

# City of Northfield

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



## Meeting Agenda

**Wednesday, June 24, 2026**

**6:00 PM**

**Council Chambers**

**Human Rights Commission**

## 6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

### APPROVAL OF AGENDA

### APPROVAL OF MINUTES

1. [26-323](#) March 22, 2026 HRC Meeting Minutes

**Attachments:** [April 22, 2026 HRC Meeting Minutes](#)

### OPEN PUBLIC COMMENT

*Persons may take one opportunity to address the Board/Commission 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 Chair 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. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their 2 minute speaking time to other members of the public.*

### BOARD MEMBER AND COMMISSIONER REPORTS

#### 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 contact the staff liaison via the City's website no later than 12:00 noon on the day of the meeting. The Chair 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 Commission'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 Commission;*
- *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 recording secretary, including name and how you would like to be contacted.*

2. [26-324](#) Election of Human Rights Commission Officers of Chair and Vice-Chair.
3. [26-325](#) Annual Board and Commission Onboarding and Refresher.

**Attachments:** [1 - Board and Commission Rules of Business](#)  
[2 - City Council & Board/Commission Member Guide](#)  
[3 - Board and Commission Member Orientation Video](#)  
[4 - Youth on Boards Handout](#)  
[5 - Northfield City Code/Charter](#)  
[6 - 2025-2028 Strategic Plan](#)  
[7 - 2045 Comprehensive Plan](#)

- 4. [26-326](#) Recap of the Pride in the Park tabling
- 5. [26-327](#) 2026 Subcommittee updates and discussion.

**STAFF UPDATES**

- 6. [26-328](#) Staff Report.

**ADJOURNMENT**



Legislation Text

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**File #: 26-323, Version: 1**

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**Human Rights Commission Meeting Date:** June 24, 2026

**To:** Members of the Human Rights Commission

**From:** Kirsten Fjeld Zillmer, Meeting Associate

March 22, 2026 HRC Meeting Minutes

**Action Requested:**

Please review the March 22, 2026 HRC Meeting Minutes and approve or approve with amendments.

**Summary Report:**

N/A

**City Plans & Policies Relevance:**

N/A

**Alternative Options:**

N/A

**Financial Impacts:**

N/A

**Tentative Timelines:**

N/A



# City of Northfield

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

## Meeting Minutes - Draft Human Rights Commission

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Wednesday, April 22, 2026

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

*Chair Schuyler Vogel called the meeting to order at 6:05 p.m.*

**Present:** 5 - Commissioner Bruce Morlan, Chair Schuyler Vogel, Commissioner Jess Toft, Commissioner Kelli Podracky and Commissioner Krissa Anderson

**Absent:** 2 - Vice Chair Adam Gebler and Commissioner Xiomara Conde Arenas

*Also present: Spanish Translator Claudia Garcia and Meeting Associate Kirsten Fjeld Zillmer.*

### APPROVAL OF AGENDA

**A motion was made by Commissioner Bruce Morlan, seconded by Commissioner Kelli Podracky, to approve the agenda. The motion carried by the following vote:**

**Yes:** 5 - Commissioner Morlan, Chair Vogel, Commissioner Toft, Commissioner Podracky and Commissioner Anderson

### APPROVAL OF MINUTES

1. [26-213](#) February 25, 2026 HRC Meeting Minutes

**A motion was made by Commissioner Krissa Anderson, seconded by Commissioner Bruce Morlan, to approve the minutes. The motion carried by the following vote:**

**Yes:** 5 - Commissioner Morlan, Chair Vogel, Commissioner Toft, Commissioner Podracky and Commissioner Anderson

### OPEN PUBLIC COMMENT

*No public comment was received.*

### BOARD MEMBER AND COMMISSIONER REPORTS

*Commissioner Bruce Morlan noted that he had attended a Citizens' Climate Lobby Training Day and then lobbied on climate change.*

*Commissioner Kelli Podracky stated that the Northfield Union of Youth is opening The Lock, a youth specific resource center, and that the public is invited to its grand opening on May 18th.*

*Commissioner Krissa Anderson noted that while Northfield Supporting Neighbors, an*

organization founded to help residents affected by ICE, is not seeing ICE in the community as much, immigrant residents are still being picked up from the Rice County Court House and the Rice County Jail. She also indicated that residents who are following the legal process are having their cases denied on technicalities and are then subject to deportation orders.

## REGULAR AGENDA

### 2. [26-214](#) 2026 Subcommittee updates and discussion.

Commissioners Bruce Morlan and Krissa Anderson shared that the Immigration Subcommittee would like to hold a public hearing where organizations that support or are involved with the immigrant community, such as the Community Action Center, the Northfield Police Department, Northfield schools, Northfield Supporting Neighbors, and employers with a significant immigrant workforce, would be invited to provide information and answer questions about their individual perspectives regarding the needs, issues, and available services for the immigrant community. The purpose would be for these participants to not only educate the board, the public, and each other, but also help the HRC determine how to best to serve the immigrant community in Northfield. The technicalities of holding and publicizing such an event were discussed. The subcommittee asked the HRC board members to submit suggestions for possible participants and questions for the hearing. The subcommittee will report back to the HRC as more details are decided.

Commissioners Jess Toft and Kelli Podracky provided information about the ongoing planning that the 2SLGBTQIA+ Subcommittee has been doing in conjunction with the Pride in the Park Committee regarding creating safe zones for neurodivergent Pride in the Park participants. It was explained that the focus will shift from the negative and hateful rhetoric of protesters to providing a safe and joyful space for those who need additional support by providing safe entrances and exits, sensory kits, music, marshals with de-escalation training, community ally support, and technical documentation. Central Park neighbors will be encourage to report noise violations to law enforcement. A press release about these new initiatives will be forthcoming.

## STAFF UPDATES

### 3. [26-215](#) Staff Report.

Spanish Translator Claudia Garcia highlighted two significant settlements that were reached in early 2026 at the state level as a result of lawsuits filed in response to violations of the MN Human Rights Act. She also noted that as of 2027, the City of Northfield website will be completely ADA compliant.

## ADJOURNMENT

**A motion was made by Commissioner Jess Toft, seconded by Commissioner Krissa Anderson, to adjourn the meeting at 7:10 p.m.. The motion carried by the following vote:**

**Yes:** 5 - Commissioner Morlan, Chair Vogel, Commissioner Toft, Commissioner Podracky and Commissioner Anderson



Legislation Text

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**File #:** 26-324, **Version:** 1

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**HRC Meeting Date:** June 24, 2026

**To:** Human Rights Commission

**From:** Claudia Garcia, Spanish Translator

Election of Human Rights Commission Officers of Chair and Vice-Chair.

**Action Requested:**

Consideration of Human Rights Commission Chair and Vice-Chair.

**Summary Report:**

The Human Rights Commission will nominate and vote in a chair and vice-chair.

Below are excerpts from City Code related to the role of Chair and Vice Chair.

*Sec. 2-286. Officers.*

- (a) Chairperson and vice-chairperson. Each board or commission annually shall elect from its members a chairperson and vice-chairperson to serve a term of one year. Serving in such capacity shall conform to the members term on the board or commission. A chairperson elected to fill a vacancy shall be eligible to serve three full terms in addition to the remainder of the vacated term. There are no term limits for the position of vice-chairperson, except that serving in such capacity shall conform to the members term on the board or commission.
  - (b) The vice chairperson performs the duties of the chairperson in the chairperson's absence. If both the chairperson and the vice chairperson are absent, an acting chairperson may be assigned in advance by either officer or at the meeting by a majority vote of the members.
- (Ord. No. 1061, § 5, 6-4-2024)

Staff will give a summary introduction to the topic as outlined in the memo. Staff recommends a nomination process which is a formal proposal to the voting body in an election to fill an office or position, suggesting a particular person as the one who should be elected. It is recommended to use the following process of taking nominations from the floor (per Roberts Rules of Order option):

1. Presiding Chair announces that “we will take nominations for the position of Chair from members of the floor.”
  - a. Any member may then call out, for example “I nominate (fill in name),” without needing to be recognized by the chair. No seconds are necessary. The Presiding Chair then announces, “(Fill in name) is nominated.”
  - b. When it appears that everyone who wishes to make a nomination, the Presiding Chair says, “Are there any further nominations? [Pause.] If not, [pause] nominations are closed.”

- c. Individuals who were nominated could choose to remove themselves from consideration of appointment. They should state “I respectfully decline my nomination.”
  - d. If only one candidate has been nominated for an office, the Presiding Chair simply declares the nominee elected.
  - e. If there is more than one candidate a written ballot process will be conducted with the one receiving majority approval. Staff will have paper and pencils available at the meeting for the ballot vote. The election becomes final when the Presiding Chair announces the result of the candidate is present and does not decline or is absent but has previously consented to serve. Otherwise, it becomes final when an absent candidate is notified and does not immediately decline.
2. Repeat process above with new Chair to lead for “Vice-Chair” office.

The board does not currently have any formal process of rotation of officers. However, as noted earlier the Chair position is limited to three terms total.

The officers would take office immediately after election of all officers is completed as there are no special provisions for a later date to take office.

**Alternative Options:**

None recommended.

**Financial Impacts:**

N/A

**Tentative Timelines:**

N/A



Legislation Text

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**File #: 26-325, Version: 1**

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**Human Rights Commission Meeting Date:** June 24, 2026

**To:** Human Rights Commission

**From:** Ben Martig, City Administrator  
Claudia Garcia, Spanish Translator

Annual Board and Commission Onboarding and Refresher.

**Action Requested:**

City of Northfield board and commission members are required to review the attached information as part of their annual onboarding and refresher as they begin a new year of service on their respective board or commission.

**Summary Report:**

Annually, the Administration Department prepares an agenda item for all board and commission members addressing routine administrative requirements, including completion of required forms, review of guiding documents, and awareness of any procedural or policy updates. This item serves as onboarding for newly appointed members and as a refresher for returning members.

Beginning in 2026, the appointment timeline for most City boards and commissions has been adjusted, with terms ending April 30 and beginning May 1. As a result, this agenda item and related training have been moved to May or June (for boards and commissions that meet in even months).

Board and commission members are required to review the information outlined below. Staff will provide additional explanations and answer questions at the meeting, as needed.

Contact Information Verification

- Board and commission members are asked to notify staff of any changes to their contact information, including email address, phone number, or mailing address. Contact information on record is based on the most recent application provided by members. Members who wish to verify the information currently on file may contact Administration staff or their staff liaison.

Required Forms

- *Oath of Office*
  - Required for all newly appointed members.
  - Staff will provide and notarize the oath at the meeting.
  - Members unable to attend should contact their staff liaison to arrange for completion of the oath prior to the next board or commission meeting.
- *Public Disclosure Form*

- *Boards/Commission with Annual Requirement*

Members of the bodies below are required to complete the Public Disclosure Form annually. Some members may have already completed the form earlier in the year; if so, no additional submission is required. Staff will provide copies to newly appointed and reappointed members at this meeting. Members unable to attend should contact their staff liaison to arrange for completion of the form prior to the next meeting.

  - Economic Development Authority
  - Heritage Preservation Commission
  - Hospital Board
  - Planning Commission/Zoning Board of Appeals
- *Boards/Commissions with One-Time Requirement*

Members of the boards and commission below are required to complete the Public Disclosure Form once, unless changes are needed to previously submitted information. Staff will provide copies to newly appointed members at this meeting. Members unable to attend should contact their staff liaison to arrange for completion of the form prior to the next meeting.

  - Environmental Quality Commission
  - Human Rights Commission
  - Library Board

#### Reference/Training Material

New members are asked to review the following materials in advance of the meeting to assist with onboarding and to become familiar with available resources. Continuing members are encouraged to review the materials as needed, particularly since several documents have been updated within the past year

- *Board and Commission Rules of Business* - Members should review the current Rules of Business, which are reviewed annually and updated as needed. The most recent version is dated January 2026.
- *Board and Commission Member Guide* - This guide is intended to assist new members in acclimating to City boards and commissions and to serve as a refresher and reference for returning members throughout their service. The most recent version is dated February 2026.
- *Board and Commission Member Video* - Members, particularly those newly appointed, are asked to watch this video prior to the meeting. It provides an overview of roles, responsibilities, and expectations.
- *Northfield Youth on Board Handout* - Healthy Community Initiatives (HCI) who oversees our Youth on Boards program created this handout to provide background on the program and to clearly communicate key takeaways with working with youth members.

#### Guiding Documents

- *Northfield City Charter and City Code* - Members are encouraged to review the City Code provisions related to boards and commissions. The provided link also includes access to the full City Code and City Charter.
- *Strategic Plan* - See the link to the City's 2025-2028 Strategic Plan. Members should review the City's 2025-2028 Strategic Plan. The City is focusing on aligning board and commission work plans and initiatives with the priority areas identified by the City Council.
- *Comprehensive Plan* - Members should be aware of the City's 2045 Comprehensive Plan. This document is of particular relevance to members of the Planning Commission, Economic Development Authority, and Heritage Preservation Commission.

Staff liaisons will provide additional information regarding board or commission specific processes, as needed.

Any board or commission member selected to serve as chair or vice-chair for the May 2026-April 2027 term will meet with their staff liaison(s) for additional training.

**Alternative Options:**

N/A

**Financial Impacts:**

N/A

**Tentative Timelines:**

N/A

**Northfield Youth on Boards** is a Healthy Community Initiative program that offers a unique opportunity for youth to get involved in local government, make change, and have a voice.

Opportunities include the Mayor’s Youth Council, the District Youth Council, the City of Northfield Boards and Commissions, and Nonprofit Boards.

### What are the goals of the Youth on Boards program?

**Primary outcome:**

- Expose young people to the civic process through participation on a City Board or Commission

**Secondary outcomes for youth:**

- Gain an understanding of City issues
- Provide insights on issues
- See adult Board members as resources
- Have the opportunity to serve on a committee or task force

**Outcomes for adults:**

- See youth as community experts
- Gain broader perspectives on City issues



### What is the role of the adult advisor?

The adult advisor is an HCI employee who serves as a liaison between the youth and the adult board and commission members. The adult advisor is available to:

- Help youth members understand board-related terms and processes
- Support youth and adults with communication and building strong partnerships
- Ensure youth are able to share important information from commission meetings with their peers and connect with others in the community who are engaged in related efforts
- Partner with the City, organizations and community members to ensure youth voice remains embedded in local decision-making processes

**The adult advisor, Emily Culver, can be reached at [emily@healthycommunityinitiative.org](mailto:emily@healthycommunityinitiative.org)**

## Important reminders

- A lack of vocal participation is not necessarily a sign of a lack of interest. Youth take back what they hear. Information transparency is an important sign of power-sharing for young people.
- Youth commit to attending monthly commission meetings. While they are encouraged to join a committee, schedules may not allow for an additional commitment.
- If a youth member misses a meeting and does not email or text the staff liaison ahead of time, please let the adult advisor know right away. If a youth member misses two meetings in a row (regardless of contact), please let the adult advisor know. Email Emily Culver at [emily@healthycommunityinitiative.org](mailto:emily@healthycommunityinitiative.org)

## Key takeaways on working with teens\*

- **Teens are still learning.** Adults often misinterpret teen behavior as rude or careless, when really they're still developing life skills. They may not know how to advocate for themselves yet, so they need guidance without judgment.
- Remembering what their own teen experience was like, adults can better approach youth when they employ plenty of empathy and patience. Expecting teens to act a certain way can lead to self-fulfilling outcomes. **The key is listening with an open mind and respecting where teens are in their development.**
- Teens are often expected to be both mature and immature, which is confusing! Rather than expecting certain types of behavior, **be ready to provide support when needed and take advantage of teachable moments** so teens don't have to struggle alone.
- Teens thrive when they feel they have autonomy—making choices, managing responsibilities and seeing purpose in their actions. **Feeling respected encourages openness, whereas treating teens like children can shut them down.**
- **Create opportunities for exploration so teens can figure out their goals and grow without pressure.** Life doesn't need to be figured out all at once—reassure teens that they have time.
- Teenagers can sometimes lash out to protect themselves from judgment. Someone (usually the adult) has to break the ice. **Fortunately, teens value authenticity in adults. Those who can be a little vulnerable (maybe not with the big things, but at least the small personal connections) are likely to earn more respect and build trust and openness.**



\*From the University of Minnesota Extension Service <https://extension.umn.edu/youth-development-insight/how-work-better-teens-according-18-year-olds>



Legislation Text

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**File #: 26-326, Version: 1**

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**Human Rights Commission Meeting Date:** June 24, 2026

**To:** Human Rights Commission

**From:** Claudia Garcia, Staff Liaison

Recap of the Pride in the Park tabling

**Action Requested:**

Discussion on tabling and logistics of the event

**Summary Report:**

The Pride in the Park celebration was held on Saturday, June 6, 2026. The Human Rights Commission tabled at the event.

This is an opportunity for the commissioners who tabled to share their thoughts on tabling at the event.

**Alternative Options:**

NA

**Financial Impacts:**

NA

**Tentative Timelines:**

NA



Legislation Text

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**File #: 26-327, Version: 1**

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**Human Rights Commission Meeting Date:** June 24, 2026

**To:** Human Rights Commission

**From:** Claudia Garcia, Staff Liaison

2026 Subcommittee updates and discussion.

**Action Requested:**  
Discussion only.

**Summary Report:**

Each subcommittee should choose a date once a month to meet and plan. The expectation is that one person will oversee reporting back to the staff liaison and create a report for the bi-monthly HRC meetings.

The members of the commission are representatives of the City and should act in accordance with the City's policies and procedures. Members of the public cannot join the subcommittees on decision making but they are allowed to volunteer to help at events.

Updates on activities are encouraged to be shared at the meeting in summary.

- **Immigration** subcommittee
  - Participants
    - Bruce Morlan
    - Dean Kvestad
    - Xiomara Conde Arenas
    - \_\_\_\_\_
  
- **Hispanic Heritage Celebration** subcommittee
  - Event date: September 19, 2026
  - Location: Northfield Central Park
  - Participants
    - Schuler Vogel
    - \_\_\_\_\_
    - \_\_\_\_\_

- **Martin Luther King Jr Celebration** subcommittee
  - Event date: January 2027
  - Location: TBD
  - Participants
    - Schuler Vogel
    - 
    -

Staff is having an internal review of processes and practices of the use of subcommittees. There will be further discussion of this at the June meeting along with a planned initial discussion of 2027 subcommittees.

**Alternative Options:**

NA

**Financial Impacts:**

NA

**Tentative Timelines:**

NA



Legislation Text

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**File #:** 26-328, **Version:** 1

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**Human Rights Commission Meeting Date:** June 24, 2026

**To:** Human Rights Commission

**From:** Claudia Garcia, Staff Liaison

Staff Report.

**Action Requested:**

None.

**Summary Report:**

The following are some updates on activities to share with the Human Rights Commission:

- MN Department of Human Rights
  - [Mission](#)- Make Minnesota discrimination free.
  - [3 Primary Duties](#)
    - The Minnesota Human Rights Act tasks the Minnesota Department of Human Rights with three primary duties:
      - Investigate charges of discrimination
      - Issue Workforce and Equal Pay Certificates
      - Educate to reduce discrimination and disparate outcomes
  - Report Discrimination
    - Call 651-539-1100 or 1-833-454-0148.
    - Translation/interpretation services are available.
    - You have within one year to report the alleged act of discrimination to the Minnesota Department of Human Rights.
    - If you are the victim of a crime, including a hate crime, or fear for your safety, call 911 immediately.
  - News:
    - Minnesota Human Rights Act and ongoing state settlements still apply despite federal reversal.  
The U.S. Department of Education announced it will terminate settlement agreements with schools that violated federal gender identity protections. In April 2026, the Minnesota Department of Human Rights Commissioner Rebecca Lucero responds to the U.S Department of Education, “Minnesota will not allow discrimination to take root where our students learn and grow. The Minnesota Human Rights Act- Minnesota’s robust civil rights law- has explicitly prohibited

discrimination based on gender identity since 1993. These protections are not optional, and they are not going away. We will use every tool available to ensure that Minnesota remains a place where every young person can thrive.”

“The Department of Human Rights will fully enforce state law as well as maintain settlement agreements with school districts. We expect every district will uphold its responsibility to provide a quality learning environment, free from discrimination for every student, including transgender and gender nonconforming students.”

- Public Participation
  - Northfield has many residents who want to stay connected, informed and participate. Northfield is a community with caring, passionate and thought-provoking residents. We want to hear from everyone.
  - [Public Participation | Northfield, MN - Official Website](https://northfieldmn.gov/1633/Public-Participation)  
<<https://northfieldmn.gov/1633/Public-Participation>>
  
- Collaborating with different community partners and city departments:
  - City Administration
    - City Hall will be closed on
      - Juneteenth (June 19)
      - Independence Day (July 4)
      - Labor Day (First Monday in September)
    - For questions regarding elections, please contact:
      - Lynette Peterson, City Clerk
        - 507-645-3001
        - [lynette.peterson@northfieldmn.gov](mailto:lynette.peterson@northfieldmn.gov)  
<<mailto:lynette.peterson@northfieldmn.gov>>
        - [Northfieldmn.gov/Vote](https://northfieldmn.gov/Vote)
  - DMV
    - Hours:
      - Monday, Wednesday & Thursday 7:30am- 4:15pm
      - Tuesday 7:30am-5:45pm
      - Friday 7:30am-11:45am
      - For more information, visit the website: Motor Vehicle | Northfield, MN - Official Website ([northfieldmn.gov](https://www.northfieldmn.gov))  
<<https://www.northfieldmn.gov/258/Motor-Vehicle>>
  - Community Development
    - Latino Economic Development Center (LEDC) will be collaborating with the City of Northfield and MCCD (Metropolitan Consortium of Community Developers)
  - Northfield Public Library
    - The library is now selling:

- Hiawathaland Bus tokens and
- Processing US passports by appointment:
  - Home - Passport Services - MyNPL at Northfield Public Library <<https://mynpl.org/passports>>
- Engineering:
  - Construction & Development Projects
    - Staying connected with live projects on “Notify Me” to stay up to date on live projects.
    - <https://www.northfieldmn.gov/291/Construction-Development->
  - Continuous efforts for accessibility and equity:
    - Interpreter Etiquette- is a guide for those needing and [Meeting Participants | Northfield, MN - Official Website \(northfieldmn.gov\)](https://www.northfieldmn.gov/1506/Meeting-Participants) <<https://www.northfieldmn.gov/1506/Meeting-Participants>>
    - Cultural & Language Training
      - <https://www.northfieldmn.gov/1297/LanguageLine>
      - LanguageLine is a service that the City of Northfield invested in. Staff have 24/7 access to LanguageLine and access to more than 240 languages.
    - Providing communications in English and Spanish
      - Social media platforms
        - [\(1\) City of Northfield, Minnesota | Northfield MN | Facebook](https://www.facebook.com/cityofnorthfield) <<https://www.facebook.com/cityofnorthfield>>
        - [City of Northfield \(@cityofnorthfield\) Instagram photos and videos](https://www.instagram.com/cityofnorthfield/?hl=en) <<https://www.instagram.com/cityofnorthfield/?hl=en>>
        - [\(3\) City of Northfield account | LinkedIn](https://www.linkedin.com/in/city-of-northfield-account-7514b2278/) <<https://www.linkedin.com/in/city-of-northfield-account-7514b2278/>>
    - Accessibility links on City website
      - Translate feature

**Alternative Options:**

NA

**Financial Impacts:**

NA

**Tentative Timelines:**

NA