



# 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, November 16, 2021

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 p.m.*

**Present:** 7 - Council Member Clarice Grabau, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Jessica Peterson White, Mayor Rhonda Pownell, Council Member Jami Reister, and Council Member George Zuccolotto

### APPROVAL OF AGENDA

*Mayor Pownell noted information included in Supplemental Agenda Background Memo No. 1.*

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

**Yes:** 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

### PRESENTATIONS

1. [21-643](#) Presentation by the Southern Minnesota Initiative Foundation.

*The Southern Minnesota Initiated Foundation representative was not present at the meeting therefore no presentation was given.*

2. [21-644](#) Presentation of the 2022 Budget for the Convention and Visitors Bureau.

*Lisa Peterson, President of the Northfield Area Chamber and Commerce, presented the 2022 CVB Budget and Work Plan. Peterson answered questions from the Council.*

### CONSENT AGENDA

*City Administrator Ben Martig introduced the Consent Agenda.*

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

**Yes:** 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

3. [21-645](#) Consider Approval of November 2, 2021 City Council Meeting Minutes.

4. [21-646](#) Consider Approval of November 9, 2021 City Council Work Session Minutes.

5. [21-647](#) Consider Approving Disbursements totaling \$1,001,802.32
6. [Res. 2021-104](#) Consider approving designation of City of Northfield polling places for 2022.
7. [21-648](#) Consider Approval of Mayoral Board/Commission and Council Appointments.
8. [21-649](#) Consider Community Event In-Kind Grant Support.
9. [21-650](#) Consideration of Approval of the 2022 Budget for the Convention and Visitors Bureau.
10. [Res. 2021-105](#) Consider Resolution Opting In Participation to National Opioid Settlement.
11. [Res. 2021-106](#) Consider resolution amending community solar garden agreement.
12. [Res. 2021-107](#) Consider Resolution approving renewal of Limited Use Permit (LUP) with MnDOT at Trunk Highway 3 and Third Street for Highway Beautification.
13. [Res. 2021-108](#) Consider Resolution approving renewal of Limited Use Permit with MnDOT on Trunk Highway 3 for trails adjacent to Babcock Park and Riverside/Lions Park.
14. [Res. 2021-109](#) Consider Resolution approving renewal of Limited Use Permit (LUP) with MnDOT on Trunk Highway 3 for future trail south of Greenvale Avenue to Water Street.
15. [Res. 2021-110](#) Consider Approving Plans and Specifications and Order Advertisement for Bids for Fifth Street Bridge 66505 Maintenance Project.
16. [Res. 2021-111](#) Consider Resolution Accepting Public Improvements and Approving Final Payment for the 2019 TH 246 & Jefferson Parkway Roundabout Project (STR2019-A43).

## OPEN PUBLIC COMMENTS

*None.*

## PUBLIC HEARINGS AND RELATED ACTION

17. [21-651](#) Public Hearing to certify 2021 Delinquent bills.

*Mayor Pownell declared the Public Hearing open at 6:22 p.m.*

*Finance Director Brenda Angelstad presented background information on the 2021 delinquent charges to be assessed on the 2022 property tax.*

**A motion was made by Council Member Ness, seconded by Council Member**

**Peterson White, to close the Public Hearing at 6:24 p.m. The motion carried by the following vote:**

**Yes:** 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

18. [Res. 2021-112](#) Consider certifying delinquent charges to taxes payable 2022.

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution No. 2021-112 Certifying Delinquent Charges to Taxes Payable 2022. The motion carried by the following vote:**

**Yes:** 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

## REGULAR AGENDA

19. [21-652](#) City Attorney Presentation of Quasi Judicial Decisions and Ex Parte Communications Legal Considerations and Related Policy Options.

*City Administrator Martig introduced the item. City Attorney Christopher Hood presented information on Quasi Judicial Decisions and Ex Parte Communications Legal Considerations and related policy options. Discussion was held regarding conflict of interest and email communications. Hood and Martig answered questions from the Council. The Council agreed to direct staff to include this information in board/commission uniform bylaws.*

## Recess

*Council recessed at 7:47 p.m. Council Meeting resumed at 7:55 p.m.*

20. [21-653](#) Review and Discussion of Amendments to Council Rules of Business and Appendices.

*City Administrator Martig introduced the item highlighting changes and additions to the Rules of Business. Mayor Pownell asked staff to incorporate the detailed order of procedure for agenda items into the Meeting Agenda section of the Rules. A discussion was held regarding adding the hybrid meeting option for boards/commissions. The Council was interested in exploring this option for boards/commissions.*

21. [21-654](#) Review of 2022-2023 Draft Budget Information and Grants Review.

*City Administrator Martig presented the updated Capital Improvement Plan (CIP) moving the Babcock Park Project to 2022. Martig indicated tax statements have been sent both to residents of both Rice and Dakota Counties. The City has updated the budget information page on the website. The Council directed staff to look at Oddfellows Lane in the CIP to make sure it is still included.*

## ADMINISTRATORS UPDATE

22. [21-655](#) City Administrator's Update.

*Administrator Martig gave an update on the Legislative Tour and his conversation with Representative Lippert regarding the tour.*

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Ness - NAFRS Special Meeting; Sheriff Dunn's retirement open house; House Bond Committee tour at Riverside Park; 911 Joint Powers Board Meeting.*

*C. Reister - NAFRS Special Meeting; Personnel Committee for NAFRS; Beyond the Yellow Ribbon Veterans Recognition Ceremony; Age-Friendly Northfield Meeting.*

*C. Nakasian - Thanked Mill Towns Trail Friends for attending Bonding Tour.*

*C. Peterson White - Hospital Board Meeting; EDA Meeting; Depot Holiday Event; upcoming Winter Walk.*

*C. Zuccolotto - No report.*

*C. Gaubau - Board/Commission Training; EV Expo at Greenvale; Carleton Housing Forum.*

*Mayor Pownell - Attended many events already mentioned by Councilors; Transportation Committee Meeting.*

## ADJOURN

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 8:43 p.m. The motion carried by the following vote:**

**Yes:** 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto