



City of Northfield

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

Meeting Minutes City Council

Tuesday, November 14, 2017

6:00 PM

Council Chambers

Council Meeting

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called to meeting to order at 6:02 pm.

- Present:** 6 - 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
- Absent:** 1 - Council Member Greg Colby

APPROVAL OF AGENDA

Mayor Pownell asked members to raise hand and wait to be called when making or seconding a motion and for those seated immediately next to her to put their hands out so she can see them.

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

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

APPROVAL OF MINUTES

1. [17-1097](#) October 10, 2017 City Council Meeting Minutes

Attachments: [Meeting Minutes October 10, 2017](#)

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the October 10, 2017 City Council Work Session Minutes. The motion carried by the following vote:

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

2. [17-1098](#) October 17, 2017 City Council Meeting Minutes

Attachments: [Meeting Minutes October 17, 2017](#)

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the October 17, City Council Meeting Minutes. The motion carried by the following vote:

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

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

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

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

3. [17-1099](#) Consider Approving Disbursements totaling \$1,838,657.54

Attachments: [Disbursements 1](#)
[Disbursements 2](#)
[Disbursements 3](#)
[Disbursements 4](#)

Enactment No: M2017-117

4. [17-1100](#) Consider Approval of the Northfield Convention & Visitors Bureau 2018 Budget.

Attachments: [1 - Northfield Convention & Visitors Bureau 2018 Budget Proposed](#)
[2 - Convention & Visitors Bureau Contract for Services](#)
[3 - 2017 10 04 Council Presentation by CVB](#)

Enactment No: M2017-118

5. [17-1101](#) Consideration of License Agreement (Deck Encroachment) for 1417 Blue Flag Court

Attachments: [1 - License Agreement - 1417 Blue Flag Ct](#)
[2 - Location of Public Utilities](#)
[3 - Depiction of Proposed Encroachment](#)

Enactment No: M2017-119

6. [17-1106](#) Consider Motion Approving Hall Avenue Water Tower Maintenance Change Order

Attachments: [1 - Signed Change Order 1](#)

Enactment No: M2017-120

OPEN PUBLIC COMMENTS

eComment received from Dan Christophersen regarding the 2018 Street Improvement Projects related to loss of parking and smaller bumpouts to accommodate truck traffic.

Cliff Clark, 718 E. 4th Str., noted he walks downtown everyday and has taught urban design and history at the college level for 50 years. Stated he thinks bumpouts are a

bad idea because they force bikes into the main traffic lanes and complicate bike/car interactions. Stated that they don't work any better than 4 way stop signs and create problems with snow, limit parking, are expensive and most importantly, in a historic town, they change the sense of the street scape. Noted he served on the HPC for over 30 years and this will change the feel of the town.

PUBLIC HEARINGS AND RELATED ACTION

7. [17-1102](#) Public Hearing - Improvement Hearing for 2018 Division and Seventh Street Reconstruction and Washington Street Overlay

Attachments: [1 - Public Hearing NoticeSIGNED](#)
[2 - Project Process - Division & 7th](#)
[3 - Project Location Map](#)
[4 - Preliminary Concepts 7th+Division](#)
[5 - Preliminary Concepts Washington](#)
[6 - Final Concept 7th-Division](#)
[7 - Final Concept Washington](#)
[8 - Proposed Project Funding](#)
[9 - 2018 Draft Assessment Roll](#)
[10 - Improvement Hearing Presentation 11142017](#)
[11 - Division 7th ParkingComparison](#)
[12 - Washington ParkingComparison 2nd to 6th](#)
[13 - Washington ParkingComparison 6th to Woodley](#)

Mayor Pownell opened public hearing at 6:12 pm. Engineering Manager Simonson presented information on the project. Public Works Director/City Engineer Bennett answered questions posed by Council.

eComments were received from:

William Schroeer, 206 Winona Str., in favor of the project with the current plan. Attached letter that was submitted to the Northfield News Letter to the Editor.

Jennifer Wolff, 960 Summerfield Dr., in favor of the staff plan as is.

Tracy Heisler, 419 Division Str., #201, in support of the street improvement project as proposed.

Patrick Tomczik, 1203 Woodland Trail, spoke regarding changes, asked how many accidents, injuries, tickets issued and speed studies have been done. Asked about raised portion of street how high it will be and about damage to vehicles.

Jane McWilliams, 301 W. 7th Str., stated she is pleased with the Division Str. change. Requested improvements to the 7th & Water Str. intersection. Noted the pedestrian access is poorly marked and vehicles travel fast on Water Str. There are two housing facilities with over 80 residents west of the 7th/Water Str. intersection that walk to the retail on Division Str. in addition to many others walking in the area. There is also a Northfield Lines bus stop at 7th/Water Str. Asked for improvements, but at the very least the intersection be striped & maintained.

William Schroeer, referenced letter to editor on Saturday. Provided information on

debate on raised intersection. Noted there is a raised intersection at Carleton College and offered to lead a group to view this intersection on Wednesday at noon. Noted safer intersections are installed because they work and we need to learn from others.

Dan Christophersen, NAPA owner, noted letter sent to City Council. Stated parking is a big concern and asked Council to look at what is happening downtown now with new businesses in the 7th/Division area. Proposes diagonal on south side of 7th to Water. Asked about the 5th/Washington Str. intersection. Asked Council to consider making bumpouts smaller to get to 30 foot openings. Noted this will also help bikes not go into traffic lane.

Don McGee, 710 Highland, noted agreement with Cliff Clark regarding bumpouts. Stated bumpouts are for pedestrians and if installed then should keep bikes off the street. Noted bikes and cars do not mix. Spoke regarding the health and survival of businesses in the area. Stated parking is high on the list of importance and the City should maintain existing parking. Also asked for a discussion on access.

Chris Kennelly, Bluewater Properties, noted he serves on the advisory council for Urban Land Institute. Applauds what Council is trying to do in making a safe walkable area. Noted letters sent from tenants regarding parking. Asked how the reduction of parking fits in with long term plan of downtown Northfield. Noted in the current zoning code, downtown stops at 6th Str. Developments outside the downtown are required to have parking. Spoke regarding the need to maintain business access during construction. Asked for continuity up and down Division Str. Noted his main concern is the loss of parking.

Howie, Ecogardens, asked why the City can't fix the street and put in stop signs. Noted the need for a stop sign and 6th & Division Str. Stated he walks people across the street all day long and is worried people are going to get hurt.

Randy Clay, 608 Maple Court, co-owner of Imminent Brewing, noted pedestrian safety is of most importance. The plan will slow traffic down, but anything short of a stop sign at 6th/Division isn't enough. Concerned with loss of parking in this area. Noted possible ability to add a few parking spaces in the area.

Todd Bornhauser, President Northfield Area Chamber of Commerce, asked for protection of assets/parking spots. Noted they cannot be added after they are gone. The City is using a parking study from 2001. Noted the NDDC & Chamber have talked about doing a new parking study using Mainstreet funds. Stated the Armory property will also be coming on board and asked where upwards of 300 people will park. Noted this is the area where redevelopment will happen. Need to be protecting all the parking spots. Stated this is a different project from other reclamation projects and there should have been input from the Planning Commission and EDA. There are long term impacts and long term plans need to be looked at for this project.

A motion was made by Council Member Peterson White, seconded by Council Member Ness, to close the public hearing at 6:47 pm. The motion carried by the following vote:

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

REGULAR AGENDA

8. [Res. 2017-102](#) Approve Abstract of Votes Cast at the November 7, 2017 Special

Election

Attachments: [1 - Elections Resolution](#)
[2 - Northfield Abstract](#)
[3 - Hyperlink to Special Election Results](#)

City Clerk Little introduced this item and answered questions posed by Council.

A motion was made by Council Member DeLong, seconded by Council Member Ness, to approve Resolution 2017-102 - Approving Abstract of Votes Cast at the November 7, 2017 City Special Election. The motion carried by the following vote:

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

9. [17-1103](#) Update on Xcel Energy LED Street Light Conversion.

Attachments: [1 - LED Street Lighting](#)
[2 -City Owned Street Light Locations](#)

Public Works Director/City Engineer introduced this item and answered questions posed by Council.

10. [Res. 2017-103](#) Consider Resolution Establishing A "Council City Employment Committee."

Attachments: [1 - Resolution Establishing A "Council City Employment Committee"](#)

City Administrator Martig introduced this item.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve Resolution 2017-103 - Establishing a Council City Employment Committee. The motion carried by the following vote:

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

11. [Res. 2017-104](#) Consider Resolution Approving a "Debt Policy" as a "Financial Policy" for the City of Northfield, Minnesota.

Attachments: [1 - Nov 2017 General Debt Policy Resolution](#)

Finance Director Angelstad introduced this item.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution 2017-104 - Approving Debt Policy as a Financial Policy for the City of Northfield. The motion carried by the following vote:

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

Recess

The council took at 5 minute recess at 7:54 pm. The meeting resumed at 8:02 pm.

12. [17-1104](#) Review of Proposed 2018 Budget and Levy

Attachments: [1 - 2018 Budget Update 11.14.17](#)
[2 - Res 2017 Adopt 2018 City Levy 8.5%](#)
[3 - Res 2017 Adopt 2018 City Levy 8.0%](#)
[4 - Res 2017 Adopt 2018-2022 CIP](#)
[5 - Res 2017 Adopt 2018-2022 CEP](#)
[6 - Res 2017 Adopt 2018 Budget 8.5%](#)
[7 - Res 2017 Adopt 2018 Budget 8.0%](#)

*City Administrator Martig introduced this item and answered questions posed by Council.
Finance Director Angelstad answered questions posed by Council.*

ADMINISTRATORS UPDATE

City Administrator Martig provided updates on the following items: Hospital Project; and noted Waterford Township took action on the mediation proposal. Addition information with be coming from their attorney.

13. [17-1105](#) Upcoming Agenda Items

Attachments: [Upcoming Agenda Items](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Ness - Attended Chamber of Commerce Dundas State of the City Luncheon today.
C. Peterson White - Attended Northfield Friends and Foundation trivia bee fundraiser.
Thanked all who helped.
C. Zweifel - Attended EQC meeting. The EQC will be discussing a resolution next month related to the climate action planning process committee. Attended HRA meeting. The HRA continues to work on land swap opportunities with the Koester family. Handed out 6 board/commission applications at the Democracy Extravaganza. Noted applications are now on the City's website. Attended Wild Parsnip meeting. The attendees continue to talk about working collaboratively as a region.
C. Nakasian - Attended 911 call center meeting and Southern Minnesota Association of Regional Trails quarterly meeting. Attended the Democracy Extravaganza. Noted upcoming event hosted by the Rice County Historical Society on November 16.
C. DeLong - Attended Veterans Day ceremony and Opal Wolf's 100th birthday celebration. Noted the Council used to have movers and seconders pre assigned. Stated could assign movers and that might solve peripheral vision issues.
Mayor Pownell - Attended Age Friendly committee meeting and received an analysis of the survey. The group will be presenting to the Council in January. Ice Arena Committee continues to meet and vet options. Attended Human Rights Commission meeting and noted they are currently taking nominations for Human Rights Award. The information will be on City's website. Thanked Councilor DeLong for representing the Council at the Veterans Day celebration. Noted information will be distributed soon regarding openings on board/commissions.*

ADJOURN

The meeting adjourned at 8:37 pm. All in favor of adjournment.