



# City of Northfield

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

## Meeting Minutes - Draft City Council

---

Tuesday, April 20, 2021

6:00 PM

[Goto Meeting](#)

---

### 4:30 PM - CLOSED SESSION CALL TO ORDER

*Mayor Pownell called the meeting to order at 4:32 p.m.*

- Present:** 5 - Council Member Clarice Grabau, Council Member Brad Ness, Council Member Jessica Peterson White, Mayor Rhonda Pownell, and Council Member Jami Reister
- Absent:** 2 - Council Member Suzie Nakasian, and Council Member George Zuccolotto

1. [21-224](#)

4:30 pm - Northfield City Council is conducting a special meeting by electronic means pursuant to Minn. Stat. §13.D.21, subd. 1(1). The agenda item for the special meeting is: Evaluation of the performance of Ben Martig, City Administrator, pursuant to Minn. Stat. § 13D.05, subd. 3(a).

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to close the meeting at 4:36 p.m. The motion carried by the following vote:**

- Yes:** 5 - C. Grabau, C. Ness, C. Peterson White, Mayor Pownell, and C. Reister

### ADJOURN

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to adjourn the meeting at 5:36 p.m. The motion carried by the following vote:**

- Yes:** 5 - C. Grabau, C. Ness, C. Peterson White, Mayor Pownell, and C. Reister

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

*Mayor Pownell called the meeting to order at 6:04 p.m.*

- Present:** 6 - Council Member Clarice Grabau, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Jessica Peterson White, Mayor Rhonda Pownell, and Council Member Jami Reister
- Absent:** 1 - Council Member George Zuccolotto

### APPROVAL OF AGENDA

*Mayor Pownell noted additional information included in the Supplemental Agenda Background Memorandum No. 1.*

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

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

2. [21-225](#) Information on How to Provide Public Input and Watch the Meeting During the Pandemic.

## CONSENT AGENDA

*City Administrator Martig introduced the 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:** 6 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, and C. Reister

3. [21-226](#) Consider Approval of April 6, 2021 City Council Meeting Minutes.
4. [21-227](#) Consider Approval of April 13, 2021 City Council Work Session Minutes.
5. [Ord. 1023](#) Ordinance for Plumbing Plan Review.
6. [Res. 2021-031](#) Resolution to execute an application and agreement with the State for Plumbing Plan Review.
7. [Res. 2021-032](#) Resolution to establish fees for Plumbing Plan Review services and update the permit fee.

8. [21-228](#) Consider Approving Disbursements totaling \$676,385.17.

Enactment No: M2021-044

9. [21-229](#) Approve miscellaneous/concessions license for Northfield Youth Baseball Association at Sechler Park.

Enactment No: M2021-045

10. [21-230](#) Consider Approval of Temporary Expansion Permit for outdoor dining for The Grand Event Center at 316 Washington Street.

Enactment No: M2021-046

## OPEN PUBLIC COMMENTS

*Midori Krieger, 515 Nevada Court, addressed the Council regarding the need for equitable and economically sustainable access to health care for all.*

## REGULAR AGENDA

11. [21-231](#) Fall 2020/Winter 2021 Housing Study Presentation.

*An eComment was received on this item. Melissa Hanson, Housing Coordinator, introduced the item and introduced Brad Scheib from HKGi. Mr. Scheib presented an overview of the Northfield Housing Study to include the purpose and background, housing trends and impacts, demographics inventory and analysis, housing inventory and analysis and housing demand and supply analysis/key findings. Hanson, Scheib and Jeff Miller, HKGi, answered questions from the Council.*

12. [Res. 2021-033](#) Consider action and summary of conclusions of the evaluation of the performance of Ben Martig, City Administrator, pursuant to Minn. Stat. §13D.05, subd. 3.

*Communications and Human Resources Director Mahowald introduced the item. Mayor Pownell reported on the City Administrator's performance review from the April 20, 2021 special meeting. Mr. Martig did not request that such meeting be open to the public. As a result, the evaluation of Mr. Martig's performance took place in a closed meeting as provided under the Minnesota Open Meeting Law.*

*Mayor Pownell provided a summary of the conclusions reached by the City Council from the April 20, 2021 evaluation: Northfield's elected officials and staff are extremely satisfied with their City Administrator's performance in the last year. Mr. Martig earned high praise for helping to keep the community safe and the City operating at peak performance throughout the pandemic. They have expressed, through this review process, a desire for him to continue on with this good work as their City Administrator for the upcoming year. City Administrator Martig is thanked for his dedicated service to the City of Northfield.*

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve Resolution No. 2021-033 Approving a Salary Increase for City Administrator Ben Martig to include an increase to Step 7 of pay grade AA under the City of Northfield's Base Pay Schedule for 2021. The motion carried by the following vote:**

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

13. [Res. 2021-034](#) Consider Resolution Bluff View Street and Utility Improvements Declaring adequacy of Petition and ordering Preparation of Report.

*Engineering Manager Simonson introduced the item and presented background information on the Bluff View Street and Utility Improvements Project. Public Works Director/City Engineer Bennett added additional information on the project. Simonson and Bennett answered questions from the Council.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution No. 2021-034 Declaring Adequacy of Petition and Ordering Preparation of Report for DEVP2018-Z12 Bluff View Street and Utility Improvements. The motion carried by the following vote:**

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

14. [Res. 2021-035](#) Consider Resolution Accepting Feasibility Report and Ordering Preparation of Plans and Specifications for the Bluff View Street and Utility Improvements Project.

*Public Works Director/City Engineer Bennett requested the Council indicate which*

*resolution alternate when moving the resolution for this item. Bennett and Simonson answered design questions from the Council. Community Development Director Baker also answered questions from the Council.*

**A motion was made by Council Member Reister, seconded by Council Member Ness, to approve Resolution 2021-035 Ordering Improvement and Preparation of Plans and Specifications for DEVP2018-Z12 Bluff View Street and Utility Improvements to include Alternate 2 with temporary trail along Aspen Street.**

**A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to amend the motion to include changing the drive lanes from 11 feet to 10 feet on Ford Street. The amended motion failed by the following vote:**

**Yes: 1 - C. Nakasian**

**No: 5 - C. Grabau, C. Ness, C. Peterson White, C. Reister, and Mayor Pownell**

**The original motion carried by the following vote:**

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

- 15. [Res. 2021-036](#)** Consider Budget Amendment to Authorize Automated Workflow Enhancements, Improvements to Remote Meetings, and Additional Door Card Access

*City Administrator Martig introduced the item and answered questions from the Council.*

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve Resolution No. 2021-036 Approving a Budget Amendment Authorizing Automated Workflow Enhancements, Improvements to Remote Meetings and Additional Door Card Access. The motion carried by the following vote:**

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

- 16. [21-232](#)** Discussion of City of Northfield Values Statement Related to the Strategic Plan and Consideration of Updates and Process.

*Administrator Martig introduced the item. The Council discussed changes to the values. City staff will continue to refine these statements and present options to the Council at a future meeting.*

## **ADMINISTRATORS UPDATE**

- 17. [21-233](#)** City Administrator's update.

*Administrator Martig read a statement regarding the Derek Chauvin verdict and how it relates to the City of Northfield and efforts around racial equity initiatives in the Community. He also commended the Northfield police officers and their commitment to the community.*

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

*Due to time constraints, no council reports were given.*

## **ADJOURN**

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to adjourn the meeting at 8:58 p.m. The motion carried by the following vote:**

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