



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
northfieldmn.gov

## Meeting Minutes - Final City Council

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Tuesday, May 2, 2023

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:12 p.m.*

**Present:** 7 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member Jami Reister, Council Member George Zuccolotto, Council Member Kathleen Holmes, Council Member Davin Sokup, and Council Member Jessica Peterson White

*Also present: City Administrator Ben Martig, Public Works Director/City Engineer David Bennett, Police Chief Mark Elliott, City Clerk Lynette Peterson and Bill Hickey with Collaborative Design Group.*

#### APPROVAL OF AGENDA

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

**Yes:** 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

#### PRESENTATIONS

1. [23-1111](#) Quarterly Police Report, Quarter 1, 2023

*Police Chief Mark Elliott presented the Quarterly Police Report for Quarter 1, 2023. The report included a summary of calls for service, Group A Crimes and Group B Crimes. Elliott answered questions from the Council.*

#### CONSENT AGENDA

**A motion was made by Council Member Ness, seconded by Council Member Sokup, to approve the Consent Agenda. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

2. [23-1112](#) Consider Approval of April 18, 2023 City Council Meeting Minutes.

**A motion was made by Council Member Ness, seconded by Council Member Sokup, to approve the Consent Agenda. The motion carried by the following vote:**

3. [23-1113](#) Consider Approval of April 18, 2023 City Council Work Session Minutes.
4. [23-1114](#) Consider Approving Disbursements totaling \$1,402,559.56
5. [23-1115](#) Consider Approval of Temporary Liquor Licenses for the Defeat of Jesse James Days Committee.
6. [23-1116](#) Approve miscellaneous/concessions license for FiftyNorth Popcorn Wagon.
7. [23-1117](#) Approve miscellaneous/concessions license for Northfield Youth Baseball Association at Sechler Park.
8. [23-1118](#) City Administrator Biannual Update Summary of Grants Report per the City Council Grants Policy.
9. [Res. 2023-040](#) Consider amendment of Public Works Policy 9.01 - Banners to include a new banner type, "Hispanic Heritage."
10. [23-1119](#) Consider Motion approving a Professional Service Agreement with JLG Architects for the plans, specifications and construction administration of the hail damage repair on City facilities.

## OPEN PUBLIC COMMENTS

*Philip Spensley, 888 Cannon Valley Drive, addressed the Council in opposition to bike paths.*

*Bill Lillibridge, 824 Fremont Street E., addressed the Council in opposition to the bike paths.*

*Gary Freking, 1900 Lincoln Street S., addressed the Council with concerns of residents regarding the bike lanes and funding for the street reconstruction project.*

## REGULAR AGENDA

11. [Res. 2023-041](#) 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.

*Mayor Pownell introduced the item reporting on the City Administrator's performance review from the May 2, 2023 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 conclusions reached by the City Council from the May 2, 2023 evaluation: Northfield's elected officials are highly satisfied with their City Administrator's leadership in the last year. Ben has received recognition for implementation of myriad projects throughout the city. Engagement with the Community*

*is ongoing, and the Council is pleased with the quality of City Staff and Ben as their leader. Through this review process, the City Council has expressed a desire for Ben to continue as their City Administrator for the upcoming year.*

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve Resolution No. 2023-041 Approving a Salary Increase for City Administrator Ben Martig to include an increase to Step 8 (2 steps) of pay grade AA under the City of Northfield's Base Pay Schedule for 2023 effective May 2, 2023. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

**12. [23-1120](#)**

**Consider Approval of Transit Hub Building Exterior and Authorize Preparation of Plans and Specifications.**

*Public Works Director/City Engineer David Bennett introduced the item and introduced Bill Hickey from Collaborative Design Group. Hickey presented on the Transit Hub Building Exterior detailing the project.*

*Bill Lillibridge, 824 Fremont Street E., addressed the Council regarding infrared heaters in the transit hub.*

*Bennett stated they are exploring the option of adding infrared heaters. Bennett and Hickey answered questions from the Council.*

**A motion was made by Council Member Reister, seconded by Council Member Zuccolotto, to approve the Motion. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

**13. [23-1121](#)**

**Review and Discussion on Proposed 2024-2025 Budget Timeline.**

*City Administrator Ben Martig detailed the draft 2024-2025 budget timeline explaining dates and deadlines. He detailed the new finance system that includes a new budget module to be implemented this next year. Martig answered questions from the Council.*

## **ADMINISTRATORS UPDATE**

**14. [23-1122](#)**

**City Administrator's Update.**

*City Administrator Ben Martig updated the council on City operations and upcoming events.*

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

*C. Sokup - No report.*

*C. Peterson White - EDA Meeting.*

*C. Reister - Age-Friendly Northfield; Beyond the Yellow Ribbon; NAFRS; Hospital Board Meeting.*

*C. Zuccolotto - HRA Meeting; Viking Terrace Residence Association Update.*

*C. Holmes - Park and Recreation Board; Friends of Downtown Northfield.*

*C. Ness - Defeat of Jesse James Days Meeting.*

*Mayor Pownell - No Report.*

**ADJOURN**

A motion was made by Council Member Peterson White, seconded by Council Member Sokup, to adjourn the meeting at 7:44 p.m. The motion carried by the following vote:

**Yes:** 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White