



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, November 12, 2019

6:00 PM

Council Chambers

Work Session

6:00 PM - REGULAR AGENDA CALL TO ORDER

Meeting called to order at 6:03 PM.

Present- 7- Council Member David Delong, Council Member Clarice Grabau, Council Member Brad Ness, Council Member Erica Zweifel, Council Member Jessica Peterson White, Council Member Suzie Nakasian and Mayor Pownell.

REGULAR AGENDA

1. [19-1178](#) Presentation of Police Department Organizational Assessment (The Novak Consulting Group).

Police Chief Nelson introduced Senior Associate Jonathon Ingram and Police Specialist William Connors. Ingram & Williams introduced their background and roles with the Novak Consulting Group. Ingram outlined the project purpose and process of the study. Outlined the staffing and workload patterns, organizational structure, policies and procedures, culture and employee survey. Ingram outlined strengths and opportunities along with analysis and recommendations. Explained patrol staffing and staffing needs and options with cost associated to meet their goal. Connors presented on patrol supervision which included significant gaps in supervisory coverage and the option to add one patrol sergeant position to create 24/7 patrol coverage. Discussed emergency management which included flooding, tornadoes, industrial accidents and recommendation to expand the department's emergency management capacity. Connors outlined investigative staffing and operations which included data collection and outlined school resource officer, support services, such as community service officer and the recommendation to add one position to support both the CSO and the evidence technician. Ingram outlined and discussed the accreditation and recommendations for diversity and community relations. Ingram noted the expansion of the building as the facility is at full capacity and recommended the City proactively plan for the future growth in the department.

Nelson discussed the next steps, plans, and resources that will help guide their strategic planning at the first of the year. Martig discussed policies standpoint and that staff will review all the data and bring back to Council.

Ingram answered questions posed by Council. Nelson and Martig answered questions posed by Council.

2. [19-1179](#) Discuss Jefferson Parkway & Trunk Highway (TH) 246 Roundabout Final Landscape Design and Provide Direction on High School Pedestrian Crossing Options.

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

staff are in the final design phase and will begin to bid early January. Bennett introduced Wayne Houle, Karl Weissenborn and Heather Kienitz from SEH. Weissenborn outlined the project location, gateway plan, proposed plans, such as plants and art, outlined graphic and layout. Houle and Kienitz presented on the High School Pedestrian Crossing. Consultants are recommending the rectangular rapid flashing beacon system. Discussed and outlined option 1 and option 2. Consultants recommended option 1. Consultants and city staff answered questions posed by Council.

Recess

Council took a short recess at 8:25 PM and resumed the meeting at 8:31 PM.

3. [19-1180](#) Age Friendly Northfield Presentation of Request for Outreach Coordinator Financial Support.

Patty Cienra and Lynn Pederson presented on Age Friendly Northfield Request for Outreach Coordinator Financial Support. Cienra noted their highest need is to create a centralized resource system which would include a web base through FiftyNorth. Cienra noted her hire date by FiftyNorth and Age Friendly, her roles, and what was provided to her by taking this position. FiftyNorth received a \$5,000 grant which is not a substantial amount. Noted their reasoning for asking the City for funding. FiftyNorth is requesting \$25,000. C. Delong mentioned its a critical point in Age Friendly, planning is done, we are now in the action phase. Noted the action phase takes outreach and coordination and mentioned this is all done by volunteers. Cienra & Pederson answered questions posed by Council.

4. [19-1181](#) Discussion of 2020-2021 Budget (including levy/budget, franchise fees, referendum discussion).

City Administrator Martig presented on discussion of 2020-2021 Budget which included Healthy Community Initiative Playground Grant (North) and outlined images of park examples and location areas; noted grant was \$300,000 for equipment. McKnight Foundation Grant opportunity. \$50,000 grant for 18 months. Pre-application has been submitted. Mayor Pownell asked for a recommendation to extend the meeting to 9:30 PM. A motion was made by C. Nakasian, seconded by C. Peterson White to extend the meeting to 9:30 PM. The motion carried by the following vote:

Yes-7- Council Member David Delong, Council Member Clarice Grabua, Council Member Brad Ness, Council Member Erica Zweifel, Council Member Suzie Nakasian, Council Member Jessica Peterson White and Mayor Pownell.

Martig summarized Franchise Fees and noted received all disclosure forms. Making good progress and will bring information back in December or January. Summarized 2020 Referendum/Local Sales Tax. Noted requires Legislative approval and time line and process. Mentioned staff are looking into a possible budget amendment. Discussed CEP & CIP. C. Zweifel left the meeting at 9:20 PM. Martig outlined what is included in the budget and noted the change in Age Friendly funding. Martig answered questions posed by Council.

ADJOURN

Meeting ended at 9:30 PM.