



# City of Northfield

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

## Meeting Minutes City Council

---

Tuesday, May 15, 2018

4:30 PM

Council Chambers

---

**Closed City Council Meeting 4:30 pm; Regular Meeting 6:00 pm.**

### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6 pm.*

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

#### APPROVAL OF AGENDA

*Mayor Pownell noted items in the supplemental memos including adding Travel and Tourism Week Resolution to the consent agenda and removing item #19 from the agenda.*

**A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve the agenda as amended. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Nakasian

#### APPROVAL OF MINUTES

2. [18-260](#) May 1, 2018 City Council Meeting Minutes

**Attachments:** [1 - Meeting Minutes May 1 2018](#)

**A motion was made by Council Member Colby, seconded by Council Member Peterson White, to approve the May 1, 2018 City Council Meeting Minutes. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Nakasian

3. [18-261](#) May 8, 2018 City Council Work Session Minutes

**Attachments:** [1 - Meeting Minutes May 8 2018](#)

**A motion was made by Council Member DeLong, seconded by Council Member Peterson White, to approve the May 8, 2018 City Council Work Session Minutes.**

**The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Nakasian

**PRESENTATIONS**

4. [18-262](#) Presentation - Stormwater Pollution Prevention Poster Contest Winners

**Attachments:** [1 - 2018 Winners](#)  
[2 - 2nd and 3rd Grade Winners](#)  
[3 - 4th and 5th Grade Winners](#)

*Engineering Manager Simonson introduced the 2018 stormwater contest winners. Kevin Strauss, Cannon River Watershed Partnership, provided information on the contest and noted there were 86 entries this year. Awards were presented to Second and Third Grade winners: 1st Place Annie Demas, 2nd Place Elizabeth Driscoll, and 3rd Place Edda Olson; and Fourth and Fifth Grade winners: 1st Place Cecilia Riehle-Merill, 2nd Place Corrie Demas, and 3rd Place Olivia Bolton.*

5. [18-263](#) Recognition of Graduating Northfield High School Seniors serving on Boards and Commissions

*Mayor Pownell recognized the graduating Northfield High School Seniors serving on Boards and Commissions and thanked them for their service. Mayor Pownell introduced those in attendance: Danny Allin, Gus Carlson, Leander Fried, Allison Gaydeski, Dylan Gehring, Nico Kidd, Elijah Leer, Hannah Pahs, Elizabeth Peterson, Will Shelby, and Paul Wehling. Mayor Pownell also recognized Meleah Follen for her leadership and mentoring through the youth program.*

**CONSENT AGENDA**

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

**A motion was made by Council Member Colby, seconded by Council Member Peterson White, to approve the consent agenda. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Nakasian

6. [18-264](#) Consider Approving Disbursements totaling \$731,261.59

**Attachments:** [1 - Disbursements 1](#)  
[2 - Disbursements 2](#)

Enactment No: M2018-053

7. [18-265](#) Consider miscellaneous/concessions license for Northfield Senior Center Popcorn Wagon

Enactment No: M2018-054

8. [18-266](#) Consider Approval of Temporary Liquor Licenses for the Defeat of Jesse James Days Committee

**Attachments:** [1 - DJJD tasting event conditions](#)

Enactment No: M2018-055

9. [18-267](#) Consider Community Event In-Kind Grant Support

**Attachments:** [1 - event list 2018](#)  
[2 - events anticipated for 2018 - updated 5 10 2018](#)  
[3 - Hyperlink Community Event Page](#)

Enactment No: M2018-056

10. [18-268](#) Approve Mayoral Appointments

Enactment No: M2018-057

11. [18-269](#) Consider Termination of Contract Between Owner and Architect, Construction Manager as Adviser Edition with DJ Medin Architects

**Attachments:** [1 - 2017 Medin AIA Document B132 2017](#)

Enactment No: M2018-058

12. [18-270](#) Consider Approval of AIA Document B101 - 2007 Standard Form of Agreement Between Owner and Architect with DJ Medin Architects

Enactment No: M2018-059

[Res. 2018-057](#) RESOLUTION 2018-057 - PROCLAIMING MAY 6-12, 2018 AS TRAVEL AND TOURISM WEEK IN NORTHFIELD

**Attachments:** [Tourism Week Resolution](#)

## OPEN PUBLIC COMMENTS

*Nico Kidd, 512 5th Str. E., provided an update on activities for the Mayor's Youth Council for the year. Grateful for the opportunity to participate in civics in Northfield and thanked the Council for making it possible.*

*Lisa Peterson, Director of Tourism at the Northfield Convention and Visitors Bureau, spoke about the positive effects of travel and economic power. Spoke regarding economics of travel, and recognizing the excellence of tourism awards and the upcoming recognition luncheon.*

*Philip Spensley, spoke as President of Friends of Lashbrook Park. Noted Lashbrook Park is a passive park that exhibits prairie grassland and a wooded area. Stated potential development of park supported by the Friends of Lashbrook Park are pathways through the woods and access to the woods.*

---

**PUBLIC HEARINGS AND RELATED ACTION**

13. [18-271](#) Public Hearing for the City of Northfield to give host approval to the issuance of Senior Housing Facility Revenue Bonds (Benedictine Living Community of Northfield LLC Project) by the City of Red Wing, Minnesota

**Attachments:** [1 - Northfield BHS 2018 COOPERATIVE AGREEMENT](#)  
[2 - Northfield BHS 2018 HOUSING PROGRAM 050818](#)  
[3 - Benedictine Living Community Kennedy Graven letter re proposed issuance](#)

*Mayor Pownell declared the public hearing open at 6:29 pm. Finance Director Angelstad introduced this item. City Administrator Martig answered questions posed by Council.*

**A motion was made by Council Member Colby, seconded by Council Member DeLong, to close the public hearing at 6:38 pm. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Nakasian

14. [Res. 2018-052](#) Consider resolution for the City of Northfield to give host approval to the issuance of Senior Housing Facility Revenue Bonds (Benedictine Living Community of Northfield LLC Project) by the City of Red Wing, Minnesota

**Attachments:** [1 - Benedictine Resolution](#)  
[2 - Northfield BHS 2018 COOPERATIVE AGREEMENT](#)  
[3 - Northfield BHS 2018 HOUSING PROGRAM 050818](#)

**A motion was made by Council Member DeLong, seconded by Council Member Colby, to approve Resolution 2018-052 - Resolution Giving Host Approval to the Issuance of Senior Housing Facility Revenue Bonds (Benedictine Living Community of Northfield LLC Project) by the City of Red Wing, Minnesota. The motion carried by the following vote:**

**Yes:** 5 - C. Colby, C. DeLong, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Nakasian

15. [18-272](#) Public Hearing for Liquor License for Kyoko Properties LLC - 519 Division Street S.

**Attachments:** [1 - Armory Square Site Plans](#)  
[2 - Public Hearing Notice](#)  
[3 - 519DivisionSt\\_350 map](#)

*Mayor Pownell opened the Public Hearing at 6:39 pm. City Clerk Little introduced this item.*

A motion was made by Council Member Peterson White, seconded by Council Member Colby, to close the Public Hearing at 6:41 pm. The motion carried by the following vote:

**Yes:** 5 - C. Colby, C. DeLong, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Nakasian

16. [18-273](#) Consider Approval of Liquor Licenses for Kyoko Properties LLC at 519 Division Street S.

**Attachments:** [1 - Armory Site Plans](#)

*City Clerk Little answered questions posed by Council.*

A motion was made by Council Member DeLong, seconded by Council Member Zweifel, to approve On-sale Intoxicating and Sunday Liquor Licenses for Kyoko Properties LLC dba Armory Square Event Center located at 519 Division Street S., Northfield subject to: Department of Public Safety Alcohol & Gambling Enforcement Approval, Submittal of all final documents, and Final inspection of premises and approval of outdoor enclosures. The motion carried by the following vote:

**Yes:** 5 - C. Colby, C. DeLong, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Nakasian

Enactment No: M2018-060

## REGULAR AGENDA

17. [Res. 2018-053](#) Consider Resolution Awarding Bid from the Sale of \$4,215,000 General Obligation Improvement Bonds, Series 2018A for the NAFRS Expansion Project

**Attachments:** [1 - Northfield GO CIP 2018A AWARD RESOLUTION draft](#)

[2 - POS.Northfield.2018A](#)

[3- S&P Northfield Series2018A Rating 5-10-2018](#)

*Finance Director Angelstad introduced Rebecca Kurtz, Ehlers & Associates. Kurtz reviewed the project financing, rating report and noted S&P reaffirmed the AA rating for the community. Kurtz provided information on the sale date report, noting 5 bids were received, and recommended proceeding with awarding the sale to Northland Securities. Kurtz answered questions posed by Council.*

*C. Nakasian arrived at 6:49 pm.*

A motion was made by Council Member Zweifel, seconded by Council Member Colby, to approve Resolution 2018-053 - Awarding the Sale of General Obligation Capital Improvement Plan Bonds, Series 2018A, in the Original Aggregate Principal Amount Of \$4,215,000; Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment (NAFRS Expansion Project). The motion carried by the following vote:

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

18. [Res. 2018-054](#) Consider Adopting Assessments for the 2018 Division Street and Seventh Street Reconstruction and Washington Street Mill and Overlay Project

**Attachments:** [1 - 2018 Division & Seventh Adopt Assessments](#)  
[2 - Project Process - Division & Seventh Current.pdf](#)  
[3 - 2018 Assessment Roll - Alt 1](#)  
[4 - 2018 Assessment Roll - Alt 2](#)

*Engineering Manager Simonson introduced this item and answered questions posed by Council. Public Works Director/City Engineer Bennett answered questions posed by Council. Council Members discussed having the Finance Policy Subcommittee review the assessment policy and bring back changes to the Council. City Administrator Martig the Finance Police Subcommittee agreed to look at the policy in the future and continue with the current policy for the 2018 assessments.*

**A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve the Resolution 2018-054 - Adopting Assessments 2018 Division Street and Seventh Street Reconstruction and Washington Street Mill and Overlay 2018-STRT-A37.**

**A motion was made by C. DeLong, seconded by C. Zweifel, to amend the motion to amend the assessment roll to those that were assessed \$2,706 to be assessed \$2,700. The motion failed by the following vote:**

**Yes: 1 - C. DeLong.**

**No: 5 - C. Colby, C. Nakasian, C. Peterson White, C. Zweifel and Mayor Pownell.**

**The motion failed by the following vote:**

**Yes:** 3 - C. Nakasian, C. Peterson White, and C. Zweifel

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

**A motion was made by Council Member DeLong, seconded by Council Member Nakasian, to reconsider Resolution 2018-054 - Adopting Assessments 2018 Division Street and Seventh Street Reconstruction and Washington Street Mill and Overlay 2018-STRT-A37 - Alternative 1.**

**A motion was made by Council Member Nakasian, seconded by Council Member Colby, to postpone this item pending staff bringing back alternate methods of financing to Council. The motion failed by the following vote:**

**Yes: 2 - C. Colby, C. Nakasian**

**No: 4 - C. DeLong, C. Peterson White, C. Zweifel and Mayor Pownell**

**The motion carried by the following vote:**

**Yes:** 5 - C. DeLong, C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell

**No:** 1 - C. Colby

**Recess**

Council took a five minute break at 7:58 pm. The meeting reconvened at 8:05 pm.

20. [Res. 2018-056](#) Summary of conclusions of the evaluation of the performance of Ben Martig, City Administrator, pursuant to Minn. Stat. §13D.05, subd. 3 and consider approval of salary increase.

**Attachments:** [1 - Resolution Option - 1 step increase](#)  
[2 - Resolution Option - No Increase](#)  
[3 - Resolution option final adopted](#)

*Communications/Human Resources Director introduced this item and answered questions posed by Council. Mayor Pownell provided a summary of the conclusions reached by the City Council from the May 15, 2018 evaluation of City Administrator Martig as follows:*

*Mr. Martig has met and exceeded expectations as City Administrator. Mr. Martig continues to put his knowledge, experience and leadership to work toward improving our city operations and the betterment of the Northfield Community. The City Council appreciates Mr. Martig's service and dedication to the City, looks forward to continuing its employment relationship with him. Mr. Martig's performance warrants an increase to his salary.*

**A motion was made by Council Member Peterson White, seconded by Council Member Zweifel, to approve the Resolution 2018-056 - Approving a Salary Increase for City Administrator Ben Martig with a two-step increase in recognition of an extremely strong performance review. The motion carried by the following vote:**

**Yes:** 5 - C. DeLong, C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell

**No:** 1 - C. Colby

## ADMINISTRATORS UPDATE

21. [18-274](#) City Administrator's Update

**Attachments:** [1 - 2018\\_05\\_15 City Administrator Update](#)  
[2 - Upcoming Agenda Items11-May-2018-10-31-16](#)

*City Administrator Martig thanked Council for the review and appreciates the Council's support. Martig referenced the written City Administrator's report included in the packet. Working on upcoming meeting schedule. Work continues on the transit hub. Director of Hiawathland Transit is moving on. Staff is working to get an application brought to Council with a local match and working cooperatively through the transition. Xcel Energy is working through restrictions. This item could be coming back to Council. AEM Financial Management review of NCRC continues. Continuing to work on the Ice Arena and regional parks concept related to sales and property tax questions. Thanked staff for participation at Middle School career fair today.*

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Nakasian - Southern Minnesota Association of Regional Trails met at Police Facility last week. Working to develop regional calendar of bike events. Following the meeting, the group took a ride on the East Cannon River Trail. A Director of the National Park*

Service also attended and suggested a National Park Service Grant. The ribbon cutting for the trail will be on June 2nd.

C. Peterson White - Spoke regarding concerns raised at the last meeting about the vitality of downtown. Seeing a lot of positive changes on Division Str. and surrounding area. Sad to be losing 3 of beloved retailers. However, exciting to be downtown and have so many projects happening that are making downtown better. Reported on EDA meeting quarterly report from NEC, Northwest Area planning update, reviewed details on EDA staff work plan nicely tied to strategic plans. Attended Healthy Kids Day and thanked those that made it possible.

C. DeLong - Attended Age Friendly meeting. The group is working on writing action plans. Noted it might be time for city to help with funding. The group is trying to raise other capital. Attended Vanessa Gonzalez Queen of Lakes reception. Second ambassador to be selected from Northfield. Spoke regarding successful clean up day event.

C. Colby - Thanked High School and college students who have been involved on City Boards and Commissions.

C. Zweifel - Spoke regarding Greenstep webinar on walkability. Will get links to Council. MnDOT has come out with best practices on winter snow removal for pedestrian infrastructure. Learned that Minnesota is the only State Pedestrian Plan that was jointly planned by MnDOT & Department of Health. The EQC met jointly with the Climate Action Plan Advisory Board on May 10. Carleton Environmental Policy and Law students presented to the group. Their papers will be on the Greater Sustainability Collaborative web page when they are finalized. A sustainable development class will be presenting on campus this week. Both classes have tried to anchor their work with a Northfield perspective.

Mayor Pownell - Reminded everyone of the Veterans Memorial event on Memorial Day. Attended NLC Risk Conference for insurance pools. Interesting presentations on Digital transformations and new innovations coming forward and how to use technology to improve. Will pass PowerPoint on to Council. Participated in an Edina Realty talk earlier today.

## ADJOURN

**A motion was made by Council Member Colby, seconded by Council Member Peterson White, to adjourn the meeting at 8:42 pm. The motion carried by the following vote:**

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