the May 30 climate meeting at Rotary and asked Councilors to RSVP. Reported on MN Mayors Together meetings noting she added one of the four regional meetings in Owatonna. Provided information on the Guiding Principles of the Minnesota Mayors together. Noted the meeting provided opportunities to discuss regional issues, network, and build relationships.*

**ADJOURN**

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 8:41 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