



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, September 17, 2024

6:00 PM

Council Chambers

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

Mayor Pownell called the meeting to order at 6:04 p.m.

- Present:** 6 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member Jami Reister, Council Member George Zuccolotto, Council Member Kathleen Holmes, and Council Member Davin Sokup
- Absent:** 1 - Council Member Jessica Peterson White

Also present: City Administrator Ben Martig, Finance Director Brenda Angelstad, Public Works Director/City Engineer David Bennett, Engineering Manager Sean Simonson, Police Chief Mark Elliott and City Clerk Lynette Peterson.

LISTENING SESSION

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

RECESS

Council recessed at 6:05 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.

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

- Yes:** 6 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, and C. Sokup

PRESENTATIONS

1. [24-567](#) Northfield Historical Society Annual Presentation.

Northfield Historical Society Director Sean Allen presented 2023 accomplishments, building and maintenance projects in 2023 and 2024, events held in 2023 and 2024 and the changing of the logo and name to Northfield History Center. Henry Vrtis, Intern, presented on his internship at the History Center including the digital division to learn the building history in Northfield.

2. [24-568](#) Age Friendly Annual Presentation.
CC Linstroth presented the Age-Friendly annual presentation highlighting free events, programs and workshops Age-Friendly sponsors in the community impacting the quality of life for all generations and ages.
3. [24-569](#) Presentation of Northfield Hospital + Clinics State Licensure Change for Emergency Medical Services (EMS) State Licensure to full-time Basic Life Support license with part-time Advanced Life Support License.
President and CEO Steve Underdahl, Northfield Hospital + Clinics and EMS Chief/Director Brian Edwards presented on the EMS Licensure change from Advanced Life Support License to full-time Basic Life Support license teamed with part-time Advanced Life Support license. Edwards highlighted the process for approval of this change. Edwards answered questions from the Council.

CONSENT AGENDA

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

Yes: 6 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, and C. Sokup

4. [24-570](#) Consider Approval of September 3, 2024 City Council Meeting Minutes.
5. [24-571](#) Consider Approval of September 10, 2024 City Council Work Session Minutes.
6. [24-572](#) Consider Approving Disbursements totaling \$2,886,619.27
7. [24-573](#) Consideration of Letter of Support for Northfield Hospital + Clinics State Licensure Change for Emergency Medical Services (EMS) State Licensure to full-time Basic Life Support license with part-time Advanced Life Support License.
8. [Res. 2024-092](#) Consider Adoption of Utility Rates for 2025.
9. [Res. 2024-093](#) Consider Resolution Accepting Public Improvements and Approving Final Payment for the 2022 NW Area Mill and Overlay Project (STR2022-A59).
10. [Res. 2024-094](#) Consideration of a Minor Subdivision Creating Cannon Commercial Center 2nd Addition.

REGULAR AGENDA

11. [Res. 2024-097](#) The City Council approves Resolution to Accept the Feasibility Report and Authorize Preparation of Plans and Specifications for the 2025 Reclamation and Overlay Project.

Engineering Manager Sean Simonson presented information on the 2025 Reclamation

and Overlay Project to include the project scope, project location, proposed improvements, recommendations (listed below), project costs/funding and project process.

Recommendations for this project is to proceed to design as proposed for the mill and overlay streets, Industrial Drive and Laurel Court to proceed to design as proposed and holding off on Mill Towns State Trail alternative to allow time to pursue funding from the DNR; put Washington Street on hold to allow for the pedestrian and bike infrastructure to be analyzed from Second Street to Jefferson Parkway; and not pursue the Festler Farms Trail segment at this time.

Public Works Director/City Engineer David Bennett and Simonson answered questions from the Council.

A motion was made by Council Member Ness, seconded by Council Member Reister, to approve Resolution No. 2024-097 Accepting Feasibility Report and Authorizing the Preparation of Plans and Specifications 2025 Reclamation and Overlay Project STRT2025-A80. The motion carried by the following vote:

Yes: 6 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, and C. Sokup

12. [Res. 2024-095](#) Consideration of a Preliminary 2025 General Fund Budget and Establishing a Date and Time for the Public Hearing.

City Administrator Ben Martig presented on the preliminary budget and tax levy (2025-2026) to include 2025-2026 budget timeline and key milestones; tax base and peer comparisons; preliminary 2025 budget and citywide levy, setting the budget and levy public hearing for December and next steps. Martig, Finance Director Brenda Angelstad and Community Development Director Jake Reilly answered questions from the Council.

A motion was made by Council Member Holmes, seconded by Council Member Reister, to approve Resolution No. 2024-095 adopting a proposed 2025 General Fund Budget and Setting the Date and Time for the Public Hearing. The motion carried by the following vote:

Yes: 4 - C. Ness, C. Reister, C. Zuccolotto, and C. Holmes

No: 2 - Mayor Pownell, and C. Sokup

13. [Res. 2024-096](#) Consideration of Resolution Adopting a Proposed 2024 Total Tax Levy Payable in 2025, includes HRA & EDA.

A motion was made by Council Member Holmes, seconded by Council Member Ness, to approve Resolution No. 2024-096 Adopting a Proposed 2024/Payable 2025 Tax Levy. The motion carried by the following vote:

Yes: 4 - C. Ness, C. Reister, C. Zuccolotto, and C. Holmes

No: 2 - Mayor Pownell, and C. Sokup

EXTEND THE MEETING

A motion was made by Council Member Ness, seconded by Council Member Holmes, to extend the meeting until the Ice Arena Project Update is complete. The motion carried by the following vote:

Yes: 6 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, C. Holmes, and C. Sokup

14. [24-575](#) Ice Arena Project Update along with Building Renderings and Site Plan.

Public Works Director/City Engineer David Bennett introduced Tom Betti, JLG Architects, to give an update on the Northfield Ice Arena including the schedule, leed and art, site plan, floor plan, exterior design options and hockey rink projection. Bennett added information regarding partnerships and schedule updates. Council gave feedback on the exterior design options favoring the Cannon River option and the pergola option. Administrator Ben Martig updated the Council on the due diligence on the sale of the current arena.

ADMINISTRATORS UPDATE

15. [24-576](#) City Administrator's Update.

Due to time constraints, no report was given.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

Due to time constraints, no reports were given.

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