



# City of Northfield

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

## Meeting Minutes - Final City Council

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Monday, August 5, 2019

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 6:02 pm.*

**Present:** 7 - Council Member David DeLong, Council Member Clarice Grabau, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Jessica Peterson White, Council Member Erica Zweifel, and Mayor Rhonda Pownell

### APPROVAL OF AGENDA

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

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

### APPROVAL OF MINUTES

1. [19-1006](#) July 16, 2019 City Council Work Session Meeting Minutes.

**A motion was made by Council Member Ness, seconded by Council Member Grabau, to approve the July 16, 2019 Work Session minutes. The motion carried by the following vote:**

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

2. [19-1007](#) July 23, 2019 City Council Meeting Minutes

**A motion was made by Council Member Ness, seconded by Council Member DeLong, to approve the July 23, 2019 City Council Meeting Minutes. The motion carried by the following vote:**

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

### PRESENTATIONS

3. [19-1008](#) Swearing In New Police Officer- Dillon Brashear.

*Police Chief Nelson introduced Patrol Officer Dillon Brashear. City Clerk Little conducted the Swearing In of Patrol Officer Brashear.*

*C. Nakasian arrived at 6:05 pm.*

4. [19-1009](#) Presentation of final design, plans and specifications for Northfield Hospital and

Clinic "Clinic and Birth Center Expansion."

*City Administrator Martig introduced this item. Hospital President/CEO Steve Underdahl presented information on the final design, pricing, funding and construction schedule for the Clinic and Birth Center Expansion Project. Underdahl provided information on the proposed sale of land in Elko New Market and noted the public hearing and consideration of the sale will be at an upcoming Council meeting.*

5. [19-1010](#)

Presentation - Age Friendly Northfield Final Action Plan.

*City Administrator Martig introduced this item. Lynne Pederson, Age Friendly Northfield Steering Committee Co-Chair, presented Age-Friendly City Certification to Mayor Pownell. Pederson provided information on the committee's work, action plan, assessment findings, and common goals. Noted three of the City's strategic priorities have explicit implications for older adults, affordable housing, diversity, equity & inclusion, and climate change impacts. Reviewed the guiding principles of the plan: cultural and linguistic diversity, generational interdependence, clear and consistent communication, combat ageism and creative partnerships. Noted they are adding a full time Community Outreach Coordinator, to serve FiftyNorth and Age Friendly Northfield. FiftyNorth is funding half of the position and Age Friendly Northfield is asking for help from the City to fund the other half of the position. Pederson and Steering Committee Member Nancy Just answered questions posed by Council. Councilor DeLong noted when domain teams are formed items and metrics will be further defined. Council thanked Age Friendly Northfield members for their work.*

## 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:** 7 - C. DeLong, C. Grabau, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

6. [Ord. 1007](#)

Consideration of Ordinance Rezoning 2280 Cannon Road from Commercial to Industrial.

7. [Res. 2019-079](#)

Consideration of Resolution Requesting Advance Funding from MnDOT for the Construction of Municipal State Aid (MSA) Street Project 2018STRT-A38, Spring Creek Road Reconstruction, and MSA Street Project 2018STRT-A39 Spring Creek Bridge Replacement Project.

8. [19-1011](#)

Consideration of 2020 Northfield Area Fire & Rescue Services Budget and Capital Improvement Plan (CIP) and Related City of Northfield of Fire Department 2020 Contribution.

Enactment No: M2019-103

9. [19-1012](#)

Consideration of a Stormwater Maintenance Agreement - Chub Solar, LLC

Enactment No: M2019-104

10. [19-1013](#) Consider Approving Disbursements totaling \$1,167,672.11  
Enactment No: M2019-105
11. [19-1014](#) Consider Approval of Amendments to City of Northfield Employee Handbook, Section 6.05 (Timesheets and Payroll) and Section 6.25 (Overtime).  
Enactment No: M2019-106
12. [19-1015](#) Consider Approving Subrecipient Agreement with Three Rivers Community Action.  
Enactment No: M2019-107
13. [Res. 2019-080](#) Consider Resolution to authorize Budget Amendment to transfer repair cost for the Northfield Outdoor Pool (Old Memorial Field) Pool Repair Project from the Insurance Fund to the Park Fund.
14. [Res. 2019-081](#) Consider Resolution Approving the Third Amendment to Northfield Area Fire & Rescue (NAFRS) Joint Powers Agreement.
15. [19-1016](#) Consider Calling for a Public Hearing to Consider Sale of Property in Elko New Market for Northfield Hospital & Clinics.  
Enactment No: M2019-108
16. [19-1017](#) Consider Summary Publication of Ordinance No. 1007 amending the official zoning map of Northfield.  
Enactment No: M2019-109

## OPEN PUBLIC COMMENTS

*Joan Janusz, 1741 Quie Lane, spoke regarding healthcare. Believes that everyone should have access to affordable healthcare and stated she is part of a group supporting Medicare for All Act. Noted bills at Federal and State levels that are based on a persons ability to pay. The 2019 Federal Medicare Bill is HR 1384. Janusz stated she is hopeful that some day the Council will consider a resolution of support for these bills. She provided a map of other cities and counties that have passed a resolution of support. Janusz provided information on an upcoming event on August 14, 6:30 - 8 pm at Imminent Brewing and invited everyone to attend.*

## REGULAR AGENDA

17. [19-1018](#) Consider Approving Contract with Jacobs Engineering Group for Wastewater Treatment Plant Operational Analysis and Facility Study Update.
- Utilities Manager Justin Wagner introduced this item, provided information on the scope of service which includes the operational analysis, review of existing 2016 Facility Plan, identifying additional improvements, review of project costs and funding, and completion of a final facility plan update. Wagner answered questions posed by Council. Public*

*Works Director/City Engineer Bennett answered questions posed by Council. City Administrator Martig answered questions posed by Council.*

*Bruce Morlan, 12340 Cannon City Blvd., noted he is a Bridgewater Township resident, a member of the Dundas Planning Commission and a member of the Northfield Climate Action Plan Advisory Board. Spoke regarding capacity issues and what happened in Elko New Market. Stated he was surprised that no one from Dundas was present and noted that the plant may be a limiting factor on growth.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the Contract with Jacobs Engineering Group for the Wastewater Treatment Plant Operational Analysis and Facility Study Update with final review and approval of contract terms by the City Attorney and authorize the Mayor and City Clerk to execute the Contract. The motion carried by the following vote:**

**Yes:** 7 - C. DeLong, C. Grabau, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

Enactment No: M2019-110

## Recess

*The Council took a 7 minute break at 7:24 pm. The meeting resumed at 7:31 pm.*

### 18. [19-1019](#)

#### Consideration of Establishing Grants Policy.

*City Administrator Martig introduced this item and answered questions posed by Council. Council members discussed the policy and recommended sending the policy back to the Finance Policy Subcommittee. Council noted the following items for clarification/further consideration:*

- Consider timing. Noted concerns with timing related to less predictable grants that may have shorter timeframes to respond. Asked how the proposed policy would have impacted past grants.*
- Consider language regarding compensating community partners that would vet and write grants on behalf of the city, define who can write a grant on the City's behalf, and consider a committee to watch for grants. Noted ultimately grants have to be submitted by staff.*
- Consider making policy and process transparent to everyone and make clear who gets the final decision.*
- Consider keeping notebook of grant opportunities. A place to house opportunities (cyclical grants) that aren't pursued so they can be followed up on in future years. Ways policy might help be more proactive.*
- Consider adding language designating staff, a committee or community experts as a resource to get grants.*

### 19. [Res. 2019-082](#)

#### Consider Resolution Stating Principles and Policy Positions Regarding Future Growth, Development and Boundary Adjustment Issues in Preparation for Negotiations with Bridgewater Township and in Response to Bridgewater Township's Efforts to Incorporate as a City.

*City Administrator Martig introduced this item and answered questions posed by Council. City Attorney Robert Scott answered questions posed by Council.*

*Bruce Morlan, 12340 Cannon City Blvd., noted he was representing himself as a resident*

*of Bridgewater Township. Stated he feels the State has made townships second class citizens. Talked about rural nature of the surrounding area and being a regional thinker.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve Resolution 2019-082 - Stating Principles and Policy Positions Regarding Future Growth, Development and Boundary Adjustment Issues and in Response to Bridgewater Township's Efforts to Incorporate as a City. The motion carried by the following vote:**

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

**No:** 1 - C. DeLong

**20. [Res. 2019-083](#)** Consideration of Resolution Budget Amendment for Additional Legal Services.

*Bruce Morlan, 12340 Cannon City Blvd., thanked Council for their careful consideration. Noted it is an imbalance of power that the Township is trying to correct because the State has made it hard to do what the citizens need. Stated as part of the Bridgewater Planning Commission and as part of the process has been guaranteeing his citizens that they will have strong ways to keep Bridgewater a rural character area.*

**A motion was made by Council Member Peterson White, seconded by Council Member Ness, to approve Resolution 2019-083 - Authorizing Budget Amendment for Additional Legal Services. The motion carried by the following vote:**

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

**No:** 1 - C. DeLong

## ADMINISTRATORS UPDATE

**21. [19-1020](#)** City Administrator's update.

*City Administrator Martig thanked Council for attending employee recognition event. Noted positive feedback received. Staff has been busy working on the budget.*

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Zweifel asked for an update on the Lockwood Drive area road project start date.*

## ADJOURN

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to adjourn the meeting at 8:54 pm. The motion carried by the following vote:**

**Yes:** 7 - C. DeLong, C. Grabau, C. Nakasian, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell