



City of Northfield

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

Meeting Minutes City Council

Tuesday, January 16, 2018

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:03 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 Mayor Rhonda Pownell
- Absent:** 1 - Council Member Erica Zweifel

APPROVAL OF AGENDA

Mayor Pownell noted the items in the supplemental memo.

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

**A motion was made by Council Member DeLong, seconded by Council Member Colby to amend the motion by moving item #7 Res. 2018-009 from the consent agenda to the regular agenda. The motion carried by the following vote:
Yes: 5 - C. Colby, C. DeLong, C. Nakasian, C. Ness, and Mayor Pownell
No: 1 - C. Peterson White**

The motion approving the agenda as amended carried by the following vote:

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

APPROVAL OF MINUTES

1. [18-042](#) January 2, 2018 City Council Meeting Minutes

Attachments: [January 2, 2018 Meeting Minutes](#)

A motion was made by Council Member Colby, seconded by Council Member Nakasian, to approve the January 2, 2018 City Council Meeting Minutes. The motion carried by the following vote:

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

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

A motion was made by Council Member Ness, seconded by Council Member DeLong, 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 Mayor Pownell

2. [18-043](#) Consider Approving Disbursements totaling \$983,094.95

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

This Motion was approve.

Enactment No: M2018-009

3. [18-044](#) Consider Approval of Temporary Liquor License for Imminent Brewing, LLC for February 9 & 10, 2018.

This Motion was approve.

Enactment No: M2018-010

4. [Res. 2018-007](#) Consider Resolution Proclaiming January 21-27, 2018 as School Choice Week in Northfield.

Attachments: [1 - Proclamation School Choice Week](#)

5. [18-045](#) Consider Approval of 2017 Pay Equity Report

Attachments: [1 - compliance report](#)
[2 - 2014 compliance report](#)
[3 - LocalGovernmentPayEquityAct](#)

This Motion was approve.

Enactment No: M2018-011

6. [Res. 2018-008](#) Consider resolution authorizing extension of current Charter Spectrum cable contract

Attachments: [1 - Cable Franchise Resolution Extension.DOCX](#)
[2 - Charter Franchise Agreement](#)

8. [18-046](#) Consider Establishment of a Northwest Area Land Use Consultant and Process Advisory Committee.

Attachments: [1 - Northwest Area](#)
[2 - NW Area St. Olaf Land Ownership & XCel Energy Site Location Map](#)

This Motion was approve.

Enactment No: M2018-012

OPEN PUBLIC COMMENTS

Audrey Battiste, Youth Representative on the Library Board, provided an update on the most recent Library Board meeting and activities.

Sarah Weeks, Library Board Chair, reported on activities of the Library Board. Spoke regarding strategic plan, outreach meetings and other upcoming events. Noted representatives will be reporting at Council meetings each month.

Don McGee, 710 Highland Ave., commented on consent agenda item #8. Asked what the committee is about and why the Council is spending time on it. Stated he thought the comp plan regulated development and it is the responsibility of the Planning Commission.

REGULAR AGENDA

7. [Res. 2018-009](#) Consider resolution authorizing a \$.25 increase to the PEG fee.

Attachments: [Res 2018-009 revised clean copy](#)
[2 - 2018 Communications Fund narrative](#)
[3 - Charter Franchise Agreement](#)
[4 - Communications Fund Annual Trend](#)

IT Manager Wolf introduced this item.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve Resolution 2018-009 - Authorizing City Staff to Provide Written Notice to Increase the Peg Fee As Permitted Under the Cable Television Franchise Ordinance Granted to Charter Cable Partners, LLC D/B/A Charter Communications. The motion carried by the following vote:

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

No: 1 - C. DeLong

9. [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](#)

Community Development Director Heineman introduced this item and answered questions posed by Council.

Mayor Pownell noted eComments received from the following:

Margaret Morrison, 101 St. Olaf Ave., Unit 314, in support of Ord. 995 and addition of the properties to the Historic District.

Nancy Soth, 210 Union Str., in support of Ord. 995 and including the addition of properties to the Historic District.

Cathy Osterman, 408 Division Str. S, in support of adding the Armory to the Historic District.

Martha Anderson, 101 St. Olaf Ave. #108, in support of the ordinance and inclusion of the Armory to the Historic District.

Cliff Clark, 718 E. 4th Str. and HPC member since 1984. Noted in the early 1990's Northfield received a grant to inventory historic buildings in downtown Northfield. Carol Zellie was hired and wrote a report that was included in the 1992 Heritage Preservation Plan. The report included recommendations for changes to the existing district, including adding the Armory to the district in 1992.

Barbara Evans, 205 Lincoln Str. S. and HPC member. Noted district was established 40 years ago. Preservationists and the HPC have created the Northfield aesthetic, a unified look. Spoke regarding the Northfield Armory. Asked Council to approve the expansion of the Historic District to include the additional noted properties.

Jason Menard, 505 St. Olaf Ave. and HPC Chair. Stated downtown is the heart of Northfield and uniquely ours. Noted it is not an accident that it looks the way it does. Spoke regarding the partnership between HPC and building owners and the consistent investments made in downtown. Stated other cities look to Northfield for guidance. Noted preservation is about the past, but also about the future.

A motion was made by Council Member Colby, seconded by Council Member Ness, to postpone Ordinance No. 995 to the February 13, 2018 City Council meeting. The motion carried by the following vote:

Yes: 4 - C. Colby, C. DeLong, C. Ness, and C. Peterson White

No: 2 - C. Nakasian, and Mayor Pownell

- 10. [Res. 2018-010](#)** Consider Resolution Approving Fire Station Expansion and Remodel Plans and Specifications and Authorizing Bids.

Attachments: [1 - Approve Plans Advertise Bids Resolution](#)
[2 - Fire Station Project Timeline \(1-12-18\)](#)
[3 - NAFRS Council Resolution Design](#)
[4 - Fire Station Cost Estimate 11-13-17](#)
[5 - NAFRS Plans, Specs, Bid Presentation](#)

City Administrator Martig introduced this item and answered questions posed by Council. Noted architect presentatives David Chant and Leah Miller were present to answer questions if needed. Noted date change needed in the Resolution in #2 from March 13 to March 20.

A motion was made by Council Member Nakasian, seconded by Council Member DeLong, to approve Resolution 2018-010 - Fire Station Expansion and Remodel Approving Plans and Specifications and Authorizing Advertisement for Bids Project FAC:2015-M07 with a date change in #2 to March 20, 2018. The motion carried by the following vote:

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

- 11. [18-047](#)** Review of draft Development Agreement with Chester J. Yanik & Associates, Inc. related to proposed Senior Housing Project.

- Attachments:** [1 - North Ave Hospital Utilities Map](#)
[2 - 2030 Transportaion Plan Map](#)
[3 - Design Standards - LDC 3.2-8](#)
[4 - Approved FIRST AMENDMENT OF GROUND LEASE v.11 Final 120817](#)
[5 - Development Agreement Presentation References](#)
[6 - Yanik Senior Housing Agreement Draft Council 1-16-18](#)

Community Development Director Heineman introduced this item and answered questions posed by Council. City Administrator Martig provided information and answered questions posed by Council.

Council Member Ness answered questions posed by Council related to parking and noted the building will include a town center. Noted this will be a contained community.

ADMINISTRATORS UPDATE

City Administrator Martig reported on the following items: Noted February 6 is precinct caucus night, February meetings will be held on 2/13 & 2/20 with both action and discussion items on each agenda. Reported on the Martin Luther King Jr celebration. Thanked the Human Rights Commission for putting on a great event. Noted year 2 GARE Team will be starting this week. Reported on NAFRS Finance committee meeting last week. The group is looking at changes to the formula for redistribution of costs.

12. [18-048](#) Upcoming Agenda Items

Attachments: [Upcoming Agenda Items](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Peterson White - none
C. Ness - Attended Explorer Post event last week. Noted the great event and amazing organization.
C. Colby - Attended Martin Luther King Jr. celebration last night. Thanked Mayor for attendance and speech.
C. Nakasian - none
C. DeLong - Attended Explorers banquet event. Noted intergovernmental cooperation with this group. Thanked past NAFRS representatives for their work on the facility.
Mayor Pownell - Attended Martin Luther King Jr. celebration as well as an Isaiah meeting today. Referenced strategic plan at both events. Thanked council for attending various events.

ADJOURN

A motion was made by Council Member Colby, seconded by Council Member DeLong, to adjourn the meeting at 8:05 pm. The motion carried by the following vote:

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