



# City of Northfield

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

## Meeting Minutes - Draft City Council

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Tuesday, January 5, 2021

6:00 PM

GoToMeeting

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:06 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 additional information included in Supplemental Agenda Background Memorandums No. 1 and No. 2.*

**A motion was made by Council Member Grabau, seconded by Council Member Nakasian, 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

1. [21-001](#) Information on How to Provide Public Input and Watch the Meeting During the Pandemic.
2. [21-002](#) Oath of Office - Council Members.

*City Clerk Peterson administered the Oath/Affirmation of Office to Mayor Pownell and Council Members Ness, Reister and Zuccolotto.*

### CONSENT AGENDA

*City Administrator Martig introduced the Consent Agenda.*

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

3. [21-003](#) Consider Approval of December 8, 2020 Special City Council Meeting Minutes.
4. [21-004](#) Consider Approval of December 15, 2020 Special City Council Meeting Minutes.
5. [21-005](#) City Administrator Biannual Update Summary of Grants Report per the City Council Grants Policy.

6. [Res. 2021-001](#) Consider Resolution for the Lot Consolidation of Several Parcels of land into Two Parcels, for properties west of Lincoln Street owned by St. Olaf College.
7. [21-006](#) Consider Approving Disbursements totaling \$1,936,392.92
8. [21-007](#) Consider Designation of Official Depository for the City of Northfield
9. [21-008](#) Consider Accepting the Agricultural Land Lease for Fargaze Meadows Outlots C & D (Meadows Park Land)
10. [Res. 2021-002](#) Community Development Block Grant - Consider Adopting Resolution in Support of Fiscal Year 2021 Allotment of Program Funds.
11. [21-009](#) Consider Designation of Official Newspaper.
12. [21-010](#) Consider Approval of Mayoral Board/Commission and Council Appointments.

## OPEN PUBLIC COMMENTS

*None.*

## REGULAR AGENDA

13. [21-011](#) Consideration of Election of President Pro Tem.

*City Clerk Peterson introduced the item.*

**A motion was made by Council Member Grabau, seconded by Council Member Nakasian, to elect Council Member Peterson White as President Pro Tem for 2021. 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

14. [21-012](#) Approval of the 2021 Budget for the Convention and Visitors Bureau.

*Council Member Ness recused himself from this item.*

*City Administrator Martig introduced Convention and Visitors Bureau Director Lisa Peterson. Ms. Peterson presented on the CVB's mission, vision, strategic priorities, a recap of their 2020 budget and an overview of the 2021 budget.*

**A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the 2021 Budget for the Convention and Visitors Bureau. The motion carried by the following vote:**

**Yes:** 6 - C. Grabau, C. Nakasian, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

**Recused:** 1 - C. Ness

15. [Ord. 1020](#) Consideration of Ordinance Rezoning PID 2231226001 from I1-B: Industrial

to N2-B: Neighborhood General 2.

*City Planner Schmidt introduced the item and presented for both Ordinance No. 1020 and Ordinance No. 1021 as these two items are related.*

**A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the first reading of Ordinance No. 1020 Rezoning PID 2231226001 from I1-B: Industrial to N2B: Neighborhood General 2. 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

**16. [Ord. 1021](#)**

Consideration of Ordinance Rezoning 1050 Highway 3 North from N1-B: Neighborhood General 1 to N2-B: Neighborhood General 2.

**A motion was made by Council Member Ness, seconded by Council Member Grabau, to approve the first reading the Ordinance No. 1021 Rezoning 1050 Highway 3 North from N1-B: Neighborhood General 1 to N2-B: Neighborhood General 2. 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 7:00 p.m. Council meeting resumed at 7:07 p.m.*

**17. [Ord. 1019](#)**

Consideration of an Ordinance Rezoning Several Parcels as part of the St. Olaf College - Ole Avenue Housing Project from R1-B: Low Density Residential to CD-S: College Development.

*City Planner Schmidt introduced and presented background information on the project. Community Development Director Baker and City Planner Schmidt answered questions from the Council.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the second reading the Ordinance No. 1019 Rezoning Several Parcels as part of the St. Olaf College - Ole Avenue Housing Project from R1-B: Low Density Residential to CD-S: College Development. 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

**18. [21-013](#)**

Consider Summary Publication of Ordinance No. 1019 Amending the Official Zoning Map of Northfield.

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve summary publication of Ordinance No. 1019 Amending the Official Zoning Map of Northfield. 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

**Extend Meeting**

**A motion was made by Council Member Grabau, seconded by Council Member Peterson White, to extend the meeting. The motion carried by the following vote:**

- Yes:** 6 - C. Grabau, C. Nakasian, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto
- No:** 1 - C. Ness

**19. [21-014](#)**

Presentation and Discussion on the Conditional Use Permit for St. Olaf College  
- Ole Avenue Housing Project for the Perimeter Transition Area.

*eComments were received for this item.*

*City Planner Schmidt introduced the item. City Engineer/Public Works Director Bennett presented a traffic study regarding the project. Jan Hanson, Vice President and Chief Financial Officer for St. Olaf College, introduced members of the St. Olaf team including Kevin Larson, Director of Facilities; Pamela McDowell, Associate Dean of Students for Residence Life; Bob Prell, ICS Owner's Representative; Tom Hofman, RA, Workshop Architect; Melissa Erikson, PLA, Landscape Architect for MIG; Reese Sudtelgte, PE, Civil Engineer with ISG; Will Kratt, PE, PTOE, Senior Civil Engineer and Professional Traffic Operations Engineer with ISG; and Stephanie Merdan, Senior Project Coordinator with ISG. Engineer Kratt presented a summary of the parking and traffic letter. Staff and St. Olaf Representatives answered questions from the Council. Administrator Martig addressed next steps in the process.*

**ADMINISTRATORS UPDATE**

*City Administrator Martig presented an update on the Legislative session and other city related items.*

**20. [21-015](#)**

City Administrator's Update.

**REPORTS FROM THE MAYOR AND COUNCILMEMBERS**

*C. Nakasian reported she is working with HR/Communications staff regarding a push for residents to sign up for e-communications and utilizing the mechanisms available on the City's website.*

**A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to adjourn the . 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

**ADJOURN**

**A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to adjourn the meeting at 9:33 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