



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
northfieldmn.gov

## Meeting Agenda

### City Council

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Tuesday, May 7, 2024

6:00 PM

Council Chambers

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#### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER

Mayor: Pownell

Councilmembers: Holmes, Ness, Peterson White, Reister, Sokup, Zuccolotto

#### APPROVAL OF AGENDA

#### PRESENTATIONS

1. [24-300](#) Oath of Office Ceremony for Northfield Police Department Officers and Sergeants.

**Attachments:** [1 - Oath of Office - Police Officer](#)  
[2 - Oath of Office - Police Sergeant](#)

2. [24-301](#) Presentation of Northfield Hospital and Clinics 2023 Audit.

**Attachments:** [1 - 2023 Audit Presentation to City Council](#)  
[2 - 2023 Final Financial Statement](#)

#### CONSENT AGENDA

Agenda items below are approved by one motion unless a Council member requests separate action. All items approved by majority vote unless noted.

3. [24-302](#) Consider Approval of April 16, 2024 City Council Meeting Minutes.

**Attachments:** [1 - 04-16-2024 Council Minutes](#)

4. [24-303](#) Consider Approval of April 23, 2024 Special City Council Meeting Minutes.

**Attachments:** [1 - 04-23-2024 Special Council Minutes](#)

5. [24-304](#) Consider Approving Disbursements totaling \$2,811,016.27

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

6.     [24-305](#)            Approve miscellaneous/concessions license for FiftyNorth Popcorn Wagon.
7.     [24-306](#)            Consider Approval of a Temporary Liquor License for Loon Liquors, LLC  
DBA Loon Liquors for June 20, 2024 at the Friends of Downtown Northfield  
and Riverwalk Market Fair Third Thursday Block Party.
8.     [24-307](#)            Consider Approval of a Temporary Liquor License for Loon Liquors, LLC  
DBA Loon Liquors for July 13, 2024 at the Age-Friendly Community Street  
Dance.
9.     [24-308](#)            City Administrator Biannual Update Summary of Grants Report per the City  
Council Grants Policy.
- Attachments:     [1 - 2023-24 Grant List](#)  
                              [2 - M2019-121 Grant Management Policy](#)
10.    [24-309](#)            Consider Approval of Updated Joint Powers Agreement with the Cannon River  
Drug and Violent Offender Task Force.
- Attachments:     [1 - CRDVOTF JPA 2024](#)  
                              [2 - CRDVOTF JPA 2019](#)
11.    [Res. 2024-044](#)        Consider Resolution Referring to the Northfield Economic Development  
Authority (EDA) to Provide Advisory Role to City Council Related to the 5th  
& Water and 5th & Washington Redevelopment Projects.
- Attachments:     [1 - Resolution 2024-044 EDA Redevelopment Role Delegation](#)  
                              [2 - Resolution 2024-044 EDA Redevelopment Role Delegation \(redline from last works](#)  
                              [3 - Resolution 2023-072](#)
12.    [24-310](#)            Consider Motion for Contract Amendment #1 and Amendment #2 for  
Professional Services for the 2023 Reclamation and Overlay Project.
- Attachments:     [1 - 2023 Reclamation and Overlay Contract Amendment #1 & #2](#)

## OPEN PUBLIC COMMENTS

*Persons may take one opportunity to address the Council for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Mayor is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. Comments may also be made electronically until 12:00 noon on the day of the meeting through the eComment (electronic comment) system. Any eComments received for the meeting can be viewed on the City's website.*

## REGULAR AGENDA

Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also use the electronic register to speak option on the City's website or contact the City Clerk no later than 12:00 noon on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 noon on the day of the meeting. The Mayor will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Council's time. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Council;
- Identify your relationship to the topic;
- Have a spokesperson or two for your group to present your comments;
- Persons wanting a response to a question must submit the question in writing to the City Clerk, including name and how you would like to be contacted.

**13.      [24-311](#)                      Consider Amendments to Council Rules of Business and Appendices.**

**Attachments:**      [1 - rules of busines.redlined](#)  
[2 - Rules of Order Appendix A](#)  
[3 - Rules of Decorum Appendix B](#)  
[4 - Public Participation Guide Appendix C](#)  
[5 - Timeline Chart Council Appendix D](#)  
[6 - Northfield Listening Session Guidelines Appendix E](#)  
[7 - Draft 1.06 Proclamation and Resolution Policy Appendix F](#)  
[8 - Draft 1.07 City Attorney Role Policy Appendix G](#)  
[9 - Draft 1.08 Council Liaison Policy Exhibit H](#)  
[10 - SUPPLEMENTAL 1 - City Council Supplemental Agenda Background Memo No.](#)  
[11 - SUPPLEMENTAL 1 - Rules of Business Redlined May 7](#)  
[12 - SUPPLEMENTAL 1 - Northfield Listening Sessions](#)

**14.      [24-312](#)                      Consider Amendments to Board and Commission Rules of Business and Appendices.**

**Attachments:**      [1 - Board Commission Rules of Business](#)  
[2 - Rules of Business Appendix A Rules of Order](#)  
[3 - Rules of Decorum Appendix B](#)  
[4 - Public Participation Guide Appendix C](#)  
[5 - Timelines Chart Appendix D](#)  
[6 - Draft 1.06 Proclamation and Resolution Policy Appendix E](#)  
[7 - Draft 1.07 City Attorney Role Policy Appendix F](#)  
[8 - Draft 1.08 Council Liaison Policy Appendix G](#)

15.     [24-313](#)                   Annual Report of Carbon Reduction Fund (2023).

**Attachments:**       [1 - Carbon Reduction Fund Policy - highlight annual report](#)  
                              [2 - CRF 2023 Presentation](#)

16.     [Res. 2024-047](#)       Consider Resolution Authorizing up to \$25,000 from the Carbon Reduction Fund to the Northfield Public School District Efforts to Explore the Feasibility of a Geothermal System at Northfield High School.

**Attachments:**       [1 - NSD Geothermal Resolution of Support](#)  
                              [2 - Geothermal Letter to City \(002\)](#)

17.     [24-314](#)                   Update on Ice Arena Partnership, Tax Impacts and Timeline.

**Attachments:**       [1 - North School District Draft Letter of Support](#)  
                              [2 - NHA Letter to City 04.22.2024](#)  
                              [3 - Ice Arena - Project Schedule 4-30-24](#)  
                              [4 - Ice Arena Bonds Updated Tax Impacts \(School at 200k\) 2024-04-30](#)  
                              [5 - 050724 Council Ice Arena Presentation](#)  
                              [6 SUPPLEMENTAL 1 - City Council Supplemental Agenda Background Memo No. 1](#)

## ADMINISTRATORS UPDATE

18.     [24-315](#)                   City Administrator's Update.

**Attachments:**       [Upcoming Agenda Items \(05-03-24\)](#)

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

## ADJOURN

***Note: The City Council may take a five minute break during the meeting. All regular City Council meetings end at 9:00 pm unless a simple (4/7) majority of the City Council vote to extend the time.***

***SPECIAL NEEDS: If you require special services to attend or participate in a public meeting, please call the City's Administration Office at (507) 645-3001 or e-mail Lynette Peterson, City Clerk, at [lynette.peterson@ci.northfield.mn.us](mailto:lynette.peterson@ci.northfield.mn.us). TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.***