



City of Northfield

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

Meeting Minutes - Draft City Council

Tuesday, June 4, 2024

6:00 PM

Council Chambers

6:00 PM - CITY COUNCIL MEETING AGENDA

CALL TO ORDER

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

Present: 5 - Council Member Brad Ness, Mayor Rhonda Pownell, Council Member Jami Reister, Council Member George Zuccolotto, and Council Member Kathleen Holmes

Absent: 2 - Council Member Davin Sokup, and Council Member Jessica Peterson White

Also Present: Fire Chief Tom Nelson, Public Works Director/City Engineer David Bennett, Engineering Manager Sean Simonson, City Administrator Ben Martig, Deputy Police Chief P.T. Haider and City Clerk Lynette Peterson.

LISTENING SESSION

Jessica Jasper, 412 8th Street East, addressed the Council regarding the College/Water Street reconstruction project.

Arielle Loy, 1404 Washington Street, addressed the Council regarding neighborhood concerns for the Washington Street project.

Wendy Smith, 709 Winona Street, addressed the council regarding the College/Water Street reconstruction project.

RECESS

Council recessed at 6:13 p.m. Council meeting resumed at 6:30 p.m.

6:30 PM - APPROVAL OF AGENDA

City Administrator Ben Martig noted information in Supplemental Agenda Background Memo No. 1.

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

Yes: 5 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, and C. Holmes

PRESENTATIONS

1. [24-349](#) Presentation - Stormwater Pollution Prevention Poster Contest Winners.

Engineering Manager Sean Simonson introduced the item and Jennifer Tonko from Clean River Partners. The City of Northfield and Clean River Partners host an annual poster contest with local elementary schools. This year, second through fifth grade students from Prairie Creek Community School, Greenvale Park Elementary, Spring Creek Elementary, St. Dominic Elementary, and Bridgewater Elementary schools were asked to design a poster with the theme: "Stormwater Pollution Solutions" Through this exercise, these youth become aware of what stormwater is, where it goes, and how to prevent excess nutrients and other pollutants from entering into the Cannon River. This year 50 posters were submitted for the contest. 2024 winners are as follows:

Grades 2-3

1st place - Liv Tapper, 3rd Grade, Bridgewater Elementary; 2nd place - Savio Dennison, 2nd Grade, Bridgewater Elementary; 3rd Place - Jack Johnson, 2nd Grade, Greenvale Park Elementary; Honorable Mention - Addison Blumhoefer, 2nd Grade, Bridgewater Elementary; Tilia Tonko, 2nd Grade, Greenvale Park Elementary.

Grades 4-5

1st place - Piper Becker, 4th Grade, Spring Creek Elementary; 2nd Place - Noelia-T-Avila, 4th Grade, Spring Creek Elementary; 3rd place - Maeve Muza, 4th Grade, Spring Creek Elementary; Honorable Mention - Rachel Cioffi, 4th Grade, Spring Creek Elementary; Violet Christensen, 4th Grade, Spring Creek Elementary.

A group photo was taken after the presentation.

CONSENT AGENDA

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

Yes: 5 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, and C. Holmes

2. [24-350](#) Consider Approval of May 20, 2024 City Council Closed Meeting Minutes.
3. [24-351](#) Consider Approval of May 21, 2024 City Council Meeting Minutes.
4. [24-352](#) Consider Approval of May 28, 2024 City Council Closed Meeting Minutes.
5. [24-353](#) Consider Approving Disbursements totaling \$1,533,028.22
6. [24-354](#) Consider Authorizing and Directing Execution of Check for Statutory Costs and Disbursements.
7. [24-355](#) Consider Adjustment of Prior Mayoral Board/Commission Youth Appointment.
8. [Res. 2024-054](#) Approve Application for Off-Site Gambling Premises Permit for the Defeat of Jesse James Days Committee, Inc. at Northfield Ballroom, 450 Montessori Court, on September 4, 2024.
9. [24-356](#) Consider Amendments to Council Policies to include Amendments to

Council Rules of Business and Appendices and Board/Commission Rules of Business and Appendices.

10. [Ord. 1061](#) Consider Second Reading of Ordinance 1061 Amending the City Code of Ethics, Establishing a Uniform Set of Procedures for Boards and Commissions, and Moving and Consolidating Language Located in Various Chapters of City Code (Chapters 2, 22, 34, 42 and 54) Related to Boards and Commissions into Chapter 2 of City Code (Second Reading).
11. [24-357](#) Summary Publication of Ordinance No. 1061 Amending Northfield City Code, Chapters 2, 22, 34, 42 and 54 Related to the Code of Ethics and Establishing a Uniform Set of Procedures for City Boards and Commissions
12. [Res. 2024-055](#) Consider Approving Plans and Specifications and Order Advertisement for Bids for the TH 246 East Side Trail Project.

REGULAR AGENDA

13. [Res. 2024-056](#) Consideration of Resolution Ordering Preparation of Feasibility Report for the 2026 Spring Creek Road Reconstruction and Mill Towns Trail Improvements Project.

Engineering Manager Sean Simonson introduced the item giving background information on the project. Public Works Director/City Engineer David Bennett added additional information regarding the project. Bennett answered questions from the Council.

Elaine Schaffner, 1305 Woodley Street East, addressed the Council regarding bicycling safety on the east side of Hall Avenue from the creek's 1st crossing to the 2nd crossing.

A motion was made by Council Member Holmes, seconded by Council Member Reister, to approve Resolution No. 2024-056 Ordering Feasibility Report 2026 Spring Creek Road Reconstruction and Mill Towns State Trail Improvements Project STRT2026-A84.

A motion was made by Council Member Holmes, seconded by Council Member Reister, to approve an amendment to Resolution No. 2024-056 to include exploring the alignment following Spring Creek to Woodley Street and alternatives to crossings to ensure the safest crossing possible.

The original motion carried by the following vote:

Yes: 5 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, and C. Holmes

The amended motion carried by the following vote:

Yes: 5 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, and C. Holmes

14. [Res. 2024-057](#) Consideration of Resolution Ordering Preparation of Feasibility Report for the 2026 Mill & Overlay and Mill Towns Trail Improvements Project.

Engineering Manager Sean Simonson introduced the item giving background

information on the project. City Administrator Ben Martig, Public Works Director/City Engineer David Bennett and Simonson answered questions from the Council.

Aaron Reuvers, 2502 Countryview Drive, addressed the Council regarding the painting of pedestrian walkways.

A motion was made by Council Member Ness, seconded by Council Member Reister, to approve Resolution No. 2024-057 Ordering Feasibility Report 2026 Mill and Overlay and Mill Towns Trail Improvements Project STRT2026-A83. The motion carried by the following vote:

Yes: 5 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, and C. Holmes

RECESS

Council recessed at 7:31 p.m. Council meeting resumed at 7:41 p.m.

15. [24-358](#)

Review the proposed 2025 Northfield Area Fire & Rescue Service Budget and Capital Equipment Plan and Related City of Northfield of Fire Department 2025 Contribution.

Administrator Ben Martig introduced Fire Chief Tom Nelson. Chief Nelson introduced the item giving background on Acronyms, struggles, strengths, goals and the 2025 Budget. Administrator Martig added additional information regarding the budget. Chief Nelson answered questions from the Council. The Council thanked Chief Nelson for his service to the community.

16. [24-367](#)

Review Resolution Approving New Ice Arena Funding Partnership and Architect Contract.

Public Works Director/City Engineer David Bennett introduced the item giving background information on the Ice Arena Partnerships and architects contract. Administrator Ben Martig added additional information to the discussion. Bennett and Martig answered questions from the Council. This item will be on the June 18 meeting for action.

ADMINISTRATORS UPDATE

17. [24-359](#)

City Administrator's Update.

City Administrator Ben Martig updated the Council on City events and operations.

EXTEND THE MEETING

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

Yes: 5 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, and C. Holmes

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Holmes - Visible City Presentation; Park and Recreation Board Meeting; Friends of Downtown Northfield - Grant Opportunity.

C. Zuccolotto - Pride in the Park event.

C. Reister - Hospital Board Meeting; Pride in the Park.

C. Ness - No report.

Mayor Pownell - Hospital Board Meeting; EDA/Planning Commission Joint Meeting.

ADJOURN

A motion was made by Council Member Ness, seconded by Council Member Holmes, to adjourn the meeting at 9:06 p.m. The motion carried by the following vote:

Yes: 5 - C. Ness, Mayor Pownell, C. Reister, C. Zuccolotto, and C. Holmes