



City of Northfield

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

Meeting Minutes City Council

Tuesday, April 3, 2018

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER

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

A motion was made by Council Member Peterson White, 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

1. [18-172](#) March 20, 2018 City Council Meeting Minutes

Attachments: [Meeting Minutes March 20, 2018](#)

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the March 20, 2018 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 Colby, 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. [18-173](#) Consider Approving Disbursements totaling \$766,511.27

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

Enactment No: M2018-032

3. [Res. 2018-035A](#) Consider Resolution Accepting Gifts Received by the City of Northfield 2017.

Attachments: [1 - 2017 Gifts Resolution](#)
[2 - Exhibit A-Gifts 2017](#)
[3 - Library Gift List 2017](#)
[4 - City of Northfield in-kind 2017](#)

4. [18-174](#) Approve Costs for Mayor Pownell to attend the League of Minnesota Cities Annual Conference

Attachments: [Hyperlink](#)

Enactment No: M2018-033

5. [Ord. 996](#) Consider Ordinance Establishing the Northfield Alliance For Substance Abuse Prevention (formerly known as Mayor's Task Force on Youth Alcohol & Drug Use)

Attachments: [1 - Ord nfid alliance for substance abuse prev](#)
[2 - Northfield ASAP Bylaws - Updated March 8 2018 final](#)
[3 - Motion M2017-018 MTF](#)

6. [18-175](#) Consider Approving Summary Publication of Ordinance No. 996 - Establishing the Northfield Alliance for Substance Abuse Prevention.

Attachments: [Ord 996 summary](#)

Enactment No: M2018-034

7. [18-176](#) Consider Termination of Contract for Construction Manager as Adviser with Professional Contractors, Inc. d/b/a ProCon for the Northfield Area Fire and Rescue (NAFRS) Facility Upgrade.

Attachments: [AIA Document C132 Pro Con](#)

Enactment No: M2018-035

8. [Res. 2018-036](#) Consideration of Resolution Requesting Advance Funding from MnDOT for the construction of Municipal State Aid Street Project 2018STRT-A37, Division Street and Seventh Street Reconstruction, and Washington Street Mill and Overlay Project

Attachments: [1 - Resolution Requesting Advance Funding - MnDOT](#)

9. [Res. 2018-037](#) Consider Resolution Declaring Amount to be Assessed - 2018 Division Street and Seventh Street Reconstruction and Washington

Street Mill and Overlay and Various City Parking Lots.

Attachments: [1 - Resolution 2018 Division & Seventh & Washington Street Mill and Overlay](#)
[2 - Project Process - Division & Seventh & Washington](#)
[3 - 2018 Assessment Methods](#)
[4 - 2018 Assessment Roll](#)

10. [Res. 2018-038](#) Consider Resolution Calling for Assessment Hearing for 2018 Division Street and Seventh Street Reconstruction and Washington Street Mill and Overlay and Various City Parking Lots.

Attachments: [1 - Resolution 2018 Division & Seventh & Washington Street Mill and Overlay](#)
[2 - Project Process - Division & Seveth and Washington](#)
[3 - 2018 Assessment Methods](#)
[4 - 2018 Assessment Roll](#)

OPEN PUBLIC COMMENTS

None.

REGULAR AGENDA

11. [18-177](#) Consider Motion to Approve Northwest Area Land Use Consultant and Process Advisory Committee Recommendation

Attachments: [1 - NW Area Process Advisory Committee Recommendation](#)
[2 - Council PowerPoint NW Area PAC](#)

Community Development Director Heineman introduced this item and answered questions posed by Council. Economic Development Coordinator Carlson reviewed the Northwest Area Land Use Consultant and Process Advisory Committee strategic objectives, committee background review, related process and recommendation. Carlson answered questions posed by Council.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the attached recommendation provided by the Northwest Area Land Use Consultant and Process Advisory Committee Recommendation. 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: M2018-036

12. [18-178](#) Review the Pedestrian, Bike and Park Trail System Update Request for Proposal

Attachments: [Northfield Parks Open Space and Trail System Plan](#)
[Northfield Ped Bike Park Trail RFP - Final Draft](#)
[Motion 2018-038 - PED Bike, Trail RFP Consultant](#)

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

A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to accept staff's recommendation for the pedestrian, bike and park trail system update request for proposal with the addition of one Planning Commission member, one Park & Recreation Advisory Board member, and one Council Member to sit on the consultant selection committee. The motion carried by the following vote:

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

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

Enactment No: M2018-038

13. [18-179](#)

Discuss City Administrator Performance Review Policy

Attachments: [1 - City Admin Perf Review - Admin Policy](#)
[2 - ICMA article October 2015](#)

Human Resources Manager Mahowald introduced this item and answered questions posed by Council. City Attorney Hood answered questions posed by Council. The Council Employment Policy Committee will be reviewing the policy and comments made at their April 9, 2018 meeting. The proposed policy will be brought back for Council consideration on April 17, 2018.

ADMINISTRATORS UPDATE

City Administrator Martig provided an update on the following: noted NAFRS Special Meeting on Friday regarding a followup on the McGrath report, noted pre bid meeting on the Fire Station construction project with 5 general contractors in attendance, bids are due next Thursday, the April 10 work session agenda includes an Ice Arena Advisory Board update and budget calendar. Noted upcoming census related meetings with a Census training regarding organizing Complete Count Committees on April 12 in Mankato, and the League of Women Voters Census meeting on April 16, co-sponsored by the Northfield School District and the City. Reported on meeting with census representative on process. The City will be establishing a process for a local complete count committee and getting the word out. The City Administration offices have moved to the second floor.

14. [18-180](#)

Upcoming Agenda Items

Attachments: [Upcoming Agenda Items 30-Mar-2018-09-10-33](#)

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Nakasian - none
C. Ness - none
C. Peterson White - none
C. DeLong - noted the upcoming Home and Garden Show on Saturday 9 am - 3 pm.
C. Colby - urged everyone to look at issue of transparency article in Governing magazine.
C. Zweifel - Asked that information for the League of Women Voters census meeting be forwarded as soon as it is received. Attended meeting at Kildahl Point. The group*

discussed traffic, HRA project, and reiterated their request for a crossing/senior zone between Kildahl Park Point and 1000 Cannon Valley Dr.
Mayor Pownell - Reported on Census 2020 meeting with Emily Carlson and staff.
Northfield percentage of participation increased, while many other communities saw decreased participation. Will be working on forming a Complete Count Committee and attending the Census training in Mankato. Attended LMC legislative conference and met with four legislators. The meetings provided a good opportunity to provide them with a city perspective.

CLOSED MEETING

Recess

The City Council took a five minute break at 7:45 pm. The meeting resumed at 7:49 pm.

15. [18-181](#)

Closed meeting subject to MN Statute 13D.05, subd. 3 (c) (3) to develop or consider offers or counteroffers for the purchase of real property.

Mayor Pownell read information regarding the closed meeting noting the agenda item for this portion of the regular meeting is to develop or consider offers or counteroffers for the purchase of real property located at 601 Division Street and the Q Block (208 Water Street, 116 3rd Str. W. and 120 3rd Str. W.) for purposes of a Northfield Liquor Store site location. This portion of the properly noticed regular meeting of the City Council of the City of Northfield will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (c).

City Council present: Mayor Pownell, C. Colby, C. DeLong, C. Nakasian, C. Ness, C. Peterson White and C. Zweifel.

Staff present: City Administrator Martig, City Clerk Little, Liquor Store Manager DeLong, Finance Director Angelstad, IT Manager Wolf.

A motion was made by Council Member Ness, seconded by Council Member DeLong, to close the meeting at 7:50 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

ADJOURN

The meeting returned to open session at 8:47 pm.

A motion was made by Council Member Peterson White, seconded by Council Member Colby, to adjourn the meeting at 8:47 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