



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, November 5, 2019

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:02 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 Ness, seconded by Council Member Zweifel, to approve the agenda. The motion carried by the following vote:

Yes: 6 - C. DeLong, C. Grabau, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Not Present: 1 - C. Nakasian

APPROVAL OF MINUTES

1. [19-1161](#) October 8, 2019 City Council Work Session Meeting Minutes.

A motion was made by Council Member Zweifel, seconded by Council Member Ness, to approve the October 8, 2019 City Council Work Session Minutes. The motion carried by the following vote:

Yes: 6 - C. DeLong, C. Grabau, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Not Present: 1 - C. Nakasian

2. [19-1162](#) October 15, 2019 City Council Meeting Minutes

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the October 15, 2019 City Council Meeting Minutes. The motion carried by the following vote:

Yes: 6 - C. DeLong, C. Grabau, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Not Present: 1 - C. Nakasian

PRESENTATIONS

3. [19-1163](#) Northfield Historical Society Report.

Cathy Osterman, Northfield Historical Society, provided a report on the NHS activities for 2019. Noted collections and grants received in 2019. Noted NHS provided storage for NAFRS records during construction and digitized some of their items.

C. Nakasian arrived at 6:10 pm.

4. [19-1164](#) Presentation of report from the Northfield Downtown Development Corporation (NDDC).

Greg Siems, Northfield Downtown Development Corporation, provided a report on NDDC 2019 activities, progress on items in the contract, and spoke regarding upcoming projects and budget information for 2020. Siems noted the new banners purchased through Main Street Minnesota program and answered questions posed by Council.

5. [19-1165](#) Presentation on Climate Action Plan Survey at Northfield High School

Mayor's Youth Council representatives Natalie Nevin and Ella Schmidt, and CAPAB representative Katie Schroeer, provided information on Climate Action Plan survey results conducted at the Northfield High School.

CONSENT AGENDA

City Administrator Martig introduced the consent agenda.

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

6. [19-1166](#) Consider Approving Disbursements totaling \$2,227,019.90
7. [19-1167](#) Approval of the 2020 Budget for the Convention and Visitors Bureau.
8. [Res. 2019-117](#) Consider Resolution to Accept Public Improvements - Hills of Spring Creek 6th Addition.
9. [19-1168](#) Consider Approval of Amendments to City of Northfield Employee Handbook, Section 4.02 (Alternative Work Schedule) and Section 4.40 (Appearance, Dress, and Hygiene).

OPEN PUBLIC COMMENTS

Alex Miller, 417 4th Str. W., spoke regarding climate change and in support of the Climate Action Plan. Stated she appreciates the work Council has done in support of young people by considering the climate plan. Asked Council to approve the Climate Action Plan and noted it was a pleasure to serve as co-chair of CAPAB.

Max Gorden Mercer, 600 Carter Dr., noted he was a youth representative on the Library Board and also has served as a Library Page, was the President of the Teen Advisory Board and member of the Board for the last 2 years. Spoke regarding the work the Library does, noting they have just finished the Heritage Celebration month. Noted a Comfort Cabinet has been added in the teen section for teens to take what they need.

PUBLIC HEARINGS AND RELATED ACTION

10. [19-1169](#) Public Hearing for Liquor Licenses for Kahlo LLC - 306 Division Str. S.

Mayor Pownell opened the Public Hearing at 6:35 pm. City Clerk Little introduced this item and answered questions posed by Council. Council thanked staff for their work.

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to close the Public Hearing at 6:40 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

11. [19-1170](#) Consider Approval of Liquor Licenses for Kahlo LLC at 306 Division Str. S.

A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve On-sale Wine and 3.2% Malt Liquor Licenses for Kahlo LLC located at 306 Division Str. S., Northfield subject to: Department of Public Safety Alcohol & Gambling Enforcement Approval; Submittal of all final documents; and Final inspection of premises. 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

REGULAR AGENDA

12. [19-1171](#) Consider Adopting the Climate Action Plan.

Council recognized the Climate Action Plan Advisory Board and thanked those that worked on the plan.

A motion was made by Council Member Grabau, seconded by Council Member Zweifel, to approve the Climate Action Plan. The motion carried by the following vote:

Yes: 5 - C. Grabau, C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell

No: 2 - C. DeLong, and C. Ness

13. [19-1172](#) Consideration of 2020 Dental Benefits Renewal.

Communications/Human Resources Director Mahowald 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 Guardian as the dental carrier effective January 1, 2020. 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

Recess

The City Council took a brief recess at 6:57 pm. The meeting resumed at 7:03 pm.

14. [Res. 2019-118](#) Consider Resolution Accepting Feasibility Report and Call for Improvement Hearing - 2020 Mill and Overlay Project.

Engineering Manager Simonson introduced this item. Brian Hilgardner, Bolton & Menk, presented information on the 2020 Mill and Overlay Project and answered questions posed by Council. Engineering Manager Simonson and Public Works Director/City Engineer Bennett answered questions posed by Council.

Will Schroeer, 206 Winona Str., spoke regarding safety of streets and provided information on bumpout locations at 7th & Water and near Laura Baker School and questioned why they weren't included in the project. Asked Council to advance project and direct staff and consultants to improve safety at the intersections where it can be done with the project.

A motion was made by Council Member Grabau, seconded by Council Member Zweifel, to approve Resolution 2019-118 Option 2 - Accepting Feasibility Report and Calling for a Public Hearing 2020 Mill and Overlay Project STRT 2020-A45 with the on street cycle track on College Street and removing the two intersection bumpouts proposed in the report. The motion carried by the following vote:

Yes: 6 - C. DeLong, C. Grabau, C. Nakasian, C. Ness, C. Peterson White, and C. Zweifel

No: 1 - Mayor Pownell

TMP-5654

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the addition of bumpouts to the feasibility report for the 2020 Mill & Overlay Project on the west side of Seventh Street and Water Street and at Third Street and Oak Street.

A motion was made by Council Member Ness and seconded by Council Member DeLong, to amend the motion to check the feasibility of the Second Street Cycle Track from Nevada Street to Oak Street only. The motion failed by the following vote:

Yes: 2 - C. DeLong, C. Ness

No: 5- C. Grabau, C. Nakasian, C. Peterson White, C. Zweifel and Mayor Pownell

The original motion carried by the following vote:

Yes: 5 - C. Grabau, C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell

No: 2 - C. DeLong, and C. Ness

Enactment No: M2019-148

15. [Res. 2019-119](#) Consider Ordering Preparation of Plans and Specifications for the 2020 Mill and Overlay Project.

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve Resolution 2019-119 - Ordering Preparation of Plans and Specifications for 2020 Mill and Overlay Project - 2020 STRT-A45. The motion 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

ADMINISTRATORS UPDATE

16. [19-1173](#)

City Administrator's Update

City Administrator Martig reported on Capital Investment Committee visit and noted the Governor will also be touring sites. Will be attending the Dakota County Capital Investment tour on Friday with Mayor Pownell. Hosted NAFRS ribbon cutting event at the facility. Working on December 5 Holiday Social and City Council appreciation night. More information will follow. Looking at the third Thursday in December 2020 for this event. Working on upcoming agendas for the remaining three meetings in 2019.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Nakasian - Attended the Riverfront Committee meeting, met with Mayor Pownell regarding a proposal to redefine the Transportation Advisory Committee, attended the Midwest Interstate Passenger Rail Commission meeting as an observer, noted the Minnesota rail line figures well in the larger regional rail planning. Attended Little Shop of Horrors play at the High School.

C. Zweifel - watched the League of Minnesota Cities Tobacco 21 Webinar. Noted it is a great resource and there are currently 53 cities that have adopted T21. Represented the Mill Towns Trail at the Capital Bonding Tour. Attended the HRA work session where the HRA reprioritized their work plan. Volunteered at Greenvale Park Day of Dead event. Visited NRC and heard their biggest concerns being crossing Cannon Valley Dr. to 1000 Cannon Valley Dr., improved Hiawathaland Transit express service to Target and Aldi's, appreciate if Take It To the Box Day could come to them.

C. Ness - Attended Hospital Board meeting. Discussed mix of payers over the past month.

C. Grabau - Attended Council Employment Policy Committee meeting, Capital Bonding tour, NAFRS ribbon cutting, board/commission training, land acknowledgement meeting which is a sub group of the Human Rights Commission, attended the Women in Public Service conference at Hamline with Mayor Pownell and attended the second Capital Bonding tour today.

C. DeLong - Attended the Intergovernmental meeting, Rice County and Dakota County engineers attended and discussed county plans and the Cedar Avenue delay. Commissioner Galen Malecha provided an update on Rice County items including wild parsnip. Attended the NAFRS ribbon cutting and took a pumpkin to the pumpkin composting.

C. Peterson White - Attended 2 EDA meetings. At the regular meeting the EDA received the final report from Strong & Starlike on how to better engage and support minority and immigrant owned business and entrepreneurs in Northfield. The EDA will be working on deciding the next steps. At the special meeting the EDA had a final site plan review for the Fifth Street Lofts project. The plans presented were not complete and the review was postponed until more finalized plans are submitted.

Mayor Pownell - At many of those things reported on. Noted lots of great work going on. Noted the board/commission event, attended the Women in Public Service Conference was very good and highly recommended. Attended Minnesota Mayors Together event in Fergus Falls, part of Regional Council of Mayors at the end of October. Focus on inclusion as a topic area. Brought in inclusion advocates from around state. The conversation was rich & helpful on how to move the state forward on the issues the cities

are facing. Attended the Gateway Solar Conference and served on panel with other Mayors. Expressed condolences regarding passing of Pat Allen. Appreciative of her work in the community in multiple ways.

ADJOURN

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to adjourn the meeting at 8:50 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