

**MEMORANDUM**

DATE: November 12, 2024

To: Honorable Mayor & City Council

CC: Dave Bennett, Director of Public Works/City Engineer; Jeff Schroepfer, Police Chief; Jake Reilly, Community Development Director; Lynette Peterson, City Clerk; Michelle Mahowald, Communications & Human Resources Director; Natalie Draper, Director of Library; Brenda Angelstad, Finance Director; Chris Hood, City Attorney

From: Ben Martig, City Administrator

RE: "Supplemental Agenda Background Memo" for November 12, 2024, No. 1.

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**Summary Report:**

The following is an update on agenda items as supplemental background agenda information made available for Tuesday November 12, 2024:

4. Resolution 2024-107 Consider Adopting Schedule for 2025 Board and Commission Meetings.

Upon further review, the Parks and Recreation Advisory Board (PRAB) is one board that is scheduled to discuss their proposed schedule for 2025 but have not yet had that opportunity. Therefore, the City Administrator and Mayor are recommending amending the resolution to adopt the schedule with the omission of the PRAB. The attached schedule removes PRAB and will come back to the City Council after they have had an opportunity to review and advise on the 2025 schedule.

9. Res. 2024-108 Consider approval of updated administrative policy (3.02 Personal Pronoun sharing Policy)

**\*\*Removal from Agenda\*\***

The City Administrator and Mayor have agreed to remove this from the consent agenda for further review by the Council Employment Policy Committee. They haven't had the opportunity to review and discuss the current redline amended draft. This will be left at Personnel Committee until such time they meet and give direction on any amendment.

10. 24-664 – Consider Approval of Memorandums of Understanding with St. Olaf College.

**\*\*Removal from Agenda\*\***

The City Administrator and Mayor have agreed to remove this from the consent agenda at the request of the City Attorney and Police Chief. There is also a contract with Carleton being drafted and they will be returned together after some additional areas of review are worked out.

21. 24-669 Consider Calling for a Public Hearing to Consider Sale of Property in Northfield for Northfield Hospital and Clinics.

This is just a clarification that the consideration of sale is from the City of Northfield to the Housing and Redevelopment Authority. It is not a sale from the Hospital Board to the Housing and Redevelopment Authority. The property has been utilized by the Hospital for operations and the Board is supportive of the proposed action. This is just a clarification. More details will come forward at the hearing.

22. 24-670 Public Hearing to Certify 2024 Delinquent Bills.

Finance Director received some questions from a City councilor on the delinquent bills with questions on how the current delinquent bills compare to past years. The following is a summary of additional information provided:

Staff reviewed past history (13 years), and the number of parcels is higher than average in 2024, yet in line with long term average and the dollar amount is also close to the average amount per property over that last 13 years. However, please note in 2020-2023 the delinquencies were lower than average in the total number of households impacted and 2023 was the lowest in average amount in the 13 years. The following provides more detailed questions and answers:

Question: Do we have a count of how many properties are delinquent in 2024 compared to previous years?

Answer: 184 in 2024 vs 144 in 2023 (Average for last 13 years is 172)

Question: Do we know the average amount of money owed per property in 2024 and if that amount is steady, higher or lower compared to previous years?

Answer: \$760 was the average in 2024 vs \$562 in 2023 (Average for last 13 years is \$712 per year, adjusting for rate increases, 2024 average seems near average) -2023 average was the lowest level in that time period

24. Res. 2024-113 Approve Abstract of Votes Case at the November 5, 2024, General Election

The General Election was held on Tuesday, November 5, 2024. The Northfield City Council is being asked to adopt the attached resolution approving the abstract of votes cast at the November 5, 2024, General Election.

There were a total of 12,097 persons that voted early via absentee/direct ballot (5,320) or in person (6,777) on Election Day. There were 13,527 registered voters as of 7:00 a.m. on Election Day. An additional 1,842 persons registered on Election Day. Voter turnout in Northfield was approximately 78.71%.

Election Results for the local races:

Mayor	# of Votes
Erica Zweifel	5,798
Ruth Dahl	4,964

Council Member At Large	# of Votes
Brad Ness	6,077
David DeLong	3,099

Council Member Ward 2	# of Votes
Chad M. Beumer	1,702
Emy Farley	1,112

Council Member Ward 3	# of Votes
Peter Dahlen	1,831

The City processed 3,154 voters from Friday, October 18 through Monday, November 4, for direct balloting. (2,965 for Rice County and 189 for Dakota County.) Of those 3,154 voters, 2,369 were Northfield residents which equals 75.11% of voters through our office were Northfield resident voters.

The City processed 1,656 voters from Friday, September 20 through Thursday, October 17 for In-Person Absentee Balloting. (1,542 for Rice County and 114 for Dakota County.) Of those 1,656 voters, 1,266 were Northfield residents which equals 76.45% of voters through our office were Northfield resident voters.

Preliminary estimates from the Minnesota Secretary of State's Office indicate a voter turnout of about 76% for the 2024 general election. This number will be verified once all cities and counties complete the canvassing process.

A complete abstract of votes cast for the Northfield race is attached.

25. Res. 2024-114 Resolution to Execute a Development Agreement with Manawa, LLC for the Archer.

The developer has provided an illustration of the future plaza improvements for the Riverfront Plaza, which will be included as Exhibit C in the Development Agreement. The illustration is attached.

27. Res. 2024-116 Consider Resolution Approving Plans and Specification and Authorizing Advertisement for Bid for Water Treatment Plant Project

See attached memo related to different treatment options.

28. 24-671 Review and Discussion of Amendments to Chapter 34 – Land Development Code Related to Industrial and Agricultural Use Regulations and Re-zoning of Property.

Staff has prepared a presentation to facilitate the review and discussion of the proposed amendments and proposed potential rezoning of property in the NW area. The presentation is attached.