



City of Northfield

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

Meeting Minutes City Council

Tuesday, March 6, 2018

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pro Tem Nakasian 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 Jessica Peterson White, and Council Member Erica Zweifel

Absent: 1 - Mayor Rhonda Pownell

APPROVAL OF AGENDA

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

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

Not Present: 1 - C. Peterson White

APPROVAL OF MINUTES

1. [18-129](#) February 20, 2018 City Council Meeting Minutes

Attachments: [Meeting Minutes 02 20 2018](#)

A motion was made by Council Member Ness, seconded by Council Member Colby, to approve the February 20, 2018 City Council Meeting Minutes. The motion carried by the following vote:

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

Not Present: 1 - C. Peterson White

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda and noted the revised resolution 2018-023 for item 11 contained in the supplemental memo. C. Peterson White arrived at 6:02 pm.

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

Yes: 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, and C. Zweifel

2. [18-130](#) Consider Approving Disbursements totaling \$517,265.60

Attachments: [1 - Disbursements 1](#)

Enactment No: M2018-021

3. [18-109](#) Consider Mayoral Appointments to Northfield Climate Action Plan Advisory Board.

Attachments: [1 - Resolution 2018-015 Establishing CAPAB](#)

[2 - Alan Anderson](#)

[3 - Alexandra Miller](#)

[4 - Patricia Allen](#)

[5 - Bruce Anderson](#)

[6 - Martha Larson](#)

[7 - Jeff Ondich](#)

[8 - Philip Spensley](#)

Enactment No: M2018-022

4. [18-131](#) Approve Refuse License Renewals

Attachments: [1 - Refuse License list](#)

Enactment No: M2018-023

5. [18-132](#) Approve Vehicle for Hire License Renewal

Enactment No: M2018-027

6. [18-133](#) Consider Community Event In-Kind Grant Support

Attachments: [event list 2018](#)

[2 - Hyperlink Community Event Page](#)

Enactment No: M2018-025

7. [Res. 2018-020](#) Consider Resolution Approving Title Change and Role of the Council City Employment Committee

Attachments: [1 - Final Resolution of Clarification of Council Employment Policy Committee](#)

8. [18-134](#) Consider approval of updated policies for the Employee Handbook.

- Attachments:** [1 - 3 10 Type of Employee with tracked changes \(v.2\)](#)
[2 - 3 10 Type of Employee FINAL 3.6.18](#)
[3 - 4 01 attendance with tracked changes \(v.3\)](#)
[4 - 4 01 attendance FINAL](#)
[5 - 6.05 timesheets with tracked changes 3.6.18 \(v.3\)](#)
[6 - 6.05 timesheets FINAL3.6.18](#)

Enactment No: M2018-026

9. [Res. 2018-021](#) Consider Resolution to Extend Third Loan Modification for StrataPoint, Inc.

- Attachments:** [1 - Resolution to Extend the Modification of the Master Development Loan Awarded to Stratapoint](#)
[2 - EDA Resolution 2017-02](#)
[3 - Third Loan Modification Agreement - StrataPoint](#)
[4 - Master Development Fund Policy 1995](#)

10. [Res. 2018-022](#) Consideration to Accept Public Improvements and Accept Final Payment - WWTP Lift Pump No. 3 Replacement Project.

- Attachments:** [1 - Final Pay Resolution](#)
[2 - Cert of Final Acceptance Signed](#)
[3 - Pay Request Final](#)
[4 - Final Funding Breakdown](#)

11. [Res. 2018-023](#) Consider Resolution Proclaiming April 22, 2018 as Earth Day in Northfield.

- Attachments:** [1 - Resolution Proclaiming April 22, 2018 as Earth Day in Northfield](#)

12. [Res. 2018-024](#) Consider Resolution Proclaiming April 27, 2018 as Arbor Day in Northfield.

- Attachments:** [1 - Resolution Proclaiming April 27, 2018 as Arbor Day in Northfield](#)

OPEN PUBLIC COMMENTS

Clarice Grabau, 417 5th Str. E. and Library Board member. Noted she is a Mom & a teacher. Teaches adult literacy, joint consortium between Northfield and Farmington Public School Districts. Believes libraries are vital to the community and to students. Often the only readily available source of comprehensive information. Partnering with the Library to hold an adult ESL class in the Library this fall. Stated the Library is busy preparing for the City ID program.

REGULAR AGENDA

13. [Res. 2018-025](#) Consider Resolution Approving Plans and Specifications and Order

Advertisement for Bids for 2018 Division and Seventh Street
Reconstruction, Washington Street Mill and Overlay, and Various City
Parking Lots

- Attachments:** [1 - Resolution Approve Plans and Specifications](#)
[2 - Project Location Map](#)
[3 - Project Process - Division & 7th](#)
[4 - Division and 7th Streetscape Design_final](#)
[5 - All-way Stop Memos](#)
[6 - Hyperlink to Plans](#)

Public Works Director/City Engineer Bennett introduced Engineering Manager Simonson and SEH representatives and answered questions posed by Council. Engineering Manager Simonson reviewed the project and answered questions posed by Council. Karl Weissenborn, SEH, reviewed the landscape elements for the project and answered questions posed by Council. Tom Sohrweide, SEH, presented information related to the all-way stop and intersection analysis related to the project and answered questions posed by Council.

At 7:04 pm, a point of order was called by C. Peterson White regarding germaneness of questions and relevance to change in decision-making of the body or a rhetorical question. Mayor Pro Tem Nakasian asked C. DeLong to reframe his questions related to design or refrain from question. C. Peterson White called for a point of order related to C. DeLong questions relitigating issues already decided. C. Zweifel asked for a ruling on the point of order and also finds C. DeLong out of order. Mayor Pro Tem Nakasian agreed and asked C. DeLong if he has a design feature question and to state that question in clear way. Mayor Pro Tem Nakasian noted the issue related to street width has already been raised and decided by Council.

Mr. Sohrweide noted there were no changes in engineering recommendations related to the design based on the vehicle counts. In addition, Mr. Sohrweide noted he doesn't believe the design would preclude trucks from turning.

Dan Christophersen - owner of NAPA & resident of Northfield. Commented on parking spaces with previously accepted plan versus new plan results in a loss of 3 spaces. Noted potential future project on the EconoFoods and extra driveway access. Doesn't feel there should be a loss of 2 parking spaces for a plan that isn't developed or approved yet. Thanked all involved for the work completed. Spoke regarding business access during the project.

eComment received from Dan Christophersen, 108 7th Str. E., regarding handicapped parking.

A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve Resolution 2018-025 - Approving Plans and Specifications and Authorizing Advertisement for Bids for 2018 Division and Seventh Street Reconstruction, Washington Street Mill and Overlay and Various City Parking Lots Project STRT2018-A37. The motion carried by the following vote:

Yes: 5 - C. Colby, C. Nakasian, C. Ness, C. Peterson White, and C. Zweifel

No: 1 - C. DeLong

14. [Res. 2018-026](#) Consider Resolution Restricting Parking on the East Side of Division Street from Seventh Street South 220 Feet.

Attachments: [1 - Resolution Restricting Parking](#)
[2 - Proposed No Parking Area Map](#)
[3 -Approved Concept Division & Seventh Street](#)

Engineering Manager Simonson introduced this item and answered questions posed by Council.

C. Colby left the meeting at 7:25 pm.

A motion was made by Council Member Peterson White, seconded by Council Member DeLong, to approve Resolution 2018-026 - Restricting Parking on the East Side of Division Street from Seventh Street 220 Feet South. The motion carried by the following vote:

Yes: 5 - C. DeLong, C. Nakasian, C. Ness, C. Peterson White, and C. Zweifel

Not Present: 1 - C. Colby

ADMINISTRATORS UPDATE

C. Colby returned to the meeting at 7:29 pm.

City Administrator Martig provided an update on the State of the City Address to be held on March 19, Kracum Performance Hall at the Weitz Center. The event is sponsorship by the Chamber of Commerce, Rotary and Xcel Energy. Noted the event is free and open to all. Doors will be opening at 6 pm, presentation at 6:30 pm and desserts and reception at 7:30 pm. Noted the Board/Commission Excellence award will be presented as well as the Mayor for a Day Essay contest winner. Noted the Northwest Area Process Planning Committee met last week. The Ice Arena Advisory Committee is making progress. Anticipate an April update to Council. Reported on snow event. Reported on the fire station bids. There is a NAFRS facility meeting on Thursday and a special NAFRS meeting on Monday. There will be action items requested at the Tuesday, March 13 Council meeting related to the NAFRS bids. Public Works Director/City Engineer Bennett answered questions related to the snow event on Monday.

15. [18-135](#) Upcoming Agenda Items

Attachments: [Upcoming Agenda Items](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Peterson White - Thanked staff for snow removal efforts. Reported on the first meeting of the Northwest Area Process Advisory Committee.

C. Zweifel - none.

C. Ness - Reported on the Ice Arena Task Force meeting. Attended Chamber, NDDC, NEC open house. Noted there were 175 people in attendance. Reported on the Hospital Board meeting. Noted he received a call from Everbridge about the Northfield snow emergency.

C. Colby - Attended the Chamber open house and Northwest Area Process Advisory Committee meeting. Thanked Police Department for their work on the illegal drug distribution case and making an arrest.

C. DeLong - Asked about the status of the snow removal budget. Public Works Director/City Engineer Bennett stated he did not have numbers but could look into it. Bennett noted it is early in the year so he didn't believe there would be a need to amend the budget. Bennett noted Fall/early Winter snow in late 2018 could affect the budget. DeLong stated disappointment with trying to ask questions and not getting help. Noted he would appreciate help.

C. Nakasian - none.

ADJOURN

A motion was made by Council Member Colby, seconded by Council Member Ness, to adjourn the meeting at 7:41 pm. The motion carried by the following vote:

Yes: 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, and C. Zweifel