



# City of Northfield

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

## Meeting Minutes - Final City Council

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Tuesday, November 19, 2024

6:00 PM

Council Chambers

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### Work Session

#### 6:00 PM - CITY COUNCIL WORK SESSION AGENDA

#### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:04 pm.*

**Present:** 7 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member Jami Reister, Council Member George Zuccolotto, Council Member Kathleen Holmes, Council Member Davin Sokup, and Council Member Jessica Peterson White

*Also present: Community Development Director Jake Reilly, Utilities Manager Justin Wagner, Finance Director Brenda Angelstad, City Engineer/Public Works Director David Bennett, Police Chief Jeffrey Schroepfer, City Administrator Ben Martig, and City Clerk Lynette Peterson.*

#### REGULAR AGENDA

1. [24-682](#) Discussion on Flood Emergency Management Response Enhancements & Future Mitigation Improvements and Equipment.

*City Engineer/Public Works Director David Bennett presented on the 2024 Northfield Cannon River Flooding to include a downtown flooding recap; flood prediction; communication/feedback; federal grants for flood wall; damages; and future flooding/preparation.*

*City Administrator Ben Martig added additional information regarding flooding.*

#### RECESS

*Council recessed at 6:20 p.m. Council meeting resumed at 6:25 p.m.*

1. [24-682](#) Discussion on Flood Emergency Management Response Enhancements & Future Mitigation Improvements and Equipment.

*Council discussed future flood plans. Bennett and Martig answered questions from the Council.*

2. [24-685](#) Review of Cannabis Related Ordinance Amendments.

*Community Development Director Jake Reilly gave background information on the review of Cannabis Related Ordinance and Tobacco Amendments giving an overview of State law changes in regards to the legalization of Cannabis; the need for ordinance*

*changes; local regulatory options being reviewed; additional regulations regarding tobacco to consider and next steps.*

*Reilly addressed the possible distance restrictions with the Council. Staff is recommending a distance of 300 feet from a school and the distance between two retail Cannabis businesses of 1,320 feet.*

*Reilly and City Administrator Ben Martig answered questions from the Council.*

3. [24-683](#) Presentation on Infrastructure Planning for Northwest Industrial Development Area for Water and Sewer.

*City Engineer/Public Works Director David Bennett and Bolton & Menk Engineer Seth Peterson presented on the NW Area sanitary sewer and water system analysis. Bennett presented project background; sanitary sewer to include 2008 comprehensive sewer plan; flow monitoring plan; capacity analysis results; Northwest Area future development; regional lift station; trunk sewer routing options and costs; and water system to include hydraulic model; required infrastructure; proposed improvements and costs.*

*Bennett, Community Development Director Jake Reilly and City Administrator Martig answered questions from the Council.*

## RECESS

*Council recessed at 7:37 p.m. Council meeting resumed at 7:44 p.m.*

4. [24-684](#) Review Final Budget Related Direction 2025-2026.

*City Administrator Ben Martig presented on the preliminary budget and tax levy for 2025-2026 including policy direction on the NCRC building leases highlighting the NCRC Fund recent history. City Engineer/Public Works Director David Bennett added additional information on the NCRC 5-Year Capital Improvement Plan (CIP). Martig reviewed various illustrations of rents for the NCRC Building for 2025 and 2026 asking for Council feedback regarding policy questions regarding rent increases. Martig and Finance Director Brenda Angelstad answered questions from the Council.*

## EXTEND THE MEETING

**A motion was made by Council Member Holmes, seconded by Council Member Peterson White, to extend the meeting until business is complete. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

4. [24-684](#) Review Final Budget Related Direction 2025-2026.

*Council discussion continued regarding NCRC Leases. Council supports Option C to increase rent but also increase the levy to build up reserves and then the City use the levy to pay for the pool dehumidifier in the amount of \$133,000. Staff should discuss with FiftyNorth if they have funds available to pay for the replacement of the pool humidifier.*

*Staff should discuss with other tenants to see what their situations are and how increased rent will affect their operations since they are non-profits. If needed the City*

*should look at the option of spreading increases out over a longer period of time for planning purposes for the non-profits.*

*Martig presented a franchise fee ordinance amendment. Council commented on communicating a clear message to the community on this amendment.*

*Martig continued presenting information on 2025 Legislative financial priorities to include LGA; Modernization Act; Hwy 266 turnback, bonding (2025 Bridge Square, 2026 DNR Agency request Dam removal & replacement) and local option sales tax. The Council supports staff bringing an authorization to the Council to apply for funding. If funding is not granted, the City should hold off on the projects.*

*Martig also briefly presented information on the 2025 Budget and Citywide levy to include final adjustments and Capital Improvement Plan (CIP) and Capital Equipment Plan (CEP). The final levy has been adjusted to 15.8%. This includes the EDA Associate position moving to EDA/HRA levies; personnel services contract costs revised based on latest estimates and does include the positions of Budget Analyst and Lead Mechanic. The final levy of 15.8% will be presented at the budget public hearing on December 3.*

## **ADJOURN**

**A motion was made by Council Member Ness, seconded by Council Member Sokup, to adjourn the meeting at 9:27 p.m. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White