



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, September 15, 2020

6:00 PM

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 supplemental memo information with the following changes to agenda: Moving the minutes to the consent agenda and moving item #6 from the consent agenda to the first item on the regular agenda.

A motion was made by Council Member Grabau, seconded by Council Member Nakasian, to approve the agenda as amended with moving the minutes to the consent agenda and item #6 from the consent agenda to the first item on the regular 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. [20-468](#) Information on How to Provide Public Input and Watch the Meeting During the Pandemic.

PRESENTATIONS

3. [20-470](#) Presentation on Solar for Northfield project.

Program Coordinator Kallestad introduced this item and presenter Ted Redmond, from paleBLUEdot LLC. Redmond reviewed goals, methodology, market absorption rates, scenarios, trends, projections, and how they meet the City's climate goals. Redmond reviewed site assessments on city facilities and noted those assessments were done remotely, reviewed recommendations for community wide solar and reviewed next steps for City facilities. Kallestad answered questions posed by Council.

4. [20-471](#) Presentation: Brief Update on Riverfront Enhancement Action Plan.

Community Development Director Baker provided an overview of the draft Riverfront Enhancement Action Plan. Reviewed the project timeline, committee work, action plan, characteristics and geography, and anticipated next steps. Baker answered questions posed by Council.

5. [20-472](#) Strategic Plan - Quarter 2, 2020 update.

City Administrator Martig provided an update on the Strategic Plan for the 2nd quarter and

reviewed progress in the six areas of the plan. Martig noted the information was originally compiled for the August 4 meeting.

CONSENT AGENDA

City Administrator Martig introduced the items on 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

7. [20-473](#) Consider Calling for a Public Hearing to Consider Sale of Property in Faribault for Northfield Hospital + Clinics.
8. [Res. 2020-082](#) Consider Adoption of Utility Rates for 2021.
9. [20-474](#) Consider Approving Disbursements totaling \$1,217,360.65.
10. [20-475](#) Consideration of 2021 Northfield Area Fire & Rescue Services Budget and Capital Improvement Plan (CIP) and Related City of Northfield of Fire Department 2021 Contribution.
11. [20-476](#) Consideration of 2021 Employee Benefits Renewal.
12. [Res. 2020-083](#) Approve application for off-site gambling premises permit for the Defeat of Jesse James Days Committee, Inc. at the Grand Event Center, 316 Washington Str., on October 25, 2020.
13. [20-477](#) Consider Community Event In-Kind Grant Support.
2. [20-469](#) September 1, 2020 City Council Meeting Minutes.

OPEN PUBLIC COMMENTS

None.

PUBLIC HEARINGS AND RELATED ACTION

14. [20-478](#) Public Hearing for Liquor License for Erickson's Diversified Corp. (Family Fare #330) - 601 Division Str. S.

Mayor Pownell opened the public hearing at 6:48 pm. City Clerk Little provided information on the proposed liquor license and related public hearing items.

A motion was made by Council Member Grabau, seconded by Council Member Ness, to close the Public Hearing at 6:50 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

15. [20-479](#) Consider Approval of Off-Sale 3.2% Malt Liquor License for Erickson's Diversified, Corp. (Family Fare #330) at 601 Division Str. S.

A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve an Off-Sale 3.2% Malt Liquor License for Erickson's Diversified, Corp. (Family Fare #330) at 601 Division Str. S., Northfield subject to: Department of Public Safety Alcohol & Gambling Enforcement Approval; Submittal of all final documents; and Final inspection of premises. 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

6. [Res. 2020-081](#) Consider Resolution Establishing Citizen Police Department Administrative Policy Review Task Force and Related Mayoral Appointments.

Police Chief Elliott reviewed this item and provided information regarding the establishment of a Citizen Police Administrative Policy Review Task Force. Elliott discussed some proposed policies to be reviewed and related task force work. Elliott answered questions posed by Council.

A motion was made by Council Member Zweifel, seconded by Council Member Nakasian, to approve Resolution 2020-081 - Establishing a Citizen Police Administrative Policy Review Task Force with the alternate resolution provided in the supplemental memo with revising #4 in the Now Therefore Be It Resolved section to read as follows: "4. An additional college-aged member shall be appointed to serve on the Northfield Citizen Police Administrative Review Task Force." 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

16. [Res. 2020-084](#) Consideration of Resolution Adopting a Proposed 2020 Northfield Economic Development Authority (EDA) Tax Levy Payable in 2021.

City Administrator Martig presented information on the budget related items. Martig reviewed the process, budget and levy scenarios, estimated market value and net tax capacity changes, property tax comparison, notable changes, peer comparisons and schedule. Martig answered questions posed by Council.

A motion was made by Council Member Nakasian, seconded by Council Member Grabau, to approve Resolution 2020-084 - Adopting a Proposed 2020/Payable 2021 EDA Tax Levy. 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

17. [Res. 2020-085](#) Consideration of Resolution Adopting a Proposed 2020 Northfield Housing and Redevelopment Authority (HRA) Tax Levy Payable in 2021.

A motion was made by Council Member Grabau, seconded by Council Member Zweifel, to approve Resolution 2020-085 - Adopting a Proposed 2020/Payable 2021

HRA Tax Levy. 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

Recess

The council took a recess at 7:40 pm. The meeting resumed at 7:45 pm.

18. [Res. 2020-086](#) Consideration of Resolution Adopting a Proposed 2020 Total Tax Levy Payable in 2021, includes HRA & EDA.

A motion was made by Council Member Peterson White, seconded by Council Member Grabau, to approve Resolution 2020-086 - Adopting a Proposed 2020/Payable 2021 Tax Levy with a 5.7% Increase. 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

19. [Res. 2020-087](#) Consideration of a Preliminary General Fund Budget and Establishing a Date and Time for the Public Hearing.

A motion was made by Council Member Grabau, seconded by Council Member Peterson White, to approve Resolution 2020-087 - Adopting a Proposed 2021 General Fund Budget and Setting the Date and Time for the Public Hearing. 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. [Res. 2020-088](#) Consider Resolution for Advance Assistance from MN Homeland Security and Emergency Management for Downtown Flood Study.

Public Works Director/City Engineer Bennett introduced this item and reviewed the request for advance assistance for a downtown flood study. Bennett reviewed the properties affected by flooding, including the parks along the river. Bennett noted the cost share is Federal 75% and local 25%. Bennett reviewed the phases. Phase 1 is the study phase to review reducing and mitigating flooding impacts. Phase 2 benefit cost analysis. Phase 3 identify project(s). Bennett noted proposals from consulting firms have been received and Barr Engineering is recommended. Bennett noted the updated application in the supplemental memo and that he will continue to develop the application with the State. Bennett answered questions posed by Council.

A motion was made by Council Member Grabau, seconded by Council Member Nakasian, to approve Resolution 2020-088 - Advance Assistance from MN Homeland Security and Emergency Management for Downtown Flood Study for Funding Application Approval and Authorizing Execution of Sub-Grant Agreement. 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. [Res. 2020-089](#) Consider Resolution Authorizing Cares Act Funding

City Administrator Martig reviewed this item and noted this an information only item with action requested at a future meeting. Martig reviewed possible uses of CARES Act Funding for City uses and answered questions posed by Council.

ADMINISTRATORS UPDATE

Martig noted a City Administrator memo will be coming out soon and updates would be included in that.

22. [20-480](#)

City Administrator's Update.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Ness - Attended a virtual CVB meeting. Noted revenues are down approximately 60%.

C. Grabau - Noted Human Rights Commission will be bringing land acknowledgement statement back to Council in October. Thanked Martig for his presentation on CARES Act funding.

C. Nakasian - Attended Riverfront Enhancement Advisory Committee meeting.

C. Peterson White - Thanked school teachers and workers for all they are doing.

C. Zweifel - Noted President Poskanzer read the entire land acknowledgement statement at the Opening Convocation. Attended the Riverfront Enhancement Advisory Committee and EQC meetings. Noted people are concerned about having a locked ballot drop box in Northfield.

C. DeLong - Attended the Beyond the Yellow Ribbon Committee meeting. Noted the group is assisting a veteran with a new roof. A discussion was held on the Veteran's Day celebration. Attended an Age Friendly meeting where they welcomed new members and discussed how hard COVID has hit the senior population.

Mayor Pownell - Participated in an NCRC reuse meeting. This project is progressing slowly due to COVID. Attended a ULI Regional Council of Mayors meeting on Monday. Received presentations from the MN Housing Fund regarding affordable housing and Greater MSP on effects of COVID. Spoke regarding the McKinsey report and economic impact and recovery predictions related to jobs lost in 2020. Noted the MN Mayors group met with DEED Commissioner Steve Groves and discussed the need for broadband and assistance for restaurants. Participated in the Defeat of Jesse James Days Parade.

ADJOURN

A motion was made by Council Member Grabau, seconded by Council Member Ness, to adjourn the meeting at 8:55 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