



# City of Northfield

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

## Meeting Minutes City Council

---

Tuesday, October 3, 2017

6:00 PM

Council Chambers

---

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

*Mayor Pownell called the meeting to order at 6 pm.*

**Present:** 7 - Council Member Greg Colby, Council Member David DeLong, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Jessica Peterson White, Council Member Erica Zweifel, and Mayor Rhonda Pownell

### APPROVAL OF AGENDA

*Mayor Pownell noted the items in the supplemental memo including moving item 6 from the consent agenda to the 1st item on the regular agenda.*

**A motion was made by Council Member Colby, seconded by Council Member Zweifel, to approve the agenda as amended by moving item #6 from the consent agenda to the regular agenda. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Peterson White

### APPROVAL OF MINUTES

#### 1. [17-1031](#) September 12, 2017 City Council Work Session Minutes

**Attachments:** [1 - Meeting Minutes September 12, 2017](#)

**A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the September 12, 2017 Work Session Minutes. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Peterson White

#### 2. [17-1032](#) September 19, 2017 City Council Meeting Minutes

**Attachments:** [1 - Meeting Minutes September 19, 2017](#)

**A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve the September 19, 2017 City Council Meeting Minutes. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Peterson White

## PRESENTATIONS

### 3. [17-1033](#) Presentation of Bookend Award

**Attachments:** [1 - BEC one-pager 2017 Northfield](#)

*C. Peterson White arrived at 6:02 pm.*

*City Clerk Little introduced Lynne Burke, Executive Director Reach Out and Read. Ms. Burke provided information and statistics on the importance of reading and the Reach Out and Read program. Noted the program has been in existence in Minnesota for 20 years and Northfield is the second city to receive the Book End Award. Ms. Burke presented the Book End Award to Mayor Pownell on behalf of the City of Northfield, and presented certificates to Dr. Flannery, Northfield Hospital + Clinics as the first clinic in Northfield to start the program, Dr. Tim Hogan, Northfield Healthfinders Collaborative, Dr. Heidi Kram, Allina, Jennifer Nelson, Southern Minnesota Initiative Foundation for providing funding for the books, and Betsey Spethman, Northfield Healthy Community Initiative.*

### 4. [17-1034](#) Presentation from the Convention and Visitors Bureau.

**Attachments:** [1 - Northfield CVB City Council Presentation 2017 revised](#)

[2 - Motion M2015-111 cvb contract](#)

[3 - CVB 2018 Budget](#)

*City Administrator Martig introduced Northfield Area Chamber of Commerce Representatives Lisa Peterson, Tourism Director for the Convention and Visitors Bureau and Todd Bornhauser, President. Ms. Peterson presented an overview of the past year, tourism awards, and plans for CVB activities in 2018. Mr. Bornhauser reviewed the 2017 budget and presented information on the 2018 budget. Noted focus of the CVB Board has been to spend down reserves over the past few years. Mr. Bornhauser & Ms. Peterson answered questions posed by Council related to electronic payments and lodging tax for VRBO and Airbnb participants.*

## CONSENT AGENDA

*City Administrator Martig introduced the items on the consent agenda.*

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

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

### 5. [17-1035](#) Consider Approving Disbursements totaling \$788,160.42

**Attachments:** [1 - Disbursements 1](#)

[2 - Disbursements 2](#)

Enactment No: M2017-111

### 7. [17-1037](#) Consideration of a Stormwater Maintenance Agreement - Allina

## Health System

**Attachments:** [1 - Sec. 22-306 Maintenance Agreement](#)  
[2 -Allina Stormwater Maintenance Agreement Final1](#)

Enactment No: M2017-112

**OPEN PUBLIC COMMENTS**

*Don McGee, 710 Highland Ave., spoke regarding downtown street improvements. Noted NDDC was directed to look at pedestrian and bike access to downtown several years ago. Noted Washington Str. was identified as an impediment to downtown access. Spoke regarding proposed improvements and asked if the street will still meet the criteria for a minor arterial, if bike travel is allowed will the City work with the Planning Commission to change the comp plan, and how will traffic be handled on Washington Street.*

*Dave Ludescher, addressed Council on issue of payments to Waterford Township. Stated his biggest disappoint was that he couldn't convince the Council to pay Waterford Township money. Stated he served on a subcommittee and couldn't get this issue resolved and he has continued to be disappointed. Spoke regarding the mediation proposal and noted there is nothing for Waterford to mediate. Stated Northfield does not need the money.*

*Victor Summa, 810 St. Olaf Ave., spoke regarding the liquor store, Aldi, Firehouse and MGM. Asked if it is wise to spend conceptual money before understanding the demographics and reality of the liquor store. Noted he agreed with Ludescher's comments on Waterford. Stated the Chamber & CVB are doing a great job.*

**REGULAR AGENDA**

6. [17-1036](#) Consider approval of updated policies for the Employee Handbook.

**Attachments:** [1 - 3.20 Hiring City Employees with tracked changes \(v.2\)](#)  
[2 - 10.15 dismissal with tracked changes for 10.3.17](#)  
[3 - 3.05 Officers and Employees](#)

*Communications and Human Resources Director Mahowald introduced this item and answered questions posed by Council.*

**A motion was made by Council Member Ness, seconded by Council Member Nakasian, to approve the attached policy changes for the Employee Handbook, 3.20 Hiring City Employees, 10.15 Dismissal, and the deletion of 3.05 Officers and Employees.**

**A motion was made by Council Member Colby, seconded by Council Member Nakasian, to amend the motion to amend the "Policy" sections of 3.20 and 10.15 to read: 3.20 - The City Administrator requires the approval of a majority of all members of the City Council to appoint the finance director, city clerk and department heads. Department heads only include the Director of Public Works/City Engineer, Police Chief, Director of Library & IT Services, and Director of Community Development. The City Administrator appoints all other employees. 10.15 - The City Administrator requires the approval of a majority of all members of the City Council to dismiss the finance director, city clerk and**

department heads. Department heads includes only the Director of Public Works/City Engineer, Police Chief, Director of Library & IT Services, and Director of Community Development. The City Administrator may dismiss all other employees.

The motion on the amendment carried by the following vote:

Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel and Mayor Pownell

The motion as amended carried by the following vote:

Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Enactment No: M2017-113

8. [17-1038](#) Review of New Liquor Store Conceptual Design Update.

**Attachments:** [1 - 2017-08-15 Northfield Liquor - Option 1](#)  
[2 - 2017-08-15 Northfield Liquor - Option 2](#)  
[3 - 2017-08-15 Northfield Liquor - Option 3](#)  
[4 - Northfield Liquor - Cost EstimateS TSP](#)  
[5 - 2017-08-16 Northfield Liquor Store Project Budget](#)  
[6 - Locations Summary 10-3-17](#)

*Stephen DeLong, Liquor Operations Manager, introduced this item, reviewed the conceptual design phase work of the project, projected costs, and answered questions posed by the Council. TSP representatives, Greg Schoer and Paul Boerboom, provided information and options for the proposed sites, Q Block and Econo Foods, and answered questions posed by Council. Public Works Director/City Engineer Bennett answered questions posed by Council related to the 2018 street improvements design. City Administrator Martig answered questions posed by Council noting State law requires a separate secure doorway for access to a liquor store. The store can share a foyer or vestibule.*

*Don McGee, 710 Highland Ave., spoke in support of the liquor store. Fears the proposed plan dooms it based on the projected sales range and doesn't think any of the projections can work.*

*Dan Christophersen, NAPA, spoke regarding improving buildings and noted if the City decides to put the Liquor Store on the Econofoods site, adjacent to building would suit NAPA best. Spoke regarding cost of sites.*

**Recess**

*The City Council took at 5 minute break at 8:03 pm. The meeting resumed at 8:10 pm.*

9. [Res. 2017-080](#) Consider Resolution Approving Proposed Design of Northfield Area Fire & Rescue Site Improvements and Building Exterior Design.

**Attachments:** [1 - NAFRS Presentation](#)  
[Fire Hall Expansion Exhibits to Resolution](#)

*City Administrator Martig reviewed the Northfield Area Fire & Rescue site improvements, building exterior design, requested approvals for the fire station expansion project and answered questions posed by Council.*

**A motion was made by Council Member Zweifel, seconded by Council Member Nakasian, to approve Resolution 2017-080 - Authorizing Design and Related Approval for the Proposed Fire Station Expansion Project.**

**A motion was made by Council Member DeLong, seconded by Council Member Ness, to amend Resolution 2017-080 Now Therefore Be It Resolved #1. The City Council hereby approves the building elevation construction design plan and remove "with a limestone exterior attached hereto and incorporated herein by reference as Exhibit A1".**

**At 8:45 pm, C. DeLong called for a Point of Order regarding C. Nakasian's comment. Mayor ruled to allow C. Nakasian's comment as she did not feel it was malicious.**

**The motion failed on the following vote:**

**Yes: 3 - C. Colby, C. DeLong, C. Ness**

**No: 4 - C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell**

**The original motion on Resolution 2017-080 carried by the following vote:**

**Yes: 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell**

- 10. [Res. 2017-081](#)** Consider Resolution Authorizing Staff Initiation of the City of Northfield Strategic Plan (2018-2020) Action Plan Implementation.

**Attachments:** [1 - Northfield Strategic Plan Report 2018-2020 APPROVED 9-19-17](#)

**The City Council agreed to postpone item 10 to October 17, 2017.**

## **ADMINISTRATORS UPDATE**

*City Administrator Martig noted an upcoming open house for County Road 1 improvements on October 11, 5-7 pm at the NCRC. Noted Council and staff will be volunteering at Greenvale Park Community School on Thursday for their community meals program. Reported on Charter Commission meeting last week and will provide additional information in an upcoming Admin memo. The Charter Commission has assigned two members to work on amendments. The City Administrator and City Attorney will be providing some possible language. The Strategic Work Plan documents will be sent out prior to the next meeting and will include a table of contents and page numbering.*

- 11. [17-1039](#)** Upcoming Agenda Items

**Attachments:** [Upcoming Agenda Items](#)

## **ADJOURN**

**A motion was made by Council Member Peterson White, seconded by Council Member Colby, to adjourn the meeting at 8:59 pm. The motion carried by the following vote:**

**Yes:** 7 - C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell