



# 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 4, 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 6:02 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 with the requested change to move item #14 to follow item #11.*

**A motion was made by Council Member Ness, seconded by Council Member Grabau, to approve the agenda as amended moving item #14 to follow item #11. 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. [19-892](#) May 14, 2019 City Council Work Session Meeting Minutes.

**A motion was made by Council Member Nakasian, seconded by Council Member Zweifel, to approve the May 14, 2019 City Council Work Session 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

2. [19-893](#) May 21, 2019 City Council Meeting Minutes

**A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the May 21, 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. [19-894](#) Presentation of Southern Minnesota Initiative Foundation (SMIF) Projects and Request for 2020 Budget Appropriation.

*City Administrator Martig introduced this item. Jennifer Nelson, Southern Minnesota Initiative Foundation (SMIF) Vice President of Development, provided an overview of*

*projects funded in the Northfield area and the impacts they have had. Nelson noted that for every dollar raised in Rice County, they have invested \$23 back into the County with \$783,000 invested in Rice County over the past 3 years. Ms. Nelson answered questions posed by Council.*

## CONSENT AGENDA

*City Administrator Martig introduced the items on the consent agenda.*

**A motion was made by Council Member Nakasian, seconded by Council Member Grabau, 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

4. [Res. 2019-049](#) Consider Adopting Service Assessments - Division and Seventh Street Reconstruction Project
5. [Res. 2019-050](#) Consider Resolution Approving Plans and Specifications and Authorizing Advertisement for Bid for Water Tower Maintenance.
6. [19-895](#) Consider Approving Disbursements totaling \$1,310,870.41  
Enactment No: M2019-067
7. [19-896](#) Consider Approving BCA Joint Powers Agreement for participation in the Minnesota Anti-Heroin Task Force Program.  
Enactment No: M2019-068
8. [Res. 2019-051](#) Consider Resolution Declaring the June 7-8 to be National Gun Violence Awareness Days in Northfield.
9. [19-897](#) Consider Community Event In-Kind Grant Support.  
Enactment No: M2019-069

## OPEN PUBLIC COMMENTS

*Beth Hagemeister, thanked Council for approving the National Gun Violence Awareness Days proclamation and thanked staff and Councilor Grabau for assistance with their event. Hagemeister invited everyone to the event on Saturday, June 9 at Bridge Square at 2 pm and noted there would be a presentation at 3 pm.*

## REGULAR AGENDA

10. [Res. 2019-052](#) Consider Resolution Accepting Donation to the City of Northfield from Jan Shoger.

*Program Coordinator Kallestad introduced this item.*

**A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve the Resolution 2019-052 - Accepting Donation to the**

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**City of Northfield by Jan Shoger. 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

11. [Ord. 1000](#) Consider Ordinance revising Accessory Dwelling Unit regulations in Chapter 34 - Land Development Code

*Community Development Director Baker introduced this item and answered questions posed by Council.*

**A motion was made by Council Member Peterson White, seconded by Council Member Zweifel, to approve the second reading of Ordinance No. 1000 - Amending Northfield City Code, Chapter 34 - Land Development Code. 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

12. [Res. 2019-053](#) Consider Resolution to authorize Budget Amendment for the Depot and Transit Hub Site Improvement Project

*Public Works Director/City Engineer Bennett introduced this item.*

**A motion was made by Council Member Nakasian, seconded by Council Member DeLong, to approve Resolution 2019-053 - Authorizing Budget Amendment to the 2019 TIF 4 Operating Budget for the Depot and Transit Hub Site Improvements. 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

13. [Res. 2019-054](#) Consider Resolution Approving Plans and Specifications and Order Advertisement for Bids for Depot and Transit Hub Site Improvement Project.

*Public Works Director/City Engineer Bennett introduced this item.*

**A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve Resolution 2019-054 - Approving Plans and Specifications and Authorizing Advertisement for Bids Depot and Transit Hub Site Improvements Project DEVP2015-Z05. 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

14. [19-898](#) Discussion of Civil and Criminal Prosecution Contract Extensions.

*City Administrator Martig introduced this item and answered questions posed by Council. City Attorney Hood answered questions posed by Council. City Prosecuting Attorney Weidner introduced Northfield's Prosecutor Wendy Murphy and answered questions posed by Council. Police Chief Nelson answered questions posed by Council. City Clerk Little answered questions posed by Council. Council discussed length of contract extensions and the termination clause. Most of the members were in favor of a 5 year extension or deferring to staff.*

15. [Res. 2019-055](#) Consider Resolution Requesting State Capital Investment Bonds for Regional

Transit Hub in the City of Northfield.

*City Administrator Martig introduced this item and answered questions posed by Council.*

**A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve Resolution 2019-055 - Requesting Minnesota State Capital Investment Bonds for Regional Transit Hub in the City of Northfield. 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

## ADMINISTRATORS UPDATE

*City Administrator Martig provided an update on the following: will be sending out an updated list of upcoming items; moving audit presentation to Tuesday and Bridgewater discussion to June 18; staff will confirm time for the audit presentation next week. Noted there were a few trees down and power outages from the storm earlier this evening.*

### 16. [19-899](#)

City Administrator's Update.

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Ness - Reported on the Hospital Board meeting last Thursday. Attended the Rotary meeting where Sabine Engel spoke about the Institute's Climate Smart Cities Program. Noted Council will probably be hearing more about the speaker and proposal in the future. Attended the Tourism recognition lunch. Attended Finance Policy Subcommittee meeting. Attended retirement party for Denny Hanson Community Resource Bank. Congratulated John McCarthy on retirement. Noted Jennelle Teppen is the new Dundas City Administrator.*

*C. Zweifel - Attended HRA meeting received quarterly reports, had a 2019/2020 work plan check in and scheduled a work session to followup on work plan.*

*C. Nakasian - Thanked staff for assistance with Almanzo bike ride.*

*C. Peterson White - Attended EDA meeting where they approved a Shearer fund grant to Contented Cottage BNB, approved revolving loan to Secure Base Counseling Center, attended Hospital Board Meeting, as well as pre meetings involving the Community Relations Committee and Finance Committee, and followed by a Closed Hospital Board meeting. There was an interesting presentation from Hospital Marketing and Community Relations staff regarding successful efforts to build brand awareness. Reported on the successful women's health fair, and noted the Northfield Hospital Long Term Care Center is ranked 2nd in the State out of approximately 352 similar facilities throughout the State. Noted new picnic tables on the riverwalk that are getting lots of use.*

*C. Grabau - Attended a meeting at St. Olaf with Human Rights Commission members, Mayor Pownell and college representatives regarding indigenous story telling project, attended Finance Policy Subcommittee meeting where they discussed grants management policy, HCI subcommittee meeting where they discussed rural rideshare pilot program through Community Action Center, had a FiftyNorth tour, attended Rotary meeting with Sabine Engel regarding Climate Smart Cities, attended Northfield Promise Council of Champions meeting where they received a Poverty Task Forces updates and an legislative update from Todd Lippert*

*C. DeLong - No report.*

*Mayor Pownell - Noted appreciation of the commitment of local businesses specifically regarding the EDA Secure Base Counseling Loan in that they are taking over a building that is being vacated. Thanked Council for their commitment to meeting with groups and attending meetings. Noted Sabine Engel event on June 10 and asked members to let*

*staff know if they want to attend.*

## **ADJOURN**

**A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to adjourn the meeting at 8:06 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