

CITY OF NORTHFIELD, MN  
CITY COUNCIL RESOLUTION 2024-048  
APPROVING UPDATED COUNCIL POLICIES

WHEREAS, the City Council has established policies in the past; and

WHEREAS, the policies are in a new format to ensure all policies have an easily editable document;  
and

WHEREAS, some policies are no longer relevant or are in need of termination for various reasons;  
and

WHEREAS, these policies may be amended, terminated or new ones added from time to time as the  
Council deems appropriate.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council approves the following new policies, policy amendments and policy re-numbering of the following Council Policies:

1. *Council*

- 1.01 City Council Professional Development and Travel Policy

- 1.02 City Administrator Performance Review Policy

- 1.03 Recognition Policy

- 1.04 Emergency Operations Plan

- 1.05 Council Rules of Business & Meeting Rules

- 1.06 Board/Commission Rules of Business & Meeting Rules

2. *Administration*

- 2.01 Community Events Policy

- 2.02 Security of Not Public Data

- 2.03 Meeting Room Policy

- 2.04 Data Practices Policy for Members of the Public

- 2.05 Data Practices Policy for Subjects

- 2.06 Electronic Signature Policy

3. *Human Resources*

- 3.01 Limited English Proficiency Policy

- 3.02 Personal Pronoun Sharing Policy

4. *Finance*

- 4.01 Purchasing Policy

- 4.02 Purchasing Card Administrative Policy

- 4.03 Post Issuance Debt Compliance Policy

- 4.04 City Investment Policy

- 4.05 Financial Control Policy

- 4.06 Conduit Debt Policy

- 4.07 Fund Balance Policy

- 4.08 Utility Collection Policy
  - 4.09 Roles & Responsibilities of Council Finance Policy Subcommittee
  - 4.10 Debt Policy
  - 4.11 Grant Management Policy
  - 4.12 Carbon Reduction Fund Policy
  - 4.13 College Voluntary Donation Policy
- 5. *Public Works – Engineering*
  - 5.01 Change Order Policy
  - 5.02 Organic Pest Policy
  - 5.03 Infrastructure Tree Replacement Policy
  - 5.04 Complete Streets Policy
  - 5.05 Small Cell Wireless Design and Review Guidelines
  - 5.06 Prohibit Alcohol in City Facilities
  - 5.07 Surface Water Management Flood Control
- 6. *Public Works – Streets & Parks*
  - 6.01 Banner Policy
  - 6.02 Pothole Repair Policy
  - 6.03 Sidewalks and Trail Inspection and Maintenance Policy
  - 6.04 Sign Retro-Reflectivity Maintenance Policy
  - 6.05 Snow and Ice Control Policy
  - 6.06 Street Sweeping Policy
  - 6.07 Boulevard Tree Maintenance Policy
- 7. *Public Works – Utilities*
  - 7.01 Water Distribution System Inspection and Maintenance Policy
  - 7.02 Sanitary Sewer System Inspection and Maintenance Policy
  - 7.03 Water and Sanitary Sewer Service Maintenance and Repair Policy
  - 7.04 Water Meter Installation and Repair Policy
- 8. *Community Development*
  - 8.01 Downtown Preservation Design Guidelines
  - 8.02 Roadway Names and Addresses Policy
  - 8.03 Ames Park Banner Policy
  - 8.04 Temporary Sign Permit Policy
  - 8.05 Main Street Policy
  - 8.06 Sustainable Building Policy
- 12. *Arts and Culture*
  - 12.01 Art in Public Places Policy
- 2. The City Council approves termination of the following policies:
  - Mayor’s Youth Council Website Policy
  - Annexation Policy
  - Paid Family and Parental Leave Policy
  - Alternative Work Schedule Policy
  - Addendum Master Development Fund Policy (1)
  - Addendum Master Development Fund Policy (2)
  - GF Fund Balance Designation Policy Change
  - Financial Control Policy

Revised Fund Balance Year-End Classification Policy Financial Control Policy  
Revised Sidewalk Policy  
Snow and Ice Control Policies and Guidelines  
All Way Stop Control Policy

3. The City Council approves the following new policies:

*1. Council.*

1.07 Proclamation and Resolution Policy

1.08 Role of City Attorney Related to City Council and Board and Commission  
Members Policy

1.09 City Council Liaison and Ex-Officio Member Policy

1.10 Ex Parte Communications

PASSED by the City Council of the City of Northfield on this 21<sup>st</sup> day of May, 2024.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:   \_\_\_ POWNELL   \_\_\_ HOLMES   \_\_\_ NESS   \_\_\_ PETERSON WHITE  
          \_\_\_ REISTER   \_\_\_ SOKUP   \_\_\_ ZUCCOLOTTO