



City of Northfield

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

Meeting Minutes - Final City Council

Tuesday, November 13, 2018

6:00 PM

Council Chambers

Council Meeting

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:00 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 memos.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, 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

Not Present: 1 - C. Colby

APPROVAL OF MINUTES

1. [18-551](#) October 09, 2018 City Council Work Session Meeting Minutes.

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to approve the October 9, 2018 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

Not Present: 1 - C. Colby

2. [18-552](#) October 16, 2018 City Council Meeting Minutes

A motion was made by Council Member Nakasian, seconded by Council Member Zweifel, to approve the October 16, 2018 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

Not Present: 1 - C. Colby

3. [18-553](#) October 23, 2018 Special City Council Meeting Minutes

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve the October 23, 2018 Special 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

Not Present: 1 - C. Colby

PRESENTATIONS

4. [18-554](#) Presentation on the Rice County Community and Justice Council.

Police Chief Nelson introduced this item and Yvette Marthaler, Coordinator for the Rice County Treatment Court and the Community and Justice Council (RCCJC). Ms. Marthaler presented an overview of the RCCJC. Mark Shaw, Rice County Social Services Director, spoke regarding how work intersects between Rice County Social Services, law enforcement and the court system and noted efficiencies in working together. Shaw and Marthaler answered questions posed by Council.

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda.

Public Works Director/City Engineer Bennett answered questions posed by Council.

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

Not Present: 1 - C. Colby

5. [18-555](#) Consider Motion Approving Temporary and Permanent Easements for the 2018 Spring Creek Road Reconstruction Project.

A motion was made by Council Member Peterson White, seconded by Council Member Colby, to approve the Consent Agenda. The motion carried by the following vote:

Enactment No: M2018-127

6. [Res. 2018-113](#) Consider Joint Resolution for Orderly Annexation with Northfield Township.
7. [Res. 2018-114](#) Approve Abstract of Votes Cast at the November 6, 2018 General Election.
8. [Res. 2018-115](#) Consider Resolution Establishing Riverfront Enhancement Committee and Mayoral Appointments.
9. [18-556](#) Consider Mayoral Appointments to the Northfield Transportation Advisory Committee.

Enactment No: M2018-128

10. [18-557](#) Consider Approving Disbursements totaling \$2,962,447.99.

Enactment No: M2018-129

11. [Res. 2018-116](#) Resolution Supporting City of Northfield Participation in the Rice County Community and Justice Council.

12. [18-558](#) Consider approval of updated policies for the Employee Handbook.

Enactment No: M2018-130

13. [18-559](#) Consider Approval of Northfield Community Resource Center Senior Center Roof Repair Project Change Order No. 1 and Final Payment for Project FACL 2017-M10.

Enactment No: M2018-131

OPEN PUBLIC COMMENTS

David Ludescher, Northfield, spoke regarding the civic center/ice arena referendum. Thanked voters. Spoke regarding legality of sales tax as proposed, the City spending money on commercials, and asked Council to address the questions he asked.

PUBLIC HEARINGS AND RELATED ACTION

14. [18-560](#) Public Hearing to certify 2018 Delinquent bills.

Mayor Pownell opened the public hearing at 6:19 pm. Finance Director Angelstad introduced this item.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to close the public hearing at 6:23 pm. The motion carried by the following vote:

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

Not Present: 1 - C. Colby

15. [Res. 2018-117](#) Consider certifying delinquent charges to taxes payable 2019.

A motion was made by Council Member Nakasian, seconded by Council Member Ness, to approve Resolution 2018-117 - Certifying Delinquent Charges to Taxes Payable 2019. The motion carried by the following vote:

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

Not Present: 1 - C. Colby

REGULAR AGENDA

16. [18-561](#)

Historical Society 2019 Budget Request for "New Bank Raid Exhibit."

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

Councilor Colby arrived at 6:27 pm.

Cathy Osterman, Executive Director of the Northfield Historical Society, provided information on the request for funding for a new bank raid exhibit for 2019.

City Attorney Hood answered questions posed by Council.

17. [Res. 2018-118](#)

Discuss and consider Resolution approving Family & Parental Leave Policy.

Communications & Human Resources Director Mahowald introduced this item and answered questions posed by Council. City Clerk Little and City Attorney Hood answered questions posed by Council.

A motion was made by Council Member Nakasian, seconded by Council Member Zweifel, to approve Resolution 2018-118 - Approving Paid Family and Parental Leave as a Council Administrative Policy for the City of Northfield, Minnesota.

An amendment was made by C. Peterson White, seconded by C. Nakasian, to change the timeframe in the policy from two weeks to six weeks and instead of twice per year to be used once per year.

A motion was made by C. Zweifel, seconded by C. Peterson White, to amend the amendment to add the six week option for beginning of life events, keep the two times per year two week option for events that weren't beginning of life events, and have staff bring these options back.

Councilor Zweifel withdrew the amendment to the amendment. Councilor Peterson White withdrew the amendment.

A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to postpone this item to November 20 and direct staff to come back to Council with an additional option for the policy that has a six week option for beginning of life events once per year in addition to the two week option for other events keeping the twice per year option for those events. This is in addition to the existing proposed policy option presented.

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

Recess

Council took a brief recess at 7:49 pm. The meeting resumed at 7:58 pm.

18. [18-562](#)

Discuss Public Works Policy - Small Cell Wireless Review Guidelines.

Public Works Director/City Engineer Bennett introduced this item and answered

questions posed by Council. City Attorney Hood answered questions posed by Council. Bennett noted this policy is proposed to be brought back on November 20 for adoption.

19. [18-563](#)

Consideration of Participation in National League of Cities Policy Committee.

City Administrator Martig introduced this item. Mayor Pownell noted there is a financial commitment to serving on a National board and that policy makers want to know how policies affect small cities. There are often more representatives from larger cities participating at the national level and policy makers do not hear from smaller cities. Council members expressed interest in bringing back and reviewing the travel policy with the following notes: find best practices from other cities, make it equitable not just equal, explore setting a cap so each individual can prioritize what training is important to them rather than the Council deciding.

20. [18-564](#)

Discussion of Council Rules of Business.

City Administrator Martig introduced this item. City Attorney Hood spoke regarding a removing items from the consent agenda and abstention from voting. Hood noted request for removal of items from the consent agenda should made prior to approval of the agenda and is not debatable. Regarding abstentions, elected officials have a duty to vote on matters that come before the Council. Exceptions to this would be a disqualifying conflict of interest. Martig reviewed the proposed clarifications for the rules of business for the consent agenda and abstentions.

Council discussed a deadline for removal of items from the consent agenda such as by 3 on the day of the meeting, whether members wanted to clarify why they wanted an item removed, ie to vote against an item noting a full staff presentation or report on the regular agenda is not required, etc.

Council discussed abstentions and staff noted they will work on clarifying language and terms, Mayor, City Council, versus City Council Members. City Attorney Hood noted members should seek advice from the City Attorney if they feel they have a conflict of interest.

The rules of business will be brought back in January for review.

ADJOURN

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to adjourn the meeting at 9:00 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