

City of Northfield

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



Meeting Agenda

Tuesday, July 14, 2026

6:00 PM

Special Meeting; Prior to the Work Session

Council Chambers

City Council

6:00 PM - CITY COUNCIL SPECIAL MEETING AGENDA

CALL TO ORDER

Mayor: Zweifel

Councilmembers: Beumer, Dahlen, Holmes, Ness, Peterson White, Sokup

OPEN PUBLIC COMMENT

Open Public Comment is intended to receive public comment on matters of City business and/or topics under the jurisdiction of the City Council. Individuals who would like to have a question addressed may write their question on the back of the comment card and an appropriate person will follow up with them at another time. If the topic relates to an item later in the agenda individuals may speak at this time if that is their preference. However, they will be unable to comment again later on the same agenda item.

Individuals who pre-registered may take one opportunity to address the Council for up to two (2) minutes. After all individuals on the sign-up list have spoken, other individuals may speak if time permits. Open Public Comment will conclude by 6:20 p.m.

APPROVAL OF AGENDA

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

REGULAR AGENDA

The public will have an opportunity to address the City Council on the following regular agenda items. Individuals who pre-registered may take one opportunity to address the Council for up to two (2) minutes. After all individuals on the sign-up list have spoken, other individuals may speak. Persons must give their name and address and if representing a business must give the name of the business or corporation. If an attorney or consultant is representing a client, the client must be identified for the record.

The intent of the public comment is to receive information from the public. Individuals who would like to have a question addressed may write their question on the back of the comment card and an appropriate person will follow up with them at another time.

1. [Ord. 1095](#) Consider Ordinance 1095 Amending Section 4.1 of the Northfield City Charter (Second Reading).

Attachments: [1 - 4.1 Charter Amendment Proposed Ordinance](#)

2. [26-376](#) Consider Summary Publication of Ordinance No. 1095 Amending Section 4.1 of the Northfield City Charter.

Attachments: [1 - Summary Publication 1095 \(4.1 Amendment\)](#)

ADMINISTRATORS UPDATE

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@northfieldmn.gov. TDD users can call (507) 645-3030. Please call at least 24 hours before the meeting, if possible.



Legislation Text

File #: Ord. 1095, **Version:** 1

City Council Meeting Date: July 14, 2026

To: Mayor and City Council

From: Ben Martig, City Administrator

Consider Ordinance 1095 Amending Section 4.1 of the Northfield City Charter (Second Reading).

Action Requested:

City Charter Commission, City Attorney, and Staff recommend a motion to approve Ordinance 1095 Amending Section 4.1 of the Northfield City Charter (Second Reading).

Note: Charter amendments require a unanimous vote of all seven members of the City Council at both the first and second readings to pass. Council Rules of Business also calls for a roll call vote related to documentation of all seven members voting in the affirmative.

Summary Report:

A public hearing was held and the City Council approved the first reading of Ordinance No. 1095, Amending Section 4.1 of the Northfield City Charter, at its July 7, 2026 meeting. If the City Council approves the second reading, a summary of the ordinance will be published in accordance with state law and the ordinance will become effective on October 19, 2026.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

The detailed process and anticipated dates of City Council action are included in the public hearing item.

Charter amendments require a unanimous vote of all seven members of the City Council at both the first and second readings to pass. Staff has adjusted the initial calendar presented at the Jun 2, 2026 City Council meeting to account for anticipated member absences.

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|--------------------|---|
| ✓ June 2, 2026 | City Council Accepts Amendment and Schedules Public Hearing |
| ✓ June 10, 2026 | Notice of Public Hearing Published |
| ✓ July 7, 2026 | Public Hearing and First Reading of Ordinance |
| • July 14, 2026 | Second Reading |
| • October 19, 2026 | Effective Date |

ORDINANCE NO. 1095

AN ORDINANCE AMENDING CHAPTER FOUR OF THE NORTHFIELD CITY CHARTER

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Northfield City Charter, Chapter Four. – Procedure of Council, Section 4.1. - Council Meetings, is hereby amended to read as follows:

Section 4.1. - Council Meetings.

Pursuant to Minn. Stat. § 205.07, subd. 1a, as the same may be amended from time to time, the terms of all city council members, including the mayor, expire on the first Monday in January of the year in which such terms expire, except that such outgoing members shall hold office until their successors qualify. At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor, if not having previously been administered the oath of office on or following the first Monday in January, shall, ~~as the first order of business,~~ prior to calling the meeting to order, be administered the oath of office and shall assume their duties. Thereafter, the council shall meet at such time as may be prescribed by resolution. Such a resolution shall remain in force until modified by the council. The mayor or any three members of the council may call special meetings of the council upon at least twelve hours notice to each member and such public notice as shall be prescribed by ordinance in compliance with the laws of Minnesota. Public notice of all meetings of the council and its committees shall be given as prescribed by ordinance, and any citizen shall have access to the minutes and records thereof at all reasonable times.

SECTION 2: This Ordinance shall take effect ninety days after its publication.

Passed by the City Council of the City of Northfield, Minnesota, this 14th day of July, 2026.

ATTEST:

City Clerk

Mayor

First Reading:	July 7, 2026
Second Reading:	July 14, 2026
Published:	July 22, 2026

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES
 ___ NESS ___ SOKUP ___ PETERSON WHITE



Legislation Text

File #: 26-376, Version: 1

City Council Meeting Date: July 14, 2026

To: Mayor and City Council
City Administrator

From: Lynette Peterson, City Clerk

Consider Summary Publication of Ordinance No. 1095 Amending Section 4.1 of the Northfield City Charter.

Action Requested:

The Northfield City Council approves summary publication of Ordinance No. 1095 Amending Section 4.1 of the Northfield City Charter.

Requires an affirmative vote of 6 members of the City Council.

Summary Report:

The Northfield City Council has approved the first reading of Ordinance No. 1095 Amending Section 4.1 of the Northfield City Charter on July 7, 2026. The second reading is a separate item on this meeting's agenda.

Alternative Options:

The City Council could direct staff to publish the entire ordinance.

Financial Impacts:

The cost to publish the entire ordinance would be approximately four times more than the cost to publish the summary.

Tentative Timelines:

Summary publication would be published July 22, 2026 and ordinance would take effect October 19, 2026.

SUMMARY PUBLICATION OF CITY OF NORTHFIELD ORDINANCE NO. 1095
AN ORDINANCE AMENDING NORTHFIELD CITY CODE, SECTION 4.1 OF THE
CITY CHARTER

Summary: Ordinance 1095 amends Northfield City Code, Chapter 4 – Procedure of Council Section 4.1 – Council Meetings. The ordinance amends the oath of office timeline for newly and reelected City Council members to provide more flexibility on when the oath is administered and to align with applicable state statute.

The complete text of the above-referenced Ordinance may be obtained at no charge at City Hall (801 Washington Street, Northfield, MN 55057) or on the City’s website at www.northfieldmn.gov.