



# City of Northfield

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

## Meeting Minutes - Final City Council

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Tuesday, December 1, 2020

6:00 PM

GoToMeeting

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER

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

**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 Grabau, seconded by Council Member Ness, to approve the agenda removing items 2 :Presentation from CAC" and 29 "Resolution 2020-126 Consider Resolution Input on Rice County Comprehensive Plan" and moving items 6 "Ordinance 1017" and 7 "Ordinance 1018" from the consent agenda to the regular 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

1. [20-617](#) Information on How to Provide Public Input and Watch the Meeting During the Pandemic.

### CONSENT AGENDA

*City Administrator Martig introduced the consent agenda.*

**A motion was made by Council Member Grabau, seconded by Council Member Ness, 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

3. [20-619](#) Consider Approval of November 9, 2020 Special City Council Meeting Minutes.
4. [20-620](#) Consider Approval of November 12, 2020 Special City Council Meeting Minutes.
5. [20-621](#) Consider Approval of November 17, 2020 City Council Meeting Minutes.
8. [Res. 2020-113](#) Consider Resolution adopting the 2020 Surface Water Management Plan.
9. [Res. 2020-114](#) Consideration of Final Plat Resolution for Spring Creek Townhomes 2nd Addition.

10. [20-622](#) Consider approval of Tobacco License Renewals.  
Enactment No: M2020-144
11. [Res. 2020-115](#) Consider Adopting Schedule for 2021 City Council Meetings.
12. [20-623](#) Consideration of agreement with Northfield Area Fire & Rescue Services (NAFRS) Related to Use of Unused Construction Project Funds for Bond Payment.  
Enactment No: M2020-145
13. [20-624](#) Consider Approving Disbursements totaling \$2,542,603.26  
Enactment No: M2020-146
14. [20-625](#) Consider Approval of Extension of and Fifth Amendment to Northfield Community Resource Center Management Services (NCRC) Agreement.  
Enactment No: M2020-147
15. [Res. 2020-116](#) Consider Resolution Establishing Utility Franchise Fee Refund Program.
16. [20-626](#) Consider Approval of Memorandums of Understanding with Carleton College and St. Olaf College.  
Enactment No: M2020-148
17. [Res. 2020-117](#) Consider approving designation of City of Northfield polling places for 2021.
18. [Res. 2020-118](#) Consider Approving New Base Pay Schedules for City of Northfield Employees.
19. [20-627](#) Consider Approval of Mayoral Board/Commission Appointments.  
Enactment No: M2020-149

## OPEN PUBLIC COMMENTS

*None.*

## PUBLIC HEARINGS AND RELATED ACTION

20. [20-628](#) Public Hearing on the 2021 Budget and Tax Levy.

*Mayor Pownell declared the public hearing open at 6:11 p.m. City Administrator Martig presented information regarding the 2021 proposed budget and tax levy hearing and answered questions from the Council.*

**A motion was made by Council Member Grabau, seconded by Council Member**

**Ness, to close the Public Hearing at 6:41 p.m. 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

21. [Res. 2020-119](#) Consider Adopting the 2020/Payable 2021 HRA Tax Levy.

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve Resolution No. 2020-119 Adopting the 2020/Payable 2021 HRA Tax Levy. 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

22. [Res. 2020-120](#) Consider Adopting the 2020/ Payable 2021 EDA Tax Levy.

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve Resolution No. 2020-120 Adopting the 2020/Payable 2021 EDA Tax Levy. 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

23. [Res. 2020-121](#) Consider Adopting the 2020 / Payable 2021 Tax Levy.

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve Resolution No. 2020-121 Adopting the 2020/Payable 2021 Tax Levy. 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

24. [Res. 2020-122](#) Consider Adopting the Final 2021 Budget.

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve Resolution No. 2020-122 Adopting the Final 2021 Budget. 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

25. [Res. 2020-123](#) Consider Approving the 2021-2025 Capital Equipment Plan (CEP).

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve Resolution No. 2020-123 Approving the 2021-2025 Capital Equipment Plan (CEP). 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

26. [Res. 2020-124](#) Consider Adopting the 2021-2025 Capital Improvement Plan (CIP).

**A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve Resolution No. 2020-124 Adopting the 2021-2025 Capital Improvement Plan (CIP). 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

## REGULAR AGENDA

6. [Ord. 1017](#) Consider Ordinance Implementing Gas Service Franchise Fee.

*eComments and emailed comments were received on this item.*

**A motion was made by Council Member Ness, seconded by Council Member Grabau, to approve the second reading of Ordinance No. 1017 Implementing a Gas Service Franchise Fee on Northern States Power Company, a Minnesota Corporation, D/B/A Xcel Energy, its Successors and Assigns, for Providing Gas Service within the City of Northfield. 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

7. [Ord. 1018](#) Consider Ordinance Implementing Electric Service Franchise Fee.

*eComments and emailed comments were received on this item.*

**A motion was made by Council Member Ness, seconded by Council Member Grabau, to approve the second reading of Ordinance No. 1018 Implementing an Electric Service Franchise Fee on Northern States Power Company, a Minnesota Corporation, D/B/A Xcel Energy, its Successors and Assigns, for Providing Electric Service within the City of Northfield. 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

27. [Res. 2020-125](#) Resolution to approve the Riverfront Enhancement Action Plan.

*Community Development Director Mitzi Baker introduced the item and answered questions from the Council.*

**A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve Resolution No. 2020-125 Approving the Riverfront Enhancement Action Plan.**

**A motion was made by Council Member DeLong, seconded by Council Member Ness to amend the resolution to include an additional Whereas as follows:**  
"WHEREAS, such engagement and inclusion of the DJJD committee and other key stakeholders shall be required during design development, with the intention of keeping events and uses as they currently are, until mutually agreed changes are submitted, in the form of final plans, for approval by the Park Board, Planning Commission and City Council." The motion failed by the following

vote:

**Yes: 2 – C. DeLong, C. Ness**

**No: 5 – C. Grabau, C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell.**

**The original motion on Resolution No. 2020-125 carried by the following vote:**

**Yes: 5 – C. Grabau, C. Nakasian, C. Peterson White, C. Zweifel, and Mayor Pownell**

**No: 2 – C. DeLong, and C. Ness**

## Recess

*Council recessed at 7:51 p.m. Council meeting resumed at 7:58 p.m.*

## Recognition of City Clerk Deb Little

*Mayor Pownell and the Council recognized retiring City Clerk Deb Little.*

### 28. Ord. 1019

Consideration of an Ordinance Rezoning Several Parcels as part of the St. Olaf College - Ole Avenue Housing Project from R1-B: Low Density Residential to CD-S: College Development.

*City Planner Mikayla Schmidt introduced the item. eComments and emailed comments were received on this item. Jan Hanson, Vice President and Chief Financial Officer of St. Olaf College, and Community Development Director Mitzi Baker answered questions from the Council. Pete Webb and Karen Saxx, 1113 Second Street West, addressed the Council against the rezoning with concerns regarding water runoff and St. Olaf purchasing neighboring properties.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the first reading of Ordinance No. 1019 Rezoning Parcel A and Parcel B in the City of Northfield, Rice County, Minnesota from R1-B: Low Density Residential to CD-S: College Development. The motion carried by the following vote:**

**Yes: 6 – C. DeLong, C. Grabau, C. Nakasian, C. Ness, C. Peterson White, and Mayor Pownell**

**No: 1 – C. Zweifel**

### 30. [Res. 2020-127](#)

Consider Resolution Amending Budget for Community Social and Economic Recovery Assistance.

*City Administrator Martig introduced the item and answered questions from the Council. Martig noted this is a discussion item only.*

**This item was presented and discussed. No action taken.**

## ADMINISTRATORS UPDATE

### 31. [20-629](#)

City Administrator's Update.

*City Administrator Martig gave an update regarding the state budget report. Martig thanked Councilmember DeLong and Councilmember Zweifel for their years of service on*

*the Council and City Clerk Deb Little and Library Director Teresa Jensen for their years of service with the City.*

## **REPORTS FROM THE MAYOR AND COUNCILMEMBERS**

*C. Grabau - Thanked Library Director Teresa Jensen. Thanked City Administrator Martig for guidance through this year and the pandemic. Thanked Councilmembers DeLong and Zweifel for their contributions.*

*C. Ness - Thanked Library Director Teresa Jensen. Thanked City Staff. Thanked Councilmembers DeLong and Zweifel.*

*C. Nakasian - Thanked City Staff and Councilmembers DeLong and Zweifel.*

*C. Peterson White - Thanked Library Director Teresa Jensen. Thanked City Staff. Thanked Councilmembers DeLong and Zweifel.*

*Mayor Powell - Thanked Councilmembers DeLong and Zweifel.*

*C. Zweifel - Thanked City Staff. Thanked Library Director Teresa Jensen. Thanked fellow Councilmembers for dedication and the constituency of the 3rd Ward. Thanked friends and family and City Staff for their support of the Council.*

*C. DeLong - Thanked City Staff. Thanked Library Director Teresa Jensen. Thanked Administrative Assistant Barb Neitzel.*

## **ADJOURN**

**A motion was made by Council Member Nakasian, seconded by Council Member Grabau, to adjourn the meeting at 9:37 p.m. 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