



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, October 1, 2019

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:01 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

A motion was made by Council Member Nakasian, seconded by Council Member Grabau, to approve the 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

APPROVAL OF MINUTES

1. [19-1106](#) September 17, 2019 City Council Meeting Minutes

A motion was made by Council Member Zweifel, seconded by Council Member Ness, to approve the September 17, 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

PRESENTATIONS

2. [19-1107](#) Presentation - Proclaiming November 3, 2019 as Ruth's House of Hope Day in Northfield

Suzanne Fox, Outreach Coordinator for Ruth's House of Hope, spoke regarding history, programming, collaboration with other entities, and statistics of services provided. Ms. Fox spoke regarding the upcoming benefit concert featuring Tonic Sol-Fa on November 3, 2019.

CONSENT AGENDA

City Administrator Martig introduced the items consent agenda.

A motion was made by Council Member Peterson White, 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

3. [Res. 2019-111](#) Consider Resolution Proclaiming November 3, 2019 as Ruth's House of Hope Day in Northfield.
4. [19-1108](#) Consider Approving Disbursements totaling \$1,161,471.24
5. [Res. 2019-112](#) Approve application for off-site gambling premises permit for the Defeat of Jesse James Days Committee, Inc. at the Eagles Club, 304 Water Str., on October 27, 2019.
6. [19-1109](#) Consider Approval of Additional Project Scope for the Professional Service Agreement for the 2020 Mill and Overlay Project Engineering Services.

OPEN PUBLIC COMMENTS

None

PUBLIC HEARINGS AND RELATED ACTION

7. [19-1110](#) Public Hearing on TIF Request for Fifth Street Lofts.

Mayor Pownell declared the public hearing open at 6:10 pm. Economic Development Coordinator Carlson introduced this item and provided a project overview. Nick Anhut, Ehlers Senior Municipal Advisor, provided information regarding Tax Increment Financing, creation of a TIF District, review of the seven existing TIF Districts in Northfield, the Redevelopment TIF District proposed, the Tax Increment Plan, Tax Increment estimates, the "but for" test, TIF Assistance Agreement, and considerations of alternatives. Anhut, Carlson and City Administrator Martig answered questions posed by Council.

Ean Irwin, St. Olaf college, asked what the name of the developer is and when the proposal began. Economic Development Coordinator Carlson answered questions posed by the speaker. Noting that the name of the developer is Rebound Stencil Development LLC and they began looking at the project in April.

Scott Koester, Rebound Stencil Development LLC, spoke regarding the Maxfield Research Study completed in spring of 2019 related to the current rental vacancy rate of <1% in Northfield. Martig noted the HRA is budgeting for a housing study in 2020.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to close the Public Hearing at 7:08 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

8. [Res. 2019-113](#) Consider Resolution to Approve Creating a Tax Increment Financing District and to Approve a Tax Increment Financing Agreement for Fifth Street Lofts.

Councilor Peterson White called for a point of order at 7:21 pm. regarding Councilor DeLong's comments inferring statements were made regarding this being the only chance

to develop the 5th Street lot.

Mayor Pownell instructed C. DeLong to continue.

A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve Resolution 2019-113 - Approving the Modification of the Development Program for the Master Development District, Establishing a Tax Increment Financing District, and Approving a Tax Increment Financing Plan Therefor, and Authorizing the Execution of a TIF Assistance Agreement (5th and Washington Apartments Project).

A motion was made by Council Member DeLong, seconded by Council Member Ness, to amend the resolution to state that only the necessary land for the project area be included in the Tax Increment District.

The motion failed by the following vote:

Yes: 1- C. DeLong

No: 6 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

The motion to approve Resolution 2019-113 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

Recess

The City Council took a break at 7:26 pm. The meeting resumed at 7:32 pm.

REGULAR AGENDA

9. [19-1111](#) Consider Approval of Change Order No. 14 for the Division and Seventh Street Reconstruction Project, Washington Street Mill and Overlay and Various Parking Lot Rehabilitations Project.

Public Works Director/City Engineer Bennett introduced this item, provided information on the change order and answered questions posed by Council.

A motion was made by Council Member Ness, seconded by Council Member Zweifel, to approve a Motion Authorizing Change Order No. 14 (Attachment 1) for the Division and Seventh Street Reconstruction Project, Washington Street Mill and Overlay and Various Parking Lot Rehabilitations Project, City Project No. 2018 STRT A37 with Swenke Ims Contracting, LLC, for \$28,971.00. 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

10. [19-1112](#) Review of Proposed Purchasing Policy Amendments.

City Administrator Martig introduced this item, reviewed the proposed policy and answered questions posed by Council. The City Council provided feedback on the draft policy. The proposed policy will be on the October 15th agenda for consideration.

ADMINISTRATORS UPDATE

11. [19-1113](#)

City Administrator's Update.

City Administrator Martig requested Public Works Director/City Engineer Bennett provide construction updates. Bennett noted Spring Creek Road was paved last week and then closed for the bridge work portion of the project. The public meeting for the 2020 project is on Wednesday at 5:30 pm in the Council Chambers. Work at the Transit hub site has started. Contaminated soils were encountered. The contaminated material was hauled away. The utility work is done and the contractor is starting on the road work. Reclaim work on the 2019 project is underway. Paving should happen within the next couple weeks. Paving contractors are very busy. The southern portion of the project will start next year. Working with railroad on improvements on Third Street.

Martig noted the cable access channels 180 and 187 are active and we are running in house. The City is looking at adding content in the future. The first priority is to get started and be functioning. Communications and IT have been busy getting the transition completed.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Zweifel - Attended Nobel Climate conference at Gustavus. Noted there were many Northfielders in attendance. Stated the Transition home Ruth's House is using was purchased by HRA collaboration. Spoke regarding sidewalk hazards in the Third Ward most recently related to the Greenvale School construction. Zweifel noted obstructions, new aggregate being installed and the back pathway being completely closed.

C. Ness - Reported on the Hospital Board Meeting. Noted the construction projects will be starting soon. The Board also authorized purchase of equipment.

C. Grabau - Attended the EV ribbon cutting, climate action plan public presentation at the Weitz Center, Finance Police Subcommittee and Council Employment Policy Committee/joint employee benefits committee meetings. Noted the climate strike was well attended and the Police Department did a great job.

C. DeLong - Noted Spring Road paved and striped except for southern end. Stated people are concerned about the speed limit. Neighbors in the southeast portion of the City are relieved the pumping is done. Attended the Purple Bag event.

C. Peterson White - Attended the EDA, Hospital Board, and Hospital Community Relations Committee meetings. The EDA received a mid year report from Riverwalk Market Fair, approved a three-year contract with the NEC, and received an update from staff on business visits.

Mayor Pownell - Attended an event at St. Olaf College featuring Glen Lowry, Brown University, where he spoke on truth, justice and racial equity. Attended the State of Schools luncheon yesterday. Superintendent Matt Hillman provided status updates on projects and noted construction updates can be found on the School District website. Sibley School is participating in the National walk and bike to school day tomorrow. There is a Artists on Main Street event on Bridge Square on Friday, October 4. Attended the Charter Commission meeting. The group will be on a future agenda to discuss the board/commission process and the oath of office. Starting the board/commission recruitment process.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Grabau, to adjourn the meeting at 9:00 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