



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, September 3, 2024

6:00 PM

Council Chambers

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

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

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: Public Works Director/City Engineer David Bennett, Engineering Manager Sean Simonson, Community Development Director Jake Reilly, Police Chief Mark Elliott, Assistant to the City Administrator Risi Karim, City Administrator Ben Martig and City Clerk Lynette Peterson.

LISTENING SESSION

No residents were in attendance to speak at the Listening Session.

RECESS

Council recessed at 6:06 p.m. Council meeting resumed at 6:30 p.m.

6:30 PM - APPROVAL OF AGENDA

Mayor Pownell noted information in Supplemental Agenda Background Memo No. 1. Mayor Pownell also noted discussion regarding removal of Item 16, Second Reading of Ordinance 1064 - Amendments to Chapter 34, Land Development Code, Section 3.3.4 Outdoor Lighting Standards, Chapter 16, Buildings and Building Regulations, and Chapter 46, Nuisances in Regards to Outdoor Lighting Standards and Item 17, Summary Publication of Ordinance No. 1064 from the Consent Agenda for further staff review of ordinance language.

A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve the agenda with removal of Item 16, Second Reading of Ordinance 1064 - Amendments to Chapter 34, Land Development Code, Section 3.3.4 Outdoor Lighting Standards, Chapter 16, Buildings and Building Regulations, and Chapter 46, Nuisances in Regards to Outdoor Lighting Standards and Item 17, Summary Publication of Ordinance No. 1064 from the Consent Agenda for further staff review of ordinance language. 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

PRESENTATIONS

1. [24-521](#) Presentation of Northfield Area Fire & Rescue Service 2023 Annual Report.

Fire Chief Tom Nelson and Assistant Chief Sean Simonson presented the Council with the Northfield Area Fire and Rescue Services 2023 Annual Report highlighting the service area, total rescue calls, total fire calls, response time, estimated property loss, fire prevention, inspections, permits, personnel and years of service. Nelson and Simonson answered questions from the Council.

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

2. [24-522](#) Consider Approval of August 5, 2024 City Council Meeting Minutes.
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:
3. [24-523](#) Consider Approval of August 15, 2024 City Council Special Meeting Minutes.
4. [24-524](#) Consider Approval of August 15, 2024 City Council Closed Meeting Minutes.
5. [24-525](#) Consider Approval of August 20, 2024 City Council Special Meeting Minutes.
6. [24-526](#) Consider Approval of August 20, 2024 City Council Work Session Minutes.
7. [24-527](#) Consider Approving Disbursements totaling \$4,635,390.30
8. [Res. 2024-088](#) Consider Adopting Schedule for 2025 City Council Meetings.
9. [24-528](#) Consider Approval of Temporary Expansion of Licensed Premises on Private Property for Flaherty's Arden Bowl, Inc. dba Flaherty's Northfield Lanes, 1700 S. Highway 3 on Saturday, September 28, 2024
10. [24-529](#) Consider Approval of Temporary Expansion of Licensed Premises on Private Property for Flaherty's Arden Bowl, Inc. dba Flaherty's Northfield Lanes, 1700 S. Highway 3 on Saturday, October 5, 2024
11. [Res. 2024-089](#) Approve application for premises permit for the Northfield Hockey Association at Flaherty's Northfield Lanes.
12. [24-530](#) Consideration of 2025 Employee Benefits Renewal.

13. [24-531](#) Approve the proposed 2025 Northfield Area Fire & Rescue Service Budget and Capital Equipment Plan and Related City of Northfield of Fire Department 2025 Contribution.
14. [Res. 2024-090](#) Consider Resolution Accepting Streets and Parks Division Organization Assessment Report.
15. [Res. 2024-091](#) Consider Resolution Approving MnDOT Cooperative Construction Agreement for the TH 246 East Side Trail Construction Project.

PUBLIC HEARINGS AND RELATED ACTION

18. [24-533](#) Public Hearing for Liquor License for Froggz LLC DBA Froggz - 307 Water Street South.

Mayor Pownell declared the public hearing open at 6:55 p.m. City Clerk Lynette Peterson introduced the item. Police Chief Mark Elliott presented information on the background investigation. Nic Erickson, Froggz LLC, addressed the Council regarding the scope of the new business. Elliott and City Attorney David Assaf answered questions from the Council. Nate Bram, Froggz, addressed the Council regarding the intent of the business to become a safe place to gather in the community.

A motion was made by Council Member Ness, seconded by Council Member Reister, to close the Public Hearing at 7:29 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

19. [24-534](#) Consideration of New Liquor License Froggz LLC dba Froggz at 307 Water Street South.

A motion was made by Council Member Ness, seconded by Council Member Sokup, to approve the on-sale liquor license, Sunday liquor license and 2 a.m. liquor license for Froggz LLC dba Froggz at 307 Water Street South. 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

20. [24-535](#) Consider Cannabinoid License for Froggz LLC DBA Froggz, at 307 Water Street South

A motion was made by Council Member Ness, seconded by Council Member Sokup, to approve the Cannabinoid license for Froggz LLC dba Froggz at 307 Water Street South. 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

Recess

Council recessed at 7:31 p.m. Council meeting resumed at 7:39 p.m.

REGULAR AGENDA

21. [24-536](#) The City Council discussion on the 2025 Reclamation and Overlay Project Feasibility Report.

Engineering Manager Sean Simonson reviewed the 2025 Reclamation and Overlay Project Feasibility Report to include the project scope, project location, mill and overlay, pavement reclamation, proposed improvements and project process. Simonson detailed Washington Street Alternatives 1, 2, 3 and 4. Council direction was to continue as recommended by staff which is no Washington Street, Mills Town Trail or Festler Parcel Trail included. This item will be on September 17 agenda for feasibility report approval. Public Works Director/City Engineer David Bennett and Simonson answered questions from the Council.

22. [Ord. 1066](#) Consideration of Approval of the Second Reading of Ordinance 1066 Text Amendments Related to Parking Standards in Chapter 34 - Land Development Code and Chapter 14 - Businesses of the Northfield City Code.

Community Development Director Jake Reilly introduced the item giving background information on the first reading of the off-street parking, loading and mobility text amendments in the Land Development Code. The updates would be shifting to a demand-based parking requirement citywide. Reilly answered questions from the Council.

A motion was made by Council Member Sokup, seconded by Council Member Reister, to approve the first reading of Ordinance No. 1066 Amending Northfield City Code, Chapter 34 - Land Development Code, and Chapter 14 - Business. 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

23. [24-537](#) Update on Strategic Plan (2021-2024)

Assistant to the City Administrator Risi Karim introduced the item giving an update on the Strategic Plan for 2021-2024 highlighting the 6 areas including economic vitality; housing availability; quality facilities; diversity, equity & inclusion; service excellence and climate action.

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: 6 - Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, C. Sokup, and C. Peterson White

No: 1 - C. Ness

23. [24-537](#) Update on Strategic Plan (2021-2024)

Council members commented on the strategic plan and metrics stating they would like to see this information online for the public to view. Karim answered questions from the

Council.

ADMINISTRATORS UPDATE

24. [24-538](#) City Administrator's Update.

City Administrator Martig updated the Council on next week's work session.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

Community Development Director Jake Reilly updated the Council on the Comprehensive Plan steering committee meetings and progress.

C. Sokup - Finance Policy Subcommittee Meeting; EQC Meeting.

C. Peterson White - No report.

C. Holmes - EDA Meeting; Financial Policy Subcommittee Meeting; Council Employment Committee Meeting.

C. Zuccolotto - No Report.

C. Reister - NAFRS Meeting; Finance Policy Subcommittee Meeting; Hospital Board Meeting.

C. Ness - No report.

Mayor Pownell - Intergovernmental Meeting; Comprehensive Plan Steering Committee Meeting.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Sokup, to adjourn the meeting at 9:20 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