



# City of Northfield

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

## Meeting Minutes - Draft City Council

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Tuesday, September 9, 2025

6:00 PM

Council Chambers

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### 6:00 PM - CITY COUNCIL MEETING AGENDA

#### CALL TO ORDER

*Mayor Zweifel called the meeting to order at 6:01 p.m.*

**Present:** 7 - Council Member Brad Ness, Council Member Kathleen Holmes, Council Member Davin Sokup, Council Member Jessica Peterson White, Council Member Chad Beumer, Council Member Peter Dahlen, and Mayor Erica Zweifel

*Also present: Housing Coordinator Melissa Hanson; Community Development Director Jake Reilly; Public Works Director/City Engineer David Bennett; Police Chief Jeff Schroeffer; City Attorney Chris Hood, City Administrator Ben Martig; Utilities Manager Justin Wagner and City Clerk Lynette Peterson.*

#### OPEN PUBLIC COMMENT

*Elaine Schaffner, 1305 Woodley Street East, addressed the Council regarding safety on Woodley Street and Spring Creek Road. Schaffner also thanked the Rice County Sheriff's office for patrolling Woodley Street.*

#### APPROVAL OF AGENDA

*Mayor Zweifel noted Supplemental Agenda Background Memos No. 1 and 2.*

**A motion was made by Council Member Ness, seconded by Council Member Holmes, to approve the agenda with changes noted in Supplemental Agenda Background Memos No. 1 and 2. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

#### CONSENT AGENDA

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

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

1. [25-482](#) Consider Approval of August 19, 2025 City Council Meeting Minutes.
2. [25-483](#) Consider Approving Disbursements totaling \$2,092,742.48

3. [25-484](#) Consider Approval of Mayoral Board and Commission Appointments.
4. [Res. 2025-085](#) Consider Amending Adopted Schedule for 2025 City Council Meetings.
5. [Res. 2025-086](#) Consider Adopting Schedule for 2026 City Council Meetings.
6. [Res. 2025-087](#) Consider Amendments to Board and Commission Rules of Business and Appendices.
7. [Ord. 1081](#) Consider Second Reading of Ordinance 1081 Amending City Code Chapter 2, Related to City Boards and Commissions.
8. [25-451](#) Summary Publication for Ordinance 1081 Amending City Code Chapter 2, Related to City Boards and Commissions.
9. [Ord. 1083](#) Second Reading of Ordinance No. 1083 Amending Chapter 30 - Health and Sanitation of the City Code Regarding Regulation of Cannabis Businesses, Lower-Potency Hemp Edible Retailers, and Events.
10. [25-485](#) Consideration of Summary Publication of Ordinance 1083 Amending Chapter 30 - Health and Sanitation of the City Code Regarding Regulation of Cannabis Businesses, Lower-Potency Hemp, Edible Retailers and Events.
11. [Ord. 1084](#) Consider Ordinance 1084 Charter Amendment to Section 3.5 of the City Charter (Second Reading).
12. [25-486](#) Consider Summary Publication of Ordinance No. 1084 Amending Section 3.5 of the Northfield City Charter.
13. [Res. 2025-088](#) Consider Accepting Bids and Awarding Contract - Neighborhood Flooding Issues - Infrastructure Improvements Project - (STRM2023-K40).

## REPORTS FROM THE MAYOR AND COUNCILMEMBERS

14. [25-487](#) Reports From the Mayor and Council Members.

*Councilor Ness - No report.*

*Councilor Sokup - EQC Meeting.*

*Councilor Peterson White - EDA Meeting; Northfield Hospital and Clinics Board Meeting.*

*Councilor Holmes - Planning Commission Meeting.*

*Councilor Dahlen - No report.*

*Councilor Beumer - No report; attended EDA Meeting.*

*Mayor Zweifel - Mayor's Youth Council Meeting.*

## REGULAR AGENDA

15. [Res. 2025-089](#) Consider Resolution Declaring Adequacy of Petition and Setting a Public Hearing to Consider the Establishment of Special Service District No. 1.

*Community Development Director Jake Reilly introduced the item giving background on the process to establish a special services district, definition of a special service district, reasons for establishing a special services district and the process going forward. City Clerk Lynette Peterson clarified the percentages in the Powerpoint with petitioners consisting of 56.2% of Net Tax Capacity and 32.1% of land area.*

*Reilly answered questions from the Council. City Attorney Chris Hood also answered questions from the Council including conflicts of interest.*

**A motion was made by Council Member Holmes, seconded by Mayor Zweifel, to approve Resolution No. 2025-089 Declaring Adequacy of Petition and Setting a Public Hearing to Consider the Establishment of Special Services District No. 1. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

16. [Ord. 1085](#) First Reading of Ordinance 1085 establishing standards for water utility submetering in the City of Northfield.

*Community Development Director Jake Reilly introduced the item giving background on submetering and the draft ordinance establishing standards for water utility submetering.*

*Reilly, Utilities Manager Justin Wagner and Public Works Director/City Engineer David Bennett answered questions from the Council.*

**A motion was made by Council Member Dahlen, seconded by Council Member Holmes, to approve the first reading of Ordinance No. 1085 Amending Northfield City Code, Chapter 14 - Business, Article III. - Rental Housing, and Chapter 82 - Utilities, Article III. - Water System, Division 2. - Rates, Charges and Meters.**

**A motion was made by Council Member Holmes, seconded by Council Member Beumer, to amend the motion to consider the alternate option as proposed in the staff memo pending legal review.**

**The amended motion carried by the following vote:**

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

**The original motion carried by the following vote:**

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

## RECESS

*Council recessed at 7:55 p.m. Council meeting resumed at 8:02 p.m.*

17. [25-488](#) Downtown Flood Improvement Update and Discuss Properties at-risk for Flooding.

*Public Works Director/City Engineer David Bennett introduced the item giving*

*background information and an update on the downtown and neighborhood flooding.*

*Bennett answered questions from the Council. Council directed staff on policy questions regarding downtown flooding. Council noted this is a part of the strategic plan. Council directed staff on policy questions regarding the 5 properties experiencing neighborhood flooding.*

*Donna Jackson, 1300 Parmeadow Drive, addressed the Council regarding flooding on her property.*

*Richard Jackson, 1300 Parmeadow Drive, addressed the Council regarding flooding on his property.*

## EXTEND THE MEETING

**A motion was made by Council Member Peterson White, seconded by Council Member Beumer, to extend the meeting until business is complete. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

18. [25-489](#) Discuss Services Related to Expiring Residential Waste Hauling Contract with DSI and Upcoming Proposal Request.

*Public Works Director/City Engineer David Bennett introduced the item discussing the organics item of the contract and separating that item in the Request for Proposals offering an opt-out option for residents. Council was in support of the opt-out option.*

*Bennett answered questions from the Council.*

19. [Ord. 1086](#) First Reading of Ordinance No. 1086 Amending Gas Service Franchise Fee.

*City Administrator Ben Martig introduced the item giving a high level synopsis of the ordinances noting a more in-depth discussion/presentation can be given at the second reading of the ordinances should Council deem that is necessary.*

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the first reading of Ordinance No 1086 Amending a Gas Franchise Fee on Northern States Power Company, A Minnesota Corporation, Its Successors and Assigns, for Providing Gas Service within the City of Northfield. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

20. [Ord. 1087](#) First Reading of Ordinance No. 1087 Amending Electric Service Franchise Fee.

**A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the first reading of Ordinance No. 1087 Amending an Electric Service Franchise Fee on Northern States Power Company, A Minnesota Corporation, Its Successors and Assigns, for Providing Electric Service within the City of Northfield. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel

## ADMINISTRATORS UPDATE

**21.** [25-490](#)

City Administrator's Update.

*City Administrator Ben Martig provided information on the quarterly financial report included in the packet stating an update will be provided at the next Council meeting.*

## ADJOURN

**A motion was made by Council Member Ness, seconded by Council Member Beumer, to adjourn the meeting at 9:13 p.m. The motion carried by the following vote:**

**Yes:** 7 - C. Ness, C. Holmes, C. Sokup, C. Peterson White, C. Beumer, C. Dahlen, and Mayor Zweifel