



MEMORANDUM

DATE: September 15, 2020
To: Honorable Mayor & City Council
CC: Dave Bennett, Director of Public Works/City Engineer; Mark Elliott, Police Chief; Mitzi Baker, Community Development Director; Deb Little, City Clerk; Michelle Mahowald, Communications & Human Resources Director; Teresa Jensen, Director of Library and Information Technology Resources; Chris Hood, City Attorney
From: Ben Martig, City Administrator
RE: "Supplemental Agenda Background Memo" for September 15, 2020 No. 2.

Summary Report:

The following is an update on agenda items as supplemental background agenda information made available for Tuesday, September 15, 2020.

Item #6 – Res. 2020-081 – Consider Resolution Establishing Citizen Police Department Administrative Policy Review Task Force and Related Mayoral Appointments

Councilor Zweifel requested to remove this item as well and had interest in including a youth representative for St. Olaf, Carleton and a high school aged member. Attached is a proposed amendment as an alterative action related to that request.

This police department policy review task force is a diverse group of members that represent a wide range of community members through the work the organizations they work for are affiliated with. They are able to bring forward ideas and viewpoints that represent a large portion of our population and they are familiar with challenges those they represent face in daily life, including those that have traditionally been underrepresented in decision making and in government.

Many of these organizations directly work with youth and provide additional perspectives as well. There is also the intention to provide a presentation and discussion with the full Youth on Boards program as well which is often used as a venue to engage with our high school youth.

The following lists more detail of the titles of these individuals proposed to be included in the review:

Hassel Morrison	Vice President for Student Life, St. Olaf College
Carolyn Livingston	Vice President for Student Life and Dean of Students, Carleton College
Nancy Antoine	Principal, Bridgewater Elementary: Northfield Public Schools
Anika Rychner	Program Director, Community Action Center
Jennyffer Barrientos	Growing Up Healthy Coordinator, Healthy Community Initiative
Ben Heath	Assistant Director, Northfield Union of Youth
Jennifer Fischer	ER Physician and EMS Medical Director, Northfield Hospitals and Clinic

Reginaldo Haslett-Marroquinville,
John Fossum
Kelly McCarthy

President-CEO/Regenerative Agriculture Alliance
Rice County Attorney
MN POST Board, Governor Appointed Law Enforcement
Member

As the Northfield police department is currently reviewing and creating new policies we are doing so through an equity lens, in alignment with newly passed police reform legislation. Police Chief Elliott felt it was important to have a representative group from the community assist with the heavy lifting in this endeavor. This task force has the ability to do that. The task force as presented sits at twelve members, which is a large group for a policy committee and also has included the addition of two city councilors. Following the work of the task force a presentation will be given to the city council at a regular meeting.

Chief Elliott will provide a brief update on the policies, updates and work of the group for this agenda item. Mayor Pownell will also add some additional perspective on the work and related resolution at the meeting.

Please see attached emailed comment related to this item.

Item #20 – Res. 2020-088 – Consider Resolution for Advance Assistance from MN Homeland Security and Emergency Management for Downtown Flood Study.

The City received five proposals for the Downtown Flood Study. Firms that submitted proposals include AE2S, BARR, Bolton-Menk, SEH, and Wenck. All firms that submitted have experience with flood studies. BARR Engineering has put together a qualified team to perform the study, and their proposal indicated numerous projects related to flood improvement. BARR had the lowest cost proposal, proposal cost ranged from \$27,000 - \$78,000.

Staff have updated the draft application for submittal to MN HSEM. Staff will work to MN HSEM Mitigation Specialist to finalize the application for submittal to FEMA. Once the application is submitted to FEMA, the timetable for FEMA approval is somewhat unknown could be 6 months or more.

When the application is approved by FEMA, Federal Funding Covers 75% and Local is 25%. Currently with the proposal from BARR \$32,400, 75% Federal Share is \$24,300 and the 25% Local Share is \$8,100. Staff have funds budgeted in the Storm Water Fund to cover the City share. Staff added some additional costs to the application to complete the FEMA STAPLEE (Social, Technical, Administrative, Political, Legal, Economic, and Environmental) Evaluation Criteria.

The City is creating a project page on the City website, and will post the proposals that were received and information about the project.

CITY OF NORTHFIELD, MN
CITY COUNCIL RESOLUTION 2020-081
ESTABLISHING A CITIZEN POLICE ADMINISTRATIVE POLICY REVIEW TASK FORCE

- WHEREAS, the City of Northfield Vision Statement reads that “Northfield is an open, safe, and welcoming community, recognized for its world-class colleges and historic riverfront downtown, and is dedicated to sustainably enhancing and preserving its vibrant culture, celebrated arts, strong economy, and an excellent quality of life where all can thrive.”; and
- WHEREAS, the police department provides professional police services to the residents, visitors, colleges, and businesses within the city; and
- WHEREAS, the City conducted a staffing and operational assessment of the police department in 2019 in an effort to improve efficiency and effectiveness of the Department as an action item within the Strategic Plan (2018-2020) of the City Council; and
- WHEREAS, the 2019 study recommended opportunities to improve the administrative and procedural practices of the Department, in particular updating the police department policies; and
- WHEREAS, the police department is currently reviewing and editing the standard policies provided by Lexipol to fit the department and community, and as part of this review process, the police department has requested assistance from the public in providing feedback on select policies that have been highlighted during recent calls for police reform; and
- WHEREAS, a task force of members of the public to provide feedback to the department through a series of meetings this fall and winter will be helpful in crafting policy in alignment with best practices and community expectations; and
- WHEREAS, the Northfield City Council’s Strategic Plan stresses the importance of a welcoming community that recognizes diversity, equity, and inclusion, as well as operational effectiveness with an emphasis on improved trust and improved external communication; and
- WHEREAS, community members appointed to this task force represent a diverse cross section of our community and as a representative of the organizations they work with and the people that make up their organization, including their staff, clients, and stakeholders have the ability to provide meaningful feedback on policies; and
- WHEREAS the Northfield Citizen Police Administrative Review Task Force intends to meet on an as needed basis over a period of not more than 5 months; and
- WHEREAS, the Council has the Authority to create advisory boards and commissions in accordance with Section 3.2 of the City Charter and Minnesota Statutes, Section 412.111; and
- WHEREAS, Section 3.2 of the City Charter provides that the Mayor shall appoint the members of

advisory boards and commissions subject to confirmation by a majority vote of the council; and

WHEREAS, the scope of the review will be further defined at a future date with a focus on policing reform policies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT:

The Northfield City Council establishes the “Citizen Police Administrative Review Task Force” as follows:

1. Work to review the police department policies to include the following:
 - Preservation of constitutional rights;
 - Conformity to police reform law changes;
 - Prioritization of policies to protect life and livelihood of citizens;
 - Prioritization to align with the city strategic plan; and
 - Prioritization to align with 21st century policing initiatives.
2. The Northfield Citizen Police Administrative Review Task Force shall terminate upon completion of the review and submittal of a report to the City Council.
3. The following persons are appointed to serve on the Northfield Citizen Police Administrative Review Task Force:
 - Rhonda Pownell (city council)
 - Clarice Grabau (city council)
 - Hassel Morrison (St. Olaf)
 - Carolyn Livingston (Carleton)
 - Nancy Antoine (Northfield Public Schools)
 - Anika Rychner (Northfield Community Action Center)
 - Jennyffer Barrientos (Healthy Community Initiative)
 - Ben Heath (Northfield Union of Youth)
 - Jennifer Fischer (Northfield Hospital and Clinics)
 - Reginaldo Haslett-Marroquinville (Regenerative Agriculture Alliance)
 - John Fossum (Rice County Attorney)
 - Kelly McCarthy (Minnesota Post Board)
4. An additional three youth members shall be appointed to serve on the Northfield Citizen Police Administrative Review Task Force including the following:
 - St.Olaf
 - Carleton
 - High School Aged member

PASSED by the City Council of the City of Northfield on this 15th day of September, 2020.

ATTEST:

City Clerk

Mayor

VOTE: ___ POWNELL ___ DELONG ___ GRABAU ___ NAKASIAN
 ___ NESS ___ PETERSON WHITE ___ ZWEIFEL

From: [Julia Tassava](#)
To: [Deb Little](#)
Subject: Police policy task force
Date: Tuesday, September 15, 2020 6:39:18 AM

CAUTION: This email originated from outside of the organization.

Hello. I am a representative of a committee of members of the League of Women Voters who are working on promoting civic engagement in government processes and hold a deep commitment to youth voices and participation. Our committee includes two long standing League members and 4 newer youth members. We are pleased that the Northfield City Council will be involving civilians in the review of our police procedures and support The Resolution Establishing Citizen Police Department Administrative Policy Review Task Force and Related Mayoral Appointments.

We think this work is really important in light of recent events in the state and beyond. We are concerned about creating the most positive and welcoming community in Northfield, including how residents and police interact and we want to support the task force as they do their work. At the League, we believe in government transparency and see the Review Task Force as contributing to that transparency in our community.

In the future, we would like to see youth represented on policy review task forces. In the meantime, our committee plans to work on organizing listening sessions with young people in the Northfield area as well as do research to find promising alternatives and equity based police policies. We look forward to inviting members of the Task Force to our events. We hope to support the work of the Task Force and to contribute to strong and positive connections between the community and the police in Northfield.

Thank you!

HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



Applicant Information

1. **Applicant Legal Name:** City of Northfield Minnesota
2. **Organizational Unit:** Public Works Department
3. **Project Title:** Downtown Flood Improvements
4. **Applicant Type:** Local Government State Government
 Private Non-Profit (attach copy of Form 501c3)
5. **Is this a new or revised application?** New Revised
If revised, check appropriate box: Funding Change Timeline Extension
 Change in Scope of Work Other (specify below):

Enter explanations here, as needed (7-8 lines of text will fit in box, 900 character limit)

6. **Proposed Project Total Cost:** \$ 32,400.00
Federal Share (75.00%): \$ 24,300.00 Local Share (25.00%): \$ 8,100.00

Certifications:

The undersigned assures fulfillment of all requirements of the Hazard Mitigation Grant Program as contained in the program guidelines and that all information contained herein is true and correct to the best of my knowledge. The governing body of the applicant has duly authorized the document, and hereby applies for the assistance documented in this application. [Also, the applicant understands that the project may proceed ONLY AFTER FEMA APPROVAL is gained.](#)

*Typed Name of Authorized
Representative/Applicant Agent*

Title

Telephone Number

Signature of Authorized Representative/Applicant Agent

Date Signed

HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



Answers to both 7 and 8 must be “YES” to be considered eligible for HMGP funding.

7. Does your community have a current FEMA approved multi-hazard mitigation plan? Yes No

8. Title of the Plan: Rice County Multi-Hazard Mitigation Plan)

9. Adoption date: 11/19/2019

10. Location of proposed project in mitigation plan strategies: Page 111 Section Mitigation Strategy

11. Is the project type covered in the State 322 Plan: Yes Page 0 Section

12. Does the community participate in the National Flood Insurance Program (NFIP)? Yes No

Is the community in good standing with the NFIP? Yes No

13. Tax ID Number: 41-6005424

FIPS Code (5 digit): 46924

Community ID Number (6 digit): #####

DUNS Number: 076484856

14. US Congressional District: MN 2
Tina Smith

Congressman Name: Angie Craig, Senator Amy Klobuchar,

15. State Senatorial District: 20, 58

Senator Name: Rich Draheim & Matt Little

16. State Legislative District: 20B
58B

Representative Name: Todd Lippert

Representative Name: Patrick Garofalo

Representative Name:

Representative Name:

17. Primary Point of Contact

The Primary Point of Contact is the person responsible for coordinating the implementation of this proposal, if approval is granted.

Ms. Mr. Mrs. First Name: David Last Name: Bennett

Title: Public Works Director/City Engineer

Address Line 1: 801 Washington Street

Address Line 2:

City: Northfield State: MN Zip: 55057

Office Phone: 507-645-3006 Mobile Phone:

HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



Fax Number: 507-645-3055

Email Address: david.bennett@ci.northfield.mn.us

HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



18. Authorized Applicant Agent

The Authorized Applicant Agent **MUST** be the chief executive officer, mayor, etc. This person must be able to sign contracts, authorize funding allocations or payments, etc.

Ms. Mr. Mrs. **First Name:** Ben **Last Name:** Martig

Title: City Administrator

Address Line 1: 801 Washington Street

Address Line 2:

City: Northfield **State:** MN **Zip:** 55057

Office Phone: 507-645-3060 **Mobile Phone:**

Fax Number: 507-645-3055

Email Address: Ben.Martig@ci.northfield.mn.us

HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



Project Narrative – Advance Assistance

The City of Northfiel, MN requests Advance Assistance for DR-1941 pursuant to Section 1104 of the SRIA of 2013 to accelerate implementation of HMGP. The sub-applicant will use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select and develop a future complete HMGP application in a timely manner, as described in the Project Description ([Scope of Work](#)) below.

Scope of Work (Project Description)

List proposed activities, estimate costs and deliverables.

Item	Activity	Deliverable(s)	Estimated Cost
1	Data Gathering	Field survey, asbuilts, GIS, drainage and hydraulic review of properties	\$5,000.00
2	Evaluate Flood Mitigation Strategies	Report with recommendations of flood solution to mitigate downtown flooding	\$22,400.00
3	Prepare FEMA STAPLEE Evaluation Criteria	STAPLEE based on Recommendations	\$5,000.00
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
Total Estimated Cost			\$32,400.00
Federal Share			\$24,300.00
Non-Federal Share			\$8,100.00

HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



Work Schedule

Following is a schedule of proposed milestones by quarter for all major activities by which the sub-applicant proposes to monitor progress for Advance Assistance:

Quarter	Activity	Milestone	Deliverable
1	Phase 1 - Data Gatehring	February 2021	Field survey, asbuilts, GIS, drainage and hydraulic review of properties
2	Phase 2 - Evaluate Flood Mitigation Strategies	April 2021	Report with recommendations of flood solution to mitigate downtown flooding
3	Prepare STAPLEE	April 2021	A STAPLEE will be prepared for each recommended solution
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HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



Line Item Budget

The sub-applicant may request that FEMA obligate Advance Assistance funds incrementally, based on when the sub-applicant needs the funds. Please list the obligation schedule by activity

Activity	Initial Amount Requested	Second Amount Requested	Third Amount Requested	Total Requested
Phase 1 - Data Gatehring	\$	\$	\$	\$3,750.00
Phase 2 - Evaluate Flood Mitigation Strategies	\$	\$	\$	\$16,800.00
Prepare Staplee	\$	\$	\$	\$3,750.00
Describe, 75 character limit	\$	\$	\$	\$
Describe, 75 character limit	\$	\$	\$	\$
Describe, 75 character limit	\$	\$	\$	\$
Describe, 75 character limit	\$	\$	\$	\$
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Describe, 75 character limit	\$	\$	\$	\$
Describe, 75 character limit	\$	\$	\$	\$

HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



Non-Federal Funding Share (25% of Total Project Costs)

List all sources and amounts utilized in the non-federal share including all in-kind services. In-Kind services may not exceed the 25% non-federal share. If any portion of the non-Federal share will come from non-applicant sources (donated services, private donation, etc.), attach letters of funding commitment for each non-applicant source.

Source	Name of Source Agency	Type Funding	Amount	Commitment Letter Attached
City of Northfield	City of Northfield	Local Funds	\$8,100.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Required Documentation Attached

- Jurisdiction Details Form
- Detailed budget with narrative
- Funds commitment letter which lists the sources and amounts utilized in the non-Federal share requirement, including all in-kind services. Fund commitment letters from non-applicant sources.
- Assurances
 - SF-424b
 - 112-0-3C or 20-16C
 - SF-LLL (only if engaging in lobbying activities)
- Completed SF-424, signed by the authorized representative of the jurisdiction. (optional for sub-applications in HMGP)
- Non-Construction Budget (SF-424a) (optional for sub-applications in HMGP)
- Designated Authorized Agent Documentation, designating the Chief Executive Officer or Mayor, to be able to sign contracts, authorize funding allocations or payments, etc. and signed by the ruling body of the applicant.

Additional Information

Provide any relevant information or explanation below.

HAZARD MITIGATION GRANT PROGRAM ADVANCE ASSISTANCE PROJECT APPLICATION



The City of Northfield has had number floods of the Cannon River causing damage to private and public property along the river. The City is committed to a resilient and sustainable community that is forward thinking in planning for climate change impacts. Understanding this, the City wants study what options are available to mitigate future flooding.