



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, April 16, 2019

4:30 PM

Council Chambers

4:30 pm closed meeting; 6:00 pm regular meeting

4:30 PM - CLOSED SESSION CALL TO ORDER

Mayor Pownell called the meeting to order at 4:30 pm.

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

1. [19-817](#) 4:30 pm - Northfield City Council is conducting a closed special meeting pursuant to Minn. Stat. § 13D.05, subd. 3(a) for the evaluation of the performance of Ben Martig, City Administrator.

A motion was made by Council Member Ness, seconded by Council Member Grabau, to close the meeting pursuant to Minn. Stat. § 13D.05, subd. 3(a) for the evaluation of the performance of Ben Martig, City Administrator. The motion carried by the following vote:

Yes: 6 - C. DeLong, C. Grabau, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Not Present: 1 - C. Nakasian

Note: Council Member Nakasian arrived during the closed session.

ADJOURN

The meeting adjourned at 5:45 pm.

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:02 pm.

Present: 7 - Council Member David DeLong, Council Member Clarice Grabau, 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 the supplemental memos - changes to the agenda - adding presentation to the agenda and motion 14A - 1st regular agenda item -

as amended.

A motion was made by Council Member Ness, seconded by Council Member Zweifel, to approve the agenda as amended by adding a presentation and related item to the regular agenda to consider a letter of support. The motion carried by the following vote:

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

APPROVAL OF MINUTES

2. [19-818](#) March 26, City Council Closed Meeting Minutes.

A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve the March 26, 2019 City Council Closed Meeting Minutes. The motion carried by the following vote:

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

3. [19-819](#) April 2, 2019 City Council Meeting Minutes

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the April 2, 2019 City Council Meeting Minutes. The motion carried by the following vote:

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

4. [19-820](#) April 9, 2019 City Council Work Session Meeting Minutes.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the April 9, 2019 City Council Work Session Minutes. The motion carried by the following vote:

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

PRESENTATIONS

City Administrator Martig introduced Ashley Anderson, Northfield Healthy Community Initiative. Anderson provided information regarding the DHS Whole Family Systems Grant application. Anderson noted the target population is immigrant children and families in Rice County, namely Latinx and East African. The pressing issue is that families are experiencing a host of multi-generational challenges. Latinx and East African children have struggled to enjoy the academic success compared to other Rice County children. Rice County immigrant parents are facing notable challenges in the areas of housing, employment, and transportation. In addition, many families report on the difficulty with navigating systems.

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

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

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

5. [Res. 2019-034](#) Consider Declaring Amount to be Assessed - 2019 Street Reclamation Project.

A motion was made by Council Member Zweifel, seconded by Council Member Ness, to approve the Consent Agenda. The motion carried by the following vote:

6. [Res. 2019-035](#) 2019 Street Reclamation Project - Call for Assessment Hearing.
7. [19-821](#) Consider Approving Request for Proposals for Wastewater Treatment Plant Operational Analysis and Facility Study Update.

Enactment No: M2019-051

8. [19-822](#) Consider Approving Disbursements totaling \$807,327.73

Enactment No: M2019-052

9. [Res. 2019-036](#) Consider approving application for premises permit for the Northfield Fire Relief Association at Froggy Bottoms River Pub.

10. [19-823](#) Approve miscellaneous/concessions license for Northfield Youth Baseball Association at Sechler Park

Enactment No: M2019-053

11. [19-824](#) Consider Community Event In-Kind Grant Support.

Enactment No: M2019-054

12. [19-825](#) Consider Approval of Mayoral Appointment to the Park and Recreation Advisory Board.

Enactment No: M2019-055

13. [19-826](#) Consider Approval of Amendments to City of Northfield Employee Handbook, Section 10.05 (Retirement).

Enactment No: M2019-056

14. [Res. 2019-037](#) Consider Resolution and Letter of Support of Tax Increment Financing for Affordable Housing Spring Creek II Project in Southbridge Area.

OPEN PUBLIC COMMENTS

Alex Miller, 417 4th Str. W., provided an update from the Climate Action Plan Advisory Board. Miller reported on the April retreat where each topic area working group (food, waste, land, water, energy, transportation) came together to merge all of the initiatives. Miller noted in this process four draft overarching priorities emerged as follows: education and engagement, policy and planning, innovation and demonstration, and funding.

Derek Meyer, 206 Woodley Str. E., spoke regarding the Mill Towns Trail route and encouraged Council to approve the trail on Jefferson Parkway (option B) as well as trying to find a way to also have a spur into downtown. Noted both would be good for tourism.

Donna Jackson, 1300 Parmeadow Drive, spoke regarding the Mill Towns Trail route. Noted she lives along the proposed route and has not been contacted. Noted issues with the proposed trail on Spring Creek Road and is worried that they will lose some of their backyards. Asked about costs and spoke regarding flooding problems. Spoke in favor of the trail going through downtown.

Richard Jackson, 1300 Parmeadow Drive, spoke regarding the Mill Towns Trail route. Noted he had written in a suggestion that the trail to go further up the road to Jefferson Road. Stated there is a lot of truck and heavy equipment traffic along Spring Creek Road. Asked which side of the road the trail would be on, the home side or golf course side. Feels going along the easterly side of the road would be less safe and more costly.

REGULAR AGENDA

[19-839](#)

Approving Letter of Support for HCI's DHS Whole Family Systems Grant Application

Motion - The Northfield City Council directs staff to prepare a letter of support for HCI's county-wide DHS Whole Family Systems.

A motion was made by Council Member Nakasian, seconded by Council Member Ness, that The Northfield City Council directs staff to prepare a letter of support for HCI's countywide DHS Whole Family Systems grant application to be sent by Mayor Pownell on behalf of the City of Northfield. The motion carried by the following vote:

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

15. [Res. 2019-038](#)

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.

Mayor Pownell noted the City Council had met in a closed meeting to evaluate the performance of Ben Martig, City Administrator. Pownell provided a summary of the conclusions of the evaluation 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 has recognized Mr. Martig's achievement in the following areas:*
 - A. Significant progress on Strategic Plan*
 - B. Improved relations with Council and Community groups*
 - C. Expanded Infrastructure and Development Projects*
 - D. Storm and Disaster Management effectiveness*
 - E. Successful hiring of talented new staff leaders*
- *The City Council appreciates Mr. Martig's continued 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 Ness, seconded by Council Member Grabau, to approve Resolution 2019-038- Approving a Salary Increase for City Administrator Ben Martig - Option 2 a one step increase. The motion carried by the following vote:

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

16. [Res. 2019-039](#) Consider Resolution Designating Mill Towns State Trail Location in Northfield

Public Works Director/City Engineer Bennett introduced this item. Bennett reviewed options A & B, the public comments received during the engagement process, and examples of what bike lanes and streets would look like. Bennett answered questions posed by Council related to public engagement on route design, and regarding a State funded trail. City Administrator Martig answered questions posed by Council.

Ben Witt, 4 Fareway Dr., stated he has been in the bike industry for 20 years. Spoke regarding support for option B. Noted he has heard that businesses are afraid bikers won't come downtown if the trail doesn't go through the downtown. Spoke regarding his experience in Faribault where bikes did come downtown which is approximately 3 miles from the trail. Spoke regarding maintenance funding that will come with a State designated trail.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve Resolution 2019-039 - Designating the Alignment of Mill Towns State Trail in the City of Northfield Option B as shown on Exhibit 1.

A motion was made by Council Member Zweifel, seconded by Council Member Grabau, to amend the resolution by designating option b as shown on Exhibit 1 as the Mill Towns State Trail and designation Option A as the local downtown spur trail. The motion carried by the following vote:

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

No: 1 - C. DeLong

The motion on the amended resolution carried by the following vote:

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

17. [19-827](#) Consider Accepting the Pedestrian, Bike and Trail System Update Recommendations Submitted by Toole Design.

Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council. Bennett noted they can add spur option information to report.

Donna Jackson, 1300 Parmeadow Dr., spoke about on street bike lane on Spring Creek Road. Noted narrow street with no curb and gutter where at times vehicles have trouble meeting each other. Stated street was originally intended to be a bridge and a bike trail and some houses go right up to the street.

A motion was made by Council Member Zweifel, seconded by Council Member Nakasian, to Accept the Pedestrian, Bike and Trail System Plan.. The motion

carried by the following vote:

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

No: 1 - C. DeLong

Enactment No:

Recess

Council took a five minute break at 7:10 pm. The meeting resumed at 7:16 pm.

18. [19-828](#)**Discussion of Transit Hub and Depot Projects.**

City Administrator Martig introduced this item and noted Rob Martin and Alice Thomas will be providing an update on the Save the Northfield Depot project. Alice Thomas, Secretary Save the Northfield Depot (SND), provided an annual update on the progress and referenced the 2018 annual report included in the Council packet. Thomas reviewed the items remaining to be completed such as installing permanent stairs in the interior and flooring to obtain the occupancy permit, and installation of exterior railing on the stairs and a temporary or permanent ramp on the north entrance. They are confident they will finish mid to late summer. SND is in the process of applying for a Union Pacific grant. The grant would fund a 4' iron fence between properties and the railroad tracks. Thomas answered questions posed by Council.

City Administrator Martig provided an update on the potential transit hub project, capital bond request, potential grants, next steps and timeline. Martig and Bennett answered questions posed by Council.

19. [19-829](#)**Discussion of Potential Trail or Sidewalk Gaps for 2019 Design and Construction.**

Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council.

Don McGee, 710 Highland Ave., thanked council for the discussion and asked council to do something with the sidewalk on Highland and Ivanhoe. Noted this would be the beginning of the sidewalk projects. There will be more kids and more traffic with the new school going up. Noted he looked online for the costs of sidewalks and projects this sidewalk would cost \$18,000 - \$20,000. Asked Council to have staff bring a plan for sidewalks in this area to the May 7 meeting.

ADMINISTRATORS UPDATE

City Administrator Martig reminded everyone of the Board/Commission Appreciation event tomorrow at the Weitz Center and of the Intergovernmental meeting following this event. Reported on the meeting with City representatives and Bridgewater Township supervisors. Noted he attended the Bridgewater Township incorporation meeting on Saturday. The next public meeting for Bridgewater residents is slated for June. Noted the upcoming Council Employment Policy Committee and Finance Policy Subcommittee meetings. Stated he will be attending the upcoming Minnesota City Managers conference. Working on strategic planning onboarding with Beth Kallestad. There will be an update at the May Work Session. Kallestad will be staffing the Human Rights Commission and CAPAB. Congratulated Council on completing a strategic initiative with the adoption of the bike,

ped, and trail plan. Noted there will be an Administrator's update memo coming out this week.

20. [19-830](#)

City Administrator's Update.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Ness - Attended LMCIT Safety & Loss Control Workshop, the CVB meeting, and the Bridgewater Township Incorporation meeting along with the Mayor and City Administrator Martig.

C. Zweifel - Reported on a tour of DSI's recycling facility. Noted one of the main issues is with people putting things in the recycling that do not belong such as, plastic bags, shredded paper, batteries, propane cylinders and brake rotors. Noted DSI offers public tours. Toured the fire station and the remodel is amazing. Attended the CAPAB retreat. Noted all working group team captains will be at Earth Day event on April 27. Attending the Hospital design review meetings and noted the design build concept is working very well. The next step is site design development. They are looking at an EV charging station.

C. Nakasian - Noted the Riverfront Enhancement Committee meetings are going well. Reported on a presentation from Phillips Electric on proposals for lighting of the downtown river area and discussion of canoe landings.

C. Peterson White - Reported on meeting with the EDA Socio Economic Subcommittee to review proposals to make sure we are meeting minority business needs.

C. Grabau - Attended the DSI recycling tour. Attended the CAPAB retreat and thanked them for their work. Working on Indigenous Peoples history project. Excited about the Project Coordinator helping with the Climate Action Plan with Indigenous Peoples project.

C. DeLong - Had a tour of fire facility and attended the Home & Garden Show. Noted there was a lot of interest in the City and there were staff members that participated. Feels it is important to send out the City Administrator's memo to keep everyone apprised about what is going on. Noted the upcoming citywide clean up days on May 5 & May 12 and that there is information on the City's website. Reported on the Age Friendly meeting and that the action plan was approved by the AARP. The State AARP will be presenting the group a certificate of completion. Attended the Beyond the Yellow Ribbon coffee hour.

Mayor Pownell - None.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member DeLong, to adjourn the meeting at 8:27 pm. The motion carried by the following vote:

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