



# City of Northfield

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

## Meeting Minutes City Council

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Tuesday, January 2, 2018

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 6:04 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

1. [18-001](#) Oath of Office - Council Member Colby

**Attachments:** [1 - Hyperlink - Charter Section 4.1](#)

[2 - Hyperlink - MN Stat. 358.08](#)

*City Clerk Little conducted the swearing in of Council Member At-Large Greg Colby.*

2. [18-002](#) Consideration of Election of Mayor Pro Tem.

**Attachments:** [1 - Hyperlink - Charter Section 3.9 - President Pro Tem](#)

[2 - Hyperlink - City Code Sec. 2-57 - Meetings](#)

**A motion was made by Council Member Colby, seconded by Council Member Ness, to appoint Council Member Suzie Nakasian as Mayor Pro Tem for 2018. 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: M2018-008

### APPROVAL OF AGENDA

*Mayor Pownell noted the items in the supplemental memo.*

**A motion was made by Council Member Ness, seconded by Council Member Colby, to approve the 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

### APPROVAL OF MINUTES

3. [18-003](#) December 12, 2017 City Council Meeting Minutes

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

**A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the December 12, 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

## PRESENTATIONS

4. [18-004](#) Swearing In New Police Officer - Kelly Robinson.

*Police Chief Nelson introduced Patrol Officer Kelly Robinson. City Clerk Little conducted the swearing in of Officer Robinson.*

## CONSENT AGENDA

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

**A motion was made by Council Member Nakasian, 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

5. [18-005](#) Consider Approving Disbursements totaling \$1,223,885.46

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

Enactment No: M2018-001

6. [18-006](#) Consider Designation of Official Newspaper.

**Attachments:** [1 - Hyperlink - Charter Sec. 15.1 - Official Publications](#)  
[2 - Hyperlink - City Code Sec. 2-57 - Meetings](#)  
[3 - Official Newspaper References City Attorney e-mail](#)

Enactment No: M2018-002

7. [18-007](#) Consider Designation of Official Depository for the City of Northfield.

Enactment No: M2018-003

8. [Res. 2018-001](#) Consider Approval of 2018 Currency Exchange License Renewals for Servicios Latinos Menas LLC at 513 First Street W. and Northfield Fast Cash, LLC at 650 Professional Drive

**Attachments:** [1 - currency exchange resolution](#)

9. [18-008](#) Consider Approval of Board/Commission and Council Appointments.

**Attachments:** [1 - Applications for appointees](#)

Enactment No: M2018-004

10. [18-009](#) Consider Accepting the Yard Waste Compost Agreement with Rice County

**Attachments:** [Agreement for Yard Waste composting.pdf](#)

Enactment No: M2018-005

11. [18-010](#) Consider Motion Accepting the Stormwater Pond Assessment Report (December 2017) Submitted by Bolton & Menk, Inc.

**Attachments:** [1 - Pond Priority Map](#)  
[2 - Executive Summary](#)  
[3 - Link to Full Pond Assessment Report](#)

Enactment No: M2018-006

12. [18-011](#) Consider Motion Approving Easement Agreements with Tom Gill Construction Inc. and Douglas Ims - Valley View 4th Addition.

**Attachments:** [1 - Valley View 4th Infiltration Area](#)  
[2 - Signed Easement Agreements](#)

Enactment No: M2018-007

13. [Res. 2018-002](#) Consider Resolution to Accept Public Improvements - Valley View 4th Addition

**Attachments:** [1 - Final Acceptance Resolution](#)  
[2 - Valley View 4th Addition - Development Agreement](#)  
[3 - Certificate of Final Acceptance](#)

## OPEN PUBLIC COMMENTS

*None.*

## PUBLIC HEARINGS AND RELATED ACTION

14. [18-012](#) Public Hearing Concerning Resolution Giving Preliminary Approval for the Issuance of the City's General Obligation Capital Improvement Plan Bonds in an Amount not to Exceed \$4,215,000 and Adopting the City of Northfield, Minnesota Capital Improvement Plan for 2018 through 2022 Under Minnesota Statutes, Section 475.521.

**Attachments:** [1 - Resolution Approving NAFRS CIP Bonds](#)  
[2 - CIP Bonding Summary Memo](#)  
[3 - Fire Station Project Tentative Timeline](#)

*Mayor Pownell declared the public hearing open at 6:18 pm.*

*Nick Anhut, Ehlers & Associates, introduced this item, reviewed the proposed financing and answered questions posed by Council. City Administrator Martig provided information on this item.*

*Don McGee, Northfield, spoke in support of the project. Asked about increase in debt levy and asked if it was included in the budget levy approved in December. Stated confusion about lease payments on the building and asked for clarification.*

**A motion was made by Council Member Nakasian, seconded by Council Member Ness, to close the public hearing at 6:41 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

15. [Res. 2018-003](#) Consider Resolution Giving Preliminary Approval for the Issuance of the City's General Obligation Capital Improvement Plan Bonds in an Amount not to Exceed \$4,215,000 and Adopting the City of Northfield, Minnesota Capital Improvement Plan for 2018 through 2022 Under Minnesota Statutes, Section 475.521.

**Attachments:** [1 - Resolution Approving NAFRS CIP Bonds](#)  
[2 - CIP Bonding Summary Memo](#)  
[3 - Fire Station Project Tentative Timeline](#)

**A motion was made by Council Member DeLong, seconded by Council Member Peterson White, to approve Resolution 2018-003 - Giving Preliminary Approval For The Issuance Of The City's General Obligation Capital Improvement Plan Bonds In An Amount Not To Exceed \$4,215,000 And Adopting The City Of Northfield, Minnesota 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

16. [18-013](#) Public Hearing Concerning Giving Preliminary Approval for the Issuance of the City's General Obligation Capital Improvement Plan Bonds in an Amount Not to Exceed \$5,120,000 and Adopting the City of Northfield, Minnesota Capital Improvement Plan for 2018 through 2022 Under Minnesota Statutes, Section 475.521.

**Attachments:** [1 - Resolution Approving Public Safety CIP Bonds](#)  
[2 - CIP Bonding Summary Memo](#)

*Mayor Pownell declared the public hearing open at 6:54 pm.*

*Nick Anhut, Ehlers & Associates, provided information regarding this item and answered*

*questions posed by Council.*

*Don McGee, Northfield, spoke in favor of this item and asked about the unspent funds from the original financing.*

**A motion was made by Council Member Peterson White, seconded by Council Member Colby, to close the public hearing at 7:05 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. 2018-004](#) Consider Resolution Giving Preliminary Approval for the Issuance of the City's General Obligation Capital Improvement Plan Bonds in an Amount Not to Exceed \$5,120,000 and Adopting the City of Northfield, Minnesota Capital Improvement Plan for 2018 through 2022 Under Minnesota Statutes, Section 475.521.

**Attachments:** [1 - Resolution Approving Public Safety CIP Bonds](#)  
[2 - CIP Bonding Summary](#)

**A motion was made by Council Member Ness, seconded by Council Member Colby, to approve the Resolution 2018-004 - Giving Preliminary Approval For The Issuance Of The City's General Obligation Capital Improvement Plan Bonds In An Amount Not To Exceed \$5,120,000 And Adopting The City Of Northfield, Minnesota 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

## REGULAR AGENDA

18. [Res. 2018-005](#) Consider Resolution Accepting Feasibility Report and Order Preparation of Plans and Specifications for 2018 Spring Creek Road Reconstruction.

**Attachments:** [1 - Res Accept Feas and Order Preparation of Plans and Specs](#)  
[2 - Transportation Plan - Functional Classification](#)  
[3 - Land Development Code - Street Table Major Collector](#)  
[4 - mtt proposed options Reduced](#)  
[5 - 2018 Spring Creek Rd Annexation](#)  
[6 - 2018 Spring Creek Rd ROW](#)  
[7 - Typical Sections - Feasibility](#)  
[8 - 20171222 Feasibility Report 2018 Spring Creek Road](#)  
[9 - Project Process - Spring Creek Road Reconstruction-Current](#)

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

*Brian Peterson, Northfield Township Board, stated he liked the urban/rural design.*

Asked questions about road width if it was 40' between the curbs, and about the bike trail on the west side of the roadway from Woodley to Superior. Suggested landowners get involved and review the proposed project. Bennett answered questions related to the roadway width being 40' between the curbs, there is an 8' boulevard for the trail and noted he has met with some of the homeowners. Noted he will be reaching out to property owners if the project continues to move forward.

Mike Groth, Supervisor for Northfield Township, asked if it will be surmountable curb and if estimates included the bridge. Bennett answered questions noting it would be barrier curb with driveway drops and the bridge is not included in segment 3 costs.

Community Development Director Heineman answered questions posed by Council related to the Planning Commission weighing in on the proposed project.

**A motion was made by Council Member Nakasian, seconded by Council Member Colby, to approve Resolution 2018-005 - Accepting Feasibility Report and Ordering Preparation of Plans and Specifications for 2018 Spring Creek Road Reconstruction - STRT2018-A38 – Alternative #2. 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

## ADMINISTRATORS UPDATE

City Administrator Martig provided updates on the following items: schedule for upcoming work session and January 16 meeting. Noted there is a NAFRS organizational meeting this week, Explorers program event on January 11, and Martin Luther King event on January 15.

### 19. [18-014](#)

#### Upcoming Agenda Items

Attachments: [1 - Upcoming Agenda Items List](#)

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Peterson White - reported on the December EDA meeting. Noted the group is working on their strategic plan and work plans. Reported on NAFRS meetings.

C. Zweifel - none

C. Ness - Attended the CVB meeting. Noted the group worked on budgeting and marketing plans. Attended the December 21 Hospital Board meeting. The Hospital is purchasing a new calling system for hospital and noted the board reviewed financials and the hospital is making money this year. Attended the Mayors Youth Council meeting in December as well as a DJJD committee meeting.

C. Colby - none.

C. Nakasian - Attended the Mayors Youth Council meeting and gave them a briefing on the rail project.

C. DeLong - none. Noted Christmas tree pickup is January 2 - January 12, 2018.

Mayor Pownell - Reported on the Ice Arena Committee meeting, EDA strategic planning process and noted Council will receive a calendar for attendance at the Mayors Youth Council meetings. Thanked Council for participating in the KYMN radio show.

## ADJOURN

The meeting adjourned at 8:26 pm.