



# City of Northfield

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

## Meeting Minutes - Draft City Council

---

Tuesday, May 21, 2024

6:00 PM

Council Chambers

---

### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:05 p.m.*

**Present:** 5 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member Jami Reister, Council Member Kathleen Holmes, and Council Member Davin Sokup

**Absent:** 2 - Council Member George Zuccolotto, and Council Member Jessica Peterson White

*Also present: City Administrator Ben Martig, Police Chief Mark Elliott, Assistant to the City Administrator Risi Karim, Public Works Director/City Engineer David Bennett and City Clerk Lynette Peterson.*

#### APPROVAL OF AGENDA

*Mayor Pownell noted information in Supplemental Agenda Background Memo No. 1.*

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

**Yes:** 5 - C. Ness, Mayor Pownell, C. Reister, C. Holmes, and C. Sokup

#### PRESENTATIONS

1. [24-338](#) Recognition of service for our graduating Northfield High School Seniors and youth coming off Boards and Commissions.

*Mayor Pownell presented background information on the youth on boards and commissions program and recognized the graduating seniors that have served on boards and commissions and those no longer serving on a board/commission from Northfield High School.*

*A group photo was taken after the presentation.*

#### CONSENT AGENDA

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

**Yes:** 5 - C. Ness, Mayor Pownell, C. Reister, C. Holmes, and C. Sokup

2. [24-339](#) Consider Approval of May 7, 2024 City Council Meeting Minutes.
3. [24-340](#) Consider Approval of May 14, 2024 City Council Work Session Minutes.
4. [24-341](#) Consider Approving Disbursements totaling \$1,435,110.52
5. [24-342](#) Consider Approval of Mayoral Board/Commission Youth Appointments.
6. [24-343](#) Consideration of 2024 Annual Service Contract for Northfield Historical Society.
7. [Res. 2024-048](#) Approve Updated Council Policies.
8. [Res. 2024-049](#) Consider Resolution Accepting Bids and Awarding the Contract for the Sanitary Sewer Lining Project.
9. [Res. 2024-050](#) Consider Resolution Recommending MnDOT to Implement Interim Safety Solution on Trunk Highway 19.

## OPEN PUBLIC COMMENTS

*Arielle Loy, 1404 Washington Street, addressed the Council in opposition of the proposed off-street trail on Washington Street from Sumner Street to the turnaround.*

*Lynn McGillivray, 1400 Washington Street, addressed the Council regarding the Washington Street project.*

*Patrick Tomczik, 1203 Woodland Trail, addressed the Council regarding the Council Listening Sessions.*

*David DeLong, 1000 S. Spring Street, addressed the Council regarding open public comment in the City Charter.*

## REGULAR AGENDA

10. [Res. 2024-051](#) Consider action and summary of conclusions of the evaluation of the performance of Ben Martig, City Administrator, pursuant to Minn. Stat. §13D.05, subd. 3.

*Mayor Pownell introduced the item reporting on the City Administrator's performance review from the May 20, 2024 special meeting. Mr. Martig did not request that such meeting be open to the public. As a result, the evaluation of Mr. Martig's performance took place in a closed meeting as provided under Minnesota Open Meeting Law.*

*Mayor Pownell provided a summary of conclusions reached by the City Council from the May 20, 2024 evaluation: Northfield's elected officials are highly satisfied with their City Administrator Ben Martig's leadership in the last year. Ben continues to receive recognition for implementation of multiple projects throughout the City. Engagement with the community is ongoing. The Council is pleased with the quality of City Staff and Ben as their leader. The City Council has expressed, through this review process, a desire for Ben to continue as their City Administrator for the upcoming year.*

**A motion was made by Council Member Holmes, seconded by Council Member Ness, to approve Resolution No. 2024-051 Approving a Salary Increase for City Administrator Ben Martig to include an increase to Step 9 (1 step) of pay grade AA under the City of Northfield's Pay Schedule for 2024 effective May 2, 2024. The motion carried by the following vote:**

**Yes:** 5 - C. Ness, Mayor Pownell, C. Reister, C. Holmes, and C. Sokup

- 11. [Res. 2024-052](#)** Consider Resolution Accepting Administrative Services Organization Assessment Report.

*Assistant to the City Administrator Risi Karim introduced the item. Isaac Bales and Elliott Hallett from Baker Tilly reviewed the objectives of the project, recap of the previous presentation and the communications division comparison. Karim, Bales and Hallett answered questions from the Council.*

**A motion was made by Council Member Reister, seconded by Council Member Holmes, to approve Resolution No. 2024-052 Accepting Administrative Services Organization Assessment Report. The motion carried by the following vote:**

**Yes:** 5 - C. Ness, Mayor Pownell, C. Reister, C. Holmes, and C. Sokup

- 12. [Ord. 1061](#)** Consider Ordinance 1061 Amending the City Code of Ethics, Establishing a Uniform Set of Procedures for Boards And Commission, and Moving and Consolidating Language Located in Various Chapters of City Code (Chapters 2, 22, 34, And 42) Related to Boards and Commissions into Chapter 2 of City Code (First Reading).

*City Administrator Ben Martig introduced the item detailing changes to the ordinance and ongoing board and commission governance work.*

**A motion was made by Council Member Ness, seconded by Council Member Sokup, to approve the first reading of Ordinance No. 1061 Amending Northfield City Code, Chapters 2, 22, 34, 42 and 54 Related to the Code of Ethics and Establishing a Uniform Set of Procedures for City Boards and Commissions. The motion carried by the following vote:**

**Yes:** 5 - C. Ness, Mayor Pownell, C. Reister, C. Holmes, and C. Sokup

- 13. [Res. 2024-053](#)** Request for Police Department Budget Amendment of \$18,200 for police wellness program.

*Police Chief Mark Elliott introduced the item giving background information on the Sigma Wellness program. Elliott answered questions from the Council. Council Member Reister detailed research she completed on the program and testing. Mayor Pownell read a statement from Councilor Peterson White on the program. Other Council Members commented on the program.*

**A motion was made by Council Member Reister, seconded by Council Member Holmes, to pause hiring Sigma Tactical Wellness and propose we as a city move to partner with local community resources, including our community hospital, to explore and pursue the evaluation of cardiac disease risk and cardiac well-being in our police department, utilizing evidence-based, clinically relevant, and established standards of care. The motion carried by the following vote:**

**Yes:** 4 - Mayor Pownell, C. Reister, C. Holmes, and C. Sokup

**No:** 1 - C. Ness

## ADMINISTRATORS UPDATE

**14. [24-345](#)** City Administrator's Update.

*City Administrator Ben Martig gave an update on the legislative session and an update on City projects and activities.*

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

*C. Sokup - No report.*

*C. Holmes - Parks and Recreation Board cancelled; EDA joint meeting with Planning Commission; Rice County Board of Commissioners Meeting.*

*C. Reister - Age-Friendly Northfield Meeting; NAFRS Meeting; Community Relations meeting with Hospital Board.*

*C. Ness - NAFRS Board Meeting; Vest Fest Event; Kraewood Ribbon Cutting.*

*Mayor Pownell - Riverwalk Market Fair; Third Thursday Event; Love our City Event; Heywood Bike Ride; Kraewood Ribbon Cutting.*

## ADJOURN

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to adjourn the meeting at 7:54 p.m. The motion carried by the following vote:**

**Yes:** 5 - C. Ness, Mayor Pownell, C. Reister, C. Holmes, and C. Sokup