



City of Northfield

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

Meeting Minutes City Council

Tuesday, February 20, 2018

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:00 pm.

- Present:** 6 - Council Member Greg Colby, Council Member David DeLong, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Erica Zweifel, and Mayor Rhonda Pownell
- Absent:** 1 - Council Member Jessica Peterson White

APPROVAL OF AGENDA

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

**A motion was made by Council Member DeLong, seconded by Council Member Colby, to amend the agenda by moving items 6 & 8 from the consent agenda to the regular agenda. The motion carried by the following vote:
Yes: 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel and Mayor Pownell.**

The motion to approve the agenda as amended carried by the following vote:

- Yes:** 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

APPROVAL OF MINUTES

1. [18-114](#) February 13, 2018 City Council Meeting Minutes

Attachments: [Meeting Minutes Feb 13 2018](#)

A motion was made by Council Member Zweifel, seconded by Council Member Colby, to approve the February 13, 2018 City Council Meeting Minutes. The motion carried by the following vote:

- Yes:** 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the consent agenda items. The motion carried by the following vote:

- Yes:** 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

2. [18-106](#) Consider Approving Disbursements totaling \$352,346.98
Attachments: [1 - Disbursements 1](#)
Enactment No: M2018-017
3. [18-107](#) Consider Approval of Liquor License Renewals
Attachments: [1 - License renewal attachment 1](#)
Enactment No: M2018-018
4. [18-108](#) Consider Mayoral Appointment to the Human Rights Commission
Attachments: [1 - HRC, Fowler, Larry, Redacted](#)
Enactment No: M2018-019
5. [Res. 2018-016](#) Consider Resolution Main Street Letter of Support for NDDC application
Attachments: [1 - CC Resolution of Support of Main Street Program](#)
7. [Res. 2018-018](#) Consider Resolution of Support for "The Wandering House" Project
Attachments: [1 - Resolution of Support The Wandering House](#)
[2 - The Wandering House](#)
9. [18-110](#) Summary Publication of Ordinance 995
Attachments: [SUMMARY PUBLICATION OF CITY OF NORTHFIELD ORDINANCE NO 995](#)
Enactment No: M2018-020
10. [Res. 2018-019](#) Consider Resolution Accepting Public Improvements and Approving Final Payment for the 2013 Woodley Reconstruction Project (STRT2013-A18).
Attachments: [1 - Resolution - Accept Improvements and Approve Final Payment](#)
[2 - Final Pay Request](#)
[3 - Rice County Cost Share Agreement](#)
[4 - Final Funding Breakdown](#)
[5 - Certificate of Final Acceptance_SIGNED](#)

OPEN PUBLIC COMMENTS

Don McGee, Northfield, thanked Council for moving the podium and asked that it also be lowered for accessibility. Spoke regarding taxes and questions asked at the last meeting. Requested the Council convene a session with the County for the public to ask questions.

Victor Summa, 812 St. St. Olaf Ave., confused by agenda that was published online and noted it affects public comment. Stated no one can speak on a consent agenda item and feels five of the consent agenda items should have been on the regular agenda.

REGULAR AGENDA

6. [Res. 2018-017](#) Consider Resolution Approving Administrative Policy Related to Charter Commission Recruitment and Appointment Process

Attachments: [1- Charter Process Resolution](#)
[2 - Charter Administrative Process for recruitment reformatted into policy](#)

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

Victor Summa, 812 St. Olaf Ave., spoke regarding the policy for appointments approved by the Charter Commission. Stated concern about Mayor and City Administrator involvement and noted they have nothing to do with the Charter Commission. Noted Charter Commission approved the policy unanimously with little discussion. Pointed out the stated purpose on the policy.

A motion was made by Council Member Zweifel, seconded by Council Member Ness, to approve Resolution 2018-017 - Approving Charter Commission Recruitment and Appointment Process Policy as an Administrative Policy for the City of Northfield. The motion carried by the following vote:

Yes: 5 - C. Colby, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

No: 1 - C. DeLong

8. [Ord. 995](#) Consideration of Heritage Preservation Site Designation Ordinance for Downtown Properties

Attachments: [1 - Ordinance](#)
[2 - Northfield Historic District Survey](#)
[3 - Historic District Revision Outreach Timeline](#)

City Administrator Martig introduced this item.

Victor Summa, 812 St. Olaf Ave., spoke regarding comments at the last meeting regarding inequity in Historic District property taxes. Stated he thinks the City can refund the City's portion (1/3) of the property that the downtown historic district buildings pay. Asked the Council to look into whether this is legal.

Jason Menard, 505 St. Olaf Ave. and Chair of HPC. Noted clarification about HPC and taxes and that the HPC has nothing to do with taxes. Also noted the City doesn't do assessing. Noted anyone can go into Beacon and see the tax history for properties. Stated taxes have gone down over last several years. Reviewed the property in question from the last meeting and noted the property was reassessed in 2018. The value is still less than the 2006 sale price. Stated the issue rests with the County.

A motion was made by Council Member Nakasian, seconded by Council Member Colby, to approve the Second Reading of Ordinance No. 995 - Designating Heritage Preservation Sites in the Northfield Historic District. The motion carried by the following vote:

Yes: 5 - C. Colby, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

No: 1 - C. DeLong

11. [18-111](#) Presentation and Discussion of Strategic Plan (2018-2022) Quarter 4 2017 Report

Attachments: [1 - Strategic Plan \(2018-2022\) Action Plan](#)
[2 - Final 2018 - 2020 EDA Work Plan](#)

City Administrator Martig introduced this item, reported on the Strategic Plan Quarter 4 2017 report, and answered questions posed by Council. Community Development Director Heineman presented the EDA and HRA strategic priorities and answered questions posed by Council.

ADMINISTRATORS UPDATE

City Administrator Martig highlighted items from the Administrative memo, including the upcoming LMC Legislative and Coalition of Greater of Minnesota Cities events, and the Library Bookmobile event on Friday. Noted the City is recruiting for seasonal employees. The Council/employee policy committee is meeting this week. Staff has been attending Census 2020 training sessions. Noted he will be attending Rotary sponsored training centered on human trafficking on Friday.

12. [18-112](#) Upcoming Agenda Items

Attachments: [Upcoming Agenda Items](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Zweifel - Reported on Climate Action Week at Carleton and the no impact trash activity.

C. Ness - None.

C. Colby - None.

C. Nakasian - Reported on the Planning Commission meeting.

C. DeLong - Noted the City was turned down by MnDOT for funding for Highway 246. Asked about taking back 246 and using the money to build an underpass. Asked about the liquor store progress and when the Council will be discussing again. Noted his preference to have Council input prior to getting to a final decision.

Mayor Pownell - Working on the State of the City address. Reported on elementary school visits and taking Council pictures and the ward map. Spoke regarding the "Mayor for a Day" essay contest. Talked about bringing something similar to Northfield. Looking at celebrating board/commission members with an excellence award.

Recess

The City Council took a five minute recess at 7:45 pm. The meeting reconvened at 7:50 pm.

13. [18-113](#) Closed meeting subject to 13D.05 Subd. 3(d) - Security briefing

Mayor Pownell introduced this item noting this portion of the meeting is to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities at City Hall

including, but not limited to, the Council Chambers. Council Members present: C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel and Mayor Pownell. Staff present: City Administrator Martig, City Clerk Little, Police Chief Nelson, and Public Works Director/City Engineer Bennett.

A motion was made by Council Member Colby, seconded by Council Member Ness, to close the meeting at 8:00 pm pursuant Minnesota Statutes, Section 13D.05, subdivision 3(d). The motion carried by the following vote:

Yes: 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

ADJOURN

A motion was made by Council Member Colby, seconded by Council Member DeLong, to adjourn the meeting at 9:18 pm. The motion carried by the following vote:

Yes: 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell