



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, December 7, 2021

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:04 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 Memorandums No. 1 and No. 2.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, 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

CONSENT AGENDA

City Administrator Ben Martig introduced the Consent Agenda.

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

1. [21-679](#) Consider Authorizing Execution of Second Addendum to the Recreation Funding Donation Agreement with Northfield Hospital & Clinics.
2. [21-680](#) Consider Approval of Northfield Historical Society Contract (2022).
3. [21-681](#) Consider Approval of Amended and Restated Consultant Service Contract for Youth Investment Program with Youthprise and Northfield Healthy Community Initiative related to the Northfield Mayor's Youth Council and the Northfield Alliance for Substance Abuse Prevention.
4. [21-682](#) Consider Maintenance Agreement for the Northfield Community Resource Center (NCRC) with Faribault Property Management LLC.

5. [21-683](#) Consider approval of Tobacco License Renewals.
6. [21-684](#) Consider Approving Disbursements totaling \$1,242,696.62
7. [21-685](#) Consider Approving Application for the Minnesota Pollution Control Agency (MPCA) Planning Grant for Stormwater, Wastewater, and Community Resilience.
8. [21-686](#) Consider approval of a new three-year School Resource Officer agreement between the City of Northfield and Independent School District No. 659.
9. [21-687](#) Consider approval of a new five-year agreement between the City of Northfield and Axon for Police Department Tasers.
10. [21-688](#) Consider Approval of Updated Handbook Policy 4.05 (Lunch and Rest Breaks).
11. [21-689](#) Consider Approval of Updated Handbook Policy 4.27 Communications (Email, Instant Messaging, Voice Mail).
12. [Res. 2021-116](#) Consider Resolution Retaining Statutory Tort Limits for 2022.
13. [21-690](#) Consider Approval of November 16, 2021 City Council Meeting Minutes.
14. [21-691](#) Consider Approval of November 16, 2021 Special/Closed City Council Meeting Minutes.
15. [21-692](#) Consideration of License Agreement (Porch Encroachment) for 1311 Blue Phlox Court.
16. [21-693](#) Consider Termination of Consultant Service Contract with Northfield Downtown Development Corporation, Inc. and Direct Staff to Implement Staffing Changes and Commitment of Main Street Program Continuation Under the City of Northfield.
17. [Res. 2021-117](#) Consider Resolution Accepting American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Funds.
18. [Res. 2021-118](#) Consider Resolution Approving the Purchase of Property at 1980 30th Street NW, Faribault, MN 55021 by the Northfield Hospital and Clinics and Dispensing with Review of the Purchase by the Northfield Planning Commission.
19. [21-694](#) Consider Approval of Updated Handbook Policy 8.01 (Vacation).
20. [21-695](#) Consider Approval of Updated Handbook Policy 8.03 (Sick Leave).

21. [21-696](#) Consider Approval of Updated Handbook Policy 8.05 (Holidays).
22. [Res. 2021-119](#) Consider Resolution Extension of Joint Resolution for Orderly Annexation by and Between Northfield Township and the City of Northfield.
23. [21-697](#) Approve Reimbursement of Costs for Councilmember Suzie Nakasian attending the American Association of State Highway and Transportation Officials Rail Transportation Meeting (AASHTO)
24. [21-698](#) Consider Approval of Contract with 292 Design Group for Parks and Recreation Capital Investment Plan.

OPEN PUBLIC COMMENTS

None.

PUBLIC HEARINGS AND RELATED ACTION

25. [21-699](#) Public Hearing on the 2022 Budget and Tax Levy.

Mayor Pownell declared the public hearing open at 6:12 p.m.

eComments were received for this item. Finance Director Brenda Angelstad presented information on the 2022 Proposed Budget and Tax Levy to include the budget timeline; property tax rate; estimated market value changes; net tax capacity trend; historical view levy/tax rate; Northfield median home value; tax change by parcel map; property tax comparison; property taxes; key ratios - peer comparison; proposed levy; residential total tax rate impact; city-wide levy; general fund revenue; general fund expense; and general fund expenditures. Administrator Martig presented information on ARPA funding/reserves; budget forecast/reserves; new positions added in 2022; City employment trend; strategic plan; 2022 Communications Fund; 2022 EDA Fund; 2022 HRA Fund; 2022 Utility Funds; 2022 Capital Equipment Plan; and 2022 Capital Improvement Plan. The recommended 2022 Levy is \$11,852,233, an 11.6% increase.

Verne Meyer, 1625 Independence Drive, addressed the Council regarding the increased budget.

Tristan Cox, 508 First Street West, addressed the Council regarding the increased budget.

Doug Oines, 1900 Sibley View Lane, addressed the Council regarding the increased budget.

Angelstad and Martig answered questions from the Council.

A motion was made by Council Member Peterson White, seconded by Council Member Ness, to close the Public Hearing at 7:12 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

26. [Res. 2021-120](#) Consider Adopting the 2021/Payable 2022 Economic Development Authority (EDA) and Housing and Redevelopment Authority (HRA) Tax Levies.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve Resolution 2021-120 Adopting the 2021/Payable 2022 EDA and HRA Tax Levies. 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

27. [Res. 2021-121](#) Consider Adopting the 2021 / Payable 2022 Tax Levy.

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve Resolution No. 2021-121 Adopting the 2021/Payable 2022 Tax Levy 11.6%. 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

28. [Res. 2021-122](#) Consider Adopting the Final 2022 Budget.

A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve Resolution No. 2021-122 Adopting the 2022 Budget. 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

29. [Res. 2021-123](#) Consider Adopting the 2022-2026 Capital Improvement Plan (CIP).

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve Resolution No. 2021-123 Adopting the 2022 to 2026 Capital Improvement Plan (CIP). 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

30. [Res. 2021-124](#) Consider Approving the 2022-2026 Capital Equipment Plan (CEP).

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution No. 2021-124 Adopting the 2022 to 2026 Capital Equipment Plan (CEP). 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

Recess

Council recessed at 7:31 p.m. Council Meeting resumed at 7:41 p.m.

REGULAR AGENDA

31. [Res. 2021-125](#) Consider Resolution Designating a Certain Building as Structurally Substandard - Archer House.

Economic Development Coordinator Nate Carlson introduced the item giving background

information.

Scott Koester, Member of the Development Team, addressed the Council regarding the process. Carlson, Koester and Administrator Martig answered questions from the Council.

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve Resolution No. 2021-125 Designating a Certain Building as Structurally Substandard. 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

32. [21-700](#)

Review of draft Sustainable Building Policy.

Program Coordinator Beth Kallestad presented a recap of the draft Sustainable Building Policy. Motions of support from the EDA and HRA are on the agendas for the December meetings. This Policy will be brought to Council for adoption in January. Kallestad answered questions from the Council. The Council thanked Kallestad for her service to the City.

ADMINISTRATORS UPDATE

33. [21-701](#)

City Administrator's Update.

Administrator Martig gave an update. He thanked St. Olaf College and Carleton College for their annual gift to the City.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Ness - 911 Joint Powers Board Meeting; Chamber Business After Hours; Dundas City Council Meeting; Paired Council Meeting; Hospital Board Meeting; St. Olaf Alumni Swim Meet.

C. Reister - Age-Friendly Northfield Retreat; Paired Library Meeting; NAFRS Meeting; Beyond the Yellow Ribbon Meeting.

C. Nakasian - Paired Council Meeting; Northfield Transit Advisory Committee.

C. Peterson White - EDA Meeting.

C. Zuccolotto - Spanish Community Library Meeting.

C. Grabau - Northfield Promise Committee Meeting; HRA Meeting; Council Employment Policy Committee Meeting.

Mayor Pownell - NAFRS Meeting; Council Social; Winter Walk.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 8:49 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