



# 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, September 4, 2018

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 6:03 pm.*

#### Rollcall

**Present:** 7 - Council Member Greg Colby, Council Member David DeLong, 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 there was a request by two council members to move item 9 from the consent to the regular agenda. This will be the last item on the regular agenda before the City Administrator's update. In addition, the City Attorney recommended reversing the order of Items 12 and 13.*

**A motion was made by Council Member Nakasian, seconded by Council Member Colby, to approve the agenda as amended by moving item 9 to the regular agenda and reversing the order of items 12 and 13. The motion carried by the following vote:**

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

### APPROVAL OF MINUTES

1. [18-431](#) August 21, 2018 City Council Meeting Minutes

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the August 21, 2018 City Council Meeting Minutes. The motion carried by the following vote:**

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

2. [18-432](#) August 6, 2018 City Council Work Session Minutes

**A motion was made by Council Member DeLong, seconded by Council Member Zweifel, to approve the August 6, 2018 City Council Work Session Minutes. The motion carried by the following vote:**

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

### PRESENTATIONS

3. [18-442](#) Presentation Change to Chill Program.

*City Clerk Little introduced Allina Health Representatives Natalie Ginter and Kaila Jordan as well Arcadia Charter School Representative Lisa Malecha. Ginter and Jordan provided information on the Change to Chill program and the grant awarded to Arcadia Charter School.*

## CONSENT AGENDA

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

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

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

4. [18-433](#) Consider Community Event In-Kind Grant Support.
5. [Res. 2018-080](#) Proclaim October 15 as Pregnancy and Infant Loss Remembrance Day as part of the “National Pregnancy and Infant Loss Awareness Month” program.
6. [18-434](#) Consider Approving Disbursements totaling \$954,214.64.
7. [Res. 2018-081](#) Proclaim September 10 - 14 as Change to Chill Week in Northfield.
8. [18-435](#) Consider Approving a Temporary Liquor License for St. Dominic School for October 6, 2018.

## OPEN PUBLIC COMMENTS

*Victor Summa, 812 St. Olaf Ave., spoke regarding item #14 Charter Commission response request. Spoke regarding this item being postponed to this meeting when City Attorney Hood would be present. Spoke in support of the City Council responding to the Charter Commission.*

## PUBLIC HEARINGS AND RELATED ACTION

10. [18-437](#) Public Hearing on Sale of Land to Strobel & Werner Real Estate Holding Company, LLC.

*Mayor Pownell declared the public hearing open at 6:16 pm. Community Development Director Heineman introduced this item. Economic Development Director Carlson reviewed information related to the project, business subsidy, tax increment financing and the sale of land.*

**A motion was made by Council Member Nakasian, seconded by Council Member Colby, to close the public hearing at 6:24 pm. The motion carried by the following vote:**

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

11. [18-438](#) Public Hearing on Business Subsidy and Tax Increment Financing for Strobel & Werner Real Estate Holding Company, LLC.

*Mayor Pownell declared the public hearing open at 6:25 pm. Community Development Heineman introduced this item and Mikaela Huot, Springsted Incorporated, provided information on Economic Development TIF, the plan, business subsidy, terms and a summary of the proposed action items. Ms. Huot answered questions posed by Council.*

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to close the Public Hearing at 6:34 pm. The motion carried by the following vote:**

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

13. [Res. 2018-083](#) Consideration of Resolution approving sale of city owned land to Strobel & Werner Real Estate Holding Company, LLC.

**A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve Resolution 2018-083 - Approving the Sale of Real Property in Northfield, Minnesota. The motion carried by the following vote:**

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

**No:** 1 - C. DeLong

12. [Res. 2018-082](#) Consideration of Resolution approving Tax Increment Financing Business Subsidy and Development Agreement to Strobel & Werner Real Estate Holding Company, LLC.

**A motion was made by Council Member Ness, seconded by Council Member Colby, to approve Resolution 2018-082 - Approving an Amendment to the Northfield Master Development Program, Establishing an Economic Development Tax Increment Financing District and Approving a Tax Increment Financing Plan Therefor (Strobel & Werner Holdings – Aurora Pharmaceutical Expansion Project). The motion carried by the following vote:**

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

## REGULAR AGENDA

14. [18-439](#) Consider Response to Northfield City Charter Commission Request.

*City Administrator Martig introduced this item.*

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, that the City Council has received the Charter Commission's opinion and related request as outlined in the Memorandum from Scott Oney, Secretary of the Northfield Charter Commission dated July 28, 2017, and the Council hereby acknowledges and recognizes that the City Attorney's response to the Charter Commission dated September 25, 2017 is the official response of the City to the Charter Commission. The motion carried by the following vote:**

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

15. [18-443](#) Discuss Public Works Street and Utilities Policies.

*Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council. Streets and Parks Manager Behrendt reviewed the Streets and Parks Division policies and answered questions posed by Council. Utilities Manager Wagner reviewed the Utilities Division policies and answered questions posed by Council.*

16. [18-440](#) Discuss Resolution Establishing Northfield Transportation Advisory Committee and Related Mayoral Appointments.

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

9. [18-436](#) Approve Costs for Mayor Pownell to attend the Women Mayors of America-White House Conference.

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

*Victor Summa, 812 St. Olaf Ave., feels this association is inappropriate. Asked Council to reject. Asked questions related to number of mayors invited, and how many female mayors there are. Questioned benefit of going to conferences.*

**A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve reimbursement of costs for Mayor Pownell to attend the Women Mayors of America White House Conference.**

**Following discussion, Council Member Zweifel and Council Member Peterson White withdrew the motion.**

Enactment No:

## ADMINISTRATORS UPDATE

*City Administrator Martig recognized and thanked Community Development Director Heineman for his 6 years of service and for this work for the community. Martig noted solicitation for interim position and figuring out details and actual events for vetting applications, interviews and finalists. Noted NAFRS project temporary closure of one lane of Highway #3 will be lifted before DJJD. Construction at the fire station will be shut down during DJJD. Gearing up for the parade. Council members should let staff know if they will be participating. Staff will be scheduling Council participation at Mayor's Youth Council and youth on boards meeting. Martig provided an update on the openings in DMV.*

17. [18-441](#) City Administrator's Update

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Nakasian - attended the Coalition of Greater Minnesota Cities Conference and asked the Council to discuss membership.*

*C. Ness - Attended the CVB meeting. Noted the CVB may come back with alternative numbers for the strategic plan. Thanked Council and staff for attending the DJJD sponsorship hog roast. Attended the Cannon River Civic Center information meeting last week. Also attended the Coalition of Greater Minnesota Cities Conference.*

*C. Peterson White - Reported on the Northwest Area Land Use Consultant and Process*

*Advisory Committee meetings. Noted they are making progress. Participating in City Hospital Governance Committee meetings as well as meetings with the facilitator. Reported on a recent trip to Los Alamos, New Mexico. This is the community that beat out Northfield on a recent best of designation. Peterson White noted a casual observation that the main thing they have is really excellent public transit and a nice diversity of housing available.*

*C. DeLong - Noted the DMV clerk openings. Asked about cross training with Finance filling in. Noted a special thank you to Sarah Wroblewski for her extra work during this time. Reported that he took a test drive at Dokmo for DJJD bleacher fundraiser.*

*C. Colby - Attended several Northwest Area Land Use Consultant and Process Advisory Committee meetings. Hoping for resolution soon. Reported on meeting with Aurora representatives and is much more comfortable after looking at it.*

*C. Zweifel - Attended Lashbrook park plaque dedication. Noted the bronze plaque at entrance to the park describing history and how the park came to be. The Lashbrook Family held a reunion and also did a service project in the park.*

*Mayor Pownell - Reported on Northwest Area Land Use Consultant and Process Advisory Committee meetings. Noted the process is taking time, but the committee is completing their due diligence. They will be writing up the process and getting back to Council. St. Olaf offered to look at their adjacent property with staff and the Hospital. Attended immigration Neighbors United meetings. The group recognized and appreciated Council presence. Participated in the last Library Book Bike tour with Superintendent Matt Hillmann and Greenvale Park Principal Sam Richardson. Stated this is a great time to connect with youth and families. Thanked Council and Staff for all their extra work.*

**During the Mayor/Council reports, a motion was made by Council Member Peterson White, seconded by Council Member Ness to extend the meeting five minutes. The motion carried by the following vote:**

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

**No: 1 - C. DeLong.**

## **ADJOURN**

**A motion was made by Council Member Zweifel, seconded by Council Member Nakasian, to adjourn the meeting at 9:06 pm. The motion carried by the following vote:**

**Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell**