



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
northfieldmn.gov

## Meeting Minutes - Draft City Council

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Tuesday, November 15, 2022

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA

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

### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:03 p.m.*

### APPROVAL OF AGENDA

**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. Allen, C. Grabau, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

### PRESENTATIONS

1. [22-738](#) Presentation of Annual Report from the Heritage Preservation Commission.

*Assistant City Planner Reeve Needham introduced the item presenting the annual report from the Heritage Preservation Commission. Needham included the purpose of the Commission and detailed the annual report that included a review of the activities and progress of the HPC for October 1, 2021 through September 30, 2022 along with goals for 2023.*

*Needham answered questions from the Council.*

### CONSENT AGENDA

*Administrator Ben Martig introduced the Consent Agenda.*

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

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

2. [22-739](#) Consider Approval of November 1, 2022 City Council Meeting Minutes.
3. [22-740](#) Consider Approving Disbursements totaling \$964,581.04
4. [22-741](#) City Administrator Biannual Update Summary of Grants Report per the City

Council Grants Policy.

5. [Res. 2022-105](#) Consider approving designation of City of Northfield polling places for 2023.
6. [22-742](#) Consider approval of Edible Cannabinoid License.
7. [Ord. 1048](#) Consider Ordinance Amending Section 4.5 of the Northfield City Charter (Second Reading).
8. [22-710](#) Consider Summary Publication of Ordinance No. 1048 Amending Chapter 4 of the Northfield City Charter.
9. [22-743](#) Consider Approval of Clean Energy Transition Plan
10. [22-744](#) Memorandum of Understanding with the Southern Minnesota Initiative Foundation.
11. [22-745](#) Consider Approving Professional Service Agreement for the Wall Street Road Improvement Project.
12. [22-746](#) Consider Approving Professional Service Agreement with ATS&R for Babcock Park Bathroom Replacement and Field Improvements.
13. [22-747](#) Consider Approving Trail Easement with Lakes Gas Company.

## OPEN PUBLIC COMMENTS

*David DeLong, 1000 Spring Street S., representing Age-Friendly Northfield, addressed the Council distributing the Age-Friendly Northfield Park Audit and Recommendations.*

*Rich Graves, 1202 Festler Court, addressed the Council thanking them for their support of various items in Northfield.*

## PUBLIC HEARINGS AND RELATED ACTION

14. [22-748](#) Public Hearing to certify 2022 Delinquent bills.

*Mayor Pownell declared the public hearing open at 6:18 p.m.*

*Finance Director Brenda Angelstad addressed the Council regarding 2022 delinquent charges to be assessed on the 2023 property tax. Angelstad detailed the process of certifying delinquent charges to property taxes.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to close the Public Hearing at 6:20 p.m. The motion carried by the following vote:**

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

15. [Res. 2022-106](#) Consider certifying delinquent charges to taxes payable 2023.

**A motion was made by Council Member Ness, seconded by Council Member Reister, to approve Resolution No. 2022-106 Certifying Delinquent Charges to Taxes Payable 2023. The motion carried by the following vote:**

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

## REGULAR AGENDA

16. [Res. 2022-107](#) Approve Abstract of Votes Cast at the November 8, 2022 General Election.

*City Clerk Peterson detailed the results of the November 8, 2022 General Election. Northfield had 9,943 persons that voted for a voter turnout of approximately 78.61%. Election results for the local races are as follows: Council Member At Large - Davin Sokup; Council Member Ward 1 - Kathleen Holmes; and Council Member Ward 4 - Jessica Peterson White.*

**A motion was made by Council Member Reister, seconded by Council Member Ness, to approve Resolution No. 2022-107 Approving Canvass of Votes Cast at the November 8, 2022 City General Election. The motion carried by the following vote:**

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

17. [22-749](#) Consider approval of professional service agreement with Barr Engineering for Ames Mill Dam Phase I - Removal Study.

*Public Works Director/City Engineer David Bennett addressed the Council detailing the agreement with Barr Engineering for the Ames Mill Dam Phase I - Removal Study.*

*City Administrator Ben Martig and Bennett answered questions from the Council.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the professional service agreement with Barr Engineering for Ames Mill Dam Phase I - Removal Study. The motion carried by the following vote:**

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

18. [22-750](#) Review of Park and Recreation Capital Investment Plan Public Engagement Survey Results.

*Public Works Director/City Engineer David Bennett introduced Rachel Blaseg with Damon Farber. Blaseg gave background information on the Northfield Parks and Recreation Capital Improvement Plan Community Engagement Summary. Bennett discussed next steps for the plan/study.*

*City Administrator Ben Martig, Bennett and Blaseg answered questions from the Council.*

*This item will come back to the Council in January.*

## ADMINISTRATORS UPDATE

19. [22-751](#) City Administrator's Update.

*City Administrator Ben Martig gave an update to the Council on City operations, meetings and projects.*

## **REPORTS FROM THE MAYOR AND COUNCILMEMBERS**

*C. Grabau - No Report.*

*C. Peterson White - No Report.*

*C. Reister - Beyond the Yellow Ribbon; Age-Friendly Northfield; Open Walking at Northfield High School.*

*C. Zuccolotto - No Report.*

*C. Allen - No Report.*

*C. Ness - NAFRS Finance Committee Meeting.*

*Mayor Pownell - Veteran's Ceremony at Trinity.*

## **ADJOURN**

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to adjourn the meeting at 7:30 p.m. The motion carried by the following vote:**

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