



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, October 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 Jessica Peterson White, Council Member Erica Zweifel, and Mayor Rhonda Pownell

Absent: 1 - Council Member Brad Ness

APPROVAL OF AGENDA

Mayor Pownell noted the items in the supplemental agenda including moving item 10 from the consent agenda to the end of the regular agenda.

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

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

APPROVAL OF MINUTES

1. [18-511](#) October 2, 2018 City Council Meeting Minutes

Revised meeting minutes were distributed with the supplemental memo.

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

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

PRESENTATIONS

2. [18-512](#) Recognition of Mayor Rhonda Pownell for her Service on the League of Minnesota Cities Insurance Trust (LMCIT) Board.

D. Love, City Manager Centerville, Dave Callister, City Manager Plymouth, Dan Greensweig, League of Minnesota Cities Insurance Trust (LMCIT) Administrator, and Dave Unmacht, LMC Executive Director, recognized Mayor Pownell for her service and dedication on the LMCIT Board.

3. [18-513](#) Presentation from the Convention and Visitors Bureau.

Lisa Peterson, Tourism Director for the Northfield Convention and Visitors Bureau, and

Todd Bornhauser, President Northfield Area Chamber of Commerce, provided an overview of CVB activities for the past year, presented the 2019 budget, and spoke about upcoming plans for 2019. Peterson answered questions posed by Council.

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

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

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

4. [18-514](#) Consider Motion Accepting Final Report for Water, Sanitary Sewer, Storm Water, and Garbage Rate Study.
5. [18-515](#) Consider Approving Certification of Adoption of Water Supply Plan.
6. [18-516](#) Consideration of 2019 Dental, Health, and Life Benefits Renewal.
7. [18-517](#) Consider Approving Disbursements totaling \$1,431,747.07.
8. [Res. 2018-105](#) Consideration of Resolution Approving a Minor Subdivision of Clinton Heights Lot 1, Block 1.
9. [18-518](#) Consider Motion Establishing Scope, Project and Focus Area for the Northfield Transportation Advisory Committee.
11. [18-520](#) Consider Approval of Xcel Energy Partners in Energy Memorandum of Understanding for Northfield Energy Action Plan.
12. [Res. 2018-106](#) Receive Proposed Charter Amendment to Section 3.8 Subd. 2 and Call for a Public Hearing.
13. [18-521](#) Consider Approval of Professional Service Agreement for Climate Action Plan.

OPEN PUBLIC COMMENTS

Liz Reppe, 519 Division Str. Chair of Library Board. Spoke regarding programs and activities available at the Library. Noted work on the Library Board work plan.

Andy Beaham, 2105 Aspen Str., spoke in support of the Civic Center Project and thanked the Council for putting the Civic Center Project on the ballot and in the voters hands.

Don McGee, 710 Highland Ave., spoke regarding the ballot language and what he feels is missing in the language. Asked Council to get information out to the public and clarify information that is confusing.

Angie Koch, 1854 Kennedy Ct., spoke in support of the Civic Center project. Spoke regarding the success of the Northfield Skating Club and Northfield Hockey Association and being a part of organizations that are sustainable. Spoke in support of putting money towards initiatives that improve the community.

Victor Summa, 812 St. Olaf Ave., spoke regarding the issue of lack of transparency regarding the ice arena. Spoke regarding paid ads on the radio station. Feels there is a lack of transparency on this issue and other issues related to meeting actions.

Norman Oberto, 701 Baneberry Court, spoke in favor of the school and civic center referendums. Noted these are important referendum items for the community. Stated education is important and the proposed civic center is also very important because of the potential for arts and recreational tourism. Noted Northfield needs to attract people to thrive and survive.

REGULAR AGENDA

14. [Res. 2018-107](#) Consider Resolution Approving Budget Amendment for 2019 NAFRS Fire Truck to be purchased in 2018 utilizing reserve funds.

City Administrator Martig introduced this item and answered questions posed by Council. Engineering Manager Simonson answered questions posed by Council.

A motion was made by Council Member Colby, seconded by Council Member Peterson White, to approve Resolution 2018-107 - Approving 2018 Budget Amendments to the General Fund and Vehicle and Equipment Fund to Purchase a NAFRS Fire Truck.

A motion was made by Council Member DeLong, seconded by Council Member Zweifel, to amend the resolution by adding the words "undesignated reserves" after General Fund in number 2 of the Now Therefore Be It Resolved statement.

The motion carried by the following vote:

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

The motion on amended Resolution 2018-107 carried by the following vote:

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

15. [Res. 2018-108](#) Consider Adoption of Utility Rates for 2019.

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

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve Resolution 2018-108 - Adopting Utility Fee Schedule For 2019. The motion carried by the following vote:

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

16. [Res. 2018-109](#) Consideration of Resolution Ordering Preparation of Feasibility Report for the 2019 Street Reclamation Project.

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

A motion was made and seconded to have the feasibility report include a benefit appraisal on a residential lot in one of the courts. This motion was ultimately withdrawn.

The Council took a 10 minute recess at 7:42 pm. The meeting reconvened at 7:58 pm.

Public Works Director/City Engineer Bennett recommended withdraw amendment and act on resolution as submitted and then make a separate motion to discuss the benefit appraisal on November 20.

Council asked staff to bring back review of the benefit appraisal policy on November 20 for discussion.

A motion was made by Council Member DeLong, seconded by Council Member Peterson White, to approve Resolution 2018-109 -Ordering Feasibility Report for 2019 Street Reclamation Project STRT2019-A42. The motion carried by the following vote:

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

17. [18-522](#)

Consider Approval of Professional Service Agreement for - 2019 Street Reclamation Project Engineering Services.

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

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve a professional service agreement with Bolton and Menk, Inc. for City Project (STRT2019-A42) 2019 Street Reclamation Project in the amount of \$194,006. The motion carried by the following vote:

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

10. [18-519](#)

Approve Reimbursement of Costs for Council Member Suzie Nakasian for Hotel Expenses Related to Coalition of Greater Minnesota Cities Conference July 25 & 26, 2018.

City Administrator Martig introduced this item and answered questions posed by Council.

Victor Summa, 812 St. Olaf Ave., spoke against this concept in July and frequently within the last 4-5 years. Asked about reports following attendance at conferences. Feels attendance should be approved for prior to events.

A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve reimbursement of costs for Council Member Suzie Nakasian for hotel expenses related to the Coalition of Greater Minnesota Cities Conference July 25 & 26, 2018. The motion carried by the following vote:

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

ADMINISTRATORS UPDATE

City Administrator Martig provided the following updates: getting information out on the Civic Center referendum, board/commission event Wednesday evening, the Intergovernmental Meeting immediately after board/commission event hosted at Bridgewater Township, the Fire Station Project, and the Northfield Area Chamber of Commerce State of Economy event on Wednesday, October 23. Martig stated he anticipates bringing forward a nomination for the Community Development Director at the Special City Council meeting next week and appreciated the great turnout and participation during the process.

Public Works Director/City Engineer Bennett provided an update on construction projects. Noted the City Hall parking lot is reopened and work will move to Washington Street side of City Hall. There will be a Ped/Bike Trail update at a joint meeting on Thursday with the Planning Commission and Park Board. 7th Street has been paved. Spring Creek Road items will be coming forward in November. WWTP equipment is being removed and the area prepped for new equipment to be put in.

18. [18-523](#)

City Administrator's Update.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Zweifel - Attended the RAM/SWANA conference. Noted this was a sustainable event with only 1 piece of paper being distributed with all other documents online. Reported on keynotes and break out sessions. Noted the roll of local government is quickly changing in the recycling realm to education being the primary focus of local government. Reported on the EQC meeting.

C. Nakasian - Attended the 911 call center board. Noted discussion of emergency operations following the storm.

C. Peterson White - Attended the EDA retreat last Thursday afternoon where they discussed the Riverfront update, growing business retention and expansion, process advisory committee, downtown parking, 2019 EDA work plan, and short term and long term goals for redevelopment of Q Block.

C. Colby - Participated in the Fire Department renovation tour and was pleased to see progress. Attended the Community Development Director meet and greet. Participated in the LWV candidates forum. Apologized for his earlier outburst.

C. DeLong - Attended the fire station tour. Participated in the Community Development Director meet and greet. Spoke regarding the handling of the storm and noted staff and citizens did a commendable job.

Mayor Pownell - Noted the 2019 Board/Commission recruitment process is underway. Asked Council to assist with recruitment. Noted transportation, riverfront and complete count committee consideration on the upcoming November agendas. Asked Council to consider the groups that they serve on and provide input on future service. Noted there are still needs for volunteers for storm cleanup outside of our borders.

ADJOURN

A motion was made by Council Member DeLong, seconded by Council Member Peterson White, to adjourn the meeting at 8:54 pm. The motion carried by the following vote:

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