



City of Northfield

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

Meeting Minutes City Council

Tuesday, December 5, 2017

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:04 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 supplemental memos 1 & 2 and the request to add the State Aid Variance request item following item 18 on the regular agenda.

A motion was made by Council Member Ness, seconded by Council Member Colby, to approve the agenda with the addition of 18A - State Aid Variance Request. 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

APPROVAL OF MINUTES

1. [17-1139](#) November 21, 2017 City Council Meeting Minutes

Attachments: [Meeting Minutes November 21, 2017](#)

A motion was made by Council Member Zweifel, seconded by Council Member Nakasian, to approve the November 21, 2017 City Council Meeting Minutes. 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

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the consent agenda. 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

2. [17-1140](#) Consider Approving Disbursements totaling \$932,496.45

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

Enactment No: M2017-124

3. [Res. 2017-107](#) Consider Adopting Schedule for 2018 City Council Meetings

Attachments: [1 - Council meeting schedule resolution](#)
[2 - Council Meeting Schedule for 2018](#)

4. [Res. 2017-108](#) Consider approving designation of City of Northfield polling places for 2018.

Attachments: [1 - Resolution 2018 Polling Places](#)

5. [17-1141](#) Approve Tobacco License Renewals

Attachments: [1 - Tobacco license list 2018](#)
[2 - Hyperlink City Code Tobacco](#)
[3 - Hyperlink to Sec. 50-89 Drug Paraphernalia](#)

Enactment No: M2017-125

6. [17-1142](#) Consider Approval of Liquor License Holiday Stationstore, LLC - 100 Water Str.

Attachments: [1 - Hyperlink - Chapter 6 Alcoholic Beverages](#)

Enactment No: M2017-126

7. [Res. 2017-109](#) Consider Retaining Statutory Tort Limits and Not Purchasing Excess Liability Insurance.

Attachments: [1 - Resolution retaining statutory tort limits](#)

8. [17-1143](#) Consider Approval of Northfield Historical Society Contract.

Attachments: [1 - NHS 2018-2020 \\$29,000 per year](#)
[2 - NHS 2018 - 2020 ALTERNATE \\$25,800](#)
[3 - NHS Contract 2015-2017](#)
[4 - NHS Funding History and Request 2017](#)

Enactment No: M2017-127

OPEN PUBLIC COMMENTS

Victor Summa, 812 St. Olaf Ave., spoke regarding confusion and asked if comments will be allowed on item 18A . Asked about intentions for comments on item #9. Mayor Pownell noted comments will be made during public hearing for all budget items.

Dan Christophersen, co-owner of Napa, 108 7th Str. E. and 1908 Michigan Dr. Distributed pictures of parking on 7th Street and customer parking surrounding NAPA. Noted letter he sent late in the day to Councilmembers. Spoke regarding options for the project and urged Council to approve Option 4 to maximize parking spaces. If not option 4, asked Council to approve option 3. Stated concern with less than a 30' street width between bumpouts. Noted he is not fan of the raised intersection and feels the same effect can be achieved with 4- way stops at those intersections related to traffic calming.

Will Schroeer, 206 Winona Str. Spoke regarding talks with business owners interested in sharing parking spaces in private lots. Asked Council to give staff and owners time to work out possibilities. Noted the Carleton Math Department runs a free statistical consulting program and are offering to us a downtown parking study free of charge during winter term. Willing to work with whoever is interested. Part of the NDDC parking and street subcommittee and they plan on taking them up on offer. Noted walked 6th & 7th Street intersections today and they are full of ice. Noted the raised intersections are ice free.

Don McGee, 710 Highland Ave.. Spoke regarding parking downtown. Stated he repeatedly hears from businesses about the need for more parking. Asked about future needs. Stated will never have the opportunity to add parking spaces again if not put in now. Spoke regarding raised intersection. Asked if the ramped up intersection is used, is it going to appear as a raised intersection. Asked if the sidewalk will need to be raised and if there will be curbs and curb extensions.

Mike Witt, Witt Brothers 701 Division and 507 Fremont Str. Spoke regarding increased occupancy at the Phoenix building, NAPA, and other new and proposed businesses in the area. Asked Council to vote for the proposal with the maximum number of parking spaces. Stated he can live with the raised intersection and will work with staff to insure there aren't any flooding issues on his property related to the intersection. Noted lack of parking will choke the businesses. Stated this area is seeing a lot of increased business and traffic.

Bruce Stowe, Commander of VFW, 516/518 Division Str. Expressed concern for any loss of parking downtown. Noted increased patronage in the area and the upcoming opening of Armory Square. Noted they rely on patrons to bring in business to the VFW. Patrons need a place to park. Noted VFW funds are distributed back into the community.

Marcea Fraser, 702 Washington Str. Discussed the design around her driveway. Stated she would like to get the driveway back and be able to park in it rather than getting a permit every winter and having to park vehicle on the yard.

Chris Kennelly, Bluewater Properties 205 Water Str. Spoke in favor of new options 3 & 4. Wants to make sure the City does not lose sight of parking in all of downtown. Requested the City look at extending zoning to south end of Division Street.

David Ludescher, Northfield. Stated he hasn't heard anything on the Waterford matter and asked about the City paying Waterford Township. Stated the City Council hasn't responded formally to the Charter Commission regarding giving money to Big Ten and there was no resolution authorizing a legal opinion on the Charter and stated he feels the opinion was wrong. Stated losing parking will have a negative effect on businesses in the downtown and businesses are needed to keep the downtown viable. Asked Council to not go with increased levy. Noted property taxes are scheduled to go up 40%.

Todd Bornhauser, Northfield Area Chamber of Commerce President, thanked Council for listening to business community and adding another alternative for the street project. Stated parking and safety are important. Asked Council to address a stop sign on 7th & Water. Stated he thinks there is an option to add a few more parking stalls at the west end of 7th Street and that 6th/Division and 7th/Division need to become 4- way stops. Noted there is a lot of redevelopment that can happen in the south end of downtown.

PUBLIC HEARINGS AND RELATED ACTION

9. [17-1144](#) Public Hearing on the 2018 Budget and Tax Levy

Attachments: [1 - 2018 Budget & Levy Public Hearing Presentation 12.5.17](#)

Mayor Pownell declared the public hearing open at 7:22 pm. Mayor Pownell noted comments will be taken during the public hearings for items 9-15 and 16-17.

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

Bruce Stowe, VFW Commander, 516/518 Division Str. Thanked staff for the presentation. Noted a 23-27% increase for their property. Noted they cannot afford to lose parking while getting a significant increase in taxes. Noted the need for more business to address taxes and that businesses need more tax breaks.

Paul Fonstad, 2008 Sibley View Lane. Spoke regarding taxes and that all entities are raising rates. Estimated his market value increased 7% and homestead exclusion went down by 20%. Spoke regarding fees. Stated Rice County hires a 3rd party to do evaluations. Stated he is retired and asked to explain how to pay the tax bill with 2% increase in medicare.

Don McGee, 710 Highland Ave. Thanked staff for the great background information. Noted increased valuation, not increased tax base. Noted 14% increase in his taxes and asked how all taxes can be going up. Asked if the City is taking in all that money. Asked Council to leave levy as is.

Doug Oines, 1900 Sibley View Lane. Reviewed tax records from 2010 - present and noted a 37% increase over 10 years. Noted value of home decreased 3% during the same time period.

Dale Hanson, 2016 Lake Dr. Asked about Rice County reevaluating properties. Noted \$400 increase from one year to the next with the levy on top of it. Stated he is on a fixed income and cannot afford the increases to live in Northfield or anywhere else.

Victor Summa, 812 St. Olaf Ave. Spoke regarding previous comments being on point. Stated the PowerPoint and information provided were overwhelming. Noted information given very good, but very complex. Noted information should have been available in April and explained in May. Asked about statement that Rice County is regulated by what they can do and stated they may not be abiding by the law. Noted anything staff and council can do before December would be helpful.

Todd Bornhauser, Northfield Area Chamber of Commerce President, stated the need to concentrate on the budget increase. Stated the private sector struggle is they can do a wage survey, but can only pay what they can afford. Stated the wage study

implementation could have been done differently.

A motion was made by Council Member Nakasian, seconded by Council Member Colby, to close the Public Hearing at 7:22 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

10. [Res. 2017-110](#) Consider Adopting the 2017/Payable 2018 HRA Tax Levy

Attachments: [1 - Res 2017 for 2018 HRA levy](#)

A motion was made by Council Member Zweifel, seconded by Council Member Nakasian, to approve Resolution 2017-110 - Adopting the 2017/Payable 2018 HRA Tax Levy. 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

11. [Res. 2017-111](#) Consider Adopting the 2017/ Payable 2018 EDA Tax Levy

Attachments: [1 - Res 2017 for 2018 EDA levy](#)

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve Resolution 2017-111 - Adopting the 2017/Payable 2018 EDA Tax Levy. 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

12. [Res. 2017-112](#) Consider Adopting the 2017 / Payable 2018 Tax Levy.

Attachments: [1 - Res 2017 Adopt 2018 City Levy 8.5%](#)

[2 - Res 2017 Adopt 2018 City Levy 8.0%](#)

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve Resolution 2017-112 - Adopting the 2017/Payable 2018 Tax Levy - 8%. The motion carried by the following vote:

Yes: 4 - C. Colby, C. Nakasian, C. Ness, and C. Peterson White

No: 3 - C. DeLong, C. Zweifel, and Mayor Pownell

13. [Res. 2017-113](#) Consider Adopting the Final 2018 Budget.

Attachments: [1 - Res 2017 Adopt 2018 Budget 8.5%](#)

[2 - Res 2017 Adopt 2018 Budget 8.0%](#)

A motion was made by Council Member Nakasian, seconded by Council Member Colby, to approve Resolution 2017-113 - Adopting the 2018 Budget - 8%. The motion carried by the following vote:

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

No: 1 - C. DeLong

14. [Res. 2017-114](#) Consider Adopting the 2018-2022 Capital Improvement Plan (CIP)

Attachments: [1 - Res 2017 Adopt 2018-2022 CIP](#)
[2 - FINAL 2018-2022 CIP By Funding](#)
[3 - FINAL 2018-2022 CIP](#)

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve Resolution 2017-114 - Adopting the 2018 to 2022 Capital Improvement Plan (CIP). The motion carried by the following vote:

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

No: 1 - C. DeLong

15. [Res. 2017-115](#) Consider Approving the 2018-2022 Capital Equipment Plan (CEP).

Attachments: [1 - Res 2017 Adopt 2018-2022 CEP](#)
[2 - FINAL 2018-2022 CEP By Funding](#)
[3 - FINAL 2018-2022 CEP](#)

A motion was made by Council Member Nakasian, seconded by Council Member Colby, to approve Resolution 2017-115 - Adopting the 2018 to 2022 Capital Equipment plan (CEP). 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

16. [17-1145](#) Public Hearing on Amended Business Subsidy Policy

Attachments: [1 - Business Subsidy Presentation](#)
[2 - NOTICE OF PUBLIC HEARING](#)
[3 - Business Subsidy Policy - Current](#)
[4 - Revised Business Subsidy - Revised](#)

Mayor Pownell declared the public hearing open at 7:41 pm.

Economic Development Coordinator Carlson introduced this item and answered questions posed by Council.

Victor Summa, 812 St. Olaf Ave., spoke regarding many subsidies done in a variety of ways. Noted new policy states we must adhere to state statutes, but is missing a reference regarding adherence to the City Charter.

A motion was made by Council Member Nakasian, seconded by Council Member Colby, to close the Public Hearing at 7:51 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

17. [Res. 2017-116](#) Consider Approval of Amended Northfield Business Subsidy Policy

Attachments: [1 - CC Resolution Business Subsidy Policy](#)
[2 - Business Subsidy Policy \(REVISED\)](#)
[3 - 10-26-2017 EDA Minutes](#)

A motion was made by Council Member Peterson White, seconded by Council Member Colby, to approve Resolution 2017-116 - Adopting Updated Business Subsidy Criteria. 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

Recess

The Council took a five minute break at 8:03 pm. The meeting resumed at 8:09 pm.

REGULAR AGENDA

18. [Res. 2017-117](#) Consider Resolution Ordering the Improvement for the 2018 Division & Seventh Street Reconstruction and Washington Street Overlay.

Attachments: [1 - Res. Ordering Improvement and Preparation of Plans](#)
[2 - Project Location Map](#)
[3 - Project Process - Division & 7th Current](#)
[4 - Final Concept Division Seventh](#)
[5 - Division 7th ParkingComparison Alternative Option1](#)
[6 - Division 7th ParkingComparison Alternative Option2](#)
[7 - Division 7th ParkingComparison Alternative Option3](#)
[8 - Final Concept Washington](#)
[9 - Funding Tables - Order Improvement](#)

Public Works Director/City Engineer Bennett introduced this item, provided additional information regarding the improvement and options, and answered questions posed by council. Mr. Bennett noted if Council wishes to realign the sidewalk to allow parking on the driveway behind the sidewalk at 702 Washington, the Council could amend option 3, to exclude item 1b from the staff report, and install sidewalk as shown in the other options. Mr. Bennett noted the motion postponed from November 21, 2017, was to approve Resolution 2017-117 with option 1A.

The motion postponed from November 21, 2017, was as follows: A motion was made by Council Member Peterson White, seconded by Council Member Zweifel, to approve Resolution 2017-106 - Ordering Improvement 2018STRT-A38 2018 Division Street and Seventh Street Reconstruction, Project, and Washington Street Overlay and Miscellaneous City Parking Lot Rehabilitations Alternative Option 1A.

A motion was made by Council Member Peterson White, seconded by Council Member Zweifel, to amend the motion to include 15 additional parking spaces on 7th between Division and Washington as described in option 3 with the exclusion of 3 spaces needed for realignment of sidewalk at 702 Washington to provide for driveway parking.

At 9:00 pm, a motion was made by Council Member Colby, seconded by Council Member Peterson White, to extend the meeting to 10:00 pm. The motion carried by the following vote: Yes: 6- C. Colby, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel and Mayor Pownell. No: 1 - C. DeLong.

Council Member Peterson White withdrew her motions. There were no objections.

A motion was made by Council Member Ness, seconded by Council Member Colby, to approve Resolution 2017-117 –Ordering Improvement 2018STRT – A37 2018 Division Street and Seventh Street Reconstruction Project, and Washington Street Overlay and Miscellaneous City Parking Lot Rehabilitations – Option 3 with 26' wide bumpouts, and with the removal of 1B in the staff report. The motion carried by the following vote:

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

No: 1 - C. DeLong

18A [Res. 2017-119](#)

Consider Resolution requesting a State-Aid Design Variance for Angled Parking on Division Street from Sixth to Seventh Street with the 2018 Division & Seventh Street Reconstruction and Washington Street Overlay Project.

Attachments: [Variance Resolution](#)

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

Victor Summa, 812 St. Olaf Ave., spoke regarding the variance being added to agenda. Stated it has nothing to do with the process of moving forward.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve Resolution 2017-119 - Improvement 2018STRT-A37 2018 Division Street (MSAH 119) and Seventh Street Reconstruction Project, and Washington Street Overlay and Miscellaneous City Parking Lot Rehabilitations State Aid Variance Request. 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

Enactment No: Res.2017-119

19. [Ord. 994](#)

Consider an Ordinance Enacting a City Identification Card Program in the Public Interest

Attachments: [1 - CITY IDENTIFICATION CARDS ORD. - 2nd reading clean](#)
[2 - CITY IDENTIFICATION CARDS Ord. - 2nd reading track changes](#)
[3 - Hood Memo re municipal ID card program legal authority and data \(Final\) 100517](#)

City Administrator Martig introduced this item and answered questions posed by Council. City Attorney Hood answered questions posed by Council.

C. Colby left the meeting at 9:43 pm. C. Colby returned to the meeting at 9:47 pm.

Lilana Ramos noted Municipal ID will work as an ID card for all who live in the city to use at businesses to obtain discounts, at pharmacies, and for other things. Thanked Council.

Arique Aguilar, 1180 Cannon Valley Dr. Noted she is married to an immigrant who recently was granted a Visa. Noted he can now apply for a drivers license and pickup medication at a pharmacy without being questioned. Noted the expenses in legal fees and other issues. Stated a municipal ID could have saved all of this.

Ben Casper. Stated the ordinance looks wonderful. Noted he is an immigration lawyer and spoke regarding foreign passports, OFAC sanctions, and provisions related to residency and allowing parents to use presence on school records as proof of residency. Questioned the limitations of a US marriage certificate.

Alberto Mijares. Noted he has lived in the community for 20 years with friends and family here. Stated ID would be helpful for use at the pharmacy or stores when needing ID, for opening a bank account and cashing a check. Noted many people don't want to carry their green card and this will be a big help for them. Stated it would be great to have ID to identify with authority, follow the law and be part of the community.

Father Denny Dempsey, thanked Council for their patience. Stated he has been in Northfield for 13.5 years and most of those in attendance have been here longer than that. Stated he has a great relationship with the Police Department. Adoption of the ordinance will be a big step forward in helping people feel they belong to the community. Noted the large number of people in attendance shows how important this is to them. Invited all to the celebration next week at St. Dominics.

During the discussion of this item, a motion was made by C. Nakasian, seconded by C. Peterson White, to extend the meeting to 10:15 pm. The motion carried by the following vote:

Yes: 5 - C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell.

No: 1 - C. DeLong.

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve the First Reading of Ordinance No. 994 - Enacting a City Identification Card Program in the Public Interest. 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

Extend the Meeting

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to extend the meeting to 10:30 pm. The motion carried by the following vote:

Yes: 5 - C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

No: 2 - C. Colby, and C. DeLong

20. [Res. 2017-118](#)

Consider Resolution Calling for Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan for 2018 through

2022 Under Minnesota Statutes, Section 475.521.

Attachments: [1 - Resolution Calling for Hearing CIP Bonds 2018A](#)
[2 - NAFRS - 2018 G.O. CIP Bonds Fire Station](#)
[3 - Fire Station Project Cost Update 11-13-17](#)
[4 - NAFRS Council Resolution Plans](#)
[5 - Northfield CIP Bonding Schedule](#)

City Administrator Martig introduced this item and answered questions posed by Council.

A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve Resolution 2017-118 - Calling Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan for 2018 Through 2022 Under Minnesota Statutes, Section 475.521. 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

21. [17-1146](#)

Review of proposed lease agreement with St. Olaf regarding senior housing project adjacent to Northfield Hospital and Clinics.

Attachments: [1 - Proposed First Amendment Of Ground Lease](#)
[2 - Senior Services Land Lease Joint Meeting w CC 1117](#)
[3 - hospital ground lease with st olaf 1999](#)
[4 - Hospt Ground Lease amendment Resolution 2001-200](#)

*City Administrator Martig introduced this item and answered questions posed by Council.
City Attorney Hood provided information regarding the lease amendment.*

Chuck Amunrud, 1400 Heritage Dr. Stated he moved here two years ago because of what the City offers. Stated he was not speaking against the project and knows there is a need. Questioned the isolation of the proposed location and noted that he moved to his current location for the ability to walk to services and amenities.

Dr. T. S. Turna, 1400 Heritage Dr.. Noted he has practiced in area for last 15 years. Noted company Riveredge Properties, LLC, owns Mosaic Apartments and 17 acres north of YMCA. Plans to build assisted living - 120 units total next to the Mosaic Apartments, 50 units independent living, 45 assisted living, 25 units memory care. Spoke regarding location and being within walking distance to everything. Stated he is willing to work with City to include some low income housing. Noted the project will be on him with appropriate help from the City. Stated his concern with the City turning over lease and losing the uniqueness of the City owned Hospital. Feels the City would be giving away a valuable asset and limiting future expansion. Stated the City has more than one option.

During the discussion of this item, Mayor Pownell asked for a motion to extend the meeting.

At 10:32 pm, Council Member DeLong called for a point of order noting that it was 10:32 pm and asked if the meeting should automatically adjourn. Mayor Pownell restated she was asking for a motion to extend the meeting. A motion was made by Council Member DeLong appealing the ruling of the chair. The motion failed for lack of a second.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to extend the meeting until 10:50 pm. The motion carried by the following vote:

Yes: 5 - C. Nakasian, C. Ness, C. Peterson White, C. Zweifel and Mayor Pownell

No: 2 - C. Colby, C. DeLong

ADJOURN

Mayor Pownell adjourned the meeting at 10:50 pm.